



# CRITERION VI

## METRIC NO 6.3.1

### Performance Appraisal System



# CHRIST COLLEGE - PUNE

PROFORMA FOR TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS [API]  
IN ACCORDANCE WITH UGC GUIDELINES SUBJECT TO THE LIMITATIONS OF A SELF FINANCING  
INSTITUTION

Academic Year: \_\_\_\_\_

## Section A

General Information		
I	Name:	
II	Designation:	
III	Name of the Department:	
IV	Communication Address:	
V	Contact Number / Email Address:	

Academic Qualifications				
	Qualification	Points	Count	API
I	Post-Doctoral Degree	200		0
II	Ph. D	100		0
III	Pursuing Ph.D.	50		0
IV	Net/SET/SLET ( each)	50		0
V	M. Phil	20		0
VI	Diploma / Certificate Courses	5		0
VII	Publications (Till the commencement of this academic year)	2		0
VIII	Participation in International, National and State level Conferences, Seminars, etc. (Till the commencement of this academic year)	1		0

Training and Development				
	Training	Points	Count	
I	FDP (Sponsored by Govt agencies) More than three days	10		0
	FDP (Sponsored by Govt agencies) More than five days	20		0
II	<b>Orientation Programe</b>			
	UGC Sponsored	30		0
III	<b>Refresher Course</b>			
	UGC Sponsored	30		0
	Regular	10		0
<b>College Teaching Experience</b>				
I	Undergraduate Course	1		0
II	Post Graduate Courses	2		0

## Section B

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## Category 1: Teaching , learning and evaluation

### A. Direct Teaching

	Number of subjects taken ( Including Lab & Project sessions)	Points	Count	
I	Semester wise (BBA,BBA (IB), BBA (CA), FYBSC)	5		0
	Yearly Pattern B.Com, BA, SY &TY Bsc)	10		0

### B. Examinations

	Internal	Points	Count	
I	Invigilation	1		0
	Paper settings	1		0
	Paper evaluations	1		0
	Internal Senior Supervisor	2		0
	External	Points	Count	
II	Invigilation - Semester pattern	5		0
	Invigilation - Term pattern	10		0
	Paper settings	10		0
	Paper evaluations (First Year)	1		0
	Paper evaluations (University CAP)	5		0
	External Observer / Supervisor	3		0
	Practical / Viva	Points	Count	
III	Internal	1		0
	External	2		0
	Projects	Points	Count	
IV	Internal	1		0
	External	2		0

### C. Innovative teaching methods

	Innovative Method	Points	Count	
I	PPT	2		0
	Smart room usage in training	2		0
	Online subject oriented courses	2		0
	YouTube lectures etc.	2		0
	Any other : (Specify)	2		0

## Category 2: Professional development, Co-curricular and Extension activities

### A. Student related co-curricular, extension, field based activities

	Activity	Point	Count	
I	<b>Remedial classes (Remedial &amp; Substitutions)</b>	1		0
II	<b>Arranging guest lectures/seminars</b>	5		0
III	<b>Public / Guest Lecture [as speaker]</b>	5		0
IV	<b>Contribution towards: ( To be filled by IQAC)</b>	Score = between 1 - 5 points per activity. To be evaluated by the coordinators of the respective activity as per the		
	Committees & Cells			
	Cultural activities			
	Sports			

	Conferences, Seminars & Expos	participation / duties allotted to each faculty.
	NSS/Extension Activities	

**B. Participation in academic and administrative committees**

	Administrative Responsibilities at Institution level	Points	Count
I	Principal / Director	300	0
	Head of the Department	50	0
	Controller of Examination	30	0
	IQAC	30	0
	Co-ordinators	20	0
	Class -in-Charge	5	0
	Co-ordinator of the Committee & Cells	20	0
	Member of the Committee & Cells	10	0
II	Participation in Board of Studies, academic and administrative committees at University and other agencies	50	0

## Category 3: Research, Innovations and Extension

**A. Research paper Published ( Please refer the note below)\***

	Publication	Points	Count
I	<b>Refereed Journals with ISBN/ISSN (UGC Approved)</b> Publication	30	0
	Additional Points:		
	Indexed = 20 points	20	0
	Impact Factor:		
	1-2 = 25 points	25	0
	2-5 = 30 Points	30	0
	5 - 10 = 40 Points	40	0
II	<b>Non - Refereed Journals with ISBN/ISSN</b>	20	0
III	<b>Publication in Conference Proceedings</b>		
	International	15	0
	National	10	0
	State	5	0

**B. Book Publication**

	Publication	Points	Count
I	International Level [with Peer review System]	100	0
II	National / State Level [Subject Books]	70	0
III	Local Level [Subject/ reference books]	50	0

**Publication of chapters in books**

	Publication	Points	Count
I	Chapters in Books - International	20	0
II	Chapters in Books - National	15	0

**C. Research Projects**

	Projects	Points	Count	
I	Major Projects with grant of 5 Lacs and above	200		0
II	Major Projects with grant of 3Lac - 5 Lacs	150		0
III	Minor Projects with grant of 1Lac - 3 Lacs	100		0
IV	Minor project without grants	50		0
<b>D. Research Guidance</b>				
	Degree	Points	Count	
I	M. Phil (degree Awarded)	50		0
II	Ph. D			
	Thesis Submitted	100		0
	Degree Awarded	150		0

<b>E. Research Paper Presentation / Resource Person ( in Conferences, Seminars, Workshops, Conclaves, Symposiums)</b>				
Conferences, Seminars, Workshops, Conclaves, Symposiums		Points	Count	
I	<b>International Level</b>			
	Participation	20		0
	Presented	30		0
	Resource Person	50		0
II	<b>National Level</b>			
	Participation	10		0
	Presented	15		0
	Resource Person	20		0
II	<b>State Level / University Level</b>			
	Participation	2		0
	Presented	5		0
	Resource Person	10		0

<b>Total API Score</b>	<b>0</b>
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<b>Note:*</b>		
1	Single Author	100% points
2	Two Authors	50% points for each authors
3	More than two Authors	70% points for the first author. Remaining 30% of the point equally divided between the remaining authors

# CHRIST COLLEGE- PUNE

Academic Year:

## EVALUATION SUMMARY OF THE NON-TEACHING STAFF BY THE OFFICE SUPERINTENDENT

(Confidential)

NAME OF STAFF MEMBER :

EXPERIENCE (YRS) :

Sr. No	Performance parameters	Rating (1 Low to 5 High)
A	<b>PROFESSIONAL COMPETENCE</b>	
i	Knowledge of rules, regulations and procedures	
ii	Ability to organize work and maintain files / records	
iii	Ability and willingness to learn new duties	
iv	Accuracy, speed and timely completion of work	
B	<b>PERSONAL CHARACTERISTICS</b>	
i	Regularity	
ii	Punctuality	
iii	Interaction and behaviour with colleagues and students	
iv	Positively accepts suggestions and improvements and displays flexible attitude	

*Remarks:*

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**Mr. Jagdish Salve**  
**Office Superintendent**  
**Christ College - Pune**

**Received By**

# CHRIST COLLEGE- PUNE

## Internal Quality Assurance Cell

Academic Year: 2020-2021

### EVALUATION SUMMARY OF THE FACULTY BY THE HEAD OF DEPARTMENT

(Confidential)

DEPARTMENT: \_\_\_\_\_

NAME OF FACULTY: \_\_\_\_\_

EXPERIENCE: \_\_\_\_\_ (YRS)

Sr. No	Performance parameters	Rating (1 Low to 5 High)
<b>A</b>	<b>LEADERSHIP AND MANAGEMENT</b>	
i	Exhibits leadership, Responsibility and Commitment for the task assigned	
ii	Effectively and efficiently works in team	
iii	Level of motivation in all aspects of work	
iv	Contribution to Department for its growth and development	
<b>B</b>	<b>COMMUNICATION</b>	
i	Coordinates well with students in the role of class in charge	
ii	Class control and discipline	
iii	Professional Interactions with students, colleagues and parents within and beyond the classroom.	
iv	Positively accepts suggestions and improvements and displays flexible attitude	



<b>C</b>	<b>TEACHING AND LEARNING</b>	
i	Possess knowledge of subject matter.	
ii	Is genuinely interested, passionate and enthusiastic about teaching (Online/Offline)	
iii	Displays effective teaching	
iv	Promotes active learning and provides opportunities for students to build confidence	
v	Involvement with and contributions to one's profession in enhancing teaching and learning.	
<b>D</b>	<b>RESEARCH AND OTHER ACTIVITIES</b>	
i	Contributes towards Research and Publications activities.	
ii	Could recognize students who cannot achieve their full potential and helps them to overcome their difficulties	
iii	Understanding and using appropriate technical pedagogy in teaching and learning.	
iv	Use of ICT	

**Remarks:**

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**Head of the Department  
Christ College - Pune**

**Received By**

# CHRIST COLLEGE - PUNE

Academic Year: \_\_\_\_\_

## Evaluation Report

**Event:**

### Core Committee

Sr. No	Name of the Committee Member	Rating ( Scale of 1 to 5)
1		
2		
3		
4		
5		
6		

### Duties Allotted

Sr. No	Name of the Faculty Member	Rating ( Scale of 1 to 5)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Note\***

Rating ( Scale of 1 to 5) 1 being lowest and 5 being highest

**Event Co-ordinator Name and Signature:**