## Criteria VI: Governance, Leadership and Management

## 6.3: Faculty Empowerment Strategies

### 6.3.5: The institution has a performance appraisal system for teaching and non-teaching

- **Proforma used for Performance Appraisal for teaching and non-teaching staff signed by the principal**

Principal
College of Education, Barshi
Dist.Solapur 413411

# PART – A

## YEAR OF PERFORMANCE APPRAISAL:

### SECTION-A: GENERAL

| | | | |
|---|---|---|---|
| 1 | Name | : | |
| 2 | Designation | : | |
| 3 | Name of the Department / Centre | : | |
| 4 | Communication Address | : | |
| 5 | Email | : | |
| 6 | Telephone | : | |
| 7 | Mobile Number | : | |

### SECTION-B:
### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| Sr. No. | Nature of Activity | Maximum API Score Allotted (A.P/Asso.P/P.) | Self appraisal API Score | Verified API Score |
|---|---|---|---|---|
| a | Direct Teaching | 70/60/60 | | |
| b | Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20/20/10 | | |
| c | Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc. | 10/15/20 | | |
| | Total of (I) | 100/95/90 | | |

a) i) For Assistance Professor     : Actual hours spent per academic year ÷ 7.5

   ii) For Asso. Professor / Professor : Actual hours spent per academic year ÷ 7.75

b) Actual hours spent per academic year ÷ 10

c) Actual hours spent per academic year ÷ 10

| Designation | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Note :

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. 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.

# CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR ANDEXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

| Sr. No. | Nature of Activity | Maximum API Score allotted | Self appraisal API Score | Verified API Score |
|---|---|---|---|---|
| a. | Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | 15 | | |
| b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees | 15 | | |
| c. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures | 15 | | |
| | Total of (II) | 45 | | |

a, b, c = Actual hours spent per academic year ÷ 10

**CATEGORY-III : RESEARCH AND ACADMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

| Category | Activity | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences / Pharmacy | Faculties of Languages / Humanities / Arts / Social Sciences / Library /Education/ Physical education / Commerce/ Management/Law | Maximum score for University / College teacher* | Self appraisal API Score | Verified API Score |
|---|---|---|---|---|---|---|
| **III (A)** | **RESEARCH PAPERS PUBLISHED IN:** | | | | | |
| | | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication | | |
| | | Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC # | 10 per Publication | | |

| III (B) | | PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS) | | | | |
|---|---|---|---|---|---|---|
| | | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book for Single Author | | |
| | | Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by National level publishers, with ISBN/ISSN number or State Central Govt. Publica -tions as approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for Single Author | | |
| | | Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 15 per Book for Single Author | | |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate d to UGC. | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | International –10 per Chapter National – 5 per Chapter | | |
| III (C) | | RESEARCH PROJECTS | | | | |
| III (C) (i) | Sponsored Projects | (a)Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project | | |
| | | (b)Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project | | |
| | | (c)Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs | 10 per Project | | |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs.10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs.10 lakhs and Rs.2 lakhs, respectively | | |

| III (C) (iii) | Projects Outcome / Outputs | Patent / Technology transfer / Product / Process | Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies | 30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20 State Govt.-10 Local bodies – 5 | | |
|---|---|---|---|---|---|---|
| **III (D)** | **RESEARCH GUIDANCE** | | | | | |
| III (D) (i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate | | |
| III (D) (ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / Thesis submitted | 15/10 per candidate | - | |
| **III (E)** | **FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS** | | | | | |
| III(E) (i) | Fellowships/ Awards | International Award/Fellowship from academic bodies | International Award / Fellowship from academic bodies/associations | 15 per Award / 15 per Fellowship | | |
| | | National Award/Fellowship from academic bodies | National Award/Fellowship from academic bodies/associations | 10 per Award / 10 per Fellowship | | |
| | | State/University level Award from academic bodies | State/University level Award from academic bodies/associations | 5 Per Award | | |
| III(E) (ii) | Invited lectures / papers | International | International | 7 per lecture / 5 per paper presented | | |
| | | National level | National level | 5 per lecture / 3 per paper presented | | |
| | | State/University level | State/University level | 3 per lecture / 2 per paper presented | | |
| | The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period | | | | | |
| **III(F)** | **DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 PER MODULE)** | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| Total of category III A, B, C, D, E | | | | | | |

\* 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.

\# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

# PART - B

Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or head of the University Department with a view to make improvement in the work, by the person concerned.

**1.(a) Assessment by the Vice-Chancellor/ Head of the Department of the work done under each head of activity:**

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

| Teaching (Category I of Part 'A') | | | | Extension (Category II of Part 'A') | |
|---|---|---|---|---|---|
| **Grade** | **Verified API Score** | | | **Grade** | **Verified API Score** |
| | Asst.Prof. | Asso Prof. | Prof. | | |
| **Outstanding** | 92-100 | 87-95 | 83-90 | **Outstanding** | 41-45 |
| **Very Good** | 84-91 | 80-86 | 75-82 | **Very Good** | 37-40 |
| **Positively Good** | 76-83 | 72-79 | 68-74 | **Positively Good** | 34-36 |
| **Good** | 68-75 | 65-71 | 61-67 | **Good** | 32-33 |
| **Average** | 60-67 | 57-64 | 54-60 | **Average** | 27-29 |
| **Below Average** | 0-59 | 0-56 | 0-53 | **Below Average** | 0-26 |

| | **Outstanding (A+)** | **Very Good (A)** | **Positively Good (B+)** | **Good (B)** | **Average (B-)** | **Below Average (C)** |
|---|---|---|---|---|---|---|
| Teaching | A+ | | | | | |
| Extension | A+ | | | | | |
| Research | A+ | | | | | |
| Administration | A+ | | | | | |

**(b)Grading: [General Assessment on the basic of the assessment made in Clause 2(a) above]**

**(A+)Outstanding, (A) Very Good, (B+) Positively Good, (B)Good, (B-)Average, (C) Below Average**

**(c) Justification of assessment of work as outstanding/below average:**

**3. Comments of the Vice-Chancellor/Head of the Department on (1) (b) (and) (c):**

**4.    Remarks and suggestions:**

**Signature**

**(Head of the Department)**

**Remarks of the Principal (Adverse remarks as well as remarks of appreciation)**

**Coordinator – IQAC**
**Stamp**

**College Seal**

**Signature of Principal**
**Stamp**

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

| Category | Activity | Assistant Professor / equivalent cadres: (Stage 1 to Stage 2) | Assistant Professor / equivalent cadres: (Stage 2 to Stage 3) | Assistant Professor (Stage3) to Assoc. Professor/ equivalent Cadres: (Stage 4) | Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5) | Professor (Stage 5) to Professor (Stage 6) |
|---|---|---|---|---|---|---|
| I | Teaching-learning, Evaluation Related Activities | 80/Year | 80/year | 75/year | 70/year | 70/year |
| II | Professional Development and Extension activities - Minimum score required to be assessed cumulatively | 50 / Assessment period | 50 / Assessment period | 50 / Assessment period | 50 / Assessment period | 100 / Assessment period |
| III | Research and Academic Contributions- Minimum Score required - to be assessed cumulatively | 20 / Assessment period | 50 / Assessment period | 75 / Assessment period | 100 / Assessment period | 400 / Assessment period |
| II + III | Minimum total API score under Categories II and III* | 90 / Assessment period | 120 / Assessment period | 150 / Assessment period | 180 / Assessment period | 600 / Assessment period |
| IV | Expert Assessment System | Screening cum evaluation committee | Screening cum evaluation committee | Selection Committee | Selection Committee | Expert Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening Committee to verify API scores | 30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance | 50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance | 50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure |

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

**Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

| | Assistant Professor(Stage 1) | Associate Professor (Stage 4) | Professor (Stage 5) |
|---|---|---|---|
| Minimum API Scores | Minimum Qualification as stipulated in these regulations | Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative) | Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) |
| Selection Committee criteria/ weightages (Total Weightages = 100) | a)Academic Record and Research Performance (50%) b)Assessment of Domain Knowledge & Teaching Skills (30%) c)Interview performance (20%) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c)Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%) | a)Academic Background (20%) b)Research performance based on API score and quality of publications (40%). c)Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance:(20%) |

## APPENDIX-III - TABLE: III

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

| S.No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|---|---|---|---|
| 1 | Assistant Professor/ equivalent cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses | (i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). <br><br> (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. <br><br> (iii) Screening cum Verification process for recommending promotion. |
| 2. | Assistant Professor/ equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with completed service of five years in Stage 2. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) <br><br> (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. <br><br> (iii) Screening cum Verification process for recommending promotion. |
| 3. | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). <br><br> (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. <br><br> (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. <br><br> (iv) A selection committee process as stipulated in the regulation and in Tables II(A). |
| 4. | Associate Professor (Stage 4) to Professor (Stage 5) | Associate Professor with three years of completed service in Stage 4. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. <br><br> (ii) A minimum of five publications since the period that the teacher is placed in stage 3. <br><br> (iii) A selection committee process as stipulated in the regulation and in Tables II (A). |
| 5. | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (universities only) | (i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). <br><br> (ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc., <br><br> (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).. |

## Punyashlok Ahilyadevi Holkar Solapur University, Solapur

### PBAS Proforma 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 | Current Designation & Grade Pay | |
| 5 | Date of Last Promotion | |
| 6 | 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 Pincode) | |
| 14 | Telephone No. | |
| 15 | Email | |

16. Academic Qualificationsa) Matric to till Post Graduation

| Sr. No. | Examinations | Name of the Board University | Year of passing | Percentage of marks obtained | Division / Class /Grade | Subject |
|---|---|---|---|---|---|---|
| 1 | S.S.C. / Equivalent exam | | | | | |
| 2 | H.S.C. / Equivalent exam | | | | | |
| 3 | BA/B.Sc./B.Com. | | | | | |
| 4 | M A /M.Sc./M.Com. | | | | | |
| 5 | SET/NET | | | | | |
| 6 | Ph.D. | | | | | |

**b) Research Degrees:-**

| Degrees | Title | Date of award | University |
|---|---|---|---|
| M.Phil. | - | - | - |
| Ph. D. | | | |

17) Appointments held prior to joining this institution:-

| Designation | Name of the Employer | Date of Joining From | To | Salary with Grade pay | Reason for leaving |
|---|---|---|---|---|---|
| Lecturer | | | | | |
| Do | | | | | |

**18) Posts held after appointment at this institution:-**

| Designation | Department | Date of Joining | Grade |
|---|---|---|---|
| | | | |
| | | | |

**19. Period of teaching experience :-**

(a) U.G. Classes ( in years):

(b) P.G. Classes (in years):

**20. Research Experience excluding years spent in M.Phil/Ph.D (in years)** :

**21. Fields of Specialization under the Subject / Discipline**

(a)

**22. Academic Staff College Orientation / Refresher Course / Short terms attended:**

| Name of the Course / Summer School | Place | Duration From | To | Sponsoring Agency |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

# 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**

**a. Direct teaching:**

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

| Sr. No. | Course / Paper | Level | Mode of Teaching | Hours per week allotted | % of classes taken as per documented record |
|---------|----------------|-------|------------------|-------------------------|---------------------------------------------|
| 1 | | | | | 100 |
| 2 | | | | | 100 |
| 3 | | | | | 100 |
| 4 | | | | | 100 |
| 5 | | | | | 100 |

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

| | | API Score |
|---|---|-----------|
| (a) | Classes Taken ( for 100% performance & proportionate score) up to 80% performance, below which no score may be given (Total working days =180, CL/DL = 17, actual working days =163, 23 weeks, 23 x 20 =460 converted to 450) | Actual Hours spent/7.5=450/7.5 = |
| (b) | Teaching Load in excess of UGC norm (max score : 10) | - |
| | Total Score (Maximum Score Allotted for Assistant Prof.=70, Associate Prof. = 60 and Professor = 60 ) | |

**b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment**

| Sr. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|---|---|---|---|---|
| 1 | | | | Actual Hour Spent/10= 180/10=18 |
| 2 | | | | |
| 3 | | | | |
| **Total Score (Maximum Score for Assistant Prof.=20, Associate Prof. = 20 and Professor =10 )** | | | | |

**c. Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc.**
( Reading / Instructional material consulted and additional knowledge resources provided to students)

| Sr. No. | Course / Paper | Details of Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc. | API Score |
|---|---|---|---|
| 1 | | | Actual Hour Spent/10= 100/10=10 |
| 2 | | | |
| 3 | | | |
| | **Total Score (Maximum Score for Assistant Prof.=10, Associate Prof. = 15 and Professor =20 )** | | |

**Score of Category I**

a)    i) For Assistant Professor : Actual hours spent per academic year ÷ 7.5
     ii) For Asso. Professor / Professor: Actual hours spent per academic year ÷ 7.75

b)    Actual hours spent per academic year ÷ 10

c)    Actual hours spent per academic year ÷ 10

**Summary of Category – I :**

| Sr. No. | Nature of Activity | Maximum API Score Allotted (A.P/Asso.P/P.) | Self appraisal API Score | Verified API Score |
|---|---|---|---|---|
| a | Direct Teaching | 70/60/60 | | |
| b | Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20/20/10 | | |
| c | Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc. | 10/15/20 | | |
| | **Total of Category - I** | 100/95/90 | | |

**CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

**please mention your contribution to any of the following**

| Sr No. | Nature of activity | Average Hrs/week | API Score |
|---|---|---|---|
| a | Student related co-curricular, extension and field based activities. | | |
| | (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | Two/week<br><br>**Total Hour spent =50/10** | Actual Hour Spent/10<br>= 50/10<br>= |
| | (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) | Two/week<br>**Total Hour spent = 50/10** | Actual Hour Spent/10<br>= 50/10<br>= |
| | (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | Two/week<br>**Total Hour spent = 50/10** | Actual Hour Spent/10<br>= 50/10<br>= |
| | Total (Maximum API Score : 15) | | |

| | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | Yearly / Semester wise responsibilities | API Score |
|---|---|---|---|
| b | (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) | Yearly | Actual Hour Spent/10 = 100/10 = |
| | | Yearly | |
| | (ii) Participation in Board of Studies, Academic and Administrative Committees | Yearly | Actual Hour Spent/10 = 50/10 = |
| | | Yearly | |
| | | Yearly | |
| | **Total (Maximum API Score : 15)** | | |
| c | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures | | Actual Hour Spent/10 = 150/10 =**15** |
| | | | |
| | | | |
| | **Total (Maximum API Score : 15)** | | |
| | **Total Score (a+b+c) (Maximum API Score : 45)** | | |

**Score of category II a, b, c = Actual hours spent per academic year ÷ 10**

**CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS**

A)    **Research Papers Published in :**

| Sr. 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 |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B)    **Publications other than Journal articles (books, Chapter in books)**

| Sr. 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**III (C) RESEARCH PROJECTS**

**i)  Sponsored Projects**

| Sr No. | Title | Agency | Period | Grants/Amount Mobilized (Rs. Lakh) | API Score |
|---|---|---|---|---|---|
| 1 | | | | | |

**ii)  Sponsored Projects**

| Sr No. | Title | Agency | Period | Grants/Amount Mobilized (Rs. Lakh) | Wheather policy document/patent as out come | API Score |
|---|---|---|---|---|---|---|
| 1 | | | | | | |

**iii)  Project outcome/output**

| Sr No. | Title | Agency | Period | Details of outcome/output | API Score |
|---|---|---|---|---|---|
| 1 | | | | | |

**III (D) Research Guidance :** (Ph. D. Guide Recognition letter by SUS)

| Sr. No. | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|---|---|---|---|---|
| M. Phil or equivalent | - | - | - | - |
| Ph. D. or equivalent | - | - | - | - |

**III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars**
**(i) Fellowships, Awards**

| Sr. No. | Details of Fellowship/Awards | API Score |
|---------|------------------------------|-----------|
|         |                              |           |

**III E ii) Invited Lectures/paper presented**

| Sr. No. | Title of Lecture / Academic Session | Title of Conference / Seminar etc | Organized by Whether International /National / State/ University | API Score |
|---------|-------------------------------------|-----------------------------------|-----------------------------------------------------------------|-----------|
| 1       |                                     | h                                 |                                                                 |           |

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

| Sr. No. | Details of e-learning delivery process / material developed | API Score |
|---------|-------------------------------------------------------------|-----------|
| 1       |                                                             |           |

## IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD

| | Criteria | A.Y. I | A.Y. II | A.Y. III | A.Y. IV | A.Y. V | A.Y. VI | Total | Average |
|---|---|---|---|---|---|---|---|---|---|
| I | Teaching, Learning and Evaluation related activities | | | | | - | - | | |
| II | Professional development Co-curricular, Extension Activities | | | | | - | - | | |
| III | Research and Academic Contributions | | | | | - | - | | |
| II + III | | | | | | - | - | | |

A. Y.: Assessment year

## PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| Sr. No. | Details (Mention Year, value etc. where relevant) |
|---|---|
| 1 | |
| 2 | |
| 3 | |

**LIST OF ENCLOSURES:** (Please attach, copies of certificates, sanction orders, papers etc, wherever necessary)

| | |
|---|---|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

| | | |
|---|---|---|
| **Coordinator – IQAC**<br>**Stamp** | **Head of the Department** | **College Seal** |

**Signature of Principal**
**Stamp**