

## Instruction for Filling Annual Performance Appraisal Pro-forma

Take the MS WORD file and fill the form. The MS WORD file will be useful in future years too. Take a print out, get it checked, verified and forwarded by HoD/ Co-ordinator/ Director and submit to Academic section of the University, every year by July 31 or as notified by the University.

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below.

The self-assessment scores are subject to verification by the University

**Table 1**  
**Assessment Criteria and Methodology for University/College Teachers**

Sl. No.	Activity	Grading Criteria
<b>A.</b>	Teaching: (Number of classes taught/total classes assigned) × 100 % (Classes taught includes sessions on tutorials, laboratory and other teaching related activities)	80 % & above = <b>Good</b> Below 80 % but 70 % & above = <b>Satisfactory</b> Less than 70 % = <b>Not satisfactory</b>
<b>B.</b>	Involvement in University student related activities/research activities: a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden Proctor, DSW, Asstt. Warden, Asstt. Proctor, ADSW 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 counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS community services and Guidance to Start-up activity. d. Organizing seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding PG/ Ph.D. students. f. Conducting minor or major research project sponsored by national or international agencies. g. Publication in SCOPUS/ WoS Journals.	Involved in at least 4 activities = <b>Good</b> 3 activities = <b>Satisfactory</b> Otherwise = <b>Not-satisfactory</b>

**Overall Grading:**

**Good:** Good in teaching **and** satisfactory or good in activity at Sl. No. B

**Satisfactory:** Satisfactory in teaching **and** good or satisfactory in activity at Sl. No. B

**Not-satisfactory:** In all other cases.

**Table 2**  
**Methodology for University and College Teachers for Calculating Academic/Research Score**

Sl. No.	Academic/research Activity	Max. points for University and college teacher position	
		Faculties of Sciences / Engineering/ Agriculture/ Medical / Veterinary Sciences	Faculties of Languages / Humanities/ Arts / Social Sciences/ Library/ Physical Education/ Commerce / Management& other related disciplines
1.	<b>(i) Research Papers in Peer Reviewed Journals</b>	8	10
	<b>(ii) Research Papers in Scopus/ WoS indexed Journals</b>	10	12
2.	<b>Publications (other than research papers)</b>		
	(a) Books authored which are published by:		
	(i) International Publishers	12	12
	(ii) National Publishers	10	10
	(iii) Chapter in Edited Book	5	5
	(iv) Editor of Book by International Publisher	10	10
	(v) Editor of Book by National Publisher	8	8
	(b) Translation works in Indian and Foreign Languages by Qualified Faculties		
	(i) Chapter of research Paper	3	3
	(ii) Book	8	8
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	2 per curricula/course	2 per curricula/course
	(c) MOOCs		
	(i) Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	(ii) MOOCs (developed in 4 quadrant) per module/lecture	5	5
	(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2
	(iv) Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	8	8
	(d) E-Content		
	(i) Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	(ii) e-Content (developed in 4 quadrants) per module	5	5
	(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
	(iv) Editor of e-content for complete course/ paper /e-book	10	10

<b>4.</b>	<b>(a) Research Guidance</b>		
	(i) Ph.D.	10 per degree awarded 5 per degree submitted	10 per degree awarded 5 per degree submitted
	(ii) M.Phil./P.G. Dissertation	2 per degree awarded	2 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	5	5
	<b>(c) Research Project Ongoing</b>		
	More than 10 lakhs	5	5
	Less than 10 lakhs	2	2
	<b>(d) Consultancy</b>	3	3
<b>5.</b>	<b>(a) Patents</b>		
	International	10	10
	National	7	7
	<b>(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	7	7
	State	4	4
	<b>(c) Awards/Fellowship</b>		
	International	7	7
	National	5	5
<b>6.</b>	<b>*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)</b>		
	International (Abroad)	7	7
	International (Within country)	5	5
	National	3	3
	State/University	2	2

**The Research score for research papers/Projects would be augmented as follows:**

(Impact factor to be determined as per JCR by Clarivate/ WoS list):

- |  |   |           |
|--|---|-----------|
| (i) Paper in journals having impact factor > 0 but less than 1 | - | 5 Points  |
| (ii) Paper with impact factor between 1 and 2                  | - | 10 Points |
| (iii) Paper with impact factor between 2 and 5                 | - | 15 Points |
| (iv) Paper with impact factor between 5 and 10                 | - | 20 Points |
| (v) Paper with impact factor >10                               | - | 25 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.

**Joint Projects: Principal Investigator and Co-investigator would get 50% each.**

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- 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.

- 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 30 % of the total research score of the teacher concerned.