Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/ Year 2017-2018

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1.Name (Block letters)   : MIHIR KUMAR MANDAL

2.Father's /Mother's name/Husband's name   : MANINDRA NATH MANDAL

3.Department   : BENGALI

4.Current Designation & Grade Pay   : ASSISTANT PROFESSOR STAGE -III

5.Grade Pay   :Rs.7000

6.Date of last Promotion   :25/07/2018

7. Address for correspondence (with pin code)   : **PANCHTHUPI HARIPADA GOURIBALA COLLEGE,**

PO. PANCHTHUPI, PS. BURWAN, DIST.MURSHIDABAD. W.B. PIN- 742161.

8. Permanent Address (With Pin Code): TAHERPUR -
J/1/20,P.O+P.S   TAHERPUR –Dist –NADIA. PIN-
741159
TelephoneNo.:9434831068,

E-mail : mihir3010mandal@gmail.com

9.Whether acquired any degrees or fresh academic qualifications during the year : NA

10.Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School/Short Term Course	Place	Duration	Sponsoring Agency	
Refresher Course	HUMAN RESOURCE DEVELOPMENT CENTRE N.B.U	07.12.2017 TO 27.12.2017	UGC	

11. Date of Appointment   25/07/2008

                        :

12. For which position & AGP you are applying under CAS: stage IV(Associate Professor-13A) AGP- 8000

13. Date of eligibility for Promotion 25/07202

Examination	Name of the University	Year of passing	Marks obtained(%)	Class/ grade
BA/B.Sc./ B.Com.	UNIVERSITY OF KALYANI	1998	49.62%	2ND
MA/M.Sc./ M.Com.	UNIVERSITY OF KALYANI	2000	53.62%	2ND
Other examination,if any	NET	JUNE 2000		

14. Educational Qualification (Graduation onwards):(See Page

15. Research Degree(s): (See Page)

Degree	Name of the University	Date of award	Title
M.Phil	UNIVERSITY OF KALYANI	26/08/2004	"NADIA JELAR ORAOAN DER JIBON O SANSKRITY."
Ph.D/ D.Phil	NA	NA	NA
D.Sc./ D.Lit	NA	NA	NA

16. Details of Teaching/ Research/Academic Experience: (See Page)

Designation	Employer	Period of service From To	Scale of pay
ASSISTANT PROFESSOR	PRINCIPAL, PANCHTHUPI HARIPADA GOURI BALA COLLEGE	25/07/2008 TO - TILL DATE	Rs.15600-39100, AGP Rs.7000

Part B: Academic Performance Indicators (API)

2017-2018

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED

ACTIVITIE

Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spentper Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score	See page
1.	B.A.Semester I, II+, paper I,II,AECC,LCC	Gen.	L /P.S	97 hours			
2.	B.A. Part II(G)	Gen	L /P.S	35 hours			
3.	B.A. Part-III(G) Paper-IV	Gen.	L /P.S	55 hours			
4.	B.A.Semester I,II Papers-I,II,III,IV	Hons	L /P.S	114 hours			
5.	B.A.Part II(H) Papers III,IV	Hons	L /P.S	137 hours			
6.	B.A, Part-III(H) Papers-V,VI,VI,VIII	Hons	L /P.S	138 hours			
				556 hours			
	Total			580 hours			

* Lectures, Tutorial, Practical, Project Supervision and Field Work

Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

b)   Examination duties (question paper setting, evaluation of answer scripts) as per

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score	
1.	Invigilation	100 hours			
2.	Question Paper Setting	20 hours			
3.	Evaluation of Answer Scripts	358 hours			
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20 iv) Associate Professor: 20				

allotment

(c) Innovative teaching• learning methodologies; updating of subject content/ course, mentoring etc.

(a)   Updating of Courses/Curriculum Design:

(b)   Participation/Innovative – Interactive courses:

(c)   Participation./Innovative – Learning Modules

(d)   Participation. /Innovative – Case Studies prepared:

(e)   Use of ICT or Computer-aided methods – ppt:

(f)   Use of ICT – Multi-media/Simulation etc:

(g)   Dev/Teaching Remedial/Bridge Courses:

(h)   Dev/Teaching Soft skill/Communication/Personality Dev:

(i)   Special Programs in Phys. Edn./Library:

(j)   Innovative Composition/Creation in Music, Fine Arts, Performing Arts:

(k)   Organizing & cond. of popular Programme/Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API Score	
	1.Curriculum Design	60 hours			
	2.Use of ICT or Computer-aided methods	40 hours			
	Maximum API Score : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 iii) Assistant Professor Stage III : 10				

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year()

CATEGORY 2 : **CO•CURRICULAR, EXTENSION AND PROFESSIONAL**

Sl. No.	Type of Activity	Actual hours spent perAcademic Year		Actual Score (Actual hours spent perAcademicYear ÷10)*		API Score

DEVELOPMENT RELATED ACTIVITY

(a)	**Student related Extension, Co-curricular & field based Activities**					
	i) Discipline related co-curricular activities(e.g. remedial classes, career counseling, study visit, student seminar and other	**1.Remedial classes,** **2.Student Seminer**	**50 h30 hoursours**			
	ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.)	**1.Cultural acivities** **2.sports**	**30 hours**			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars	**NA**	**NA**	**NA**		**NA**
	(**Max API Score : 15**)					
(b)	**Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)**					
	i)) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)	**1.Convenor of purchase committee,** **2.IQAC Co-Ordinator,** **3.G.B Member**	**50 hours** **100 hours** **30 hours**			
	iii) Participation in Board of Studies, Academic and Administrative committees	N.A	N.A	N.A		
	(**Max API Score : 15**)					

	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination andgeneral articles and any other contribution)			
	(**Max API Score : 15**)			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (**Max : 45**)			**A+b+C=**

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

i)	Stage I to II	50/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	50/Assessment Period

CATEGORY•III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

Minimum API Score for CATEGORY I I I , required to be assessed cumulatively –

i)	Stage I to II	20/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period

IIIResearch Papers Published in

- Refereed Journals as notified by UGC in 'List of Journals' – 25/publication

-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

Sl. No.	Title withpage no.	Journal	ISSN/ISBN No.	Whether peer Reviewed Impact factor, if any	No. of Co-author	Whether you are the main author	API score
1.					NA		
2.							
3.							
	TOTAL						

 * Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following

manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :

                International -10 per chapter

               National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the ofpublisher	ISSN/ ISBN No.	No. o fCo- author	Whether you are the main author	API score
	.NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA	NA

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

   (**a**)Major Project with grants above Rs.30 lakhs (science)/above Rs.5   lakhs (Arts)   - 20 per project
   (**b**)   Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
   (**c**)   Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsori ng Agency	Period	Grant/ Amount	API score
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
		NA	NA	NA	NA

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score
	NA	NA	NA	NA	NA

NA	NA	NA	NA	NA

III (C) (iii) Projects outcome/outputs

- **API score:**
  Patent / Technology transfer / Product/Process **(for Science)-**

International level output--30 / each output

National level output--- 20/each output

(a) For Science: Patent / Technology transfer / Product/Process:

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technolo	National /International	API score
	NA	NA	NA	NA

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies
  (for Arts)—

  a) Major Policy document prepared for International bodies- 30
  b) Central Government-20
  c) State Government --10
  d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/Central Govt./State Govt./Local Bodies.	API score

NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per
candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/
candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent	NA	NA	NA
	Ph.D.or equivalent	NA	NA	NA

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

(III) E.(i) Fellowship /Award :

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship

c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA

III) E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State orUniversity	API score
1.	"				
	Total* :				

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

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

II(F) Development of e-learning delivery process /material

API score -10/ Module

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score
NA	NA	NA	NA	NA

NA	NA	NA	NA	NA

Minimum total API scores required for promotion under CATEGORY I +CATEGORY II:

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

Teachers may score the balance of points from either Category II or Category III toachieve the

Minimum score required under Category II + III

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate:

Minimum total API scores required for promotion under CATEGORY I +CATEGORY II:

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

Teachers may score the balance of points from either Category II or Category III to achieve the

Minimum score required under Category II + III

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate:

Mihir Kumar Mandal
Assistant Professor 30/6/2018
in Bengali