



SAVITRIBAI PHULE PUNE UNIVERSITY

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 20/___

SECTION – A : GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the College	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Details	API Score		
			Max Score	Self Appraisal Score	Verified API Score
a	Direct Teaching	Actual hours spent per academic year ÷ 7.75	60		
b	Examination Duties - Question Paper Setting, Invigilation, Evaluation of Answer scripts	Actual hours spent per academic year ÷ 10	20		
c	Innovative Teaching - Learning methodologies, Updating of subject contents/courses etc.	Actual hours spent per academic year ÷ 10	15		
Total			95		

Category II :

PROFESSION DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	Details	API Score		
			Max Score	Self Appraisal Score	Verified API Score
a	Student related co-curricular, extension and field based activities i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar, career counselling, other events etc. ii) Other co-curricular activities Cultural / Sports / NSS / NCC etc.) iii) Extension and dissemination (Public / popular lectures/talks /seminars)	Actual hours spent per academic year ÷ 10	15		
b	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibilities (Dean/Principal/Chairperson/Convener/Teacher in charge/ duties that require regular office hours to discharge. ii) Participation in Board of Studies,Academic /Administrative Committees	Actual hours spent per academic year ÷ 10	15		
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures in Refresher/Faculty Development Courses, membership of associations, dissemination and general articles and any other contribution	Actual hours spent per academic year ÷ 10	15		
Total Category II : a + b + c =			45		

CATEGORY-III:

RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
			API Score allotted	Self appraisal Score	Verified API Score
III (A)	Research papers published in :-	a) Refereed Journals as notified by UGC	25 / publication		
		b) Other reputed Journals as notified by UGC	10 / publication		
		Total III (A)			

Sr. No.	Activity	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
			API Score allotted	Self appraisal Score	Verified API Score
III (B)	Publications other than journal articles (books, chapters in books,	Text or Reference Books Published by International Publishers with an ISBN/ISSN No.as approved by University & posted on website	30 /sole author;		
		Subject Books by national level publishers/ State and Central Govt. Publications with ISBN/ISSN as approved by University & posted on website	20 /sole author;		
		Subject Books by other local Publications with ISBN/ISSN as approved by University & posted on website	15 /sole author;		
		Chapter in Books - a) International	10/chapter		
		b) National	05/chapter		
		Total III (B)			
III (C)	RESEARCH PROJECT				
III C (i)	Sponsored Projects carried out/ongoing	Major Projects with grants above Rs. 05 lakhs	20 / Project		
		Major Projects with grant above Rs. 03 lakhs to 05 Lakhs	15 / Project		
		Minor Projects with grant above Rs. 01 lakhs to 03 Lakhs	10 / Project		
III C (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.2 lakhs	10 per Rs.2 lakhs		
III C (iii)	Projects Outcome / Outputs Patent/ Technology-transfer/Product / Process	Major Policy document prepared for a) international	30/ output or patent/policy		
		b) Central Govt. Bodies	20/ output or patent/policy		
		c) State govt. bodies	10/ output or patent/policy		
		d) local Level govt. bodies	05/ output or patent/policy		
		Total of III C = i + ii + iii =			
III D	RESEARCH GUIDANCE				
III D (i)	M.Phil.	Degree awarded	5 / candidate		
III D (ii)	Ph.D	Degree awarded / Thesis submitted	15/10 candidate		
		Total of III(D) = i + ii =			

Sr. No.	Activity	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
			API Score allotted	Self appraisal Score	Verified API Score
III E	Fellowship, Awards, Invited Lectures				
III E (i)	Fellowship / Awards from academic bodies	a. International	15 / Award-Fellowship		
		b. National	10 / Award-Fellowship		
		c. State/University	5 / Award-Fellowship		
III E (ii)	Invited Lectures / Papers	a. International	7/Lecture		
			5/Paper-presented		
		b. National	5/Lecture		
			3/Paper-presented		
		c. State/University	3/Lecture		
			2/Paper-presented		
Total III E = i + ii =					
III F	Development of E-Learning delivery/process/material		10/module		
Total III F =					
Total of III A+B+C+D+E+F =					

Grand Total of Category (I + II + III) =

Signature of the IQAC Co-ordinator

Signature of the Teacher

Signature of Principal/Director

Date : __ / __ /20 __

Place: Pune

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 Principal / 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
Outstanding	115 – 125	Outstanding	40 - 50
Very Good	105 – 114	Very Good	34 - 39
Positively Good	95 – 104	Positively Good	28 - 33
Good	85 – 94	Good	22 - 27
Average	75 – 84	Average	15 - 21
Below Average	0 – 74	Below Average	0 - 14

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

(b) Grading : [General Assessment on the basis 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 Pricipal/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)

College Seal

Signature of the Principal
Stamp