MANIPUR UNIVERSITY CANCHIPUR: IMPHAL

Annual Self-assessment of the Performance Based Appraisal System (PBAS)

Year						

Based on UGC Regulations 2018 and Relevant Notifications

1.	Name (in Block Letters)					
2.	Father's Name					
3.	Department / Centre					
4.	Correspondence Address					
5.	Permanent Address					
6.	Cell phone no.					
7.	Email					
8.	Date of birth					
9.	Marital Status					
10.	Nationality					
11.	Category (mark the correct box)	SC	ST	Non- Creamy OBC	ferently- abled	UR- EWS
12.	Gender (mark the correct box)	Male		Female		Other
13.	Date of joining Manipur University					
14.	Current designation					
15.	Basic pay					
16.	Date of last appointment/promotion/ Re-designation, if any (attach Office Order)					
17.	Assessment period					
18.	Academic qualifications					

Degree/Certificate	Board	d/ University		ear of ssing	% of marks obtained	Division/ Class/ Grade	Subjects		Enclosure No.
Matriculation									
10+2 and equivalent									
B.A./B.Sc./B.Com./ LLB/B.Tech./BBA									
M.A./M.Sc./M.Com /LLM/M.Tech./MB A									
M.Phil.									
Ph.D.									
Any other									
19. Eligibility	Γest								
		Year of Pa	assing			Subject			Enclosure No.
VET (JRF)									
NET (Lectureship)									
SLET/SET									
20. Appointme	nts held j	prior to joini	ng Mani	pur Un		_		1	
20. Appointme Designation	nts held 1	prior to joini Name of I			iversity Date of	of Leaving	Pay Scale	Reas	son for leaving
Designation	nts held 1				Date of		Pay Scale	Reas	son for leaving
Designation	nts held j				Date of		Pay Scale	Reas	son for leaving
Designation	nts held j				Date of		Pay Scale	Reas	son for leaving
Designation	nts held j				Date of		Pay Scale	Reas	son for leaving
Designation			Employe	r	Date of		Pay Scale	Reas	son for leaving
Designation		Name of I	Employe. Univers	r	Date of				
Designation 21. Post held s	ince join	Name of I	Employe	r	Date of Joining	Leaving	ual joining	Pa	son for leaving Band with GP / level
Designation 21. Post held signation	ince join	Name of I	Employe Univers Departm	r	Date of	Leaving		Pa	y Band with
Designation 21. Post held s	ince join	Name of I	Employe Univers Departm	r	Date of Joining	Leaving	ual joining	Pa	y Band with
Designation 2. Post held signation SI No Designation	ince join	Name of I	Employe Univers Departm	r	Date of Joining	Leaving	ual joining	Pa	y Band with

Table 1

1. Details of teachin											
Academic Year	Semester	No. of Classes assigned	No. of Classes taught	% of Classes taught	Grade*						
* Good: ≥80 %; Satisfac	etory: $\geq 70 \%$ but < 8	80%; Not Satisfactor	y: < 70%								

2.	2. Orientation/Refresher/Research Methodology/MOOC Course (s) attended:										
CourseDetails Place Duration Sponsoring Agenc											

<u>, </u>	ctivities; Not Satisfactory: No Activity):	Dura	tion	Enclosure
Names of the Activities	Type of Responsibilities	From	То	No.
 a. Details of administrative responsibilisuch as Head/Dean/Director/Coordinator/Waetc. 				
b. Details of examination duties such as Setting/ Moderation/Evaluation of Ar Scripts etc.				
c. Details of student related Activities (Counseling/Study Tour/Student Seminar/Cultural/Sports/ NCC/NSS/ Community Services, etc.				
d. No. of Seminar/Conference/Worksho organized.	p etc.	•		
e. No. of Ph.D. Scholars guiding.				
f. No. of publications in peer reviewed/listed journals.	UGC			
g. No. of Minor/Major Research Project sponsored by National/International Agencies	s			

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sl No	Title of the Research paper	Journal	Year Vol. Page No.	ISSN No.	Impact Factor	Whether you are the First/ Correspond ing Author	Journal no. as per latest UGC list	API Score	Encl. No.

2. Publications (other than Research Papers)

(a) Books authored which are published by International Publishers

Sl No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co- author	Whether you are the main author	API Score	Encl No

National Publishers

Sl No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co- author	Wheth er you are the main author	API Score	Encl No
							author		

Chapter in Edited Book

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title	/ ISBN	Peer	co-	you	Score	No
			editor	No.	Reviewed	author	are the		
			&				main		
			Publisher				author		

Editor of Book by International Publisher

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title editor	/ ISBN	Peer	co-	you	Score	No
			& Publisher	No.	Reviewed	author	are the		
							main		
							author		

Editor of Book by National Publisher

Sl No	Title with	Date	of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publica	tion	Title editor	/ ISBN	Peer	co-	you	Score	No
				&	No.	Reviewed	author	are the		
				Publisher				main		
								author		

(b) Translation works in Indian and Foreign Languages by qualified faculties Chapter or Research paper

Sl No Date Book Whether Title with ISSN Whether Nos. of API Encl Publication Title editor Page No / ISBN you Peer Score No co-& are the No. Reviewed author Publisher main author

Book

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title	/ ISBN	Peer	co-	you	Score	No
			editor	No.	Reviewed	author	are the		
			&				main		
			Publisher				author		

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Item	Provide details of pedagogy, Content, etc.	API Score	Encl No.
a	Development of innovative pedagogy (5)			
b	Design of new curricula and courses- 2 per curricula/course			
c	MOOCs:			
	i. Development of complete MOOCs in 4 quadrants in 4 credit course–20			
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course –5			
	iii. MOOCs developed in 4 quadrants - 5 per module/lecture			
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant- 2			
	v. Course Coordinator for MOOCs 4 credits course-8			
	vi. Course Coordinator for MOOCs less than 4 credits course- 2			
d	E-Contents:			
	i. Development of e-content in 4 quadrants for complete course/e-book–12			
	ii. e-content developed in 4 quadrants - 5 per module			
	iii. Contribution to development of e-content module in complete course/paper/e- book, at least with one quadrant -2			
	iv. Editor of e-content for complete course/paper/e-book – 10			
		Total Score of Category-III (a+b+c+d)		

4. (a) Research Guidance

Sl No		Title of the Thesis	Degree awarded		API Score	Encl No.
	M.Phil./PG Dissertation					
	Ph. D.		Degree awarded	Thesis Submitted		

4. (b) Research Projects Completed

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4. (c) Research Projects Ongoing

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4. (d) Consultancy

	Sl No	Title of the project	Agency	Period	Amount	API Score	Encl No.
İ							

5. Patents/Policy Document/Award/Fellowship:

Туре	Details of Patent/Policy Document/Award/Fellowship	API Score	Encl No.
(a) International Patent (10)			
(b) National Patent (7)			
(c) International Policy Document (10)			
(d) National Policy Document (7)			
(e) State Policy Document (4)			
(f) International Award or Fellowship (7)			
(g) National Award or Fellowship (5)			
Т	Otal Score of Category-V (a+b+c+d+e+f+g)		

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S1	Topic of the	Details of	Organized	Category:	Please select	API	Encl
No	Invited Lecture	Conference /	by	International (Abroad)/	whether	Score	No.
	delivered/	Seminar/		International (within	Invited Talk/		
	Paper presented	FDP/		country)/	Paper		
		Academic		National/	Presented		
Session		State/					
				University			

Note: Enclose all relevant documents for API Verification.

Place:

Date:

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/suppression of facts, I shall solely be liable for the same.

	Signature of Applicant
Recommendation by the Head of Department/Centre:	
Recommendation by the Dean of the School:	Head of Department/Centre
	Dean of the School

MANIPUR UNIVERSITY CANCHIPUR: IMPHAL

Application Form for CAS Promotion of Teachers under UGC Regulations 2018 and Relevant Notifications

1.	Name (in Blo	ock Letters)									
2.	Father's Nan	me									
3.	Department /	/ Centre									
4.	Corresponde	ence Address									
5.	Permanent A	Address									
6.	Cell phone n	10.									
7.	Email										
8.	Date of birth										
9.	Marital Statu	18									
10.	Nationality										
11.	Category (m.	SC		ST	ST Non- Creamy OBC		my ¹	Differentl abled	у-	UR- EWS	
12.	Gender (mar	k the correct box)		Male	;	Female		ale		C	Other
13.	Date of eligi	bility of promotion									
14.	Current desig	gnation									
15.	Basic pay										
16.	Date of last appointment/promotion/ Re-designation, if any (attach Office Order)										
17.	7. Assessment period										
18.	Academic qu	alifications									
Degree/Certificate Board/ University			Year of Passing	1	% of marks otained	C	rision/ lass/ rade	Subj	jects	Eı	nclosure No.
Matricu	ılation										

	Sc./B.Com./ Tech./BBA										
	I.Sc./M.Com I.Tech./MB										
M.Phil.											
Ph.D.											
Any oth	er										
19.	Eligibility To	est									
	Year			Passing				Subject			Enclosure No.
NET (JRF)											
NET (Le	ctureship)										
SLET/SET											
20.	Appointmen	ts held	prior to joir	ning Man	ipur l	University	/				
		Name of	Name of Employer		Joining	Date o	f Leaving	Pay Scale	Rea	son for leaving	
21.	Post held sir	nce join	ing Manipu	r Univers	sity		I				
				Departn	nent	Date of actual joining					ay Band with
Sl No	Designation			/Centre		F	rom		То		GP / level
1.	Appointmen Professor	t of Ass	sistant								
2.	Date of Pror Stage-2/Lev		at								
3.	Date of Pror Stage-3/Lev	notion a	at								
4.	Date of Promotion at										
5.	Date of Pror Stage-5/Lev	notion a									
22.	Research ex	perienc	e excluding	years sp	ent in	M. Phil	/ Ph. D	(in years)			

10+2 and equivalent

Table 1

1.	1. Details of teaching activities (Classes taught includes sessions on tutorial/lab & other teaching related activities):											
Academic Year		Semester	No. of Classes assigned	No. of Classes taught	% of Classes taught	Grade*						
* Good	* Good: ≥80 %; Satisfactory: ≥70 % but < 80%; Not Satisfactory: < 70%											

2.	Orientation/Refresher/Research Methodology/MOOC Course (s) attended:									
Course	Details	Place	Duration	Sponsoring Agency						

3.	Details of involvement of other activities (Min Good: 3 Activities; Satisfactory: 1-2 Activities	imum requirement: Any THREE acts; Not Satisfactory: No Activity):	tivities out of	f seven ac	tivities;
	-	-	Dura	tion	Enclosure
Names	of the Activities	Type of Responsibilities	From	То	No.
a.	Details of administrative responsibilities such as Head/Dean/Director/Coordinator/Warden etc.				
b.	Details of examination duties such as Paper Setting/ Moderation/Evaluation of Answer Scripts etc.				
c.	Details of student related Activities (Counseling/Study Tour/Student Seminar/Cultural/Sports/ NCC/NSS/ Community Services, etc.				
d.	No. of Seminar/Conference/Workshop etc. organized.			•	
e.	No. of Ph.D. Scholars guiding.				
f.	No. of publications in peer reviewed/UGC listed journals.				
g.	No. of Minor/Major Research Projects sponsored by National/International Agencies				

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

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Sl No	Title of the Research paper	Journal	Year Vol. Page No.	ISSN No.	Impact Factor	Whether you are the First/ Correspond ing Author	Journal no. as per latest UGC list	API Score	Encl. No.

2. Publications (other than Research Papers)

(a) Books authored which are published by International Publishers

Sl No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co- author	Whether you are the main author	API Score	Encl No

National Publishers

Sl No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co- author	Wheth er you are the main author	API Score	Encl No

Chapter in Edited Book

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title	/ ISBN	Peer	co-	you	Score	No
			editor	No.	Reviewed	author	are the		
			&				main		
			Publisher				author		

Editor of Book by International Publisher

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title editor	/ ISBN	Peer	со-	you	Score	No
			& Publisher	No.	Reviewed	author	are the		
							main		
							author		

Editor of Book by National Publisher

Sl No	Title with	Date	of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publica	tion	Title editor	/ ISBN	Peer	co-	you	Score	No
				&	No.	Reviewed	author	are the		
				Publisher				main		
								author		

(b) Translation works in Indian and Foreign Languages by qualified faculties Chapter or Research paper

Date Sl No Book Whether Title with ISSN Whether Nos. of API Encl Publication Title editor / ISBN you Page No Peer Score No co-& are the No. Reviewed author Publisher main author

Book

Sl No	Title with	Date of	Book	ISSN	Whether	Nos. of	Whether	API	Encl
	Page No	Publication	Title	/ ISBN	Peer	co-	you	Score	No
			editor	No.	Reviewed	author	are the		
			&				main		
			Publisher				author		

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Item	Provide details of pedagogy, Content, etc.	API Score	Encl No.
a	Development of innovative pedagogy (5)			
b	Design of new curricula and courses- 2 per curricula/course			
c	MOOCs:			
	 Development of complete MOOCs in 4 quadrants in 4 credit course–20 			
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course –5			
	iii. MOOCs developed in 4 quadrants - 5 per module/lecture			
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant- 2			
	v. Course Coordinator for MOOCs 4 credits course-8			
	vi. Course Coordinator for MOOCs less than 4 credits course- 2			
d	E-Contents:			
	i. Development of e-content in 4 quadrants for complete course/e-book–12			
	ii. e-content developed in 4 quadrants - 5 per module			
	iii. Contribution to development of e-content module in complete course/paper/e- book, at least with one quadrant -2			
	iv. Editor of e-content for complete course/paper/e-book – 10			
		Total Score of Category-III (a+b+c+d)		

4. (a) Research Guidance

Sl No		Title of the Thesis	Degree awarded		API Score	Encl No.
	M.Phil./PG Dissertation					
	Ph. D.		Degree awarded	Thesis Submitted		

4. (b) Research Projects Completed

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4. (c) Research Projects Ongoing

Sl No	Title of the project	Funding Agency	Period	Amount	API Score	Encl No.

4. (d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	API Score	Encl No.

5. Patents/Policy Document/Award/Fellowship:

Туре	Details of Patent/Policy Document/Award/Fellowship	API Score	Encl No.
(a) International Patent (10)			
(b) National Patent (7)			
(c) International Policy Document (10)			
(d) National Policy Document (7)			
(e) State Policy Document (4)			
(f) International Award or Fellowship (7)			
(g) National Award or Fellowship (5)			
	Total Score of Category-V (a+b+c+d+e+f+g)		

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

SI No	Topic of the Invited Lecture delivered/ Paper presented	Details of Conference / Seminar/ FDP/ Academic Session	Organized	Category: International (Abroad)/ International (within country)/ National/ State/ University	Please select whether Invited Talk/ Paper Presented	API Score	Encl No.

Note: Enclose all relevant documents for API Verification.

Place:

Date:

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/suppression of facts, I shall solely be liable for the same.

	Signature of Applicant
Recommendation by the Head of Department/Centre:	
Recommendation by the Dean of the School:	Head of Department/Centre
	Dean of the School