**A**

**Institute Name**

**Teachers Performance Appraisal Form**

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

**Performance Appraisal Form**

**Name of the Teacher:**.

**Designation: Name of Institute:**

**Assessment Year:**

**Category 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES**

**1.1) TEACHING LEARNING ACTIVITIES**

**1.1A) Performance IN Engaging Lectures (MAXIMUM Score: 25 POINTS)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN  (1) | Class / Course  (2) | Subject Taught  (3) | No of Lectures Targeted  (4) | Lectures Actually Engaged  (5) | Percentage Target Achieved  (6) | Average of Col. (6)  (7) | Performance & Multiplying Factors  (8) | Max Weight  (9) | API  Score Claimed (8)\*(9)  (10) | Verified  API  Score  (11) |
|  |  |  |  |  |  |  | **Excellent – 1.0**  (100-91)%  **Good – 0.7**  (90-81)%  **Unsatisfactory-0 (Zero)**  (Less than 80 %) |  |  |  |
|  |  |  |  |  |  |

**1.1B) Performance IN attendance of students (MAXIMUM Score: 15 POINTS)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN  (1) | Class / Course  (2) | Subject Taught  (3) | Sum of Students Present  (4) | Lectures Actually Engaged  (5) | Students on Roll  (6) | Average Attendance=  (4)\*100  (5)\*(6)  (7) | Average of Col. (7)  (8) | Performance & Multiplying Factors  (9) | Max Weight  (10) | API  Score Claimed (9)\*(10)  (11) | Verified  API  Score  (12) |
|  |  |  |  |  |  |  |  | **Excellent – 1.0**  (100-75)%  **Good – 0.7**  (74-61)%  **Poor – 0.2**  (60-40)%  **Less than 40% -0 (Zero)** |  |  |  |
|  |  |  |  |  |  |  |

**1.1C) Performance IN Results: (Theory Subject) (MAXIMUM Score: 10 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)\*100  (6) | Average of Col. (6)  (7) | Performance & Multiplying Factors  (8) | Max Weight  (9) | API  Score Claimed (7)\*(8)  (10) | Verified  API  Score  (11) |
|  |  |  |  |  |  |  | **Excellent – 1.0**  (100 and  above)%  **Good – 0.7**  (80-99)%  Poor – 0.2  (79-40)%  **Less than 40%-0 (Zero)** |  |  |  |
|  |  |  |  |  |  |

**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  (Sum of Col. 4/30)\*2  (5) | Verified  API Score  (6) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**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 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**1.4) INNOVATIVE TEACHING LEARNING METHODS (Maximum Score: 20 Points)**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Study Material/ Resources | API  Score Claimed | Verified API Score |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.5) EXAMINATION RELATED WORK (Maximum Score: 25 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Type of Examination Duties | API  Score Claimed | Verified  API Score |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Category 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Maximum Score: 50)**

**2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (Maximum Score: 20 Points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name of activity | API  Score  Allotted | API  Score Claimed | Verified API Score |
|  |  |  |  |  |
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**2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (Maximum Score: 15 Points)**

**2.2A) COMMUNITY WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name of activity | API  Score  Allotted | API  Score Claimed | Verified API Score |
|  |  |  |  |  |

**2.2B) ADMINISTRATIVE AND ACADEMIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name of activity | API  Score  Allotted | API  Score Claimed | Verified API Score |
|  |  |  |  |  |
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|  |  |  |  |  |

**2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name of activity | API  Score  Allotted | API  Score Claimed | Verified API Score |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Category 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION**

**\*\* (Refer Manual for the Marks)**

**3.1) Published paper in journal**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Title with Page no. | Journal | ISSN/ISBN No. | Whether peer reviewed, Impact Factor , if any | No. of Co-Authors | Whether you are the main author | API  Score Claimed | Verified  API  Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**3.2 Articles/ chapters published in Books and conference Proceedings**

**3.2.1) Articles/ chapters published in Books**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Title of book | Publisher | ISSN/ISBN No. | No. of Co-Authors | Whether you are the main author/Single author | API  Score Claimed | Verified API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**3.2.2) Full Papers in conference Proceedings**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Title with Page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-Authors | Whether you are the main author | API  Score Claimed | Verified  API  Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**3.3) Ongoing and completed Research Projects and Consultancies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Title | Agency | Period | Grant/ Amount Mobilized  (Rs. Lakh) | API  Score Claimed | Verified API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**3.4) Research Guidance (Maximum 10Ponits)/QUALIFICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Research Guidance/Qualification | Number Enrolled | Thesis Submitted | Degree Awarded | API  Score Claimed | Verified API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**3.5) PATENT/IPR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | REG. NO. | Submitted | Granted | API  Score Claimed | Verified API Score |
|  |  |  |  |  |  |

**IV. SUMMARY OF API SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criteria** | **API for Assessment Year** | **Total-API Score for Assessment Period**  **(If applicable)** | **Annual Average API Score for Assessment Period**  **(If applicable)** |
| **I** | **Teaching , Learning and Evaluation Related Activities** |  |  |  |
| **II** | **Co-curricular, Extension, Professional Development etc.** |  |  |  |
|  | **Total I+II** |  |  |  |
| **III** | **Research and Academic Contribution** |  |  |  |
| **IV** | **Others\*** |  |  |  |

**\*Attach separate page if required**

**UNDERTAKING**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

|  |  |  |
| --- | --- | --- |
| **API Category I +II** | **API Category III** | **Grade** |
| 161-175 | >60 | **O** (outstanding) |
| 161-175 | 41-60 | **A+** (Excellent) |
| 151-160 | >40 | **A (**Very Good) |
| 151-160 | 21-40 | **B+** (Positively Good) |
| 126-150 | >20 | **B** (Good) |
| 126-150 | 11-20 | **C+** (Satisfactory) |
| 100-125 | ≥10 | **C** (Satisfactory) |
| <100 | **Or**  <10 | Not Satisfactory |

**Remark of the Assessment OFFICER:**

Assessment Grade:

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 Officers sign and designation

**(Principal)**

**Promotional Incentives and penalty based on the API scored**

* **Special award-I for the teacher scoring API in outstanding category:**
* **Conditions for special award-I:**

**Teacher securing API score in outstanding category and fulfilling following conditions:**

Research Paper: Papers with total impact factor 2 (main author or corresponding author or supervisor)

OR

Major research project (Ongoing or completed during assessment academic year)

OR

Book published by reputed International or reputed National publishers

* **Award for special award-I:**

Cash Prize of fifty thousand or Sponsoring for the international conference with full registration fees and Travel expenses.

* **Special award-II for the teacher scoring API in outstanding category for three consecutive years:**
* **Conditions for special award-II:**

Teacher securing API score in outstanding category and eligible for special award-I for three years in a slot of five years.

* **Award for special award-II:**

Incentive of the one increment and one year benefit may be given to such teacher for the promotion to higher post (If there is no post available management can consider for creating additional post)

* **Penalty for less API score (Not satisfactory grade)**

1. If API score of the teacher is not in satisfactory grade for two consecutive years, then increment shall not be granted (For non granted institutes). In case of the granted institutes such teacher shall not be recommended for the promotion / higher grade pay.
2. If API score of teacher is not in satisfactory grade even for one year during the assessment period, his promotion to higher post/ Grade pay may be delayed by one year.
3. If API score of the teacher on probation is not in satisfactory grade, he / she shall be terminated.