

### **6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff**

#### **Response:**

The institution has performance based appraisal system for the assessment of teaching and nonteaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.

#### **Performance appraisal system for teaching staff**

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, R&D council, planning and development committee, NBA, NAAC, BOS, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops; publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioral / professional aspects of the faculty concerned.

#### **Performance appraisal system for non- teaching staff:**

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

## API Form for Technical Teaching Faculty

<b>API SCORING SYSTEM 2020 – 21</b>	
1	Date of Submission by Faculty
2	Appraisal Period
3	Name of the Institute
4	Name of the faculty
5	Designation of the faculty
6	Faculty: email
7	Faculty: mobile No.
8	Name of the Reviewer
9	Designation of the Reviewer
10	Date of Review
11	Summary by Reviewer on areas of strengths and improvement
12	Recommendations by Reviewer
Reviewer needs to share the scores assigned with the Faculty and both to sign on each page.	

Faculty Signature

Date

Reviewer Signature

Date

**API SCORING SYSTEM (For A.Y 20-2021)**

**CATEGORY I: SKILLING, TRAINING AND EVALUATION RELATED ACTIVITIES  
(Evidence of work may be checked by the Reviewer.)**

<b>Faculty Name</b>		<b>DOMAIN</b>		
<b>Brief Explanation:</b> Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.				
<b>Cat-I</b>	<b>ACTIVITY AREA (skilling and training &amp; Evaluation &amp; its facilitation)</b>	<b>Maximum Score</b>	<b>Self-appraisal score</b>	<b>Reviewer API Score</b>
1	*Training, tutorials, practical's, undertaken taken as percentage of those allocated and completion within stipulated time	20		
2	<b>Preparation &amp; Imparting online knowledge</b> / skilling and training as per curriculum; syllabus enrichment by providing additional resources to students./ creation of an incubation cell. Efforts taken for of online syllabus completion	50		
3	<b>Use of participatory and innovative</b> teaching-learning/ skilling methodologies; updating skilling components, course improvement /	15		
4	<b>Examination duties</b> (Invigilation; Question paper setting and evaluation of projects conducting practical's, examination evaluating the work of in-service batches, as per duties allotted by SPPU including coordination. <b>(3 points per activity Max 15)</b>	15		
	<b>TOTAL MAXIMUM SCORE-CATEGORY</b>	100		
	<b>Minimum API Score Required</b>	60		

Note: \* Training, Skilling and tutorials allocation to add up to the prescribed norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 6 above, below which no scores may be assigned in these sub-categories.

Faculty Signature  
Date

Cat-I

Reviewer Signature  
Date

**API SCORING SYSTEM 2020 – 21**

**CATEGORY II: LAB RELATED ACTIVITY, CONTRIBUTION TO CORPORATE LIFE AND CORPORATE PROFESSIONAL DEVELOPMENT**

**(Evidence of work may be checked by the Reviewer wherever applicable.)**

<b>Faculty Name</b>		<b>DOMAIN - Auto</b>			
<p>Brief Explanation: Based on the teacher’s self-assessment, category II API scores are proposed for lab related activities; Contribution to Corporate life and management of the department and institution and related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.</p>					
<b>Cat-II</b>	<b>ACTIVITY AREA: LAB RELATED ACTIVITY, CONTRIBUTION TO CORPORATE LIFE PROFESSIONAL DEVELOPMENT</b>	<b>Maximum Score</b>	<b>Self-appraisal score</b>	<b>Verified Score</b>	<b>API</b>
1	<p><b>LAB related activities</b> Supervision of the lab, Requirement of equipments, consumables, getting work done from lab attendant etc. <b>(2marks each maximum 20)</b></p>	20	Updated this		
2	<p><b>Contribution to Corporate life and management of the department and institution</b> through participation in academic and administrative committees and responsibilities. ( Inviting speakers from corporate, obtaining corporate internships / projects/assignment, obtaining research / survey assignment, making industry professionals a part of teaching to learn practices/lab sessions, creating learning modules as required by corporate, any other interaction with companies to enhance learning/curricula/placement activity <b>( 1 point per activity Max 10 points)</b></p>	10			
3	<p><b>Professional Development activities:</b> (Such as participation in short term,</p>	20			

	training courses, talks, lectures, membership of associations, training sessions in corporates.			
	<b>TOTAL MAXIMUM SCORE-CATEGORY</b>	50		
	<b>Minimum API Score Required</b>	15		

Faculty Signature  
Date

Cat-II

Reviewer Signature  
Date

**API SCORING SYSTEM 2020 – 21**

**CATEGORY III: RESEARCH RELATED CONTRIBUTION**  
(Evidence of work may be checked by the Reviewer wherever applicable.)

Faculty Name			DOMAIN			
<b>Brief Explanation:</b> Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.						
Cat-III		Engineering/Sciences/ Information Technology	Humanities/Social Sciences/Management	Allotted	Self- appraisal score	Verified API Score
III(A)	RESEARCH PUBLICATIONS (JOURNALS)					
III(A)	Research Papers Published in	Refereed Journals *	Refereed Journals *	35/ publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	20/ publication		
		Conference proceedings as Full papers, etc. (Abstracts not to be included)	Conference proceedings as Full papers, etc. (Abstracts not to be included)	10/ publication		
III(B)	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNALS ARTICLES)					
III(B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers	50 /sole author; 10 /chapter in an edited books		
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 /sole author, 5 /chapter in edited books		
		Subjects Books/Monographs by local publishers with ISBN/ISSN numbers	Subjects Books/Monographs by local publishers with ISBN/ISSN numbers	15/sole author, 10 /Editor, 3 /chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publisher	10 /Chapter		
Cat-III		Engineering/Sciences/	Humanities/Social	Allotted	Self-	Verified

		<b>Information Technology</b>	<b>I Sciences/Management</b>		<b>appraisal score</b>	<b>API Score</b>
		Chapters in knowledge based volumes by Indian /National level Publishers with ISBN/ISSN numbers & with numbers of national & international directories	Chapters in knowledge based volumes by Indian /National level Publishers with ISBN/ISSN numbers & with numbers of national & international directories	5 /Chapter		
<b>III(C)</b>	<b>RESEARCH PROJECTS</b>					
III(C-i)	<b>Projects Outcome /Outputs</b>	Patent / Technology transfer/ Product/Process	Major Policy Document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc. 50 / each for International patents etc.		
<b>III(D)</b>	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>					
III(D-i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programes, Soft Skills development Programmes, Faculty Development Programmes	a. Not less than two weeks duration b. One week duration c. 2-5 days duration	a. Not less than two weeks duration b. One week duration c. 2-5 days duration	20 / each  10 / each  3 / each  (Max: 30 points)		
III(D-ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and presentation of research papers (oral/poster) in  a)International conference   b)National  c)Regional/ State level  d)Local-University/	Participation &presentation of research papers (oral/ poster) in   a)International conference b)National c)Regional / State level d)Local-University/ College level	a) 10 Each   b) 8 Each c) 5 Each  d) 3 Each		

		College level				
<b>Cat-III</b>		<b>Engineering/Sciences/ Medical Sciences</b>	<b>Humanities/Social Sciences/Management</b>	<b>Allotted</b>	<b>Self-appraisal score</b>	<b>Verified API Score</b>
III(E-i)	Invited Lectures or presentations for conferences/Symposia	a) International b) National	a) International b) National	a) 10 Each b) 5 Each		
<p>*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.  ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).</p>						
<p>Notes: (1) It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.  (2) The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.</p>						

Faculty Signature  
Date

Cat-III

Reviewer Signature  
Date

**Part 1: Self-Appraisal**

1. Self-appraisal mentioning strong and weak points:

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2. What elements of your job (excluding teaching) interest you:

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3. What elements of your job (excluding teaching) you find most difficult:

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4. Important achievement during the review period:

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Date:

(Signature of Assesse)

**Part 2: Report of Assessing Officer**

1. Do you agree with the self-assessment submitted by the assessee? Give Reasons for disagreements if any, especially on the weak and strong points mentioned in self-appraisal:

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2. Have you communicated any weaknesses in writing or given warning to the assessee? Mention Details?

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3. Overall remarks on the contribution by the assessee to his / her role:

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4. **Critical Behavioral Attributes (CBA)** Outstanding: 5 Very Good: 4 Good: 3 Average: 2 Poor: 1  
Rating (on the scale of 1 to 5):

Appearance & Bearing:	/5
Honesty and Integrity:	/5
Relations with seniors & peers and Ability to get work done from juniors:	/5
Dependability:	/5
Efforts for self-improvements, including Professional skills	/5
Knowledge of rules and regulations:	/5
Professional skills (Excluding teaching):	/5
Innovation in work and approach to work:	/5
Problem solving ability:	/5
Leave Record:	/5

Note: The score given above will be based on Part – I and general observation of AO

5. Total score given by Assessing Officer for Critical Behavioral Attributes \_\_\_\_\_ (out of 50)

6. Total API score given by Assessing Officer \_\_\_\_\_ (out of 375)

7. Total score \_\_\_\_\_ ( out of 425)

8. Special recommendations if any:

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Date:

(Signature of AO)

I have seen the remarks and score given by the Assessing officer.

I agree / disagree.

Date:

(Signature of Assesse)

Signed by the assesse in my presence:

Date:

(Signature of Assessing Officer)

**Part 3: Remarks of Reviewing Officer**

1. Do you agree with the self-assessment submitted by the Assesse and assessment of AO? Give reasons for agreement or disagreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you want to modify the report given by AO? Mention the points that you would like to be deleted or added in the report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you want to change the scores given by AO? Yes/ No

If yes, please give the correction factor (In whole numbers prefix (+) if score is to be improved and (-) if score is to be reduced)

CBA Score

API Score

4. Total score given by RO for Critical Behavioral Attributes \_\_\_\_\_ (out of 50)

5. Total API score given by RO: Category I: \_\_\_\_\_ (out of 125) + category II \_\_\_\_\_ ( Out of 50) + Category III \_\_\_\_\_ ( out of 200) = \_\_\_\_\_ (out of 375)

6. Total score \_\_\_\_\_ ( out of 425)

7. Special recommendations if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

(Signature of RO)

**For use of Performance Appraisal Review Committee (PARC)**

	CBA score ( out of 50)	API score ( out of 375)	Overall Score ( out of 425)	% difference in the total score given by AO and RO
AO				
RO				

Actions \_\_\_\_\_ to \_\_\_\_\_ be \_\_\_\_\_ taken:

\_\_\_\_\_  
\_\_\_\_\_

Date:

Signature of authorized member of PARC  
Name:

## Summary Scoresheet to be filled by PARC

1	Parameters of evaluation	Teaching & Evaluation	Contribution to Student and Institution Development & Critical Behavioural Attributes (CBA)		Research	Total Score
2	Performance Indicators	API Category I	API category II	CBA score	API Category III	
3	Maximum marks	100	50	50	150	350
4	Weights assigned	5	4	3	1 - Points awarded as per scale given below	
5	Max weighted score	500	200	150	150	1000
6	% of total weighted score to be decided	34	15	15	20	100
7	Actual Score (assumed)	90	32	40	100	262
8	Actual Weighted score	360	128	120	100	708
9	Percentage	<b>70.80</b>				
Grading		<b>Very Good</b>				

**(Rating Scale for grading: 81%-100%: Outstanding 61%-80%: Very Good 41%-60%: Good 21%-40%: Average 1%-20%: Poor)**

### **Scale for API Category III (Research)**

Category 3 score is less than 15 = 0 points

Category 3 score is 15 - 50 = 50 points

Category 3 score is 51-100 = 100 points

Category 3 score is above 100 = 200 points