



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

1. Self Assessment Proforma
2. Letter for deputing faculty to Industry
3. Appreciation Letters to staff
4. Non-teaching staff participation in conferences



  
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## 1. Self-Assessment Proforma

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### **Appendix – III**

#### **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

#### **Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

#### **(PART A, PART B & PART C)**

(For Teachers other than Physical Education Persons and Librarians)

**Session/Year** \_\_\_\_\_

(To be completed and submitted at the end of each academic year)

#### **PART A: GENERAL INFORMATION**

1. Name (in Block Letters):
2. Father's Name/Mother's Name/ Husband's Name:
3. Department/College:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence (with pincode)
10. Permanent address (with Pincode)  
Telephone No:  
Email:
8. Whether acquired any degrees or fresh academic qualifications during the year:
10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of teacher



  
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**PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

**CATEGORY : I.  
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester wise details, where necessary)

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

.Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours I

		API Scores
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score



  
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(iii) **Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.**

S.No.	Short Description	API Score
1		
2		
3		
4		
	Total Score (Max Score:20)	

(v) **Examination Duties Assigned and Performed**

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

**Total Score (Category : 1) :-**\_\_\_\_\_  
Signature of Teacher

Verified and found correct:

\_\_\_\_\_  
Signature of  
V.C./H.O.D./PrincipalFinal Score approved by the Screening/Selection Committee: \_\_\_\_\_  
(For Category: I)\_\_\_\_\_  
Signature of Chairman  
Screening/Selection Committee

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**PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

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

Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
1.			
2.			
3.			
4.			
5.			
	Total (Max:20)		
	10. Contribution to Corporate Life and Management of the institution	Yearly/Semester wise responsibilities	API Score
1.			
2.			
3.			
4.			
5.			
	Total (Max:15)		
	(iii) Professional Development Activities		
1.			
2.			
3.			
4.			
5.			
	Total (Max:15)		
	Total Score (I + ii + iii) (Max: 25)		

**Total Score (Category : II) :-**

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./Principal/H.O.D.

Final Score approved by the Screening/Selection Committee: \_\_\_\_\_  
(For Category: II)

\_\_\_\_\_  
Signature of Chairman  
Screening/Selection Committee



  
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**PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

**CATEGORY: III.****RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS****A) Published Papers in Journals**

S.No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co. authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

**B(i) Articles/Chapters published in Books**

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-author	Whether you are the main author	API Score
1							
2							
3							
4							
5							

**B(ii) Full Papers in Conference Proceedings**

S.No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						



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**B(iii) Books published as single author or as editor**

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

**III C) Ongoing and Completed Research Projects and Consultancies****I (i & ii) Ongoing Projects/Consultancies**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score
1					
2					
3					
4					
5					

**I (iii & iv) Completed Projects/ Consultancies**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						



  
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**(D) Research Guidance**

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil. or equivalent				
Ph.D. or equivalent				

**(E)(i) Training Courses, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)**

S.No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score
1					
2					
3					
4					
5					



  
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(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S.No.	Title of the Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/national	API Score
1					
2					
3					
4					
5					

**Total Score (Category : III) :-**

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./Principal/H.O.D.

Final Score approved by the Screening/Selection Committee: \_\_\_\_\_  
(For Category: III)

\_\_\_\_\_  
Signature of Chairman  
Screening/Selection Committee



  
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## 10. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I+ II			
III	Research and Academic Contribution (For entire period)			

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 Signature of Teacher

**Verified and found correct:**

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 Signature of V.C./Principal/H.O.D.

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 Signature of Chairman  
 Screening/Selection Committee


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