

### 6.3.5 Institution has Performance Appraisal System for teaching and Non-teaching staff

<b>S.No</b>	<b>Documents for implementation</b>
1.	Old Appraisal form (Version 2013-2017)
2.	Appraisal Form-(Version 2017-till date)
3.	Performance Evaluation form-Non-Teaching



## **GUIDELINES**

### **ON**

## **“PERFORMANCE APPRAISAL SCORING SYSTEM (PASS) FOR MEMBERS OF FACULTY”**

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# GUIDELINES

## ON

### "PERFORMANCE APPRAISAL SCORING SYSTEM (PASS) FOR MEMBERS OF FACULTY

#### I. OBJECTIVE

It is proposed to introduce a transparent and objective **Performance Appraisal Scoring System (PASS)** for members of faculty based on the guidelines issued by the UGC and AICTE, starting from the academic year 2009-10. The objective of this scheme is to motivate each member of faculty to perform better and better in delivering quality education and research in B.S. Abdur Rahman University. The results of this assessment shall be used for the following purposes:

- (i) Award of annual increment in the pay scale
- (ii) Award of special increments and rewards in recognition of superior performance.
- (iii) Award of career advancement / promotion
- (iv) Monitoring and recording the regular growth of each member of faculty for ready reference.

#### II. PERIOD OF ASSESSMENT AND PERFORMANCE INDEX

Assessment shall be carried out every academic year after completion of the academic year ending 30<sup>th</sup> June. The overall performance of a teacher during an academic year is reflected through a single index termed as "**Faculty Performance Index (FPI)**" which is based on a 5-point grade system as given below:

<b><u>Grade</u></b>	<b><u>Grade Description</u></b>	<b><u>Grade Point</u></b>
A	Excellent	5
B	Very Good	4
C	Good	3
D	Fair	2
E	Below Average	1

### **III. PERFORMANCE APPRAISAL SCORING SYSTEM REPORT**

To facilitate performance assessment, a "Performance Appraisal Scoring System (PASS) Report" has been specially designed (copy enclosed). The report comprises two parts. Part A is "Self Appraisal" to be filled up by the faculty member. Part B is "Remarks of the Reporting Officer" to be filled up by the respective H.O.D.

### **IV. COMPONENTS OF ASSESSMENT AND PERFORMANCE INDICES**

The job responsibilities of a faculty member can be broadly categorized into four components (vide AICTE guidelines) which are given below along with their performance Index :

<b>No.</b>	<b>Category</b>	<b>Performance Index</b>
1	Academic Activities	I <sub>1.0</sub>
2	Research Activities	I <sub>2.0</sub>
3	Extension Activities	I <sub>3.0</sub>
4	Administrative Activities	I <sub>4.0</sub>

The FPI introduced in Section II is nothing but a weighted average of the Performance Indices of the above components. The details of these components and their sub components along with the respective Performance Indices are given below. The computation of FPI is explained in Section V.

#### **1.0 Academic Activities (I<sub>1.0</sub>)**

##### **1.1 Teaching (I<sub>1.1</sub>)**

- 1.1.1. Semester results of Theory Courses taught (I<sub>1.1.1</sub>)
- 1.1.2. Student Feed back in Theory courses taught (I<sub>1.1.2</sub>)
- 1.1.3. Effective Utilization of allotted periods in Theory Courses taught (I<sub>1.1.3</sub>)
- 1.1.4. Performance in Academic Audit (I<sub>1.1.4</sub>)

**1.2 Related Development Activities (I1.2)**

- (i) Curriculum Development
- Contributed to updating of syllabus in the course taught (useful comments for syllabus revision sent to Dean-Academic courses) : 2 Points
  - Contributed to major curriculum revision in the University as
    - \* Chair person of the Committee : 5 points
    - \* Member of the Committee : 2 points
  - Member of Board of Study / Academic Council of the University : 2 points
- (ii) Development of Learning Resource Material
- Model developed for instruction : 3 points
  - CD prepared for course taught : 3 points
- (iii) Publication of a Book by International Publishers :
- for each book – sole author : 20 points
  - for each book – joint author : 10 points
- (iv) Publication of a Book by National Publishers with ISBN / ISSN Number
- for each book – sole author : 10 points
  - for each book – joint author : 5 points
- (v) Publication of Laboratory Manual : 4 points
- (vi) Developed a new Teaching Methodology using Web based learning : 3 points
- (vii) Industrial visit organized; per visit : 1 point
- (viii) Developed a new laboratory
- As a Leader :10 points
  - As a member : 2 points
- (ix) Continuing Education Activities
- Lecture delivered in Summer / Winter School or in Intensive course organized by Institutions / Industry or in Faculty Development Programme ; per programme : 4 points
- (x) Participated (Attended) : Summer / Winter School or Intensive course or Faculty Development Programme or Conference / Symposium / Seminar Workshop; per programme : 2 points

## 2.0 Research Activities (I<sub>2.0</sub>)

### (i) Academic Research

- Completed Ph.D. program and obtained Degree : 20 points
- Project Guidance : for each P.G. student (M.Tech / M.Sc.) who was awarded degree : 2 points
- Research guidance : for each candidate awarded degree
  - Ph.D. : 10 points
  - M.Phil : 3 points
  - M.S. : 3 points

### (ii) Sponsored Research

- Preparation and submission of Project Proposal to Funding Agency ; for each proposal submitted : 2 points
- Sponsored Project carried out/on going through the institution ;
  - for each Major Project Rs 5 lakh or above : 10 points
  - for each Minor Project : 5 points
- Completed Projects : Quality Evaluation ; Completed Project Report (Acceptance report "Satisfactory" from funding agencies to be produced)
  - for each major project : 20 points
  - for each minor project : 10 points
- Project outcome / output ; Patent / Technology Transfer / Product / Process ; for each output or outcome : 25 points

### (iii) Research Publication

- Refereed Journals with impact factor 1.0 or above; for each publication : 10 points
- Refereed Journals with impact factor less than 1.0; for each publication : 5 points
- National level research paper in non-refereed Journal but having ISBN / ISSN number; for each paper : 3 points
- For each full paper in Conference Proceedings : 2 points

: 5 :

- Research monograph published by International Publishers;  
for sole author book : 20 points  
for edited chapter book : 10 points
  
- Research monograph published by National Publishers with ISBN / ISSN Number ;  
for sole author book : 10 points  
for edited chapter book : 5 points

### **3.0. Extension Activities (I3.0)**

- (i) Consultancy Project carried out / on going ;  
Amount mobilized for every Rs 1 lakh : 4 points
  
- (ii) Providing Routine and Developmental Testing Service  
as per Indian / International Standards ;  
Amount mobilized for every Rs 1 lakh : 2 points
  
- (iii) Organizing short term Intensive Courses / Summer or Winter  
School on topics of relevance in thrust area / emerging area  
to practicing engineers or Engineering College Teachers ;  
for each programme organized : 5 points
  
- (iv) Organizing Seminar / Symposium / Workshop  
either self-supported or funded by outside  
agencies on topics of relevance to industries;  
for each programme organized : 2 points

### **4. Administrative Activities (I4.0)**

- (i) At Department level :
  - Student Counsellor
  - Class Advisor
  - Lab.-in-charge for planning, development and maintenance
  - Coordinator, Professional Society
  - Coordinator, R & D activities
  - Other similar activityFor each activity : 5 points

(ii) At the Institution level, State / National / International level

- Institutional governance responsibilities
- Membership in Board of Studies, Academic Council etc.
- Nomination in Higher Education related committees
- Participation in policy planning for development of Technical education, industries and Research Institution.
- Other similar activity

For each activity ;  
at Institute level : 10 points

at State / Regional / National / International level : 20 points

## V. COMPUTATION OF FACULTY PERFORMANCE INDEX

The FPI is computed using the Performance Indices (PI) of the four components and their weights. The weights to be used for different category of teachers are given in Table 1.

**TABLE 1 : WEIGHTS FOR PERFORMANCE INDICES**

Activity	Performance Index		Weights		
			Prof.	Assoc. Prof.	Asst Prof.
Academic	I <sub>1.0</sub>	W <sub>1.0</sub> =	0.30	0.45	0.55
Research	I <sub>2.0</sub>	W <sub>2.0</sub> =	0.30	0.25	0.20
Extension	I <sub>3.0</sub>	W <sub>3.0</sub> =	0.20	0.15	0.15
Administration	I <sub>4.0</sub>	W <sub>4.0</sub> =	0.20	0.15	0.10
		Total =	1.00	1.00	1.00

The FPI is computed using the following formula in which the weights corresponding to the designation of the teacher should be used.

$$\mathbf{FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})}$$



The details of computing the indices of the components,  $I_{1.0}$ ,  $I_{2.0}$ ,  $I_{3.0}$  and  $I_{4.0}$  are given below.

### **1.0 Computing Index for Academic Activities, $I_{1.0}$**

<b><u>No.</u></b>	<b><u>Subcomponents</u></b>	<b><u>PI</u></b>	<b><u>Weight</u></b>
1.1	Teaching	$I_{1.1}$	$W_{1.1} = 0.70$
1.2	Related Developmental Activities	$I_{1.2}$	$W_{1.2} = 0.30$

$$I_{1.0} = (0.70 * I_{1.1}) + (0.30 * I_{1.2})$$

### **1.1 Teaching ( $I_{1.1}$ )**

<b><u>No.</u></b>	<b><u>Subcomponents</u></b>	<b><u>PI</u></b>	<b><u>Weight</u></b>
1.1.1.	Semester results of Theory Courses taught	$I_{1.1.1}$	$W_{1.1.1} = 0.3$
1.1.2.	Student Feed back in Theory courses taught	$I_{1.1.2}$	$W_{1.1.2} = 0.3$
1.1.3.	Effective Utilization of allotted periods	$I_{1.1.3}$	$W_{1.1.3} = 0.1$
1.1.4.	Performance in Academic Audit	$I_{1.1.4}$	$W_{1.1.4} = 0.3$

$$I_{1.1} = (0.3 * I_{1.1.1}) + (0.3 * I_{1.1.2}) + (0.1 * I_{1.1.3}) + (0.3 * I_{1.1.4})$$

#### **1.1.1 Computing Index for Semester Results of Theory Courses Taught, $I_{1.1.1}$**

Step 1 : Convert the Percentage Pass (PP) of students registered in the theory course into 5 point scale grade as given below.

<b><u>Range of PP, %</u></b>	<b><u>Grade</u></b>	<b><u>Grade Point</u></b>
> 95	A	5.0
91 - 95	B	4.0
86 - 90	C	3.0
81 - 85	D	2.0
< - 80	E	1.0

Step 2 : After computing the grade points for all the theory courses taught during the year under review, compute the average grade point and set the Index  $I_{1.1.1}$  equal to the average grade point.

**1.1.2 Computing Index for Student Feed back, I<sub>1.1.2</sub>**

Step 1 : Enter the grade point (5 point scale) obtained by the Teacher in the Student Feedback Report in each theory course taught and compute the average grade point.

Step 2 : Set the Index I<sub>1.1.2</sub> equal to the average grade point.

**1.1.3 Computing Index for effective utilization of allotted periods in Theory courses taught, I<sub>1.1.3</sub>.**

Step 1 : For each theory course taught, compute the Percentage of Theory Periods Taught (PTPT).

$$PTPT = \frac{\text{Number of total periods taught in the course}}{\text{Number of total periods allotted to the course}} \times 100$$

Step 2 : Convert the PTPT into grade as given below :

<u>Range of PTPT, %</u>	<u>Grade</u>	<u>Grade Point</u>
≥ 100	A	5
97 - 99	B	4
94 - 96	C	3
91 - 93	D	2
< 90	E	1

Step 3 : After computing the grade points for all the theory courses taught during the year under review, compute the average grade point and set the index I<sub>1.1.3</sub> equal to the average grade point.

**1.1.4. Computing Index for performance in Academic Audit, I<sub>1.1.4</sub>**

Step 1 : Enter the grade point (5 point scale) obtained in the Academic Audit for each of the theory courses taught by the teacher and compute the Average Grade Point.

Step 2 : Set the Index I<sub>1.1.4</sub> equal to the Average Grade Point.

### **1.2 Computing Index for Related Development Activities, I<sub>1.2</sub>**

Step 1 : Enter the points obtained for the contributions made in each one of the activities. (i) to (x) given under "Related Development Activities" in Section IV. Compute the total points obtained.

Step 2 : Convert the total points obtained into grade as given in Table 2 and set the Index **I<sub>1.2</sub>** equal to the grade point

**TABLE 2 : CONVERSION OF TOTAL POINTS TO GRADE**

<u>Total Points obtained</u>	<u>Grade</u>	<u>Grade Point</u>
≥ 50	A	5
40 - 49	B	4
20 - 39	C	3
10 - 19	D	2
Upto 9	E	1

### **2.0 Computing Index for Research Activities, I<sub>2.0</sub>**

Step 1 : Enter the points obtained for the contributions made in each one of the activities (i) to (iii) given under "Research Activities" in Section IV. Compute the total points obtained.

Step 2 : Convert the total points obtained into grade as given in Table 2 and set the Index **I<sub>2.0</sub>** equal to the grade point

### **3.0 Computing Index for Extension Activities, I<sub>3.0</sub>**

Step 1 : Enter the points obtained for contribution made in each one of the activities (i) to (iv) given under "Extension Activities" in Section IV. Compute the total points obtained.

Step 2 : Convert the total points obtained into grade as given in Table 2 and set the Index **I<sub>3.0</sub>** equal to the grade point

#### **4.0 Computing Index for Administrative Activities, I<sub>4.0</sub>**

Step 1 : Enter the points obtained for contributions made in each one of the activities (i) and (ii) given under “Administrative Activities” in Section IV. Compute the total points obtained.

Step 2 : Convert the total points obtained into grade as given in Table 2 and set the Index **I<sub>4.0</sub>** equal to the grade point

### **VI. IMPLEMENTATION OF THE SYSTEM**

The Performance Appraisal Scoring System may be processed in the month of August every year by which time all the required information including Academic Audit Reports will be available. Every member of faculty will have to fill up the PASS Report and submit to the Head of the Department on or before the last day announced. While filling up the Report, the faculty member shall give all the details pertaining to the activities and achievements and enclose copies of document in support of the claim. The faculty members shall also compute and present the Faculty Performance Index (FPI) which quantifies the overall performance of the member during the period.

The Head of the Department shall verify all the statements made by the faculty member, by checking the enclosed documents and the FPI computed by the member. The PASS Report shall be forwarded by the HOD to the Dean, Academic Courses, by the end of second week of August.

The Faculty Performance Assessment Committee headed by the Vice Chancellor / Registrar shall review the PASS Reports received and finalise the FPI's of the various members of faculty.

### **VII. CONCLUSION**

The proposed Performance Appraisal Scoring system may be reviewed after the first year of implementation for possible improvement.

Encl: A copy of “Performance Appraisal Scoring System (PASS) Report”.



## PERFORMANCE APPRAISAL SCORING SYSTEM (PASS) REPORT FOR MEMBERS OF FACULTY

### ACADEMIC YEAR

### PART A : SELF APPRAISAL

Name :  
Designation :  
Scale of pay / present pay :  
Date of appointment to the present post :

#### Note:

1. Before filling up read the "Guidelines on Performance Appraisal Scoring System (PASS) for the members of faculty" in general and Section V "Computation of Faculty Performance Index" in particular.
2. Provide all relevant information to support your claim for your achievements and contributions. Enclose also copies of documents in support of the claim for points.

### ACTIVITIES AND CONTRIBUTIONS MADE :

#### 1.0 ACADEMIC ACTIVITIES (I 1.0)

##### 1.1 Teaching (I 1.1)

##### 1.1.1 Semester Results of Students in Theory Course (I 1.1.1)

Sl. No.	U.G./ P.G.	Theory Code	Courses Taught Title	Result % pass (PP)	Grade Point
1.					
2.					
3.					
4.					

Average Grade Point

I 1.1.1 =

: 2 :

**1.1.2 Student Feed back - Theory Courses (I 1.1.2)**

Sl. No.	UG/ PG	Theory Courses Taught		Grade Point from Students Feedback
		Code	Title	
1.				
2.				
3.				
4.				
				Average Grade Point

I<sub>1.1.2</sub> =

**1.1.3 Effective Utilization of allotted periods (I1.1.3)**

Sl. No.	UG/ PG	Theory Courses Taught		Total periods		% Taught (PTPT)	Grade Point
		Code	Title	Allotted	Taught		
1.							
2.							
3.							
4.							
							Average Grade Point

I<sub>1.1.2</sub> =

**1.1.4 Performance in Academic Audit (I<sub>1.1.4</sub>)**

Sl. No.	UG/PG	Theory Courses Taught		Grade Point Awarded
		Code	Title	
1				
2.				
Average Grade Point				--

$$I_{1.1} = (0.4) * I_{1.1.1} + (0.2) * I_{1.1.2} + (0.1) * I_{1.1.3} + (0.3) * I_{1.1.4}$$

**1.2 Related Development Activities (I<sub>1.2</sub>)**

S.No.	Details of the Activity / Contribution	Assigned Points
*		
Total points		

\* If you have more activities, use separate sheet and annex the same. Refer "Guidelines on PASS for Members of Faculty" and Convert Total points into Grade and Grade points and set I<sub>1.2</sub>

$$I_{1.2} =$$

$$I_{1.0} = (0.7 * I_{1.1}) + (0.3 * I_{1.2})$$

$$=$$

## 2.0 RESEARCH (I<sub>2.0</sub>)

S.No.	Details of the Activity / Contribution	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		
Total points		

\* If you have more activities, use separate sheet and annex the same. Refer "Guidelines on PASS for Members of Faculty" and Convert Total points into Grade and Grade points and set I<sub>2.0</sub>

I<sub>2.0</sub> =

## 3.0 EXTENSION (I<sub>3.0</sub>)

S.No.	Details of the Activity / Contribution	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		
Total points		

\* If you have more activities, use separate sheet and annex the same. Refer "Guidelines on PASS for Members of Faculty" and Convert Total points into Grade and Grade points and set I<sub>3.0</sub>

I<sub>3.0</sub> =



#### 4.0 ADMINISTRATION (I<sub>4.0</sub>)

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S.No.	Details of the Activity / Contribution	Assigned Points
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- 1.
- 2.
- 3.

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Total points

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\* If you have more activities, use separate sheet and annex the same.  
Refer "Guidelines on PASS for Members of Faculty" and Convert Total points into Grade and Grade points and set I<sub>4.0</sub>

I<sub>4.0</sub> =

#### 5.0. COMPUTATION OF FACULTY PERFORMANCE INDEX : (FPI)

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$$

=

Note : Refer "Guidelines" and choose the weights corresponding to your designation

#### 6.0. ADDITIONAL INFORMATION NOT COVERED ABOVE, IF ANY :

Date :

**Signature of the  
Faculty Member**

**PART B – REMARKS OF REPORTING OFFICER \***

**7.0. VERIFICATION OF INFORMATION :**

Verified the information provided in Part – A  
Including the copies of the documents and found them  
correct to the best of my knowledge. The FPI  
computed also is correct.

Yes  No

**Note :** If you have ticked the box "NO", enclose another form with  
recomputed FPI.

**8.0. OTHER REMARKS, IF ANY :**

**Date :**

**Signature of the  
Reporting Officer**

**Name :**

**Designation:**

\* HOD or other Officer nominated by the Registrar

## **PERFORMANCE EVALUATION FORM** *(for Non-Teaching Staff)*

**Note :** The reporting authority should indicate the performance in a five point scale viz  
**(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent**  
with a brief justification in phrases for awarding the scale.

1. Name of the Staff :
2. Designation :
3. Department of the Staff :
4. Period of reporting :
5. Whether the staff member is regular in attendance :
6. Does the staff sincere to his / her work :
7. Is he / she courteous and helpful to the students :
8. Knowledge of staff member in his/her job :
9. Does the staff start new innovation in his / her work? :
10. Does the staff member take(s) initiative in the job assigned :
11. Aptitude of the staff member in upgrading his/her knowledge:  
in his/her domain area
12. Whether the staff member has taken initiative to upgrade :  
his/her qualification
13. Does the staff attend any programme during the period to :  
enhance his / her technical competence?
14. If yes, how the performance of the staff member improved :  
member improved after the training undergone
15. Performance level of staff member in the job assigned :
16. How is the staff member's inter-personal relationship  
with his / her
  - i) superiors :
  - ii) colleagues :
  - iii) subordinates :
17. Any other qualitative narrative report :  
(Any contribution worthy of mentioning)

**Reporting Authority**

## Countersigning Authority

**SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)**

**The individual Performance Based Appraisal System (PABS)**

**PART A: - General Information & Academic background**

1. Increment due on:
2. Current Designation:-
3. Current Pay band & Grade pay:-
4. Date of last promotion:- NA
5. Name(in block letters) :-
6. Father's/Mother's Name:-
7. Spouse Name:-
8. Department:-
9. Name of the School:-
10. Position to which to be promoted:-
11. Pay band expected & Grade pay:-
12. Date of eligibility for promotion:-
13. Date & place of birth:-
14. Sex:-
15. Marital Status:-
16. Category to which belongs:-
17. Address for the correspondence:-
17. Permanent Address:-
18. Contact Numbers:-
19. E mail id:-

**20. Academic Qualifications (Matric till post-graduation):**

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject

**21 Research Degree(s):**

Degrees	Title	Date of Award	University

**22. Appointments held prior to joining this institution:**

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

**23. Posts held after appointment at this institution:**

Designation	Department	Date of actual joining		Grade
		From	To	

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24. Total teaching experience ( in years ) :-

At Undergraduate level (at previous institution): -

Undergraduate level (at present institution): - -

Total: -

At Postgraduate level (at previous institution):-

At Postgraduate level (at present institution):-

Total: -

25. Research experience excluding years spent for M.Phil/Ph.D.:- Nil

26. Field of specialization under the subject/discipline if any:- N.A

27. Academic Staff College Orientation/Refresher courses attended:- Nil

Name of the Course	Name of the Academic Staff College	Name of the University	Duration	Sponsoring agency, if any
Nil	---	----	-----	-----

**PART B: - Academic Performance Indicators**

Category I Teaching, Learning & Evaluation related Strategies

(Maximum Total Score 125, Minimum API required 75)

1. Lectures, Practical, Contact hours( Semester wise/Annual detail):- (Maximum Score 50)

S.No			Credit	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record
.						

	Semester	Name of the Course				
1						
2						
3						
4						
5						

\*L= Lecture  
P= Practical  
T= Tutorial  
S= Seminar  
AS= Assignments

ALM= Active learning methodology  
GD= Group discussions  
FD= Field visits  
AO= Any other  
PB= Project based learning

- Lectures or other teaching duties in excess of the UGC norms  
(Maximum Score 10) - Nil
- Reading/Instructional material prepared ,use of additional knowledge resources for subject enrichment  
(Maximum Score 20)

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1				
2				
API score based on Preparation and Imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				<b>API Score</b>
				<b>20</b>

- Use of participatory, project based teaching and innovative teaching learning methodologies(use of ICT, Sandhan , E Library, Remedial courses & Skill modules)



(Maximum Score 20)

S.No.	Short Description	API Score
1	Use of ICT in T/L process with computer-aided methods for all classes	5
<b>Total Score (Max. Score: 20)</b>		<b>5</b>

5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)  
(Maximum Score 25)

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1	University End Semester			
2	Evaluation of answer scripts			
3	Question paper setting			
4	Internal/continuous assessment work			
<b>Total Score (Max: 25)</b>				<b>25</b>

Sr.Number	Maximum API Score	API Score obtained
1		
2		
3		
4		
5		
<b>Total</b>		



Category II Co-Curricular, Extension and Professional Development Activities  
(Maximum Score 50, Minimum API required 15)

S.No	Name of the activity done	Maximum Score
1	(NSS/NCC/Yoga,Cultural( Saptdhara, Youth festival),Counseling etc	20
2	Member of Academic/Administrative committees, Member of NGOs, Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	15
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15

(NSS/NCC/Yoga,Cultural( Saptdhara, Youth festival),Counseling etc.(Co-Curricular)

1	Admission Counseling Duty	5
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**2.Member of Academic/Administrative committees, Member of NGOs, Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department**

S.No.	Type of Activity	Period	API Score
		<b>Total (Max: 15)</b>	<b>15</b>

<b>3</b>	<b>(iii) Professional Development Activities</b>		
	<b>Total (Max: 15)</b>		<b>0</b>
	<b>Total Score (i + ii + iii) (Max: 25)</b>		<b>20</b>

**4. Reviewer of Research Article for International/National Journals**

S.No	Reviewer of Research Article for International/National Journals				
1	Name of the Journal	Title of the article reviewed	Publisher	Journal Scopus/web of science indexes	API Score
NIL					

1. Member of Academic bodies of other institutions such as staff selection ,Bos,AC,DC members, PhD/M.Tech/M.Sc viva examination:-
2. Collaborations established in the industries/universities/organizations:-
3. MOUs established:-
4. Development activities:-
5. Foreign visits in connection with research, international conferences & collaborations:-

Sr. Number	Maximum API Score	API Score obtained	
1	20	5	
2	15	15	
3	15	0	
4	20	0	
Total	70	20	

Category III Research and Academic Contribution

1. Papers Published in Journals (International Journals, National Journals, Regional Journals)

S. No.	Title with page no.	Journal	Scopus or Web of Science indexed	Impact factor	No. of Co-authors	Whether you are the main author	API Score (Max.15)
-							-

2. A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

S.No	Title with page No	Book Title. Editor and publisher	ISBN No	Whether peer reviewed	No of Co-authors	Whether you are the main author	API Score
NIL							

\*(API Score for International 10, National 5, Regional 3 and State 3)

B) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr.No.	Title with page no.	Details of Conference publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are main author	API Score Max.10
1			---	2	1	10

C) Books published as single author or as editor (International publications, National publications, Regional publications)

Sr. No.	Title with page no.	Type of book & authorship	Publisher & ISSN/ISBN	Whether peer reviewed	No. of Co-authors	Whether you are main author	API** Score Max. 90
Nil	-----	-----	-----	-----	-----	-----	-----

\*\* (API Score for international author 50, editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

D) Patents Details(International /National)

S.No	Title of the Patent	Patent filed No.	Patent Granted No.	International/National

	Nil	_____	_____	_____
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3. Ongoing & Completed Research Projects and Consultancies  
(Including State Research Projects)

Category	Title	Agency	Period	Grant Mobilized (in Rs)	API Score Max. 10 per project
Ongoing	Nil				
Completed	Nil				

4. Research Guidance

Sr.No.	Number Enrolled	Thesis Submitted	Degree/Certificates Awarded	AP I Score
To College students	N.A	-----	-----	2 for each student
M.Tech/M.Sc /M.Phil or equivalent	N.A	-----	-----	3 for each candidate
Ph.D. or equivalent	N.A	-----	-----	10 for each candidate, 7 for thesis submitted

5. Faculty Development Programmes (Not less than one week duration)

Sr.No.	Programme	Duration	Organized by	API Score
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Nil Nil ----- ----- -----

6. Papers presented in Conferences, Seminars, Workshops, Symposia

S.No	Title of the paper	Title of the Conference	Organized by	International/ National/State / University Level	API Score
NIL					

\*\*\* (API Score for International 10, National 7.5, Regional 5 and State 3)

7. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

S.No.	Title of Talk	Title of the Conference/ Seminar,etc	Organized by	National/ International/ Regional	API Score Max 10
NIL					

**PART C: -Other Relevant Information such as membership in professional bodies/Awards, Honors, Distinction & Recognition received**

Sr.No.	Details( Year, Type, Value etc)

**SUMMARY OF API SCORE**

Category	Criteria	Last Academic year	Total API Score for the Assessment Period	Annual average API Score for the Assessment Period
I	Teaching, Learning &			



	Evaluation			
II	Co-Curricular, Extension. Professional development			
Total (I+II)				
III	Research & Academic Contribution			

List of Enclosures: - 1.Conference Paper

Signature of the Faculty with designation  
HOD/

Signature of the  
Dean of the Department/School

## **PERFORMANCE EVALUATION FORM** *(for Non-Teaching Staff)*

**Note :** The reporting authority should indicate the performance in a five point scale viz  
**(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent**  
with a brief justification in phrases for awarding the scale.

1. Name of the Staff :
2. Designation :
3. Department of the Staff :
4. Period of reporting :
5. Whether the staff member is regular in attendance :
6. Does the staff sincere to his / her work :
7. Is he / she courteous and helpful to the students :
8. Knowledge of staff member in his/her job :
9. Does the staff start new innovation in his / her work? :
10. Does the staff member take(s) initiative in the job assigned :
11. Aptitude of the staff member in upgrading his/her knowledge:  
in his/her domain area
12. Whether the staff member has taken initiative to upgrade :  
his/her qualification
13. Does the staff attend any programme during the period to :  
enhance his / her technical competence?
14. If yes, how the performance of the staff member improved :  
member improved after the training undergone
15. Performance level of staff member in the job assigned :
16. How is the staff member's inter-personal relationship  
with his / her
  - i) superiors :
  - ii) colleagues :
  - iii) subordinates :
17. Any other qualitative narrative report :  
(Any contribution worthy of mentioning)

**Reporting Authority**

## Countersigning Authority