



**PBAS Performa for Promotion under CAS**

**Part A: General Information and Academic Background**

1. Name (in Block Letters) :
2. Father's Name / Mother's Name :
3. Department :
4. Designation :
5. Date of Joining :
6. Date and Place of Birth :
7. Gender :
8. Marital status :
9. Nationality :
10. SC/ST/OBC category :
11. Address for correspondence (with Pin code) :
12. Permanent Address (with Pin code) :
13. Telephone No :
14. Email :



15. Academic Qualifications (Matric till Post Graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject
High School/Matric					
Higher Secondary					
Under Graduation					
Post Graduation					
Others examination,					

16. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc/D.Litt			

17. Appointments held prior to joining this institution

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



18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience: P.G. Classes (in years)

: U.G. Classes (in years)

20. Fields of Specialization under the Subject/ Discipline

1.

2.

3.



**PART B: ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester wise details, where necessary)

S. No.	Course/Paper	Level (UG/PG)	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

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

(i) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Course Name	Short Description

(ii) Examination Duties Assigned and Performed

S No	Type of Examination Duties	Duties Assigned	Extent to which carried out

**CATEGORY: II. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

A) Published Papers in Journals

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



(B) (i) Articles / Chapters published in 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 / co author

(C) (i) Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No	Whether peer reviewed.	No. of Co authors	Whether you are the main author / co author

(D) (i) Books Published as single author or as editor

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



(E) (i) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No	Title of the Paper presented	Title of Conference / Seminar	Organized by	Whether international /national/ state /regional /college or university level

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

Faculty's Signature :

Designation :

Place & Date :

**Signature of HOD:**

**Signature of Principal:**



## **Performance Appraisal Form for Non-Teaching Staff**

1. Name of the Faculty :
2. Position Title :
3. Date of joining :
4. No. of Years in Service :
5. Qualification :
6. Details of Current Responsibilities :
7. Address for Correspondence :

### **I. PROFESSIONAL COMPETENCE:**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions Satisfactorily?					



## II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

## III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behavior					

## IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					





### V.STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					

### Declaration

I hereby declare that the information provided is true to the best  
of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

**Countersigned by the Head of the Institution**



Jaya College of Arts and Science, Thiruninravur - 602024

(Affiliated to University of Madras)

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