



Savitribai Phule Pune University, Pune

PART 'A'

YEAR OF PERFORMANCE APPRAISAL:

SECTION - A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		Max. API Score allotted (AP/Asso.P/P)	Self-appraisal Score	Verified API Score
a.	Direct Teaching			
b.	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment			
c.	Innovative Teaching – learning methodologies, Up-dating of subject contents/courses, mentoring etc.			
Total of (I)				

- a. Actual hours spent per academic year ÷ 7.5
- b. Actual hours spent per academic year ÷ 7.5
- c. Actual hours spent per academic year ÷ 7.5

Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical's/ Project Supervision/ Field Work.

**PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND
CATEGORY II:EXTENSION ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, studyvisit, student seminar and otherevents.) (ii) Other co-curricular activities (Cultural,Sports, NSS, NCCetc.) (iii) Extension and dissemination activities(public /popular lectures/talks/seminars etc.)			
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees.			
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)			
Total of (II)				

a. Actual hours spent peracademicyear÷10

b.Actual hours spent

c.peracademicyear÷10Actual hours spent per academicyear÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher		
				API Score allotted	Self appraisal Score	Verified API Score
III(A)	Research Publications (Journals)	Refereed Journals as notified by the UGC [Total Publications = N]	Refereed Journals as notified by the UGC [Total Publications = N]	25 / publication	N X 25 =	---
		No. of Papers with impact factor less than 1 [out of N = N ₁]	No. of Papers with impact factor less than 1[out of N = N ₁]	5 / publication	N ₁ X 5 =	---
		No. of Papers with impact factor between 1 and < 2 [out of N = N ₂]	No. of Papers with impact factor between 1 and 2 [out of N = N ₂]	10 / publication	N ₂ X 10 =	---
		No. of Papers with impact factor between 2 and < 5 [out of N = N ₃]	No. of Papers with impact factor between 2 and 5 [out of N = N ₃]	15 / publication	N ₃ X 15 =	---
		No. of Papers with impact factor between 5 and < 10 [out of N = N ₄]	No. of Papers with impact factor between 5 and 10 [out of N = N ₄]	20 / publication	N ₄ X 20 =	---
		No. of Papers with impact factor above 10 [out of N = N ₅]	No. of Papers with impact factor above 10 [out of N = N ₅]	25 / publication	N ₅ X 25 =	---
		Other Reputed Journals as notified by the UGC [No. of papers = N ₆]	Other Reputed Journals as notified by the UGC [No. of papers = N ₆]	10 / Publication	N ₆ X 10 =	---
		Total of III (A)				

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III(b)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website No. of single author book(s) = M ₁	Text/Reference, Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website No. of sole author book(s) = M ₁	30 /single Author book	M ₁ X 30 =	---
		Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website. No. of single author book(s) = M ₂	Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website. No. of single author book(s) = M ₂	20 /single Author book	M ₂ X 20 =	---
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. No. of single author book(s) = M ₃	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. No. of single author book(s) = M ₃	15 /single Author book	M ₃ X 15 =	---
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. [No. of chapter(s) = M ₄ /M ₅]	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. [No. of chapter(s) = M ₄ /M ₅]	International 10/Chapter International 10/Chapter	M ₄ X 10 = M ₅ X 5 =	---
		Total of III (B)				

III(C) RESEARCH PROJECT						
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs [No. of S. Project(s) = P ₁]	Major Projects with grants above Rs. 5 lakhs [No. of S. Project(s) = P ₁]	20 / Project	P ₁ X 20 =	---
		(b) Major Projects with grants above Rs. 5 lakhs up to 30 lakhs [No. of S. Project(s) = P ₂]	Major Projects with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [No. of S. Project(s) = P ₂]	15 / Project	P ₂ X 15 =	---
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs [No. of S. Project(s) = P ₃]	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs [No. of S. Project(s) = P ₃]	10 / Project	P ₃ X 10 =	---
III(C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.10lakhs [No. of C. Projects=R]	Amount mobilized with minimum of Rs.2 lakhs [No. of C. Projects =R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	---
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [a) No. of international level output = O ₁ b) No. of national level output = O ₂]	Major Policy document prepared for [a] international bodies like WHO/UNO/ UNESCO/UNICEFetc. Central / State Govt./ Local Bodies [a) No./International bodies = O ₁ [b]No./Central Government = O ₂] [c] No./State Government = O ₃] [d] No./Local bodies = O ₄]	(O ₁)30/ international level; (O ₂)20/ national level/central Govt. (O ₃)10/ State Govt. (O ₄)5/ Local bodies	O ₁ X 30 = O ₂ X 20 = O ₃ X 10 = O ₄ X 5 =	---
				Total of III (c)		

III(D) RESEARCH GUIDANCE						
III (D) (i)	M. Phil.	Degree awarded No. of Candidates = D ₁]	Degree awarded No.of Candidates = D ₁]	5/candidate	D ₁ X 5 =	---
III (D) (ii)	Ph.D.	[a) Degree awarded - No. of Candidates = D ₂ b) Thesis submitted - No. of Candidates = D ₃]	[a) Degree awarded - No. of Candidates = D ₂ b) Thesis submitted - No. of Candidates = D ₃]	15/candidate 10/candidate	D ₂ X15 = D ₃ X10 =	---
				Total of III(d)		
III(E) Fellowships, Awards and Invited lectures delivered in conferences / seminars						
III (E) (i)	Fellowships/ Awards)	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/ associations	15 each Award/Fello	T ₁ X 15 =	---

		[No. of Award/Fellowship =T ₁]	[No. of Award/Fellowship = T ₁]	wship		---
		National Award/Fellowship from academic bodies [No. of Award/Fellowship =T ₂]	National award/ Fellowship from Academic bodies/ associations [No. of Award/Fellowship =T ₂]	10 each Award/Fellowship	T ₂ X 10 =	---
		State/University level Award from academic bodies [No. of Award =T ₃]	State/University level Award from academic bodies/associations [No. of Award/Fellowship =T ₃]	5 each award	T ₃ X 10 =	---
III (E) (ii)	Invited lectures / papers (The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.)	International [No. of Lectures=C ₁ No. of Papers=C ₂]	International [No. of Lectures=C ₁ No. of Papers=C ₂]	7/5 each	C ₁ X 7 = C ₂ X 5 =	
		National [No. of Lectures=C ₁ No. of Papers=C ₂]	National [No. of Lectures=C ₁ No. of Papers=C ₂]	5/3 each	C ₁ X 5 = C ₂ X 3 =	---
		State/University level [No. of Lectures=C ₁ No. of Papers=C ₂]	State/University level [No. of Lectures=C ₁ No. of Papers=C ₂]	3/2 each	C ₁ X3 = C ₂ X2 =	---
Total of III(E)						
III(F)	Development of eLearning delivery process/material	10 per module		No. of modules x 10 =...		

Total of III (A+B+C+D+E+F)	145	
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Grand Total of Category (I + II + III)		
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Signature of the teacher

Signature of HOD / Director

Date :

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 Vice Chancellor(for Heads)/ Head of the Department(for teachers) 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 Part "A" and shall be made in the following manner.

Teaching [Category I of Part 'A']		Extension [Category II of Part 'A']	
Grade	Verified API Score	Grade	Verified API Score
<i>Outstanding</i>	<i>115.125</i>	<i>Outstanding</i>	<i>40.50</i>
<i>Very Good</i>	<i>105.114</i>	<i>Very Good</i>	<i>34.39</i>
<i>Positively Good</i>	<i>95.104</i>	<i>Positively Good</i>	<i>28.33</i>
<i>Good</i>	<i>85.94</i>	<i>Good</i>	<i>22.27</i>
<i>Average</i>	<i>75.84</i>	<i>Average</i>	<i>15.21</i>
<i>Below Average</i>	<i>0.74</i>	<i>Below Average</i>	<i>0.14</i>

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below Average (c)
Teaching						
Extension						
Research						
Administration						

(b) Grading : [General Assessment on the basis of the assessment made in Clause 2(a) above]

(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average :

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :

4. Remarks and suggestions :

**Signature
(Head of the Department)**
Remarks of the Vice-Chancellor/Principal (Adverse remarks as well as remarks of appreciation)

**Signature
(Vice Chancellor/Principal)**

Qualification (s) of the Teacher		Date of Appointment/ Placement		Break in Service (if any)		Number of Assessment years for Promotion under CAS		API Scores					Remark (S)
				Period	Days			Category I	Category II	Category III	Assessment Period II-III	Date of Eligibility	
		Lecturer/ Assistant Professor				From		Min. Score	80/80 Per Year	50/50 Assessment Period	20/50 Assessment Period	90/120 Assessment Period	
Subject		Assistant Professor 7000				To	Verified Score						
						Years							
Additional Information (if any)												Final Remarks (Yes/No)	
												Placement in the Next Stage	

Details of Refresher / Orientation Course/ FDP

Sr. No.	Name of Course	Date	
		From	To
1			
2			
3			
4			
5			

Sign(Expert)

Sign(Expert)

Sign(JointDirector)

Sign(HOD)

Sign(Principal)