

REFERENCE MANUAL TO FILL THE STAFF APPRAISAL FORM

CATEGORY	NAME AND DETAILS OF CATEGORY	MAX. API SCORE ALLOTTED	MIN. API SCORE REQUIRE
Category-1	TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES	125	75
1.1	TEACHING LEARNING ACTIVITIES		
1.1A	Performance in Engaging Lectures	25	
1.1B	Performance in Attendance of Students	15	
1.1C	Performance in Results (Theory Subject)	10	
1.2	LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS *	10	
1.2.1	Remedial Coaching		
1.2.2	Career Counseling		
1.2.3	Competitive Exam Preparation		
1.2.4	General Counseling		
1.2.5	Soft Skill Development of the Student		
1.2.6	Extra Teaching Load		
1.2.7	Additional Post Graduate Teaching		
1.2.8	Add on Courses		
1.2.9	Any other Approved by Principal		
Note: * Points will be awarded based on total no. of hours engaged per year for various activities listed as above.			
1.3	PREPARATION OF STUDY MATERIAL AND RESOURCES	20	
1.3.1	Updated Lecture Notes**	10/Course	
1.3.2	Lab Manuals	08 /Course	
1.3.3	List of E Resource	02 /Course	
1.3.4	Question Bank and Solution	10/Course	
1.3.5	Any other Approved by Principal		
Note: **5 Points for each revision (At least 20% revision of course material)			
1.4	INNOVATIVE TEACHING LEARNING METHODS	20	
1.4.1	Teacher Diary	05/ Year	
1.4.2	To Prepare and use ICT based Teaching Material	05/ course	
1.4.3	Seminar/GD/Case Study	05/ course	
1.4.4	Any other Approved by Principal		
1.5	EXAMINATION RELATED WORK	25	
Types of Examination Duties			
1.5.1	Conduction of Test/Tutorials/ Term work and their Evaluation and Maintaining Proper Records	5	
1.5.2	Examination Work Assigned by University	10	
1.5.3	Examination Work Assigned by Institute	10	

Note: Head who is not chairman of the activity, Points equivalent to member of the activity may be allotted.

CATEGORY	NAME AND DETAILS OF CATEGORY	MAX. API SCORE ALLOTTED	MIN. API SCORE REQUIRE
Category-2	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	50	15
2.1	STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES	20	
2.1.1	NSS/NCC officer		
	a NSS/NCC Chief Program Officer	10	
	b Other Program Officer	7	
2.1.2	Student Welfare Officer	5/2*	
2.1.3	NET/SET Workshop Conduct(1 Week)	5/2*	
2.1.4	Cultural Activities (Departmental/Institutional)	5/2*	
2.1.5	Lectures on Special Topics	5/2*	
2.1.6	Quiz / Debate / Elocution	5/2*	
2.1.7	Study Tour	5/2*	
2.1.8	Avishkar	5/2*	
2.1.9	Essay Competition	5/2*	
2.1.10	Exhibition	5/2*	
2.1.11	Science Day Celebrations	5/2*	
2.1.12	Subject Association	5/2*	
2.1.13	Sports Activities	5/2*	
2.1.14	Counseling	5/2*	
2.1.15	Anti Ragging Committee	5/2*	
2.1.16	Sexual Harassment Committee	5/2*	
2.1.17	Cultural Committee	5/2*	
2.1.18	Sports Activity	5/2*	
2.1.19	Any other Activity Approved by Principal		
Note: *Chairman/ Coordinator of different Committee conducting at least three activities in a year: 05 Points *Active Members of the Committee: 02 Points			
2.2	CONTRIBUTION TO CORPORATE LIFE	15	
2.2A	COMMUNITY WORK: (NGO, Values of National Integration, Secularism, Democracy, Socialism, Humanism, Peace, Scientific Temper, Flood or Drought Relief, Small Family Norms , Community Service Cell, Social Clubs etc)	5/2*	
2.2B	ADMINISTRATION AND ACADEMIC		
	Administration- Membership of Institutional Committees		
2.2B.1	a Head /Dean/Rector	5	
	b Vice Principal	10	
	c Admission Committees	5/2*	
	d Discipline Committee	5/2*	
	e Statutory Committees of the University	5/2*	
	f Placement Activity**	10/3**	
	g Any other Committee Appointed by Principal		
	Academic		
2.2B.2	a Academic Committee (Class Teacher, Local Guardian, Time Table, Examination Competitive Exam Committee such as NET/SET/GATE etc).	5/2*	
	b NAAC/NBA Committee	10/5**	
	c Internal Quality Assurance Cell(IQAC)	5/2*	
	d Any other Academic Committee Appointed by Principal		
Note: *Chairman /Coordinator of different Committee conducting at least three activities in a year : 05 Points *Active Members of the Committee : 02 Points **Chairman/Coordinator : 10 Points **Active Member : 05 Points			
2.3	PROFESSIONAL DEVELOPMENT ACTIVITIES	15	
2.3.1	Participation in Seminar / Workshop / Symposia / Conference (Active Participation: 2 Points, Attended: 1 Points)	2/1	
2.3.2	Convener/Organizing Secretary/Chairman	5	
2.3.3	Faculty Development Course (Conduct/Participation) (Min 1 Week)	3	
2.3.4	Talks Delivered in Program Outside	2	
2.3.5	General Article Publication/ Editor of the conference proceeding	2	

Note: Head who is not chairman of the activity, Points equivalent to member of the activity may be allotted.

CATEGORY	NAME AND DETAILS OF CATEGORY	MAX. API SCORE ALLOTTED	MIN. API SCORE REQUIRE
Category-3	RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION		
3.1	PUBLISHED PAPER IN JOURNAL		
3.1.1	Journal with ISBN/ISSN: (Refereed: 07 Points, Non Refereed: 05 Points)	7/5	
3.1.2	Journal with Impact Factor (IF)	0 <IF ≤ 1: 10 Points	
		1 <IF ≤ 2 :15 Points	
		2 <IF ≤ 5 : 20 Points	
		IF>5 : 25 Points	
Note: Correspondence author/ Guide/ Main Author 60% Points each. 40% Points are Shared Equally with all Authors			
3.2	ARTICLES/ CHAPTERS PUBLISHED IN REFERENCE BOOKS AND CONFERENCE PROCEEDINGS		
3.2.1	a Text Book/Reference Book Published by National/ International Publishers:	Author :50 Points Co Author: 25 Points	
	b Other Publisher	Author:15 Points Co Author: 10 Points	
	c Chapters in Books	10 Points / Chapter	
3.2.2	Full Papers in Conference Proceedings		
	a National/International (Full paper-05 Points, Abstract-02 Points)	5/2	
	b State/ UGC/AICTE/Professional Society Sponsored	3	
	c Any other	2	
3.3	ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES		
3.3.1	Major Project (MJP)*	MJP ≥ 10 lakhs: 10 MJP < 10 lakhs: 07	
3.3.2	Minor Projects*	5	
3.3.3	Consultancy Projects (CP)		
	1) CP <50 Thousand	1 Point	
	2) 50 Thousand < CP < 1lakh	2 Points	
	3) CP > 1lakh	3 Points	
Note: * 30% of total points may be awarded to Co-investigator, If Principal investigator is agreed to do the same.			
3.4	RESEARCH GUIDANCE/ QUALIFICATION		
3.4.1	M. Phil /ME/ M Pharm (Maximum 10)	3/ student	
3.4.2	MCA/M.ed/MSC(Maximum 10)	2/ student	
3.4.3	Ph.D. or Equivalent (If Degree awarded: 10 Points, If Thesis Submitted: 07 Points)	10/7	
3.4.5	Acquired Ph.D/M.Phil Qualification by Teacher During Assessment of the Academic Year. (For Ph.D Degree: 15, For M.Phil Degree: 05)	15/5	
3.5	PATENT/ IPR		
3.5.1	If Patent/IPR is Submitted	10	
3.5.2	If Patent/IPR is Granted	15	