

Performance Management System for Teaching Staff (PMSTS)



GSFC
UNIVERSITY
EDUCATION RE-ENVISIONED

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Performance Management System for Teaching Staff (PMSTS)

1. Preamble:

The Performance Management System for Teaching Staff (PMSTS) has been framed by the Governing Body of the University by virtue of powers vested in its favor by Section 20 (5) (d) of Gujarat Private Universities Act 2009.

This Performance Management System for Teaching Staff (PMSTS) is to align the larger objective of preparing the student industry- ready, apart from devising the system for assessment of teaching staff. The operation of PMSTS is envisaged to evolve a system which has at its core value of treating student as a client and balancing with the need to make the students industry ready. The ultimate goal and objective of University is to make 100% student industry ready, so as to make at least 90% of them employable.

The System is designed based on regulations of University Grants Commission (UGC), namely "Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.", as relevant for assessment of Academic Performance Indicators (API) . The said regulation allows the University to detail the activities (parameters stated in the tables below) in various categories of performance indicators, and adjust the weightage without changing the minimum total API scores required under that category. Accordingly, the parameters of the activities have been clearly defined and adjustment have been made in the maximum score without changing the minimum total API score required under the respective category having regards to the aforesaid goal and objective of the University.

This Performance Management System for Teaching Staff (PMSTS) will be used for the purpose of grant of Annual Increment, Performance Linked Incentive Scheme (PLIS), Career advancement and deciding the eligibility and confirmation in tenure post at the GSFC University.

2. **Definition:**

- a) **Teaching staff** means the Faculty appointed on fixed term contract(s) and on a tenure post(s) as an Assistant Professor/ Associate Professor or Professor on full time basis. It does not include visiting or industry faculty, for which separate guidelines for evaluation shall be issued.
- b) **Academic year** means the period starting from June to May and also includes time spent with students on compulsory internship.
- c) **Faculty Industrial attachment:** The faculty is required to associate with any industry for at least 80 hours per year. He/she is expected to gain detailed knowledge in a specific plant process (related to their subject) of the industry which in particular will be beneficial to the students and help students to understand applicability of theoretical concepts in real life situations.
- d) **Students' Academic Seminar:** Academic seminars of GSFCU will be educational events organized by the Teaching staff under the direction of Provost which will feature one or more subject matter experts who are expected to impart information primarily via lecture and discussion to the students on a specific topic or theme.

- e) **Selection committee:** Selection Committee means a committee as constituted vide clause 10 of these policy guideline.
- f) **Assessment Committee:** Assessment Committee means a committee as constituted vide clause 13(b) (ii) of these policy guideline.
- g) **Minimum API for Performance Linked Incentive:** Minimum API for performance Linked Incentive as described in para 14 of these policy guidelines.
- h) **Direct Teaching Hours:** Direct teaching hours shall include class room lectures. In addition to this 50% of the hours spent on practical's and remedial classes will be computed for this purpose, while 25% of the hours spent by the faculty on field visit, internship and seminar will be counted as it is expected that part of such activities will be carried out with the assistance of student counselors.

3. Workload norms for Teaching Staff:

- a) **Working Hours:** The working hours of the University are from 9:00 to 5: 00 i.e. 8 hours including 30 minutes of Lunch Break on weekdays (except 1st and 3rd Saturday).

The working hours of GSFC University as approved by the BOM in its meeting held on 26th September 2017 are as per the following table:

Particulars	Time
Monday to Saturday (except 1 st and 3 rd Saturday)	9:00 am to 5:00 pm (30 minutes Lunch break from 12:30 pm to 1:00 pm)
1 st and 3 rd Saturday	Weekly offs

b) Flexibility in working hours:

GSFCU has introduced Biometric punching system for keepingtime records. All employees of GSFCU shall mark their attendance through biometric attendance system including key officials.

The timing for all employees of GSFC University will be followed with the provision of 60 minutes grace period per week for daily reporting time. Provided that the teaching staff while availing the flexibility in reporting time, shall ensure that no class which was scheduled to be engaged by him remain unattended and the faculty shall make alternate arrangement for engaging the class.

Provided that in case an employee is late for more than 60minutes in a week, ½ day Leave shall be deducted from his/her leave balance. In case leave balance is nil, equivalent LWP willbe deducted during the same month.

c) Workload norms:

The workload norms shall be as per the following table:

Work	Minimum duration
Number of working days in a week (except 1 st and 3 rd Saturday)	6 days
Days of actual teaching during the year	180 days
Direct teaching hours	16 hours/week or 480 hours/year
Administrative, examination & non-instructional activities	60 days
Vacation	4 weeks
Public holidays	As Notified by Government of Gujarat
Industry Attachment	80 hours
Availability in University	8 hours (with 30 minutes lunch break) on all working days

4. Evaluation:

The performance evaluation of the teaching staff shall be carried out on the basis of Six (6) Academic Performance Indicators as shown below.

Sr. No.	Academic Performance Indicators (API) (C2)	Weight (in%) (C3)	Marks Obtained (C4)	Weighted Marks (C3)*(C4)
1	Student Feedback - Teaching	15		
2	Student Feedback - Placement	15		
3	Evaluation by Dean	10		
4	Self-appraisal-Academic	20		
5	Self-appraisal-Research	20		
6	Faculty Internship	20		
	Summary	100		

*In the present policy, same criteria are followed for evaluation of teaching assistant. However, based on inputs from Dean/ Associate Deans, the framework for performance evaluation of teaching assistant will include following criteria.

Sr. No.	Academic Performance Indicators (API) (C2)	Weight (in %) (C3)	Marks Obtained (C4)	Weighted Marks (C3)*(C4)
1	Student Feedback	30		
2	Evaluation by Dean	20		
3	Self-appraisal-Academic	30		
4	Faculty Internship	20		
	Summary	100		

- Students' Feedback Form for Teaching -Annexure I
- Students Feedback for Placement efforts by faculty –Annexure II
- Evaluation by Dean- Annexure III
- Self-appraisal form : Academic - Annexure IV
- Self-appraisal form : Research -Annexure V
- Faculty Internship form – Annexure VI

API	Level		
81-100	Excellent		Increment with Special Award
61-80	Better		Only Increment
41-60	Good		Letter of Encouragement
21-40	Ordinary		Letter of Encouragement with possible consequences
0-20	Poor		Retrenchment

The relative parameters of each category of activities along with assessment method (criteria) and maximum Academic Performance Indicators (API) score for each of the sub- categories of each category shall be as per the following tables for each assessment year.

The API score for the Self appraisal- academic can be calculated based on the followings:

Teaching, learning & evaluation related activities				
Activity	Parameter	Max. Score	Assessment method (criteria) & Actual score	Assessing Person
Direct teaching	Direct Teaching (L=8 - Assistant Professor and L=7- Dean/Professor/Assoc. Professor)	60	No. of hours of teaching ÷ L	Weekly Time sheet to be submitted by the concerned Faculty and duly certified by the Academic coordinator.
	Direct Teaching in excess of (Average 16 hrs per week in One Semester), if more than 10%	10	Self-Assessment	Self-appraisal form along with verifiable records- Duly certified by the Academic coordinator.

Examination Duties	Number of Papers Set	10	2 per paper set	Self-appraisal form along with verifiable records- Duly certified by the Examination Division/ Dean or Associate Dean
	Number of Supervision in examination	10	2 per supervision	
	Assessment completed within stipulated time	15	Self-Assessment	
Innovative Teaching/ Learning	Involvement in student's internship	10	Self-assessment	Self-appraisal form along with verifiable records- Duly certified by the Academic coordinator.
	Innovative approach followed in Teaching Methods	5		

Professional Development And Extension Activities				
Activity	Parameter	Max. Score	Assessment method (criteria) & Actual score	Assessing Person
Student related Activities	Extra coaching by way of Remedial classes /personal guidance related to the subjects taught (>= 2 hrs per week/60 hrs per AY)	10	Self-assessment	Self-appraisal form along with verifiable records- Duly certified by the Dean/Associate Dean.
	Study Material with addl. Reading material provided	40	10 per subject	
Administrative responsibilities	Editor of the Research Journal/periodical	20	Self-assessment	Self-appraisal form along with verifiable records- Duly
	member of the Editorial team of the Research	10		

	Journal/periodical			certified by the Provost/ Dean/ Associate Dean.
	Chairperson-Any University/State/National level Body or committee	30		
	Member-Any University/State/National level Body or committee	20		
	Special contribution to university (additional responsibility)	20		
Professional Development activities	Attended as a participant in any orientation/ FDP/ Seminar/ Conferences/ workshops/symposia	20	5 per orientation/ FDP/ Seminar/ Conferences/ workshops/symposia	Self-appraisal form along with verifiable records- Duly certified by the Dean/Associate Dean.
	MOOCs course attended	20	10 per MOOCs course	Self-appraisal form along with verifiable records- Duly certified by the Dean/Associate Dean.
Coordinator responsibilities	Worked as Co-coordinator of co-curricular / extra-curricular activities	20	Self-assessment	Self-appraisal form along with verifiable records
	Worked as Member of co-curricular / extra-curricular activities	10		
	Worked as Secretary/Coordinator of major events, such as, State/ National/ International level,	40		

	conference, Seminar or workshop etc			
	Worked as Member of major events, such as, State/ National/ International level, conference, Seminar or workshop etc.	20		
Any Innovative initiative undertaken	Report with impact analysis	20	Duly certified by the Provost.	Final evaluation by PEC

The API scores for the Self appraisal- Research can be calculated based on the followings:

The API scores are proposed for Research and Academic contributions. The minimum API scores required for teachers from this category are different for different levels. The assessment shall be based on verifiable records and shall be evaluated and finalized by the Performance Evaluation Committee (PEC).

Research & academic contribution Evaluation of Assistant Professors			
Activity	Parameter	Max. score	Assessing Person
Industrial Research and Development work	Publication of Research paper in UGC Care, Scopus and Web of science peer reviewed Journals	30	
	Publication of Research paper in other reputed peer reviewed Journals	20	
	Publication of Research paper in conference proceedings	5 per paper (Max-15)	
	For approved Patent	50 per patent	

	Publication of articles in magazine/newspaper/newsletters	5 per article (Max-20)	
	Publication of chapters in book with ISBN	10 per chapter (Max-20)	
	Publication of book with ISBN/ISSN	40	
Industrial Research	Major research project undertaken and completed (As defined in UGC, AICTE, University)	(Max-20)	
	Minor research project undertaken and completed (As defined in UGC, AICTE, University)	(Max-10)	
	Consultancy project/ training >= Rs. 1 Lakh	30 per project (Max-60)	
	Consultancy project/ training < Rs. 1 Lakh	20 per Project (Max-40)	
Lectures Delivered/ Paper Presented	Invited lectures at various organizations International/National/State	Max- 40 -International -15 National-10 State-5	
	Paper Presented in conference/ Seminar and workshops	Max- 20 International -10 National-7.5 State-5	
Development of e-learning delivery material	Development of E learning material as per UGC norms (Original and Video)	Max-20 10 per module to be determined by Quality Control Cell(QCC) using student feedback	Submission by QCC based on Student's feedback and review of E-learning material. Approval by Provost and review by PEC.

PhD Guide	Degree Awarded	Max-45 15 Per Candidate	
Awards/ Honors/ Reorganization/Contri bution	Major Policy document prepared and submitted for international bodies/Central Govt./State Government/Local Authorities	Max-30 International -30 National-20 State-10 Local Auth.- 5	
	Awards/ Fellowship from academic bodies/associations	Max-30 International -30 National-20 State-10	

5. Modes of assessment and its frequency:

- a) The assessment shall be carried out at every six (6) months' during training and probation and annually for contract and tenure post by Performance Evaluation Committee (PEC), based on self-assessment report supported by verifiable records received from Provost or his nominee.
- b) Annual performance of the teaching staff shall be accessed through the following means-

Submission of Bi-Annually time sheet by teaching staff on the work done by them;

- Assessment carried out by the students
- Comments of the submitting officials and QCC; and
- Provost will be the approving authority for academic part of the performance while Director (Administration & Enabling Functions) will approve administrative activities related performance. Decision of President regarding clarification of academic and administrative activities will be final.

- PEC shall have powers to review the annual parameters, method of assessment, overall assessment, etc. It will also approve the list of faculty who need not be continued due to their poor performance.
- c) Summarized version of performance evaluation report will be communicated to the concerned faculty with the aim to facilitate improve his performance.
 - d) Composition of Performance Evaluation Committee (PEC) and its procedure for carrying out the evaluation.
 - i. The Performance Evaluation Committee shall be constituted comprising of President or his nominee, a nominee of Board of Management and Provost.
 - ii. The PEC can decide its own procedure for carrying out the performance evaluation. However, the PEC, inter alia, shall consider monthly time sheets of the teaching staff and the student assessment while making the assessment of the teaching staff.
 - iii. Grievance Handling: Teaching staff can make a representation against the decision of PEC to the Board of Management or its Sub-Committee constituted for the purpose.

6. Qualifying criteria of minimum API score required to be achieved during various stages of employment for career progression:

The teaching staff with minimum service period of 5 years and minimum API scores (CWM) 60 will be considered for career progression.

7. Eligibility and confirmation to tenure post:

- a) Eligibility: After successful completion of five years period as Assistant Professor under the contract and achieving minimum API score, an Assistant Professor shall be eligible to apply for the tenure post.
- b) Selection criteria and terms of tenure post of Assistant Professor: Selection criteria and terms of tenure post of Assistant Professor shall be governed as follows:
 - i. Tenure post shall be considered as a long term post provided the selected candidates has successfully completed probation period of one (1) year which can be extended by another year.
 - ii. The maximum period of tenure post shall be Five (5) years at the time of appointment to the tenure post and can be extended to further 2 year on annual assessment record to be evaluated by Performance Evaluation Committee (PEC) at the end of every tenure blocks.
 - iii. The Selected person can be reverted to non-tenure post if he/she fails to successfully complete probation period.

8. Advisory and discontinuation of employment:

Irrespective of any of the provisions in this guideline, the following shall be having an over-riding effect and will prevail over the other provisions. And at the sole discretion of the University, the following may be applied:

The teaching staff falling in the Poor category, scoring less than 21 API may be terminated, while a teacher falling in the Ordinary category, scoring 21 to 40 API may be issued Advisory.

9. Fast Track Promotion:

The Fast Track Promotion Policy has been designed to meet the triple objective of:

- a) Using the Performance Management System of Teaching staff (PMST) for fast track promotion;
- b) Providing fair opportunities for the career growth and development of a high performing Assistant Professor, Associate Professor, Professor and in keeping with his/her individual aspirations and capabilities as well as the requirements of the GSFC University; and
- c) Establishing an objective system for the assessment and selection of an Assistant Professor, Associate Professor for new or expanded roles. So that, teaching staff are encouraged to excel in the field of academics ensuring their accelerating career progression apart from fulfilling the objective of the University.

I. General eligibility criteria for fast track promotion:

- a) Top 20% of the high performers in API will be considered for Fast Track Promotion.
- b) Minimum residence period as provided here in after will be reduced by one year in such cases of fast track promotion so as to make them eligible for appearing before the Selection Committee.
- c) The eligible Teaching Faculty shall be assessed by Selection Committee constituted for promotion of faculty in various levels.

II. Other eligibility criteria for fast track promotion:

a) Academic qualifications, residence period for fast track promotion:

Based on the related UGC Regulations, the following table provides for academic qualification and residence period for normal and fast track promotion

Sr. No	Existing Grade	Grade to be promoted to	Minimum academic qualification	Residence period for normal promotion	Residence Period for fast track promotion
1	Assistant Professor (Stage 1)	Sr. Assistant Professor (Stage 2)	PhD.	Completed 4 years of service	Completed 3 years of service
			M.Phil./PG Degree in Professional courses	Completed 5 years of service	Completed 4 years of service
			PG Degree in Professional courses	Completed 6 years of service	Completed 5 years of service
2	Sr. Assistant Professor (Stage 2)	Associate Professor (Stage 3)	"	Completed service of 5 years in Stage 2.	Completed service of 4 years in Stage 2.
3	Associate Professor (Stage 3)	Sr. Associate Professor (Stage 4)	"	Assistant Professors with 3 years of completed service in Stage 3.	Assistant Professors with 2 years of completed service in Stage 3.
4	Sr. Associate Professor (Stage 4)	Professor (Stage 5)	"	Associate Professor with 3 years of completed service in Stage 4.	Associate Professor with 2 years of completed service in Stage 4.
5	Professor (Stage 5)	Sr. Professor & Mentor (Stage 6)	"	Professor with 10 years of completed service (universities only)	Professor with 9 years of completed service (universities only)

- b) Minimum API score required for being eligible for fast track promotion.

Top 20 % of the high performers in API will be eligible for being considered for fast track promotion. The following table provides for minimum API score required for being eligible for fast track promotion.

Particulars	Assistant Professor to Sr. Assistant Professor (Stage 1 to Stage 2)	Sr. Assistant Professor to Associate Professor (Stage 2 to Stage 3)	Associate Professor to Sr. Associate Professor (Stage 3 to Stage 4)	Sr. Associate Professor to Professor (Stage 4 to Stage 5)	Professor to Sr. Professor & Mentor (Stage 5 to Stage 6)
Minimum API	60	70	80	80	90

- c) Weightage for recommending candidate for fast track promotion:

The Selection Committee constituted in terms of clause 10 above, shall while evaluating the eligible teaching staff for fast track promotion as per this policy, shall accord the weightage for recommending the candidate for promotion to the Board of Management.

1. 70% weightage to API score
2. 30% weightage to Personal Interview

Provided that the Selection Committee shall consider the domain knowledge and teaching practices, etc. while giving the scoring in personal interview.

10. Constitution of Selection Committee for faculty promotion:

The Director (Administration) will timely propose to President for constitution of Selection Committee to recommend suitable faculty for promotion. The Selection Committee will consist of following members:

- a. Provost;
- b. Dean of concerned school;
- c. Two external experts nominated by BOM;
- d. A nominee of President; and
- e. Director (Admin. & EF) – Member Secretary.

The Recommendation of Selection committee will be submitted to BOM for consideration and approval. Suitability of short listed candidates for next grade and University's requirements will be the over-riding criteria for promotion.

11. Custody of performance assessment related records:

The Director (Administration) will be custodian of all performance assessment and Selection Committee related records.

12. Designation:

Based on the designations mentioned in UGC Regulations, GSFCU has decided the following designations at various stages of career progression:

Stage	Title (Designation)
1	Assistant Professor
2	Sr. Assistant Professor
3	Associate Professor
4	Sr. Associate Professor
5	Professor to Sr. Professor/ Mentor

13. Performance Linked Incentive Scheme(PLIS):

- a) Teaching staff of all categories will be eligible for performance linked incentive up to 20% of annual remuneration or basic pay, whichever is less.
- b) Provision applicable for operation of the Annual Performance Linked Incentive (APLI)scheme;
 - i. The assessment shall be done at the end of academic year by the Assessment committee.
 - ii. Assessment Committee shall consist of Provost, CFO, and Director (Administration) shall carry out preliminary assessment and submit the proposal to the Board of Management (BoM).
 - iii. Annual Performance Linked Incentive (APLI), its amount and number of eligible teaching staff will be decided and approved by Board of Management (BoM).
 - iv. Maximum up to 25% of the teaching staff shall be considered for grant of Annual Performance Linked Incentive (APLI).
 - v. Annual Performance Linked Incentive (APLI) Assessment Committee constituted as per 14(b)(ii) above, shall consider the following parameters and weightage while carrying out the assessment;

API	Level of Quality	Action Plan
>90	Excellent	5% increment + Fast track promotion in Career Progression + Performance linked Incentive
81-90	Excellent	5% increment + Fast track promotion in Career Progression
71-80	Better	5% increment + Qualified for Career Progression
61-70	Better	3% increment + Qualified for Career Progression
41-60	Good	Letter of Encouragement
21-40	Ordinary	Advisory
0-20	Poor	Termination

- c) Eligibility: Teaching staff is required to obtain a minimum score of 70% in the assessment carried out by Assessment Committee based on the parameters and weightage as stated in clause 14(b)(v).
- d) Assessment of any teaching staff who is a party in the litigation in respect of any administrative, service or remuneration related matter, shall be kept in a sealed envelope pending disposal of the case.
- e) Annual Performance Linked Incentive (APLI) Scheme will be applicable from the academic year 2023-24.

14. Annual Increment:

- a) All teaching staff will be granted annual increment on achieving the minimum API score, i.e., Cumulative Weighted Marks (CWM), as mentioned below:

API	Minimum API Score for Graded Increment		
	3% Increment	5% Increment	5% Increment with Special Award and Fast track promotion
API Score	61-70	71-80	> 80

- b) Annual increment will be released in the month of July of every year after completion of academic session.
- c) Irrespective of what is stated in (a) & (b) above, the President has a power to decide about granting of increment, including the percentage of increment in any year having regards to the financial position and other consideration at his discretion.

15. General:

- a) The president has a power to remove any difficulty or ambiguity in implementing Performance Management System for Teaching Staff (PMSTS) and his decision shall be final as to the interpretation.
- b) Further, in pursuance of (a) above or otherwise, if it is warranted to carryout modification, amendment, alteration etc. in the policy guidelines, the same would be carried out with the approval of Governing Body.

Annexure-I

Student's feedback on Teaching

Performance	Poor	Ordinary	Good	Better	Excellent
Score	0	1	2	3	4
Total Score	0	44	88	132	176

Name of Faculty:

Total No. of Student:

No. of student submitted Feedback:

A. Teaching Content, Style and Methodology

No.	Particulars	Score	Remarks
1	Effectiveness in On-line Teaching*		
2	Quality of Subject Content while on-line Teaching*		
3	Use of Tools while on-line Teaching*		
4	Variety of tools used in online teaching		
5	Interest created in the Subject		
6	Adequate subject material provided		
7	Communication Skills in English		
8	Innovative Approach followed in Teaching Methods		
9	Quality of Subject Content while on-campus Teaching**		
10	Black Board / WhiteBoard Work while class-room Teaching**		
11	Use of Technology while class-room Teaching**		
12	Class Participation Generated		

B. Subject Preparation

No.	Particulars	Score	Remarks
1	Preparedness in the subject		
2	Utilization of time during lecture		
3	Supplementary knowledge on the subject		
4	Latest Development incorporated in teaching		
5	Emphasis on Skill development reflects in subject preparation		

C. Syllabus Completion and Guidance

No.	Particulars	Score	Remarks
1	Timely completion of the syllabus		
2	Satisfactory completion of the syllabus		
3	Guidance on problem-solving and questions related to the subject		
4	Proper feedback for the improvement in the subject after exams		
5	Availability for extra guidance whether online or offline		
6	E-learning material provided in the subject		
7	Study Material in physical copy provided in the subject**		

D. Exam Oriented Teaching

No.	Particulars	Score	Remarks
1	Exam oriented Teaching		
2	Adequate revision of the syllabus		
3	Discussion on important questions		
4	Practice tests/ Mock tests/ MCQ Quiz taken during class		

E. Industry Oriented Teaching

No.	Particulars	Score	Remarks
1	Application of theory concept by examples		
2	Quality of Case study discussed during classroom teaching		
3	Arrange Expert talks		
4	Organize study visit		
5	Hands-on industry training with innovative methods		
6	Use of virtual platform for industry oriented teaching		

F. Teachers overall Impression

No.	Particulars	Score	Remarks
1	Effective counseling and mentoring provided		
2	Punctuality in the conducting class		
3	Behavior with students		
4	Control over the class/effectively conducting the class with discipline		
5	Positive outlook in the class and in the University		
6	Overall Knowledge of the subject		
7	Encouraging approach for co-curricular and Extracurricular activities		
8	His/her discipline for the non-use of Mobile phones during the class**		
9	Punctuality in the class**		
10	Regularity in taking Attendance**		

G. Feedback on Curriculum*

No.	Particulars	Score	Remarks
1	The industry orientation of the syllabus		
2	Coverage of units in the syllabus		
3	Adequate skills content in the syllabus		
4	Timely completion of the syllabus during the semester		
5	Depth of the syllabus(content covered) for gaining adequate knowledge		
6	Relevance of the syllabus /course content with future career prospects		
7	The internal evaluation system as it exists regarding syllabus		
8	Library holdings for the syllabus of course		

*** Not to be included in the API score**

Scaling Factor

Score	Performance	Final API
>150	Excellent	100
130-150	Better	80
110-130	Good	60
70-110	Ordinary	40
0-70	Poor	20

Annexure-II

Student's feedback on Placement Efforts by Faculty

Performance	Poor	Ordinary	Good	Better	Excellent
Score	0	1	2	3	4
Total Score	0	5	10	15	20

No.	Particulars	Score	Remarks
1	Placement Orientation by the faculty		
2	Faculty guidance on skill enhancement required by industry		
3	Help from faculty to enhance confidence for facing interview		
4	Discussion by the faculty on industry requirement in regular teaching		
5	Industry focus in the Curriculum		

Scaling Factor

Score	Performance	Final API
17-20	Excellent	100
13-16	Better	80
9-12	Good	60
5-8	Ordinary	40
0-4	Poor	20

Annexure-III

Evaluation by Dean

Performance	Poor	Ordinary	Good	Better	Excellent
Score	0	1	2	3	4
Total Score	0	10	20	30	40

No.	Particulars	Score	Remarks
1	Ability shown in coordinating activities		
2	Punctuality in engaging Classes		
3	Regularity in FOR details and other Reports		
4	Teamwork ability		
5	Encouraging Approach with students		
6	Students acceptability		
7	Sense of Belongingness with the University		
8	Quality of Initiatives		
9	Readiness to perform duties assigned from time to time		
10	Positive approach toward University		

Scaling Factor

Score	Performance	Final API
33-40	Excellent	100
25-32	Better	80
17-24	Good	60
9-16	Ordinary	40
0-8	Poor	20

Self Appraisal- Academic

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

A. DIRECT TEACHING

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Direct Teaching (16 hrs per week / 480 hrs p.a.)				
2	Direct Teaching in excess of (Average 16 hrs per week in One Semester), if more than 10%				

B. EXAMINATION DUTIES

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Number of Papers Set				
2	Number of Supervision undertaken				
3	Assessment completed within stipulated time				

C. INNOVATIVE TEACHING

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Involvement in Students Internship				
2	Innovative Approach followed in Teaching Methods				

PROFESSIONAL DEVELOPMENT AND EXTENSION ACTIVITIES

D. STUDENT RELATED ACTIVITIES

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Extra coaching by way of Remedial classes / personal guidance related to the subjects taught (\geq 2 hrs per week/60 hrs p.a.)				
2	Study Material with addl. Reading material provided				

E. ADMINISTRATIVE RESPONSIBILITIES - CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Editor of the Research Journal/periodical published by the college or outside college				
2	Worked as a member of the Editorial team of the Research Journal/periodical published by the college or outside college				
3	Any University/State/National level Body or committee – Chairperson				

4	Any University/State/National level Body or committee - Member				
5	Special contribution to university (additional responsibility)				
6	Editor of the Research Journal/periodical published by the college or outside college				

F. COORDINATOR RESPONSIBILITIES - CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN CURRICULAR /COCURRICULAR/ EXTRA CURRICULAR -COMMITTEES AND RESPONSIBILITIES

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Worked as coordinator of co-curricular / extra - curricular activities				
2	Worked as Member of co-curricular / extra - curricular activities				
3	Worked as Secretary/Coordinator of major events, such as, State/National/International level seminars/conferences/work shops/symposia/conclaves/competitions				
4	Worked as Member of major events, such as, State/National/International				

	I level seminars/conferences/work shops/symposia/conclaves/competitions				
5	Any innovative Initiative Undertaken				

Scaling Factor

Score	Performance	Final API
> 340	Excellent	100
240-339	Better	80
180-239	Good	60
100-179	Ordinary	40
0-100	Poor	20

Self-Appraisal- Research

Research and Academic Contribution

A. INDUSTRIAL RESEARCH & DEVELOPMENT WORK

Paper/Patent published or applied

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Publication of Research paper in Research journals/periodicals (as per UGC CARE List) - S/C - Refereed Journal				
2	Publication of Research paper in Research journals/periodicals (other than UGC CARE List) - S/C- Non Refereed but recognized and reputable journal having ISSN/ISBN number				
3	Conference proceeding as full papers(Abstracts not to be included)				
4	Patent applied				

Book/Article Publication

No	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Publication of articles in magazines/newspapers/newsletters - S/C				
2	Publication of chapters in books with ISBN - S/C				

3	Publication of books with ISBN/ISSN - S/C				
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B. INDUSTRIAL RESEARCH

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Major research project (as defined in UGC/AICTE/University) undertaken and completed - P/C				
2	Minor research project (as defined in UGC/AICTE/University) undertaken and completed - P /C				
3	Consultancy projects/ Training > = Rs 1 lakh - M/C				
4	Consultancy projects / Training < Rs 1 lakh - M/C				

C. LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS

No	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Invited Lectures at various organisations - International/National/State/University				
2	Invited to deliver talks by other institution through webinar or on campus				

D. DEVELOPMENT OF E-LEARNING DELIVERY MATERIALS

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	E-learning material developed and delivered as per UGC norms (original and videos)				

E. RESEARCH GUIDANCE

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	PHD Students Guided				

F. AWARDS/HONOURS/RECOGNIZATION/CONTRIBUTION

No.	Particulars	Maximum API Score	Quantity	API Claimed	Annexure No
1	Major policy documents prepared and submitted for International bodies like WHO/UNO/UNESCO/UNICEF / Central Govt./State Govt./Local Bodies				
2	International/National/(State/University) Award / Fellowship from academic bodies / associations				

Scaling Factor

Score	Performance	Final API
>81	Excellent	100
61-80	Better	80
41-60	Good	60
21-40	Ordinary	40
0-20	Poor	20

Annexure-VI

Faculty Internship Evaluation Report

Performance	Poor	Ordinary	Good	Better	Excellent
Score	0	1	2	3	4
Total Score	0	6	12	18	24

Name of Faculty:

Year of Internship:

No. of Hours spent on Internship:

Title of the Internship Report:

No.	Particulars	Score	Remarks
1	Language of the Internship Report		
2	Rigour of the internship reflected		
3	Level of the Industry – Orientation of the Internship		
4	Employment Potential for students reflected in the Internship		
5	Report converted into study material for classroom teaching		
6	Any publication based on the Industrial Internship		

Scaling Factor

Score	Performance	Final API
21-24	Excellent	81-100
16-20	Better	61-80
11-15	Good	41-60
5-10	Ordinary	21-40
0-4	Poor	0-20