**MOTILAL NEHRU COLLEGE (EVENING)**

**UNIVERSITY OF DELHI**

**Proforma for Performance Based Appraisal System (PBAS) for Appointment of Acting Principal/ Vice-Principal**

**PART –A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father’s Name/ Mother’s Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Current Designation and Pay Band with Academic Grade Pay:
8. Category (SC/ST/OBC/PWD/General):
9. Address for Correspondence (with Pin Code):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone No: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile No: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Email:

1. Permanent Address (with Pin code):

Telephone No. (with STD Code):

1. Academic Qualification:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/ Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post- Graduation |  |  |  |  |  |  |
| Other Examinations, if any |  |  |  |  |  |  |

1. Research Degree (s);

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Name of the University | Title of Dissertation/thesis | Date of Submission | Date of Award |
| M. Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/ D.Lit. |  |  |  |  |

1. Post-doctoral positions held such as Research Associate, Research Scientist, etc.:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Designation | Name of the Employer | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
| Joining | Leaving |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Period of Teaching Experience:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Institution | Position held with Pay Scale/ Pay Band with Grade Pay | Ad-hoc/ Temporary/ Permanent | From | To | Total Experience (as on………………………) | | |
| Years | Months | Days |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

1. Courses taught at various levels ( Name the course gibing details):
2. Undergraduate:
3. Postgraduate:
4. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.
5. Field of Specialization under the Subject/Discipline:

a)

b)

1. Academic Staff College Orientation/Refresher Course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course | Place | Duration | Sponsoring Agency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART- B: ACADEMIC PERFORMANCE INDICATORS (API)**

**(Please refer to “Detailed Guidelines” for completing Part B)**

**CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Minimum API Score required under this category is 50/assessment period cumulatively.

1. Student related co-curricular, extension and field based activities:

* Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events)
* Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
* Extension and dissemination activities (public/ popular lectures/ talks/ seminar/ workshops/ conference/ symposium etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
| Total API Score (maximum 15 points/year) | | | |  |

1. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:

* Administrative responsibility (including as Dean/ Principal/ Vice Principal/ Bursar/ Chairperson/ Convener/ Teacher-in-charge/ similar other duties that require regular office hours for its discharge).
* Participation in Board of Studies, Academic and Administrative Committees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
| Total API Score (maximum 15 points/year) | | | |  |

1. Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/ Refresher/ Faculty development courses, dissemination and general articles and any other contribution)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
| Total API Score (maximum 15 points/year) | | | |  |

TOTAL API SCORE UNDER CATEGORY- II:

|  |  |  |  |
| --- | --- | --- | --- |
| API (a) | API (b) | API (c) | Total API Score (CATEGORY –II) (a+b+c) |
|  |  |  |  |

**(Please attach supporting documents towards evidence for the entries made in the above table)**

**CATEGORY- III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

III. A. Published Research Articles/Papers in related areas in Refereed Journals/ Other Reputed Journals notified by UGC:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Publication Type\* | Title of the paper, with details like: Journal’s name, Year of Publication, Vol.No., Page Nos., etc. | ISBN/ ISSN & Details of Publisher | Latest Impact Factor, if any\*\* | Authorship\*\*\* | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total API Score | | | | | |  |

\*For Publication Type: Kindly indicate whether the paper is published in (i) Refereed Journal as notified by UGC, or (ii) Other Reputed Journal notified by UGC.

\*\*Latest Impact Factor as per JCR-Thomson Reuter.

\*\*\*For Authorship: Kindly indicate whether you are (i) Single Author, (ii) First and Principal/ Corresponding author/ supervisor/ mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.B. (i) Publications other the journal articles (books, chapter in books) in related areas:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Publication Type\* | Title of the Book Chapter/Book/Conference Proceedings with details like: Year of Publication and other publications details. | ISBN/ ISSN & Details of Publisher | Level International/ National/ Local | Authorship\*\* | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total API Score | | | | | |  |

\*For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subjects Books, (ii)Edited/Translated Books, (iii) Chapters in books /Full Paper in Conference Proceedings or (iv) Other forms of duly recognized research work (applicable to faculty of music & fine arts.

For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

\*\*For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/ Corresponding author/ supervisor/ mentor or (iii) Other Author/Co-author, (iv) First Editor/translator or (v) Co-editor/ Co-Translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.C. Research Projects

III.C.(i) Sponsored Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project\* | Major/ Minor | PI/CO-PI/ Joint PI | Period | Total Grants sanctioned & received (in rupees); Name of the Funding Agency | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total API Score | | | | | |  |

\*Consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions (applicable for faculty of music and fine arts).

III. C.(ii) Consultancy Projects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Title of Consultancy Project | Period | Total Amount Mobilized (in rupees) | Name of the Funding Agency | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total API Score | | | | |  |

III.C.(iii) Projects Output/ Outcome

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project | Project Output/ Outcome Patent/ Technology/ Transfer/ Product/ Process/ Major Policy Document prepared | Period | Level- International /National; Body-International Body/Central Govt./State Govt./ Local Body | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total API Score | | | | |  |

III.D.(i) Research Guidance: M.Phil/ LL.M.; Ph.D.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level of Guidance | Registered | Thesis/ Dissertation Submitted | | Degree Awarded | | API Score\* |
| Number | Period | Number | Period |
| M.Phil./LL.M. or equivalent |  |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |  |
| Total API Score | | | | | |  |

\*There is no API Score for Dissertation submission in case of M.Phil./LL.M.

III.E. Fellowships, Awards and Invited Lectures delivered in Conferences/ Seminars/ Refresher/ Orientations/ FDP

III.E.(i) (a) Fellowships

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of Fellowship | Fellowship Awarding Institution/ Organisation | From\_\_\_\_\_\_  To\_\_\_\_\_\_\_\_ | Level: International/National | API Score\* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total API Score | | | | |  |

III.E.(i) (b) Awards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of Awards | Awarding Institution/Organisation | Date | Level: International/Natioal/State/University | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total API Score | | | | |  |

III.E (ii) Invited Lecture/ Papers presented in Conferences/Seminars/Refresher/Orientation/FDP

*(Merely attending the Conference, Seminar, FDP does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/ FDP to qualify for API score).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Invited Lecture delivered/ Paper presented\*\* | Details of Conference/ Seminar/ FDP & Organizing Institution | Date of Presentation | Duration (in minutes) | Level: International/ National/ State/University | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total API Score\* | | | | | |  |

\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

\*\*Consideration may be given to other forms of duly recognized invited lectures/performances/ music concerts at different levels (applicable for faculty of music and fine arts).

Consideration may be given to other forms of duly recognized assignments in sports (applicable for department of physical education).

III.F. Development of e-learning delivery process/material

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of Module and Subject | Organisation for which it was developed | From\_\_\_\_\_  To\_\_\_\_\_\_\_ | Duration of module (in minutes) | Level: Undergraduate/ Postgraduate | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total API Score | | | | | |  |

**(Please attach supporting documents towards evidence for the entries made in the above table)**

TOTAL API SCORE UNDER CATEGORY- III:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| API (A) | API (B) | API (C) | API (D) | API (E) | | | API (F) | Total API Score (CATEGORY –III) (A+B+C+D+E+F) |
| (i) (a) | (i) (b) | (ii) |
|  |  |  |  |  |  |  |  |  |

SUMMARY OF API SCORES

|  |  |  |
| --- | --- | --- |
| S.No. | Category | API Score for the Assessment Period |
| 1 | Category-II: Professional Development, Co-Curricular And Extension Activities |  |
| 2 | Category-III: Research and Academic contribution |  |
| CONSOLIDATED API SCORE (CATEGORY II+III) | |  |

**PART – C: OTHER RELEVANT INFORMATION**

1. Academic awards and distinctions:
2. Membership/ Fellowship of Learned bodies/ Societies:
3. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
4. Please give details of any other credential, significant contribution, awards received, responsibilities, etc. not mentioned earlier.
5. Future plans (In approximately 150 words):

|  |
| --- |
| Three Referees familiar with your academic work |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Full Name | Institutional Affiliation | Designation | Address | Mobile/ Phone No. | Email | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

1. 11.
2. 12.
3. 13.
4. 14.
5. 15.
6. 16.
7. 17.
8. 18.
9. 19.
10. 20.

I certify that the information provided is correct as per records enclosed.

Date:

Place:

Signature of the Applicant