Yearly Assessment Report

YEAR OF PERFORMANCE APPRAISAL: ………………………

PART 'A'

SECTION – A: GENERAL

1.	**Name**	:	
2.	**Designation**	:	
3.	**Date of Joining and** **Name of the Department / Centre**	:	
4.	**Email, Telephone / Mobile number** **Communication Address**	:	
5.	**Current Designation and Grade Pay**	:	
6.	**Designation of Promotion with Due** **Date of Eligibility**	:	
7.	**ASSESSMENT PERIOD** **(Without Break)**		

CATEGORY: I. Teaching, Involvement in the University / College students related activities/research activities

(I) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary) for AY 20…-20…

Sr. No.	Course/ Paper	Level UG/PG	Mode of Teaching*	No. of periods / Hours allotted		No. of periods / hours engaged	Actual Score (Number of classes taught/total classes assigned)x100%
				Per Week	Per Semester		
Ist Term							
IInd Term							

Table 1

Assessment Criteria and Methodology for University/College Teachers

Sr.No	Activity	Grading Criteria		Self-appraisal Grading		Verified Grading
1	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above	Good	Total Classes Assigned		
		Below 80% but 70% & above	Satisfactory	No of Classes Taught		
		Less than 70%	Not satisfactory	% of Classes Taught		
				Grade		
2	Involvement in the University / College students related activities/research activities: *(a)* Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Ccoordinator, Warden etc. *(b)* Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(c)* Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(d)* Organising seminars/ conferences/ workshops, other college/university activities. *(e)* Evidence of actively involved in guiding Ph.D students. *(f)* Conducting minor or major research project sponsored by national or international agencies. *(g)* At least one single or joint publication in peer reviewed or UGC list of Journals.	Involved in at least 3 activities	Good	**Sr. No.**		
		1-2 activities	Satisfactory	(a)		
		Not involved / undertaken any of the activity	Not Satisfactory	(b)		
		Note: Number of activities can be within or across the broad categories of activities		(c)		
				(d)		
				(e)		
				(f)		
				(g)		
				Grade		
	Overall Grading: **Good:** Good in teaching and satisfactory or good in activity at Sl.No.2. Or **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.					

	Not Satisfactory: If neither good nor satisfactory in overall grading **Note**: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.			

Table 2:   Methodology for University and College Teachers for calculating Academic/Research Score

Sr. No.	Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal Score	Verified Score
1	**Research Papers in Peer-Reviewed or UGC listed Journals**	08 per paper	10 per paper		
	The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)				
	i) Paper in refereed journals without impact factor : 5 Points				
	ii) Paper with impact factor less than 1 : 10 Points				
	iii) Paper with impact factor between 1 and 2 : 15 Points				
	iv) Paper with impact factor between 2 and 5 : 20 Points				
	v) Paper with impact factor between 5 and 10 : 25 Points				
	vi) Paper with impact factor >10 : 30 Points				
	(a) Two authors: 70% of total value of publication for each author				
	(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.				
2	**Publications (other than Research papers)**				
	(a) Books authored which are published by				
	International publishers	**12**	**12**		

	National Publishers	**10**	**10**		
	Chapter in Edited Book	**05**	**05**		
	Editor of Book by International Publisher	**10**	**10**		
	Editor of Book by National Publisher	**08**	**08**		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	**03**	**03**		
	Book	**08**	**08**		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula /course	02 per curricula /course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	**20**	**20**		
	MOOCs (developed in 4 quadrant) per module/lecture	**05**	**05**		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	**02**	**02**		
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	**08**	**08**		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	**12**	**12**		
	e-Content (developed in 4 quadrants) per module	**05**	**05**		
	Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant)	**02**	**02**		
	Editor of e-content for complete course/ paper /e-book	**10**	**10**		
4	**(a) Research guidance**				
	Ph.D.	**10 /degree awarded 05 /thesis submitted**	**10 / degree awarded 05 / thesis submitted**		
	M. Phil. / P.G dissertation	**02 / degree awarded**	**02 / degree awarded**		
	Note: For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. **Supervisor and Co-supervisor, both shall get 7 marks each.**				

	(b) Research Projects Completed				
	More than 10 lakhs	**10**	**10**		
	Less than 10 lakhs	**05**	**05**		
	(c) Research Projects Ongoing :				
	More than 10 lakhs	**05**	**05**		
	Less than 10 lakhs	**02**	**02**		
	Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each				
	(d) Consultancy	03	03		
5	**(a) Patents**				
	International	**10**	**10**		
	National	**07**	**07**		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	**10**	**10**		
	National	**07**	**07**		
	State	**04**	**04**		
	c) Awards/Fellowship				
	International	**07**	**07**		
	National	**05**	**05**		
6	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**				
	International (Abroad)	**07**	**07**		
	International (within country)	**05**	**05**		
	National	**03**	**03**		
	State/University	**02**	**02**		
	*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. *The research score shall be from the minimum of three categories out of six categories				

Sr. No.	Academic/Research Score	Self-appraisal Score	Verified Score
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2	Publications (other than Research papers) Books authored / Translation		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	(a) Research guidance / (b) Research Projects Completed / (c) Research Projects Ongoing / (d) Consultancy		
5	(a) Patents / (b) *Policy Document / c) Awards/Fellowship		
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	Total of - III (1+2+3+4+5+6)		

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS Performa.

Signature   **Head of the Department**

Co-ordinator, IQAC   **Principal**

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 / Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Principal / Head of the Department of the work done under each head of activity:**

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in "Table 1" shall be made in the following manner.

Teaching [Sr. No. 1, Table 1]		**Involvement in the University / College students related activities/research activities** *[Sr. No. 2, Table 1]*	
Grade	*Verified Grading*	*Grade*	*Verified Grading*
Good	80 – 100	*Good*	Involved in at least 3 activities
Satisfactory	70 – 80	**Satisfactory**	Involved in at least 1-2 activities
Not Satisfactory	0 – 70	**Not Satisfactory**	Not involved /undertaken any of the activities

Assessment Criteria	Good	Satisfactory	Not Satisfactory
Teaching			
Involvement in the University / College students related activities/research activities			
Academic/Research Score			

(c) Justification of assessment of work as Good / Not Satisfactory:

3. Comments of the Principal/Head of the Department on Teaching and Involvement in the University / College students related activities/research activities:

4. **Remarks and suggestion:**

(Head of the Department)

Remarks of the Principal (Adverse remarks as well as remarks of appreciation

Principal