

The Shirpur Education Society and R C Patel Educational Trust



Teachers Performance Appraisal Form

(The format to be used by all institutes for performance appraisal of the teacher)

Performance Appraisal Form

(AMENDMENT-II)

Name of the Teacher:

Name of the Institute:

Department:

Designation:

Assessment Year:

**Category 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES  
(MAXIMUM POINTS: 180)**

**1.1) TEACHING LEARNING ACTIVITIES**

SN	SEMESTER	I	II
1	Total Theory load		
2	Total Practical load		
3	Total Tutorial Load		
4	PhD Student Guidance Load		
5	PG Student Guidance Load		
6	UG Student Guidance Load		
7	Administrative Load (HOD/Vice Principal)		
Total Load		0	0

**1.1A) PERFORMANCE IN ENGAGING LECTURES / PRACTICALS/ TUTORIALS / ADMINISTRATIVE LOAD/  
RESEARCH SUPERVISION/PROJECT GUIDANCE (MAXIMUM SCORE: 50 POINTS)**

SN (1)	Class /Course (2)	Subject Taught (3)	No. of Hours Targeted (4)	Hrs. Actually Engaged (5)	% Target Achieved (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor (8)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1					0			50	0	
2					0					

**1.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 20 POINTS)**

SN (1)	Class /Course (2)	Subject Taught (3)	Sum of Students Present (4)	Lectures Actually Engaged (5)	Students on Roll (6)	Avg. Attendance= $(4) \times 100$ $(5) \times (6)$ (7)	Avg. of Col. (7) (8)	Performance & Multiplying Factor	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1											
2											
3											
4											
5											
6									20	0	
7											
8											
9											
10											

**1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 20 POINTS)**

SN (1)	Class /Course (2)	Subject Taught (3)	% Result of the Same Subject in the University (4)	% Result of the Same Subject in the Institute (5)	Column $(5/4) \times 100$ (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1										
2										
3										
4										
5										
6						0.00	0	20	0	
7										
8										
9										
10										

**1.2) LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS (MAXIMUM SCORE: 10POINTS)**

SN (1)	Type of Activity (2)	No. of Students Benefited (3)	No. of Hours Engaged for the Activity (4)	API Score Claimed $(\text{Sum of Col. (4)} / 30) \times 2$	Verified API Score (11)
1	Remedial Coaching				
2	Career Counseling				
3	Competitive Exam Preparation				
4	General Counseling				

5	Soft Skill Development of the Student			0
6	Extra Teaching Load		0	
7	Additional Post Graduate Teaching			
8	Add on Courses			
9	Any other Approved by Principal			

Note:- Records to be maintained

**1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)**

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Updated Lecture Notes		
2	Lab Manuals		
3	List of E Resource		
4	Question Paper Solution		
5	Any other Approved by Principal		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)**

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Teacher Diary		
2	To Prepare and use ICT based Teaching Material		
3	Seminar (Points)/ GD (Points=5)/ Case Study (Points=5)		
4	Any other Approved by Principal		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**1.5) STUDENTS FEEDBACK (MAXIMUM SCORE: 15 POINTS)**

SN	Class	No. of students involved in feedback	Feedback frequency per course	Methodology	API Score Claimed	API Score Verified
1	MCA-III			Online feedback		
2				Manual paper feedback		
3	MCA-I			Online feedback		
4				Manual paper feedback		
<b>TOTAL</b>					<b>0</b>	<b>0</b>

**1.6) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):**

SN	Type of Examination Work	API Score Claimed	Verified API Score
1	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records		
2	Examination Work Assigned by University		
3	Examination Work Assigned by Institute		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**CATEGORY-1**

**TOTAL API SCORE CLAIMED**

**0**

**TOTAL API SCORE VERIFIED**

**0**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES  
(MAXIMUM SCORE: 70)**

**2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (MAXIMUM SCORE: 30 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	NSS/NCC Chief Program Officer	10		
2	Other Program Officer (FC Officer 1)	8		
3	Student Welfare Officer	5		
4	NET/SET Workshop Conduct(1 Week)	5		
5	Cultural Activities (Departmental/Institutional)	5		
6	Lectures on Special Topics (Lecture on MS Visio)	5		
7	Quiz (Points=5)/ Debate(Points)/ Elocution(Points)	5		
8	Study Tour (Shirpur Pattern visit)	5		
9	Avishkar (Student Guidance)	5		
10	Essay Competition	5		
11	Exhibition (Project Exhibition Judge)	5		
12	Science Day Celebrations	5		
13	Subject Association	5		
14	Sports Activities	5		
15	Counseling (MCA Admission Counselling ,IMCA-3 Project,Toppers m	5		
16	Anti Ragging Committee	5		
17	Sexual Anti Harassment Committee	5		
18	Cultural Committee	5		
19	Sports Activity	5		
20	Other (Mini Project Development )	5		
21	Any other Activity Approved by Principal (Feedback Committee)	5		
<b>TOTAL</b>			<b>0</b>	<b>0</b>

**2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 25 POINTS)**

**2.2A) COMMUNITY WORK (MAXIMUM SCORE: 5 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Swachh City	5		
<b>TOTAL of 2.2A</b>			<b>0</b>	<b>0</b>

**2.2B) ADMINISTRATIVE AND ACADEMIC (MAXIMUM SCORE: 20 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector	5		
2	Vice Principal	10		
3	Admission Committees	5		
4	Discipline Committee	5		
5	Statutory Committees of the University (Paper Setting,Exam Panel)	5		
6	Placement Activity	5		
7	Any other Academic Committee Appointed by Principal	5		
8	Any other Administrative Committee Appointed by Principal	5		
9	Academic Committee* (Class Teacher (Points=5), Local Guardian(Points), Time Table (Points), Examination Competitive Exam Committee such as NET/SET/GATE etc)(Points).	5		
10	NAAC/NBA Committee	5		
11	Internal Quality Assurance Cell(IQAC )	5		
12	Any other Academic Committee Appointed by Principal (website Committee)	5		
13	Any other Academic Committee Appointed by Principal	5		
<b>TOTAL of 2.2B</b>			<b>0</b>	<b>0</b>
<b>TOTAL of 2.2( 2.2A &amp; 2.2B)</b>			<b>0</b>	<b>0</b>

**2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES (MAXIMUM SCORE: 15 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Participation in Seminar( <b>Points=2</b> ) / Symposia( <b>Points</b> ) / Conference ( Active Participation: 2 Points, Attended: 1 Points)(PDLC + Syll reframing)	4		
2	Convener( <b>Points=5</b> )/Organizing Secretary( <b>Points</b> )/ Chairman( <b>Points</b> ) / Member of professional Body( <b>Points</b> )			
3	Talks Delivered in Program Outside			
4	General Article Publication( <b>Points=5</b> )/ Editor of the conference proceeding( <b>Points</b> ) /Reviewer of journal( <b>Points</b> )			
<b>TOTAL</b>			<b>0</b>	<b>0</b>

<b>CATEGORY-2</b>			
<b>TOTAL API SCORE CLAIMED</b>		<b>0</b>	
<b>TOTAL API SCORE VERIFIED</b>		<b>0</b>	

<b>CATEGORY-1 + CATEGORY-2</b>			
<b>TOTAL API SCORE CLAIMED</b>		<b>0</b>	
<b>TOTAL API SCORE VERIFIED</b>		<b>0</b>	

**CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION****\*\* (Refer Manual for the Marks)****3.1) PUBLISHED PAPER IN JOURNAL (JOURNAL+CONFERENCE PROCEEDINGS =MAXIMUM 30 POINTS)**

SN	Title with Page No.	Journal	ISSN/ISBN No.	Peer Reviewed	Impact Factor	No. of Co-Authors	Whether you are the main author?	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
6								0	
7								0	
8								0	
9								0	
10								0	
<b>TOTAL</b>								<b>0</b>	<b>0</b>

**3.2) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS (MAXIMUM 25 POINTS)****3.2.1A) PUBLISHED BOOKS**

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1								
2								
3								
<b>TOTAL of 3.2.1.A</b>							<b>0</b>	<b>0</b>

**3.2.1B) ARTICLES/CHAPTERS PUBLISHED IN BOOKS**

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Chapters	API Score Claimed	Verified API Score
1					1	0	
2					1	0	
<b>TOTAL of 3.2.1.B</b>						<b>0</b>	<b>0</b>
<b>TOTAL of 3.2.1</b>						<b>0</b>	<b>0</b>

3.2.2A) PAPERS IN CONFERENCE PROCEEDINGS									
SN	Title with Page no.	National / International or Other	Details of Conference Publication	Full Paper or Abstract	ISSN/ ISBN No.	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
6								0	
7								0	
8								0	
9								0	
10								0	
TOTAL of 3.2.2.A								0	0

3.2.2B) AVISHKAR/ ANY OTHER								
SN	Title of Paper/Poster/Model	Avishkar	Prize Won	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score	
1						0		
2						0		
3						0		
4						0		
TOTAL of 3.2.2.B						0	0	
TOTAL of 3.2.2 (This total will be added in 3.1 as a research publication )						0	0	

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 20 POINTS)									
SN	Title	Agency	Period	Type of Project	Grant/ Amount Mobilized (Rs. Lakh)	Are You Principal Investigator?	No. of Co-Invest.	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
TOTAL								0	0

**3.4) RESEARCH GUIDANCE / QUALIFICATION (MAXIMUM 20 POINTS)****3.4A) RESEARCH GUIDANCE (MAXIMUM 10 POINTS)**

SN	Research Guidance	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score
1	M. Phil /ME/ M Pharm				0	
2	MCA/M.ed/MSC				0	
3	Ph.D. or Equivalent				0	
TOTAL of 3.4A					0	0

**3.4B) RESEARCH QUALIFICATION (MAXIMUM 10POINTS)**

SN	Qualification	Submitted	Awarded	API Score Claimed	API Score Claimed
1	Ph.D.			0	
2	ME/M.Phil/M pharm			0	
TOTAL of 3.4B				0	0
TOTAL of 3.4				0	0

**3.5) PATENT / IPR (MAXIMUM 15 POINTS)**

SN	Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score
1					0	
2					0	
TOTAL					0	0

**3.6) TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PARTICIPATION (MAXIMUM 15 POINTS)**

SN	Programme	Duration (Mention in Days)	Organized By	API Score Claimed	Verified API Score
1				0	
2				0	
3				0	
4				0	
5				0	
TOTAL				0	0

<b>CATEGORY-3</b>	
TOTAL API SCORE CLAIMED	0
TOTAL API SCORE VERIFIED	0



IV. SUMMARY OF API SCORES					
Category	Criteria	API for Assessment Year	API Score Claimed	Verified API Score	Diff. in %
I	Teaching , Learning and Evaluation Related Activities		0	0	#DIV/0!
II	Co-curricular, Extension, Professional Development etc		0	0	#DIV/0!
	Total I+II		0	0	#DIV/0!
III	Research and Academic Contribution		0	0	#DIV/0!
IV	Others*				

Mention Year of Experience In this Institute	
--	--

Grade on the Basis of API Score Claimed	
API Category I+II+III	Grade
0	D (Not Acceptable)

Grade on the Basis of API Score Verified	
API Category I+II+III	Grade
0	D (Not Acceptable)

**UNDERTAKING**

I **O** undertake that the information provided is correct as per records submitted by me to College/ Institute and /or documents enclosed along with the duly filled API Proforma.

**Date****Signature of the Teacher with Designation**

**\*\*Note:** The special API Score of maximum of 5 each may be awarded by principal for the following activities for reward category only. This score shall be added to the score total secured in category I +II.

- 1) Extra ordinary contribution beyond institution (Please mention activities for which special weight is given)
- 2) Overall impression of the teacher (Like attitude, Integrity, Self discipline, Loyalty Towards Institute etc).

**API GRADES TABLE AND ASSESSMENT SUMMARY**

Grade shall be given according to API score as shown below.

<b>API Category I+II+III</b>	<b>Grade</b>	
≥300	<b>O</b>	Outstanding
275-299	<b>A+</b>	Excellent
250-274	<b>A</b>	Very Good
225-249	<b>B+</b>	Positively Good
200-224	<b>B</b>	Good
180-199	<b>C+</b>	Satisfactory
160-179	<b>C</b>	Improvement Required
<160	Not Acceptable	Not Acceptable

**REMARK OF THE ASSESSMENT OFFICER:**

Assessment Grade:

**D (Not Acceptable)**

Place

Date

Assessment Officer Sign and Designation  
(Chairman IQAC / HOD)

**REMARK OF REVALUATION OFFICER:**

- 1) I agree with the above assessment. YES/NO
- 2) I want to change above allotted grade due to following reasons:

Revised Grade:

Place

Date

Revaluation Officer Sign and Designation  
(Principal)

## REFERENCE MANUAL TO FILL THE STAFF APPRAISAL FORM

### Amendment-I

CATEGORY	NAME AND DETAILS OF CATEGORY	MAX. API SCORE ALLOTTED	MIN. API SCORE REQUIRE																				
<b>Category-1</b>	<b>TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES</b>	<b>180</b>	<b>100</b>																				
<b>1.1</b>	<b>TEACHING LEARNING ACTIVITIES*</b>	<b>90</b>																					
<b>1.1A</b>	Performance in Engaging Lectures	50																					
<b>1.1B</b>	Performance in Attendance of Students	20																					
<b>1.1C</b>	Performance in Results (Theory Subject)	20																					
<b>1.2</b>	<b>LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS **</b>	<b>10</b>																					
1.2.1	Remedial Coaching																						
1.2.2	Career Counseling																						
1.2.3	Competitive Exam Preparation																						
1.2.4	General Counseling																						
1.2.5	Soft Skill Development of the Student																						
1.2.6	Extra Teaching Load																						
1.2.7	Additional Post Graduate Teaching																						
1.2.8	Add on Courses																						
1.2.9	Any other Approved by Principal																						
<b>1.3</b>	<b>PREPARATION OF STUDY MATERIAL AND RESOURCES**</b>	<b>20</b>																					
1.3.1	Updated Lecture Notes	10/ Year																					
1.3.2	Lab Manuals	08 /Year																					
1.3.3	List of E Resource	02 /Year																					
1.3.4	Question Paper Solution	10/Year																					
1.3.5	Any other Approved by Principal																						
<b>1.4</b>	<b>INNOVATIVE TEACHING LEARNING METHODS ***</b>	<b>20</b>																					
1.4.1	Teacher Diary	10/ Year																					
1.4.2	To Prepare and use ICT based Teaching Material	05/ Year																					
1.4.3	Seminar/GD/Case Study	05/ Year																					
1.4.4	Any other Approved by Principal																						
<b>1.5</b>	<b>STUDENT FEEDBACK ****</b>	<b>15</b>																					
1.5.1	Online feedback (Once in a semester)	15																					
1.5.2	Manual paper feedback (Once in a semester)	8																					
<b>1.6</b>	<b>EXAMINATION RELATED WORK</b>	<b>25</b>																					
	<b>Types of Examination Duties</b>																						
1.6.1	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records	10																					
1.6.2	Examination Work Assigned by University	5																					
1.6.3	Examination Work Assigned by Institute	10																					
<p><b>*</b></p> <p>1) - i) Each teacher supposed to spend 16 clock Hrs. per week for teaching/research/administration.                      ii) a) Each teacher is supposed to be present on campus for minimum 5 Hrs. on each working day.                      b) In a year there are 38 working weeks (228 days), teacher is expected to be on campus for minimum 1140 clock Hrs. in a year.                      iii) Each teacher is expected to devote 40 clock Hrs. per working week for academic /extracurricular and co curricular / Research/ administrative/ activities, Thus overall 1520 Hrs/Year.                      iv) A teacher can claim preparation hrs. equal to actual teaching hrs. and informal interaction (with students) hrs. equal to ½ of actual teaching hrs. E.g. If teacher teaches for 200 hrs. in a semester, he can claim 200+200+100 hrs. of work in that semester.</p> <p>2)- i) Contact Hrs. for Research Supervisor = 1 Hrs / week / PG Student /M.Phil Student / 2 UG projects                      = 2 Hrs / week / Ph.D Student                      ii) Administrative work                      = 2 Hrs / week (Head), 2 Hrs / week (Vice Principal)</p> <p>3) Holiday's exam work will be counted in 1520 hrs.</p> <p>4) It is teacher's responsibility to take sign of HOD on teacher's academic diary every week on saturday. Principal of institute shall verify teacher's academic diary randomly in a month.</p> <p><b>** Points will be awarded based on total no. of hours engaged per year for various activities listed as above.</b></p> <p><b>*** 3 ) Three Point marking scheme.</b></p> <table style="margin-left: 20px;"> <tr> <td>Sr. No</td> <td>Chairman</td> <td>Excellent</td> <td>Good</td> <td>Average</td> </tr> <tr> <td>i)</td> <td>For 10 marks :</td> <td>10</td> <td>07</td> <td>04</td> </tr> <tr> <td>ii)</td> <td>For 8 marks :</td> <td>08</td> <td>05</td> <td>03</td> </tr> <tr> <td>iii)</td> <td>For 5 marks :</td> <td>05</td> <td>03</td> <td>02</td> </tr> </table> <p><b>**** Marks will be allotted to teacher irrespective of contents in student feedback</b></p>				Sr. No	Chairman	Excellent	Good	Average	i)	For 10 marks :	10	07	04	ii)	For 8 marks :	08	05	03	iii)	For 5 marks :	05	03	02
Sr. No	Chairman	Excellent	Good	Average																			
i)	For 10 marks :	10	07	04																			
ii)	For 8 marks :	08	05	03																			
iii)	For 5 marks :	05	03	02																			

CATEGORY	NAME AND DETAILS OF CATEGORY	MAX. API SCORE ALLOTTED	MIN. API SCORE REQUIRE
<b>Category-2</b>	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>	<b>70</b>	<b>20</b>
<b>2.1</b>	<b>STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES</b>	<b>30</b>	
2.1.1	<b>NSS/NCC officer</b>		
	a) NSS/NCC Chief Program Officer	10	
	b) Other Program Officer	8	
2.1.2	Student Welfare Officer		
2.1.3	NET/SET Workshop Conduct(1 Week)		
2.1.4	Cultural Activities (Departmental/Institutional)		

2.1.5	Lectures on Special Topics		
2.1.6	Quiz / Debate / Elocution		
2.1.7	Study Tour		
2.1.8	Avishkar (Student Guidance)		
2.1.9	Essay Competition		
2.1.10	Exhibition		
2.1.11	Science Day Celebrations	5/Activity*	
2.1.12	Subject Association		
2.1.13	Sports Activities		
2.1.14	Counseling		
2.1.15	Anti Ragging Committee		
2.1.16	Sexual Anti Harassment Committee		
2.1.17	Cultural Committee		
2.1.18	Sports Activity		
2.1.19	Any other Activity Approved by Principal		
<b>2.2</b>	<b>CONTRIBUTION TO CORPORATE LIFE</b>	<b>25</b>	
<b>2.2A</b>	<b>COMMUNITY WORK:</b> (NGO, Values of National Integration, Secularism, Democracy, Socialism, Humanism, Peace, Scientific Temper, Flood or Drought Relief, Small Family Norms , Community Service Cell, Social Clubs etc )	5	
<b>2.2B</b>	<b>ADMINISTRATION AND ACADEMIC</b>		
	<b>Administration- Membership of Institutional Committees</b>		
2.2B.1	a Head /Dean/Rector	5	
	b Vice Principal	10	
	c Admission Committees*	5	
	d Discipline Committee*	5	
	e Statutory Committees of the University	5	
	f Placement Activity*	5	
	g Any other Committee Appointed by Principal		
	<b>Academic</b>		
2.2B.2	a Academic Committee* (Class Teacher, Local Guardian, Time Table, Examination Competitive Exam Committee such as NET/SET/GATE etc).	5	
	b NAAC/NBA Committee*	10	
	c Internal Quality Assurance Cell(IQAC )	5	
	d Any other Academic Committee Appointed by Principal		
<b>2.3</b>	<b>PROFESSIONAL DEVELOPMENT ACTIVITIES</b>	<b>15</b>	
2.3.1	Participation in Seminar / Symposia / Conference ( Active Participation: 2 Points, Attended: 1 Points)	2/1	
2.3.2	Convener/Organizing Secretary/Chairman / Member of professional Body	5	
2.3.3	Talks Delivered in Program Outside	5	
2.3.4	General Article Publication/ Editor of the conference proceeding /Reviewer of journal	5	
<b>Note: Head who is not chairman of the activity, Points equivalent to member of the activity may be allotted. (marks equivalent to good category will awarded)</b>			
	<b>Sr. No</b>	<b>Chairman</b>	<b>Member</b>
		<b>Excellent</b>	<b>Good</b> <b>Average</b>
	i) For 10 marks :	10	07 04
	ii) For 08 marks :	08	05 03
	iii) For 05 marks :	05	03 02
<b>CATEGORY</b>	<b>NAME AND DETAILS OF CATEGORY</b>	<b>MAX. API SCORE ALLOTTED</b>	<b>MIN. API SCORE REQUIRE</b>
<b>Category-3</b>	<b>RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION</b>		
<b>3.1</b>	<b>PUBLISHED PAPER IN JOURNAL*</b>	<b>30</b>	
3.1.1	Journal with ISBN/ISSN: (Refereed: 07 Points, Non Refereed: 05 Points)	7/5	
3.1.2	Journal with Impact Factor (IF)	0 <IF≤ 1: 10 Points	
		1 <IF≤ 2 :15 Points	
		2 <IF≤ 5 : 20 Points	
		IF>5 : 25 Points	
<b>Note: i) Correspondence Author/ Guide/ Main Author 60% Points each. 40% Points are Shared Equally with all Authors</b> <b>ii) No credit shall be claimed , if paper is published in paid journal</b>			
<b>3.2</b>	<b>ARTICLES/ CHAPTERS PUBLISHED IN REFERENCE BOOKS AND CONFERENCE PROCEEDINGS</b>	<b>25</b>	
3.2.1	a Text Book/Reference Book Published by National/ International Publishers:	Author :25 Points Co Author: 15 Points	
	b Other Publisher	Author:10 Points Co Author:05 Points	
	c Chapters in Books	05 Points / Chapter	Max 10
3.2.2	<b>Papers in Conference Proceedings*</b>		
	a National/International (Full paper-05 Points, Abstract-02 Points)	5/2	
	b State/ UGC/AICTE/Professional Society Sponsored (Full paper-03 Points, Abstract-01 Points)	3/1	
	c Avishkar	Participation: 3, Prize :10	
	d Any other	2	
<b>3.3</b>	<b>ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES</b>	<b>20</b>	
3.3.1	Major Project (MJP)*	MJP>10 lakhs: 10 6<MJP<= 10 lakhs:07	
3.3.2	Minor Projects*	5	

3.3.3	Consultancy Projects (CP) 1) CP > 10 Lakh 2) CP : 6 Lakh< CP <= 10 Lakh 3) CP : 1 Lakh< CP <=6 Lakh 4) CP : <= 1 Lakh	10 Point 7 Points 5 Points 2 Points	
<b>Note: * 30% of total points may be awarded to Co-investigator, If Principal investigator is agreed to do the same.</b>			
<b>3.4</b>	<b>RESEARCH GUIDANCE/ QUALIFICATION</b>	<b>20</b>	
3.4.1	M. Phil /ME/ M Pharm ( <b>Maximum 10</b> )	3/ student	
3.4.2	MCA/M.ed/MSC( <b>Maximum 10</b> )	2/ student	
3.4.3	Ph.D. or Equivalent (If Degree awarded: 10 Points, If Thesis Submitted: 07 Points)	10	
3.4.5	Acquired Ph.D/M.Phil Qualification by Teacher During Assessment of the Academic Year. (For Ph.D Degree: 10, For M.Phil /M. Phil /ME/ M PharmDegree: 05)	10/5	
<b>3.5</b>	<b>PATENT/ IPR</b>	<b>15</b>	
3.5.1	If Patent/IPR is Submitted	10	
3.5.1	If Patent/IPR is Granted	15	
<b>3.6</b>	<b>Technical workshops / Soft skill Development workshops participation</b>	<b>15</b>	
3.6.1	Two week Workshop	15	
3.6.2	One week Workshop	10	
3.6.3	Three Days Workshop	5	
<p><b>Note : Maximum marks allotted</b>  *Research Publication : 30  Book : 25  Research Project and consultancies : 20  Research Guidance : 10  Workshop Attended : 15  Higher Qualification Achieved :  :10 (Ph.D)  :5 (ME/M.Pharm/M.Tech/M. Ed/M.Phil)  Patent:15</p>			

} 125 Maximum

## Clarification Manual to Claim & Verify Points (Guidelines)

Point No of API Form	Details	Evaluator
1.3.1	<p><b>Updated Lectures Notes</b></p> <p><b>Excellent</b></p> <ul style="list-style-type: none"> <li>• Updating notes every year even though teaching same course.</li> <li>• Preparing printed notes and keeping notes on website/Intranet and making available to the students</li> </ul> <p><b>Good</b></p> <ul style="list-style-type: none"> <li>• Any one of the above</li> </ul> <p><b>Average</b></p> <ul style="list-style-type: none"> <li>• Regular class notes to be submitted to IQAC</li> </ul>	IQAC Cell
1.3.2	<p><b>Lab Manual</b></p> <p><b>Excellent</b></p> <ul style="list-style-type: none"> <li>• Updating lab manual every year even though teaching same course.</li> <li>• Conducting experiment more than prescribed by university (Conducting optional experiments)</li> <li>• Including at least one innovative experiment beyond university syllabus.</li> </ul> <p><b>Good</b></p> <ul style="list-style-type: none"> <li>• At least two of above</li> </ul> <p><b>Average</b></p> <ul style="list-style-type: none"> <li>• At least one of above</li> </ul>	IQAC Cell
1.3.3	<p><b>List of Resource</b></p> <p><b>Excellent</b></p> <ul style="list-style-type: none"> <li>• Web links of articles or books for each chapter.</li> <li>• Web links of Video lectures.</li> <li>• Web links of PPTS, Animation of related chapters.</li> </ul> <p><b>Good</b></p> <ul style="list-style-type: none"> <li>• Any two of above</li> </ul> <p><b>Average</b></p> <ul style="list-style-type: none"> <li>• Any one of above</li> </ul>	IQAC Cell
1.3.4	<p><b>Question Bank with solution</b></p> <p><b>Excellent</b></p> <ul style="list-style-type: none"> <li>• At least 100 Questions with answers or previous five question paper solution</li> </ul> <p><b>Good</b></p> <ul style="list-style-type: none"> <li>• At least 75 Questions with answer or previous Three question paper solution</li> </ul> <p><b>Average</b></p> <ul style="list-style-type: none"> <li>• At least 50 questions with answer or two question paper solution</li> </ul>	IQAC Cell
	<p><b>Teacher academic diary</b></p> <p>Teacher diary should be filled regularly and got signed by the HOD every week at least once.</p> <p><b>Marking Scheme: (Individual Assessment)</b></p>	

<p>1.4.1</p>	<p><b>Excellent:</b></p> <ul style="list-style-type: none"> <li>• Verification done as per schedule given by Head. Performed all the activities mentioned in the diary</li> </ul> <p><b>Good</b></p> <ul style="list-style-type: none"> <li>• If teacher fulfill at least 80% of the points mentioned above.</li> </ul> <p><b>Average</b></p> <ul style="list-style-type: none"> <li>• If teacher fulfill less than 80% but more than 50% of the points mentioned above.</li> </ul> <p><b>Note:</b> No points will be awarded if teacher fails to verify the diary more than 50% of schedule mentioned by the institute during the academic year.</p> <p><b>Example:</b> Considering 30 weeks in a year and verification schedule once in week. If verification of diary done only for 14 weeks, no mark shall be awarded.</p>	<p>IQAC Cell</p>
<p>1.4.2</p>	<p><b>Daily activity note book ( Use separate note book for recording the daily activities)</b> Teacher is required to furnish all the details of activity he/she carried out daily, like academic /Co curricular/ Extra co curricular/ Research/ Administrative etc. in daily activity note book. At the end of academic year, every teacher is required to give the proof in term of entries made in daily activity note book and the total hour devoted should be equal to 1520 for the overall institution and student development in various activities as mentioned. The details are as given below.</p> <p>1) - i) Each teacher supposed to spend 16 clock Hrs. per week for teaching/research/administration. ii) a) Each teacher is supposed to be present on campus for minimum 5 Hrs. on each working day. b) In a year there are 38 working weeks (228 days), teacher is expected to be on campus for minimum 1140 clock Hrs. in a year. iii) Each teacher is expected to devote 40 clock Hrs. per working week for academic /extracurricular and co curricular / Research/ administrative/ activities, Thus overall 1520 Hrs/Year. iv) A teacher can claim preparation hrs. equal to actual teaching hrs. and informal interaction (with students) hrs. equal to ½ of actual teaching hrs. E.g. If teacher teaches for 200 hrs. in a semester, he can claim 200+200+100 hrs. of work in that semester.</p> <p>2)- i) Contact Hrs. for Research Supervisor = 1 Hrs / week / PG Student /M.Phil Student / 2 UG projects = 2 Hrs / week / Ph.D Student ii) Administrative work = 2 Hrs / week (Head), 2 Hrs / week (Vice Principal)</p> <p>3) 50% of hrs devoted to exam work during Holiday's will be counted in 1520 hrs.</p> <p><b>Note:</b> For research supervision and administrative work the contact Hrs mentioned above will be considered as a part of their academic load. The actual hrs required to discharge their duty will be counted in 1520 Hrs also.</p> <p><b>Example:</b> If teacher load is 12 Hrs/Week Guiding 2 PG students 2 UG projects Working as Head Then the Total work load per week will be considered as : 18 Hrs/Week <b>Note: In this case 2hrs/week can be claimed as extra hrs in lectures and academic duties in excess of UGC norms.</b></p>	<p>IQAC Cell</p>

1.4.2	<p><b>To prepare and use ICT based teaching material</b> Use of PPT, Animations, Videos, Online Quiz etc.</p> <p><b>Excellent</b> Used for at least 50% Lectures</p> <p><b>Good</b> Used for at least 20% Lectures</p> <p><b>Average</b> Used for at least 10% Lectures</p>	IQAC Cell
1.4.3	<p><b>Seminar/GD/Case Study</b> Seminar /GD/ Case Study given to student other than content taught in the course</p> <p><b>Excellent</b> At least 5 per course.</p> <p><b>Good</b> At least 3</p> <p><b>Average</b> At least 2</p>	IQAC Cell
<p>2.1.2 to 2.1.19 And 2.2B.1 (c, d, f) AND 2.2B.2 (a, b)</p>	<p><b>While allotting the grade for the activity, chairman of the activity shall take the following points in to account. (Committee Assessment)</b></p> <ul style="list-style-type: none"> <li>• Extent of Involvement of member.</li> <li>• Sincerity in assigned work.</li> <li>• Promptness in assigned work.</li> <li>• Documentation of activity like writing minutes of the meetings, Post activity report writing etc.</li> <li>• Submission of all activity details immediate to coordinator within deadline etc</li> </ul> <p><b>Note:</b> Teacher is required to mention the name of the chairman/Coordinator of the activity while claiming marks.</p>	Chairman /Coordinator of the activity
Category -III	<p>In API form whenever you are asked to enter the title mention the first letter of each word of Title. i.e. If title is "MIMO System Using Vblast Detection Algorithm" then mention "MSUVDA" in title.</p> <p><b>This is applicable while mentioning title of Book, Paper, Journal, Name of Conference, Projects, Patent etc.</b></p>	



## Summary Report on API Score

**Name of the Teacher:** 0  
**Name of the Institute:** 0  
**Department:** 0  
**Designation:** 0  
**Assessment Year:** 0

SN	SEMESTER	I	II
1	Total Theory load	0	0
2	Total Practical load	0	0
3	Total Tutorial Load	0	0
4	PhD Student Guidance Load	0	0
5	PG Student Guidance Load	0	0
6	UG Student Guidance Load	0	0
7	Administrative Load (HOD/Vice Principal)	0	0
<b>Total Load</b>		0	0

Point No.	Detail	API Score Claimed	API Score Verified
<b>CATEGORY-I TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES</b>			
1.1A	PERFORMANCE IN ENGAGING LECTURES / PRACTICALS/ TUTORIALS /ADMINISTRATIVE LOAD/RESEARCH SUPERVISION/PROJECT GUIDANCE	0	0
1.1B	PERFORMANCE IN ATTENDANCE OF STUDENTS	0	0
1.1C	PERFORMANCE IN RESULTS: (THEORY SUBJECT)	0	0
1.2	LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS	0	0
1.3	PREPARATION OF STUDY MATERIAL AND RESOURCES	0	0
1.4	INNOVATIVE TEACHING LEARNING METHODS	0	0
1.5	STUDENT FEEDBACK	0	0
1.6	EXAMINATION RELATED WORK	0	0
<b>TOTAL OF CATEGORY-I</b>		0	0
<b>CATEGORY-II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>			
2.1	STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES	0	0
2.2	CONTRIBUTION TO CORPORATE LIFE	0	0
2.3	PROFESSIONAL DEVELOPMENT ACTIVITIES	0	0
<b>TOTAL OF CATEGORY-II</b>		0	0
<b>TOTAL OF CATEGORY-I + CATEGORY-II</b>		0	0

CATEGORY-III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION			
3.1	PUBLISHED PAPER IN JOURNAL*	0	0
3.2	ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS	0	0
3.3	ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES	0	0
3.4	RESEARCH GUIDANCE (MAXIMUM 10PONITS)/QUALIFICATION	0	0
3.5	PATENT/IPR	0	0
3.6	TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PART	0	0
<b>TOTAL OF CATEGORY-III</b>		<b>0</b>	<b>0</b>

Summary		
Category	API Score Claimed	API Score Verified
Category I+II	0	0
Category III	0	0

Grade on the Basis of API Score Claimed	
API Category I+II+III	Grade
0	D (Not Acceptable)
Grade on the Basis of API Score Verified	
API Category I+II+III	Grade
0	D (Not Acceptable)

R. C. Patel Educational Trust's  
**Institute of Management Research and Development, Shirpur**

**Performance Evaluation Form**  
**for Administrative Staff**

This questionnaire is intended to collect information relating to your satisfaction towards the administrative staff. The information provided by you will be kept confidential and will be used as important feedback for quality improvement.

<b>Name of the staff :</b>									
<b>Designation :</b>									
<i>For each item please indicate your level of satisfaction with the following statement by choosing a score between 1 and 5.</i>									
		<b>1- Poor</b>	<b>2- Average</b>	<b>3- Good</b>	<b>4 - Very Good</b>	<b>5-Excellent</b>			
<b>SN</b>	<b>Question</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			
1.	Whether the staff member is regular in attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Does the staff member is sincere to his / her work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Is he / she courteous and helpful to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Knowledge of staff member in his / her job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Does the staff start new innovation in his / her work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Does the staff member take(s) initiative in the job assigned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Attitude of the staff member in upgrading his /her knowledge in his / her domain area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	Whether the staff member has taken initiative to upgrade his / her qualification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	Does the staff attend any program during the period to enhance his / her technical competence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	If yes, how the performance of the staff member improved after the training undergone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11.	How is the staff member's inter-personal relationship with his/ her?								
	a. Superiors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	b. Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	c. subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12.	Any other Comments:-								

**Name & Sign. :**