

Part – A

PERSONAL DATA

(To be filled by the Administrative Section)

1. Name (In Block Letters)
2. Father's Name/Mother's Name/Husband's Name
3. Department
4. Current Designation & Grade Pay
5. Date of last Promotion
6. Address for correspondence (with pin-code)
7. Permanent Address (with Pin-code, Telephone No. & Email.....)
8. Whether acquired any degree or fresh academic Qualifications during the year
9. Academic Staff College Orientation/Refresher Course attended during the year

Name of the Course	Place	Duration	Sponsoring Agency

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Part - B

(ACADEMIC PERFORMANCE INDICATORS)

(Please see detailed instructions of this Appraisal proforma before filling out this section)

CATTEGORY-1

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

Sl. No.	Course/Paper	Level	Mode of teaching *	No. of Classes per week allotted	No. of Classes conducted	% of Classes/Practicals taken as per documented record

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

Sl. No		API Score
(a)	Classes Taken (max. 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	
(b)	Teaching Load in exces of AICTE norm (max. score : 10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students.

Sl. No	Course /Paper	Consulted	Prescribed	Additional Resource Provided

API score based on Preparation and imparting of knowlwdge/
Instruction as per curriculum & syllabus enrichment by providing

API Score

additional resources to students (mas. Score:20)

(iii) Use of Participatory & Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

Sl. No	Short Description	API Score

Total Score (max. Score : 20)

(iv) Examination Duties Assigned and Performed

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

Total Score (max. Score : 25)

CATTEGORY-II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Sl. No	Type of Activity	Average Hrs./Week	API Score
	(i) Extension, Co-curricular & field based activities		
	Total (max. 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score

	Total (max:15)		
	(iii) Professional Development Activities		
	Total (max: 15)		
	Total Score (i+ii+iii) (max:25)		

CATTEGORY-II

(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A. Published Papers in Journals:

Sl. No.	Title with Page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	author	API Score

B. (i) Articles / Chapters published in Books

Sl. No.	Title with Page Nos.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	author	API Score

B. (ii) Full Papers in Conference Proceedings

Sl. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

B. (iii) Books Published as single author as editor

Sl. 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	API Score

C. Ongoing and Completed Research Projects and Consultancies**© (i & ii) Ongoing Projects / Consultancies**

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

© (iii & iv) Completed Projects /Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in Lakh)	Whether policy document/patent as outcome	API Score

D. Research Guideline

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.E./M.Tech./Master in appropriate field				
Ph. D. or equivalent				

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score

E.(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organised by	Whether international/national/state/regional/College or University level	API Score

E.(iii) Invited Lectures and Chairmanships at National or International conference/seminar etc.

Sl. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organised by	Whether international/national	API Score

E.(iv) SUMMARY OF API SCORES

Sl. No.	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
(i)	Teaching, Learning and Evaluation related development etc.			
(ii)	Co-curricular, Extension, Professional development etc.			
	Total (i+ii)			
(iii)	Research and Academic Contribution			

PART-C:

(OTHER RELEVANT INFORMATION)

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

Sl. No.	Details (Mention Year, value etc. where relevant)

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

Sl. No.		Sl. No.	
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed Performance Appraisal proforma.

Signature of the faculty with
Dersignation, Place & Date

Signature of HOD/Head of the
Institute

N.B: The Annual Self-Assessment proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

Instructions for Filling up Part-B of the Performance Appraisal Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

N.B: The self-assessment scores are subject to verification by the University/College and by the Screening cum Verification Committee or Selection Committee as the case may be.

1. Teaching and Evaluation Related Performance:

	Indicators/Activities	Maximum Score
(i)	(a) Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.	50
	(b) if teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes.	10
(ii)	Imparting of knowledge/instruction vis-à-vis with the prescribed material (Text book/Manual etc.) and methodology of the curriculum (100% compliance = 20 points)	20
(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.	
	Updating of courses, design of curriculum (5-single course)	10
	Preparation of resource material, fresh reading materials, laboratory manuals etc.	10
	Use of innovative teaching-learning methodologies; use of ICT updated subject content and course improvement	10
	a. ICT Based Teaching material : 10 points/each	
	b. Interactive Courses: 5 points/each	
	c. Participatory learning modules : 5 points/each	
	Developing and imparting Remedial/Bridge Course and Coiunselling modules (each activity:5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (each activity: 5 points)	10
	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10

	Organizing and conduction of popularization programmes/training courses in computer assigned teaching/web based learning and e-library skills to students.	10
	a. Workshop/Training course: 10 points each	
	b. Popularization programme : 5 points each	
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties allotted. (Investigation – 10 points, Evaluation of answer scripts-5 points; Question paper setting – 5 points)	20
	College/University examination/evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance-10 points)	10
	Examination work such as coordination or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum Aggregate Limit B (iv)	25

2. Co-curricular, Extension and Profession Rrelated Activities and Participation in the Corporate Life of the Institution

	Indicators/Activities	Maximum Score
(i)	Institutional Co-curricular activities for students such as field studies/ educational; tours, industry-imparting training and placement activity (5 points each)	10
	Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC or any other similar activity (each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Pogrammes, campus publications (department level 2 points, institutional level 5 points)	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
	Institutional Goverance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10
	Responsibility for or participation in committees for Students Welfare. Copunselling and Discipline (5 points each)	10
	Organization of Conference/ Training International (10 points) national/regional (5 points)	10
	Maximum Aggregate Limit	15
(iii)	Professional Development Related Activities	
	Membership in profession related comminees at state and national level.	10

	a.	At national level : 3 points each	
	b.	At state level : 2 points each	
		Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
		Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development. Examination reforms, Institutional governance (Each activity : 5 points)	10
		Membership/participation in Bodies/Committees on Education and National Development (5 each)	10
		Publication of articles in newspapers, magazine or other publications (not covered in category 3): radio talks etc. (1 point each)	10
		Maximum Aggregate Limit	15

3. RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

This is to be filled as per the AICTE Regulations, 2010 . Wherever the research contribution is jointly made , the API scores should be shared between the contribution as per the formula provided in the Table.

Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators.

Similar Performance proforma could be developed by the universities for the cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports based on the API scoring pattern outlined in AICTE Regulations, 2010.