

Himachal Pradesh University  
(NAAC Accredited "A" Grade University)  
Establishment Branch

No. 9-2/2009- HPU (Estt.) Vol. X

Dated: Shimla-5, the

21 MAY 2026

**NOTIFICATION**

**Subject : Mandatory submission of annual Self-Appraisal Reports for CAS promotion.**

It is being observed that several teachers of this University have not submitted their required Annual Self-Appraisal Reports in the prescribed proforma and non- submission delays administrative processing. Therefore, all the teachers are requested to submit the completed proforma (format annexed) through the respective Head of Department (HOD)/Chairman/ Director and attach valid documentary proof for every claim made in the Self- Appraisal Report. The HOD/Chairman/ Director must physically verify all attached documentary evidence.

The University teachers must submit required Self-Appraisal Report (s) at the end of every academic year. All pending years reports must reach this office by 10<sup>th</sup> June, 2026. Delay or failure to submit will lead to the withholding of CAS promotion benefits.

  
**REGISTRAR**

Dated:

21 MAY 2026

Endst. No. Even

Copy to:-

1. The Dean of Studies, H.P. University, Shimla-5.
2. All Dean of Faculties, H.P. University, Shimla-5.
3. All Heads of Department/ Chairman/Chairpersons/ Director/ Principal with the request to circulate amongst all the faculty members.
4. The Web Administrator, H.P. University, Shimla-5 with the direction to upload the notification along with format in the University website.
5. Office copy.
6. Guard file.

  
**REGISTRAR**

## HIMACHAL PRADESH UNIVERSITY

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

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 :)

**Session/Year :**

(To be completed and submitted at the end of each academic Year/Session)

#### PART A: GENERAL INFORMATION

1.	Name (In Block Letters)	:	
2.	Father's Name/ Mother's Name	:	
3.	Department	:	
4.	Current designation & Grade Pay	:	
5.	Date of last promotion	:	
6.	To which Position and Grade pay are you an applicant under CAS	:	
7.	Date of eligibility for promotion	:	
8.	Date and Place of Birth	:	
9.	Sex	:	
10.	Marital Status	:	
11.	Nationality	:	
12.	Indicate whether belongs to SC/ST/OBC Category	:	
13.	Address for correspondence (with Pin code)	:	
14.	Permanent Address (with Pin code)	:	
	Telephone No:		
	Email		

**15. Academic Qualifications (Matric till post-graduation)**

Examinations	Name of the Board/ University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Subject

**16. Research Degree(s):**

Degree	Title	Date of Award	University

**17. Appointments held prior to joining this institution**

Designation	Name of employer	Date of		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 :**



### ANNUAL SELF APPRAISAL REPORT

Period from \_\_\_\_\_ to \_\_\_\_\_ (Academic Session \_\_\_\_\_)

❖ Teaching Activity

Sr. No.	Activity	No. of Classes undertaken	No. of Classes assigned	Evidences as Enclosures
1.	Classes taught – Theory			
2	Classes Taught- Practical (Lab)			
3	Classes – Tutorials teaching related activities)			
4	Classes Taught with respect to any other teaching related activities			
5	<b>Total</b>			

$$\text{Teaching performance indicator} = \frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100$$

Grade assigned in Teaching Activity: \_\_\_\_\_

**Grading Criteria for teaching activity:**

- 80% & above – Good;
- Below 80% but 70% & above-Satisfactory;
- Less than 70% - Not satisfactory

❖ **Evaluation of involvement in student related activities/ Research Activities**

Sr. No.	Activity	Details of activities performed	Evidences as Enclosures
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-Ordinator, Warden etc.		
2	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
3	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.		
4	Organizing seminars/ conferences/ workshops, other college/university activities.		
5	Evidence of actively involved in guiding Ph.D. students.		
6	Conducting minor or major research project sponsored by national or international agencies.		
7	At least one single or joint publication in peer reviewed or UGC list of Journals		

**Grade assigned to student/ research related activities=\_\_\_\_\_**

**Grading Criteria for the above activities:**

- **Good - Involved in at least 3 activities**
- **Satisfactory – Involved in 1-2 activities**
- **Not-satisfactory - Not involved / undertaken any of the activities**

Overall Grading for both the criteria

Period from \_\_\_\_\_ to \_\_\_\_\_ (Academic Session \_\_\_\_\_)

Grade assigned in teaching	
Grade assigned in student/ research related activities	
Overall Grade :	

Grading Criteria for overall grade:

- ❖ Good: Good in teaching and satisfactory or good in activity of criteria no. 2.
- ❖ Satisfactory: Satisfactory in teaching and good or satisfactory in activity of criteria no. 2
- ❖ Not Satisfactory: If neither good nor satisfactory in overall grading

Signature of the Teacher

Signature of the Chairperson

*Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.*



(b). Translation works in Indian and Foreign Languages by qualified faculties:

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International / National/ Local Publisher	No. of Co-authors & Date of Publication	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score to be given by screening committee

Total Scores in Category 2 (in total of (a) + (b)) = \_\_\_\_\_

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

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	score to be given by screening committee
	(a) Development of Innovative pedagogy					
	(b) Design of new curricula and courses					
	(c) MOOCs <ul style="list-style-type: none"> <li>• Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)</li> <li>• MOOCs (developed in 4 quadrant) per module/lecture</li> <li>• Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</li> <li>• Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)</li> </ul>					
	(d) E-Content: <ul style="list-style-type: none"> <li>• Development of e-Content in 4 quadrants for a complete course/e-book</li> <li>• e-Content (developed in 4 quadrants) per module</li> <li>• Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</li> <li>• Editor of e-content for complete course/ paper /e-book</li> </ul>					

**Total Scores in Category 3 = \_\_\_\_\_**

**4. Research Guidance and Research Projects**

**(a) : Research Guidance:**

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
Ph.D. (as Supervisor)						
M.Phil./P.G dissertation						

**(b) : Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				

**(c): Research Projects ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				

**(d): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				

**Total Scores in Category 4 (Total of (a) to (d))= \_\_\_\_\_**

**5. Patents, Policy Documents, Awards/ Fellowships:**

**(a) Patents:**

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

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

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

**(c) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

**Total API scores in Category 5 (Total (a) to (c))= \_\_\_\_\_**

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)

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/ Seminar etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by Candidate	Score to be given by screening committee

Total Scores in Table Category 6= \_\_\_\_\_

The Research score for research papers would be augmented as follows:-

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 each of the Principal/Corresponding Author/ Supervisor and 30% of the total value of publication for each of the joint Authors.

- (c) **Joint Projects:** Principal Investigator and Co-investigator would get 50% each.
- (d) For joint authors of books/joint editorship/joint development of MOOC's or e-content, if there are two contributors, each shall get 70% of the score and if there are more than two contributors, then each should get 50% of the score (this would discourage the addition of redundant names).

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students: the formula shall be 70% of the total score for all Supervisors.
- \* For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). (Policy Document) and 6. (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

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 Proforma.

Date.....

Signature of the Teacher with Designation,

Place.....

Signature of Head/ Chairperson

**\* By person to be nominated by Principal/Vice Chancellor.**