

Jain Vishva Bharati Institute (Deemed University)
Ladnun-341306, Rajasthan

PERFORMANCE APPRAISAL REPORT : 2025-26

PART-I
SELF-APPRAISAL

GENERAL INFORMATION*(For New Joiner only):*

(i) General Information:

- (a) Name (in Block Letters):
- (b) Father's Name / Mother's Name / Husband's Name:
- (c) Department:
- (d) Current Designation & Grade Pay:
- (e) Date and Place of Birth:
- (f) Sex:
- (g) Marital Status:
- (h) Nationality:
- (i) Indicate whether belongs to SC/ST/OBC/Minority Category:
- (j) Address for Correspondence (with Pincode):

- (k) Permanent Address (with Pincode):

Contact No.:

Email:

- (l) Area of Specialization:

(ii) Academic Qualifications:

Exam. Passed	Board/ University	Subjects	Passing Year	Percentage / CGPA	Division/ Grade, Merit etc.
Secondary					
Senior Secondary					
Bachelor's Degree(s)					
Master's Degree(s)					
Research Degree(s)					
Other (Diplomas/Certificates etc.)					

(iii) Research Experience & Training

Research Stage	Title of Work/Theses	Date of Award	University where the work was carried out
M.Phil. or equivalent			
Ph.D.			
Post-Doctoral (D.Litt)			
Publications (give a list separately)			
Research Guidance (give name of students guided successfully)			
Training (please specify)			

(iv) Research Projects carried out:

Title of Project	Name of Funding Agency	Duration	Remarks

(v) Seminars, Conferences, Symposia, Workshops etc. attended:

Name of the Seminar/Conference/Symposia/Workshop, etc.	Place and Date	Name of the Sponsoring Agency

(vi) Orientation / Refresher Course attended:

Name of the Course	Place	Duration	Name of the Sponsoring Agency

(vii) Teaching Experiences:

Courses Taught	Name of University/College/Institution	Duration
U.G.(B.A./B.Sc. etc.(Pass)		
U.G. B.A./B.Sc.(Hons)		
P.G.(M.A./M.Sc. etc.		
M.Phil.		
Any other		

Total Teaching Experience:

- (a) Under-graduate (Classes in years):
- (b) Post -graduate (Classes in years):

(viii) Innovations/Contributions in Teaching

- (a) Design of curriculum:
- (b) Teaching Methods:
- (c) Laboratory experiments:
- (d) Evaluation methods:
- (e) Preparations of resource material including books, Reading materials, Laboratory manuals etc.

- (f) Development of e-content, editing of e-content etc.
- (g) Patents (Utility/Design):
- (h) Awards/Fellowship:
- (i) Remedial Teaching/Students Counseling (academic)
- (j) Any other

(ix) Extension Work/Community Service:

- (a) Please give a short account of your contribution to:
 - i) Community work such as values of National integration, Secularism, democracy, socialism, peace, humanism, scientific temper, Flood or, drought relief, small family norms etc.
 - ii) National Literacy Mission.
- (b) Position held/Leadership role played in organizations Linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity.

(x) Participation in Corporate Life, Please give a short account of your contribution to:

- (a) College/University/Institution
- (b) Co-curricular Activities
- (c) Enrichment of Campus Life (hostel s, sports, games, cultural activities)
- (d) Students Welfare and Discipline
- (e) Membership/Participation in Bodies/Committees on Education and National Development.
- (f) Professional Organization of Teachers.

- (xi)** (a) Membership of Professional Bodies, Societies etc,
- (b) Editorship of Journals

(xii) Appointments held prior to joining this Institution:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

(xiii) Any other information:

Signature of the Faculty

Jain Vishva Bharati Institute (Deemed University)
Ladnun-341306, Rajasthan

PERFORMANCE APPRAISAL REPORT : 2024-25

PART-II

**ANNUAL SELF-ASSESSMENT FOR THE
PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

PART-A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name / Mother's Name / Husband's Name:
3. Date of Birth:
4. Department:
5. Date of Appointment:
 - (i) To the Institute:
 - (ii) To the current position:
6. Current Designation & Grade Pay:
7. Date of last Promotion:
8. Area of Specialization:
9. Address for Correspondence (with Pin Code):
10. Permanent Address (with Pin Code):

Contact No.:

Email:

11. Whether acquired any degrees or fresh academic qualifications during the year:
12. Academic Staff College Orientation/Refresher Course attended during the year:

S.No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1.				
2.				
3.				
4.				
5.				

PART-B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary):

S.No.	Course/Paper	Level	Mode of Teaching*	No. of classes per week allotted	No. of classes conducted	% of Classes / Practical taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm(Max score: 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students:

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(Max Score: 20)				API Score

(iii) Creation of ICT mediated Teaching Learning pedagogy and content, and development of new and innovative courses and curricula:

S.No.	Short Description	API Score
	Total Score:	

Activity	Grading Criteria
(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 (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20
MOOCs(developedin4quadrant)permodule/lecture	05
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
CourseCoordinatorforMOOCs(4creditcourse)(In case of MOOCs of lesser credits 02 marks/credit)	08

(iv) Development of e-content, editing of e-content etc.:

S.No.	Short Description	API Score
	Total Score:	

Activity	GradingCriteria
Developmentofe-Contentin4quadrantsforacomplete course/e-book	12
e-Content(developedin4quadrants)permodule	05
Contributiontodevelopmentofe-contentmodulein complete course/paper/e-book (at least one quadrant)	02
Editorofe-contentforcompletecourse/paper/e-book	10

CATEGORY-II:ADMINISTRATIVE RESPONSIBILITIES, EXAMINATION AND EVALUATIONDUTIES, CO-CURRICULAR, EXTENSION, ANDPROFESSIONAL DEVELOPMENT RELATED ACTIVITIES:

Please mention your contribution in any of the following activities:

(i) Administrative Responsibilities

S.No.	Type of Administrative Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max-10):			

(ii) Examination and Evaluation Duties assigned and performed

S.No.	Type of Examination and Evaluation Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max-10):			

(iii) Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs / Week	API Score
	(I) Extension Work/Community Service, Co-curricular & Field based Activities		
	Total Score (Max-20):		
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total Score (Max-15):		
	(III) Professional Development Activities		
	Total Score (Max-15):		
	Total Score (I+II+III) (Max-25)		

CATEGORY-III: RESEARCH, PUBLICATIONS, CONFERENCES, CONSULTANCY, AND ACADEMIC CONTRIBUTIONS

(i) Research Papers in Peer-Reviewed or UGC listed Journals

S.No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

Activity	GradingCriteria
Faculty of Sciences/Medical Sciences	8perpaper
Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Commerce/ Management & Other related disciplines	10 per paper

(ii) Publications (other than Research papers)

Books authored/ Editor of the book/Chapters published in Edited Books:

S.No.	Title with page nos.	Book Title, editor & Publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

Note: Paper presented if part of edited book or proceeding then it can be claimed only once.

Activity	GradingCriteria
Books authored which are published by:	
International publishers	12
National Publishers	10
Chapter in Edited Book	05
Editor of Book by International Publisher	10
Editor of Book by National Publisher	08

(iii) Publications (Translation works in Indian and/or Foreign Languages):

S.No.	Title with page nos. translated	Book/Journal Title, editor & Publisher	ISSN/ISBN No.	Whether peer reviewed (if journal)	No. of co-authors	Whether you are the main author	API Score

Activity	GradingCriteria
Chapter or Research paper	3
Book	8

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- Paper in refereed journals without impact factor - 5 Points
 - Paper with impact factor less than 1 - 10 Points
 - Paper with impact factor between 1 and 2 - 15 Points
 - Paper with impact factor between 2 and 5 - 20 Points
 - Paper with impact factor between 5 and 10 - 25 Points
 - Paper with impact factor > 10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Note: The research score shall be from the minimum of three categories out of six categories.

(iv) Organized Seminars/Conferences/Workshops/other activities

S.No.	Type of Seminars/Conferences/Workshops etc organised	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score			

Grading Criteria:

Activity	GradingCriteria
International	7
National	5
State	3
University	2

- (v) 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)

Full Papers in Conference Proceedings

S.No.	Title with page numbers	Details of conference publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

Invited Lectures and Chairmanships at national or international conferences/seminar etc.

S.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organized by	Whether international/national	API Score

Activity	Grading Criteria
International (Abroad)	7
International (within country)	5
National	3
State/University	2

Note: Paper presented if part of edited book or proceeding then it can be claimed only once.

For the purpose of calculating research score of the teacher, the combined research score from the Policy document (Category-IV(ii)) and Invited lectures/Resource Person/Paper presentation (Category-III(v)) shall have an upper capping of thirty percent of the total research score of the teacher concerned.

(vi) Research Guidance:

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Phil. or equivalent				
Ph.D. or equivalent				

Note: For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

Activity	Grading Criteria
Ph.D.	10 per degree awarded 05 per thesis submitted
M.Phil./P.G. dissertation	02 per degree awarded

(vii) Research Projects (Completed):

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document / patent as outcome	API Score

Activity	GradingCriteria
Morethan10lakhs	10
Lessthan10lakhs	05

(viii) Research Projects (Ongoing):

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score

Activity	GradingCriteria
Morethan10lakhs	5
Lessthan10lakhs	2

JointProjects:PrincipalInvestigatorandCo-investigatorwouldget50%each.

(ix) Consultancy:

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score

Activity	GradingCriteria
Consultancy	3

CATEGORY-IV: PATENTS, POLICY DOCUMENTS, AWARDS/FELLOWSHIPS AND PROFESSIONAL BODY MEMBERSHIP:

(i) Patents:

S.No.	Title	Agency	Period	Grant / Amount (Rs. lakh)	API Score

Activity	GradingCriteria
International	10
National	7

(ii) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title of the Policy document	Name of organization/Central/State Government	API Score

Activity	GradingCriteria
International	10
National	7
State	4

Note: For the purpose of calculating research score of the teacher, the combined research score from the Policy document (Category-IV(ii)) and Invited lectures/Resource Person/Paper presentation(Category-III(v)) shall have an upper capping of thirty percent of the total research score of the teacher concerned.

(iii) Awards/Fellowships received during the year

S.No.	Name of Award/Fellowship	Name of organization	API Score

Activity	GradingCriteria
International	7
National	5

(iv) Membership of any Professional Body, Editorship of Research Journal etc.

S.No.	Name of Professional Body / Research Journal	API Score

Activity	GradingCriteria
International	7
National	5

SUMMARY OF API SCORES

S.No.	Criteria	Last Academic Year	Total API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation Related Activities			
II	Administrative Responsibilities, Examination and Evaluation Duties, Co-curricular, Extension, and Professional Development Related Activities			
III	Research, Publications, Conferences, Consultancy and Academic Contributions			
IV	Patents, Policy Documents, Awards/Fellowships and Professional Body Memberships			
	Total: I + II + III + IV			

PART-C :OTHER RELEVANT INFORMATION

(i) Details of any other Significant Contributions not Mentioned Earlier:

S.No.	Details (Mention Year, Value etc. where relevant)

(ii) Grading of Teaching Activities:

Activity	Grading
Teaching: $\text{Number of classes taught} / \text{total classes assigned} \times 100\%$ (Classes taught includes sessions on tutorials, lab and other teaching related activities)	

Grading Criteria: (i) 80% & above – **Good**; (ii) Below 80% but 70% & above – **Satisfactory**; (iii) Less than 70% - **Not satisfactory**.

(iii) Grading of Involvement in the Institute Administrative Responsibility/Students Related Activities/ Research Activities etc:

Involvement in the following activities	Grading
a. Administrative responsibilities such as Head / Chairperson / Director etc. b. Examination and evaluation duties assigned by the Institute or attending the examination paper evaluation c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services d. Organizing seminars/ conferences/ workshops, other college/university activities e. Evidence of actively involved in guiding Ph.D students f. Conducting minor or major research project sponsored by national or international agencies g. At least one single or joint publication in peer- reviewed or UGC list of Journals h. Registered new Patents, Submitted Policy Documents to an International Body	

Grading Criteria: (i) Involved in at least 3 activities – **Good**; (ii) 1-2 activities – **Satisfactory**; (iii) Not involved / undertaken any of the activities – **Not-satisfactory**

➤ LIST OF ENCLOSURES:

(Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the institute and/or documents enclosed along with the duly filled PBAS proforma.

Date:

Place:

**Signature of the faculty with
Designation, Place & Date**

VERIFICATION OF FACTUAL DATA BY CONCERNED HOD/PRINCIPAL/DIRECTOR:

S.No.	Category	Accurate / Inaccurate	Remarks
1.	General Information		
2.	Teaching, Learning and Evaluation Related Activities		
3.	Administrative Responsibilities, Examination and Evaluation Duties, Co-curricular, Extension, and Professional Development Related Activities		
4.	Research, Publications, Conferences, Consultancy and Academic Contributions		
5.	Patents, Policy Documents, Awards/Fellowships and Professional Body Memberships		

➤ **OVERALL GRADING(Good/Satisfactory/Not Satisfactory):**

GRADING CRITERIA:

- **Good:** Good in activity at Part-C(ii) and satisfactory or good in activity at Part-C(iii). Or
- **Satisfactory:** Satisfactory in activity at Part-C(ii) and good or satisfactory in activity at Part-C(iii).
- **Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Signature of Verifier
(HOD/Principal/Director)**

**Signature of the Vice-Chancellor /
Name & Signature of Person authorized/nominated by the Vice-Chancellor**