



BHATTDEV UNIVERSITY

Bajali, Pathsala-781325, Assam, India

website: www.bhattadevuniversity.ac.in

Self Assessment cum Performance Appraisal Report

As per CAS 2018

(To be submitted for consideration for promotion)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : _____
2. Mother's Name : _____
3. Father's Name : _____
4. Date of Birth : _____
5. Sex : _____
6. Marital Status : _____
7. Nationality : _____
8. Category (SC/ST/OBC/PwD/General) : _____
9. Address for Correspondence (with Pin code):
Address : _____

- Mobile No : _____ Email id : _____
10. Permanent Address (with Pin code), in case different from Sl. No. 9 :
Address : _____

11. Department : _____
12. Current Designation and Academic Level : _____
13. Date of Last Appointment/Promotion : _____
14. Promotion sought for : _____
15. Date of Eligibility : _____



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16. Academic Qualifications :

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

17. Research Degree (s) :

Degrees	Name of the University	Title of Dissertation/ Thesis	Date of submission	Date of award/ Notification
M. Phil.				
Ph.D./ D.Phil.				
D.Sc./D.Lit.				

18. Research Experience excluding the period of M.Phil/Ph.D. etc (in years) : _____

19. Field of Specialization under the Subject/Discipline : _____

20. Courses taught at various levels during the assessment period (Name the course):

Programme	Semester	Courses taught
Undergraduate		
Postgraduate		
Ph.D. (Coursework)	----	

please add more rows if needed/remove the unnecessary ones



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21. Period of absence from duty during the Assessment period (if any) :

Sl. No.	Nature of the leave (Maternity, CCL, Study, Medical, Extraordinary etc)	Period		Granting authority
		From	To	
1				
2				

please add more rows if needed/remove the unnecessary ones

22. Membership/Fellowship of Learned bodies/Societies (if any) :

Sl No.	Name of Body/Society	Type of Membership/Fellowship †	Type of the body National/ International/ State/ Local
1			
2			

please add more rows if needed/remove the unnecessary ones

† UGC JRF or other simailar type of fellowship is not to be mentioned

23. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained : _____

24. Details of Course/ Programmes/ Workshop/ MOOCs attended or completed.

24.1 Details of refresher/ orientation course/ research methodology/ workshop/ syllabus upgradation/teaching-learning-evaluation/ technology programmes/Faculty Development Programme :

Sl. No.	Details	Place	Period		Sponsoring/ Organising Agency
			From	To	
1					
2					
3					

please add more rows if needed/remove the unnecessary ones

24.2 MOOCs completed with e-Certification :

Sl. No.	Details of MOOC	Subject	Certification agency	Date of Certification	Level(UG/ PG/Other)	Year	E-Certification No.
1							
2							
3							

please add more rows if needed/remove the unnecessary ones



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24.3 Contribution towards development of e-content/ MOOCs in 4-quadrants :

Sl. No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/ PG/ Other)

please add more rows if needed/remove the unnecessary ones

24.4 Contribution towards conduct of MOOCs :

Sl. No.	Details of MOOC	Subject	Sponsoring agency	Level(UG/ PG/Other)	Year	E-Certification No.

please add more rows if needed/remove the unnecessary ones

25. Period of teaching experience :

Name of the Institution	Position held with pay scale/ Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Teaching Experience		
					Years	Months	Days
Total Experience (as on.....)							

please add more rows if needed/remove the unnecessary ones

LIST OF ENCLOSURES for PART-A : (Please attach self-certified copies of DoB, Marksheets, Degree certificates, MOOCs related, Leave related etc. for whatever mentioned)

1. 6.
2. 7.
3. 8.
4. 9.
5. 10

Signature of the faculty member with date



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PART – B : ASSESSMENT FOR ACADEMIC & ADMINISTRATIVE PERFORMANCE

(Refer to the Table-1 of Appendix-II (Page No. 104) of the UGC guideline published on 18th July, 2018)

Activity :- B-1 : TEACHING

Assessment Period :: FROMTO

(Details of Lectures (L), Tutorials (T), Practicals (P), Seminars (S), Contact Hours (C) and other methods of teaching related activities)

Sl. No.	Course/ Paper	Level (PG/UG)	Teaching Methods	Total no. of classes assigned in the assessment period	No. of classes taught in the assessment period	Percentage of class taken †

please add more rows if needed/remove the unnecessary ones

† Formula for calculating the % of classes taken = $\frac{\text{No. of classes taught}}{\text{No. of classes assigned}} \times 100$



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Activity :- B-2 : INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITES

Note:- Number of activities can be within or across the broad categories of activities.

Assessment Period :: FROMTO

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.

Sl. No.	Nature of Activity	Designation	Institution/ Department	Period	
				From	To

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation)

(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.

Sl. No.	Type of Examination duties	Duties assigned as	Extent to which carried out (%)

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation)

(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, students seminars and other events, cultural, sports, NCC, NSS and community services.

Sl. No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation)

(d) Organising seminars/conferences/ workshops, other university activities.

Sl. No.	Details	Role performed	Level †	Period		Sponsoring/Organising Agency
				From	To	

please add more rows if needed/remove the unnecessary ones
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† International/ National/ State/ Local



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(e) Evidence of actively involved in guiding Ph.D. students.

Sl. No.	Name(s) of the Registered (Ph.D.) students	Thesis/ Dissertation Submitted	Degree Awarded

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation)

(f) Conducting Minor or Major Research Project sponsored by National or International Agencies.

Sl. No.	Title	Period		Grants/Amount mobilised in lakhs	Sponsoring/ Funding Agency
		From	To		

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation)

(g) At least one single or joint publication in Peer-Reviewed or UGC list of Journals.

Sl. No.	Title of the Paper	Journal Name	Vol. No.	Page No. From... to.....	ISSN No.	Impact Factor	Whether SCOPUS /SC Indexed	Authorship †	Reference number of UGC-CARE List

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

NB: † The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

GRADING after Verification:

Assessment Period	Activities Involved	Grading	Overall Grading † Tick applicable one
	B -1 : Teaching	<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory
	B-2 : Involvement In The University/ College Students Related Activities/ Research Activities <input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c) <input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)	<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	

† For Grading purposes, Refer to the Table-1 of Appendix-II (Page No. 104) of the UGC guideline published on 18th July, 2018

Signature of the HoD/Dean with date



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PART - C : CALCULATION OF ACADEMIC/RESEARCH SCORE

[This assessment will be based on evidence produced by the teacher such as : copy of publication, project sanction letter, utilization and completion certificate issued by the University and acknowledgement for patent filing and approval letters, students' Ph.D. award letter etc.]

For Scoring please Refer to the Table-1 of Appendix-II (Page No. 104) of the UGC guideline published on 18th July, 2018

C-1 : Research Papers in Peer-Reviewed or UGC listed Journals :

Sl. No.	Title of the Paper	Journal Name	Vol. No.	Page No. From... to.....	ISSN No.	Impact Factor	Whether SCOPUS /SC Indexed	Authorship †	Reference number of UGC-CARE List	Academic / Reserch Score
1										
2										
Total score										

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation.)

NB: † The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

C-2 : Publications (other than Research Papers)

C- 2 (a) : Books authored which are published by :

Items	Level of Publisher	Sl. No.	Title of the Book	Authorship †	Publisher (with city/country) & Year of Publication	ISBN	Academic/ Research Score
Book published	International Publishers	1					
	National Publishers	2					
Chapters in Edited book	International/ National/Regional/Local	1					
		2					
Edited Book	International Publishers	1					
	National Publishers	2					
Total score							

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation.)

NB: † The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors:
 - First/Principal/Corresponding Author
 - Joint Author



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C- 2 (b) : Translation works in Indian and Foreign Languages by qualified faculties :

Items	Sl. No.	Title of the Paper, Journal/Book Name with Publication details	Vol. No.	Page No. From... To	ISSN/ ISBN No.	Authorship†	Reference number of UGC -CARE List	Academic / Research Score
Chapter or Research Paper	1							
	2							
Book	1							
	2							
Total score								

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

NB: † The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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

C- 3 (a) Development of Innovative Pedagogy

Sl. No.	Name of the Module	Subject	Stream	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic/ Research Score
1							
2							
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

C- 3 (b) Design of new curricula and courses :

Sl. No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic/ Research Score
1						
2						
Total score						

please add more rows if needed/remove the unnecessary ones

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C- 3 (c) MOOCs :

Items	Sl. No.	Details of MOOC (with no. of quadrants)	Details of Module	Credit	Course	Subject	Organisation for which it was developed	Level (UG/PG /Other)	Web link	Academic /Research Score
Development of complete MOOCs in 4 quadrant (4 credits course)*	1		N/A							
	2									
MOOCs (developed in 4 quadrant)**	1		N/A							
	2									
Content Writer/ subject matter expert for each module of MOOCs (atleast one quadrant)	1		N/A							
	2									
Course coordinator of MOOCs (4 credits course)†	1		N/A							
	2									
Total score										

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

NB : * In case of MOOCs lesser than 4 credits 5 marks/credit will be given

** per module/lecture basis

† In case of MOOCs lesser than 4 credits 2 marks/credit will be given

C- 3 (d) E-content :

Items	Sl. No.	Details of e-Content (with no. of quadrant)	Details of Module	Course/ Paper/ e-Book	Subject	Organistaion for which it was developed	Level (UG/PG /Others)	Web link	Academic /Research Score
Development of e-content in 4 quadrants for a complete course/ e-book	1		N/A						
	2								
e-content (developed in 4 quadrants)	1		N/A						
	2								
Contribution to development of e-content module in Course/ Paper/ E-Book (atleast one quadrant)	1		N/A						
	2								
Editor of e-content for complete Course/ Paper/ e-Book	1		N/A						
	2								
Total score									

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)



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C- 4: Research, Research Projects and Consultancy related activities

C- 4 (a) Research Guidance :

Level of Guidance	Sl. No.	Name of the Registered candidate	Thesis/ Dissertation submitted	Degree Awarded	Academic/ Research Score
Ph.D.	1				
	2				
M. Phil./ PG Dissertation	1				
	2				
Total score					

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation.)

C- 4 (b) Research Projects completed :

Items	Sl. No.	Title	Status of the PI*	Duration (in months)	Period from to	Total Grants/ Funds received in Rs	Name of the Sponsoring /Funding Agency	Outcome of the Project	Academic/ Research Score
More than 10 lakhs	1								
	2								
Less than 10 lakhs	1								
	2								
Total score									

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation.)

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

C- 4 (c) Research Projects ongoing :

Items	Sl. No.	Title	Status of the PI*	Duration (in months)	Period from to	Total Grants/ Funds received in Rs	Name of the Sponsoring /Funding Agency	Outcome of the Project	Academic/ Research Score
More than 10 lakhs	1								
	2								
Less than 10 lakhs	1								
	2								
Total score									

please add more rows if needed/remove the unnecessary ones
(attach supporting documents and arrange them in order of their presentation.)

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project



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C- 4 (d) Consultancy :

Sl. No.	Title	Duration (in months)	Period from to	Total Grants/ Funds received in Rs	Name of the Sponsoring/ Funding Agency	Whether routed through parent University/ College	Academic/ Research Score
1							
2							
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

C - 5: Patents, Policy documents and Awards/Felloships

C – 5 (a) Patents :

Level	Sl. No.	Title*	Area/Subject	Date of Award	Reference Number	Sponsoring Agency	Academic/ Research Score
International	1						
	2						
National	1						
	2						
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

* Only patents granted are to be mentioned.

C – 5 (b) Policy documents (submitted to an international body/organisation like UNESCO/ UNO/World Bank/International Monetary Fund etc. Or Central Govt. or State Govt.):

Level	Sl. No.	Title*	Area/Subject	Date of Publication/ Submission	Reference Number	Sponsoring Agency	Academic/ Research Score
International	1						
	2						
National	1						
	2						
State	1						
	2						
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

*Only Policy document published/ submitted to bodies/organization detailed above shall be considered.



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C – 5 (c) Awards/Fellowship :

Level	Sl. No.	Name of the Award/Honor*	Area/ Subject	Name of Awarding Body	Reference number of the award letter	Date	Academic / Research Score
International	1						
	2						
National	1						
	2						
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

* Entries for awards made in this section should be from postgraduation onwards only. Junior/ Senior Research Fellowship and non-net fellowship should not be included.

C - 6: Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings

Level	Sl. No.	Title of the presentation	Nature of the Programme*	Details of the Programme	Date of Presentation	Sponsoring /Funding Agency	Academic / Research Score
International (Abroad)	1						
	2						
International (Within the country)	1						
	2						
National	1						
	2						
State/ University	1						
	2						
Total score							

please add more rows if needed/remove the unnecessary ones

(attach supporting documents and arrange them in order of their presentation.)

* Seminar/FDP/Conference/workshop

NB : Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once



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PART D : SUMMARY OF ACADEMIC/ RESEARCH SCORE FOR THE ASSESSMENT YEAR FROM.....TO.....

Sl No.	Item	Details under the Items mentioned	Total of Academic/ Research Score
1	Published Research Papers in Peer-Reviewed or UGC listed Journals		
2	(a) Publications (other than Research Papers)	Book published (International+National)	
		Chapter(s) in Edited Books	
		Edited Book (International+National)	
	(b) Translation works in Indian and Foreign Languages by qualified faculties	Chapter or Research Paper	
Book			
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	(a) Development of Innovative Pedagogy	
		(b) Design of new curricula and courses	
		(c) MOOCs	
		(d) E-content	
4	Research, Research Projects and Consultancy related activities	(a) Research Guidance	
		(b) Research Projects completed	
		(c) Research Projects ongoing	
		(d) Consultancy	
5	Patents, Policy documents and Awards/Felloships	(a) Patents	
		(b) Policy documents (submitted to international bodies, Central/State Govt. etc)	
		(c) Awards/Fellowship	
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings		
GRAND TOTAL of the Academic/Research Score for the assessment period :			



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PART – E : OTHER RELEVANT INFORMATION

(a) Please give details of any other credential, significant contributions, awards received, other social responsibilities, etc. not mentioned earlier :

LIST OF ENCLOSURES for PART-B & C : *(Please attach self-certified copies of sanction orders, award letters, research papers, pages of books chapter published etc. For whatever mentioned)*

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



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SUMMARY of GRADE and SCORES for the Entire ASSESSMENT PERIOD

From _____ To _____

Sl No.	Assessment Period	Overall Grading Please tick (√) whichever applicable	Academic/ Research Score *	Average of the Academic/Research Score *
		<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
		<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
		<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
		<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
		<input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		

please add more rows if needed/remove the unnecessary ones

* Applicable for Selection grade (Academic Level 12) to Associate Professor (Academic Level 13A) and subsequent higher phases under CAS.



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PART – F : DECLARATION

I have read the applicable guidelines and I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

PART – G : CERTIFICATION

Certified that.....has been working as.....in this Department Since.....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Date:

Place:

Signature of HoD with seal/ Centre/ Dean of the faculty
