



University of Pune

PART 'A'

YEAR OF PERFORMANCE APPRAISAL : _____

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
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 ESSENTIAL	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
Total of (I)		125		

* Lectures & tutorials allocation to add upto the UGC norms for particular category of teacher.

CATEGORY II:**CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITIES	API Score allotted	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Total of (II)		50		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	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 Publication (Journals)	Refereed Journals [Total Publications = N]	Refereed Journals [Total Publications = N]	15 / publication	N X 15 =	
		No. of Papers in indexed journals [out of N = N ₁]	No. of Papers in indexed journals [out of N = N ₁]	5 / publication	N ₁ X 5 =	
		No. of Papers with impact factor between 1 and 2 [out of N = N ₂]	No. of Papers with impact factor between 1 and 2 [out of N = N ₂]	10 / publication	N ₂ X 10 =	
		No. of Papers with impact factor between 2 and 5 [out of N = N ₃]	No. of Papers with impact factor between 2 and 5 [out of N = N ₃]	15 / publication	N ₃ X 15 =	
		No. of Papers with impact factor between 5 and 10 [out of N = N ₄]	No. of Papers with impact factor between 5 and 10 [out of N = N ₄]	25 / publication	N ₄ X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N ₅]	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N ₅]	10 / Publication	N ₅ X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N ₆]	Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N ₆]	10/ publication	N ₆ X 10 =	
		Total of III (a)				

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system [a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2]	Text or Reference Books Published by International Publishers with an established peer review system [a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2]	50 /sole author; 10/chapter in an edited book	$M_1 \times 50 =$ $M_2 \times 10 =$	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers [a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4]	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN [a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4]	25 /sole author; 5/chapter in an edited book	$M_3 \times 25 =$ $M_4 \times 5 =$	
		Subject Books by Other local publishers with ISBN/ISSN numbers [a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6]	Subject Books by Other local publishers with ISBN/ISSN numbers [a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6]	15 /sole author; 3/chapter in an edited book	$M_5 \times 15 =$ $M_6 \times 3 =$	
		Chapters contributed to edited knowledge based volumes published by International Publishers [No. of chapter(s) = M_7]	Chapters contributed to edited knowledge based volumes published by International Publishers [No. of chapter(s) = M_7]	10 /Chapter	$M_7 \times 10 =$	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories [No. of chapter(s) = M_8]	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories [No. of chapter(s) = M_8]	5 / Chapter	$M_8 \times 5 =$	
		Total of III (b)				

III(c)		RESEARCH PROJECT				
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [No. of Project(s) = P ₁]	Major Projects amount mobilized with grants above 5 lakhs [No. of Project(s) = P ₁]	20 / Project	P ₁ X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [No. of Project(s) = P ₂]	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [No. of Project(s) = P ₂]	15 / Project	P ₂ X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) [No. of Project(s) = P ₃]	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) [No. of Project(s) = P ₃]	10 / Project	P ₃ X 10 =	
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs [No. of 10 Lakh(s)=R]	Amount mobilized with minimum of Rs.2 lakhs [No. of 2 Lakh(s)=R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) [a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂]	Completed project report (Accepted by funding agency) [a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂]	20 / major project and 10 / minor project	Q ₁ X 20 = Q ₂ X 10 =	
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [a) No. of national level output = O ₁ b) No. of international level output = O ₂]	Major Policy document of Govt. Bodies at Central and State Level [a) No. of national level output = O ₁ b) No. of international level output = O ₂]	30 / national level; 50/ International level (output or patent)	O ₁ X 30 = O ₂ X 50 =	
Total of III (c)						

III(d)		RESEARCH GUIDANCE				
III (d) (i)	M.Phil.	Degree awarded [No. of Candidates = D ₁]	Degree awarded [No. of Candidates = D ₁]	3/candidate	D ₁ X 3 =	
III (d) (ii)	Ph.D	Degree awarded Thesis submitted [a) No. of Candidates = D ₂ b) No. of Candidates = D ₃]	Degree awarded Thesis submitted [a) No. of Candidates = D ₂ b) No. of Candidates = D ₃]	10/candidate 7/ candidate	D ₂ X10 = D ₃ X 7 =	
Total of III(d)						

III(e)		TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS				
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration [No. of Programme(s)=T ₁]	(a) Not less than two weeks duration [No. of Programme(s)=T ₁]	20 each	T ₁ X 20 =	
		(b) One week duration [No. of Programme(s)=T ₂]	(b) One week duration [No. of Programme(s)=T ₂]	10 each	T ₂ X 10 =	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A))	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference [No. of Papers=C ₁]	a.International conference [No. of Papers=C ₁]	10 each	C ₁ X 10 =	
		a. National [No. of Papers=C ₂]	a. National [No. of Papers=C ₂]	7.5 each	C ₂ X 7.5 =	
		b. Regional /State level [No. of Papers=C ₃]	b. Regional / State level [No. of Papers=C ₃]	5 each	C ₃ X 5 =	
		c. Local– University/ College level [No. of Papers=C ₄]	c. Local- University/ College level [No. of Papers=C ₄]	3 each	C ₄ X 3 =	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International [No. of Lecture(s) and/or Presentation(s) =L ₁]	a. International [No. of Lecture(s) and/or Presentation(s) =L ₁]	10 each	L ₁ X 10 =	
		b. National [No. of Lecture(s) and/or Presentation(s) =L ₂]	b. National [No. of Lecture(s) and/or Presentation(s) =L ₂]	5 each	L ₂ X 5 =	
Total of III(e)						

Total of - III (a+b+c+d+e)		
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Grand Total of Category (I + II + III)		
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Signature of the teacher

Signature of HOD

Date :

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
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 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)

**Principal
Fergusson College,
Pune**