

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
	ESSENTIAL			
a.	Direct Teaching	70/60/60		
b.	Examination duties (Question paper setting, invigilation, evaluation of answer scripts) as per allotment.	20/20/10		
c.	Innovative Teaching- learning methodologies, Up-dating of subject contents/courses, mentoring etc.	10/15/20		
Total		100/95/90		

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

d. Total number of working days- 241

e. Total number of actual teaching days (Excluding exam & annual gathering)-

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

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

Sr. No	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
	CO-CURRICULAR AND EXTENSION ACTIVITIES			
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, Certificate Courses, Bridge Courses, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures /talks /seminars etc.)	15		
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 officers for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees.	15		
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)	15		
d.	Organising Seminars- organising secretary co-ordinations, committee member	05		
	Total	45		

a. Actual hours spent per academic year÷10

b. Actual hours spent per academic year÷10

c. Actual hours spent per academic year÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTION

RESEARCH PAPERS PUBLISHED IN U.G.C. NOTIFIED RESEARCH JOURNALS & OTHER RESEARCH JOURNALS

Sr, No	Faculty of Science / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages/ Humanities / Arts/ Social Sciences / Library / Physical education / Management/ Commerce	Maximum score for University/ College teacher		
			API Score allotted	Self- Appraisal Score	Verified Score
III(A)	Refereed Journals as notified by the UGC	Refereed Journals as notified by UGC			
	No of Papers with impact factor less than 1	No of Papers with impact factor less than 1	5 per Publication		
	No of Papers with impact factor between 1 and < 2	No of Papers with impact factor between 1 and < 2	10 Per Publication		
	No of Papers with impact factor between 2 and < 5	No of Papers with impact factor between 2 and < 5	15 per Publication		
	No of Papers with impact factor between 5 and < 10	No of Papers with impact factor between 5 and < 10	20 per publication		
	No of Papers with impact factor above 10	No of Papers with impact factor above 10	20 per Publication		
	Nor referred but other reputed Journals	Nor referred but other reputed Journals	10 per Publication		
III (B)	Conference/ Seminars Proceedings- published Full Paper	Conference/ Seminars Proceedings- published Full Paper	10 per Publication		
		Total A+B			

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.

Research paper published during the entire service with ISSN

Research papers published in seminar conference proceeding having ISBN.

- **Research Papers Published- Annexure-A**

• **Publication of Books / Chapters**

			API Score Allotted	Self Appraisal Score	Verified Score
III(C)	Text/Reference, Books published by international publishers, with ISBN/ISSN number	Text/Reference, Books published by international publishers, with ISBN/ISSN number	50 Single Author Book		
	Subject Books, Published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications	Subject Books, Published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications	25 Single Author Book		
	Subject Books, published by other local publishers, with ISBN/ISSN number as approved	Subject Books, published by other local publishers, with ISBN/ISSN number as approved	15 Single Author Book		
	Chapters in Books, published by National and international level publishers, with ISBN/ISSN number	Chapters in Books, published by National and international level publishers, with ISBN/ISSN number	International 10 / Chapter National 5/Chapter		

Note : Text Books published during the entire service Reference Books Published during the entire service.

III(D) RESEARCH PROJECT						
(i)	Sponsored Project	(a) Major Projects with grants above Rs.30 Lakhs	Major Projects with grants above Rs.5 Lakhs	20/ Project	$P_1 \times 20 =$	
		(b) Major Projects with grants above Rs.5 Lakhs up to 30 Lakhs	Major Projects with minimum of Rs.3 Lakhs up to Rs.5 Lakhs	20/ Project	$P_2 \times 15 =$	
		(c) Minor projects with grants above Rs. 1 Lakh up to Rs.50000	Minor Project with grants above Rs.50,000 to 1,00,000	10/ Project	$P_3 \times 10 =$	
III(D) (ii)		Ongoing Major Projects	Ongoing Major Projects	10 Per Project		
		Ongoing Minor Projects	Ongoing Minor Projects	5 per Project		
III(D) (iii)	Consultancy Project	Amount mobilized with minimum of Rs.10 Lakhs	Amount mobilized with minimum of Rs.2 Lakhs	10 per every Rs.10 Lakhs and Rs.2 Lakhs Respectively	$R \times 10 =$	
III(D) (iv)	Projects Outcome/ Output	Patent/Technology transfer /Product/Process [a] No. of International level output= [b] No.of. International level output=]	Major Policy document prepared for [a] International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./ Local Bodies= [b]No./Central Govt.= [c]No./State Govt.= [d] No./Local bodies=	30/ international level; 20/national level/central Govt. State Govt. Local bodies	30 20 10 5	
III(D) (v)		Ongoing major projects		10		
		ongoing minor projects		5		

Research Guidance						
III(D) (i)	M. Phil.	Degree awarded No.of Candidates	Degree awarded No.of Candidates	5/Candidate		
III(D) (ii)	Ph.D.	[a] Degree Awarded No.of Candidates b) Thesis submitted No.of Candidates]	[a] Degree Awarded No.of Candidates b) Thesis submitted No.of Candidates]	15/Candidate 10/Candidate		

Total Number of M. Phil Students awarded M.Phil Degree under the guidance -

Total Number of M. Phil Students awarded Ph.D. Degree under the guidance -

Fellowship, awards and invited lecturers delivered in conference/ seminar						
III(F) (i)	Fellowship awards	International awards / fellowship	International awards / fellowship	15 each awards / fellowship		
		National awards / fellowship	National awards / fellowship	10 each awards / fellowship		
		State/ University awards/ fellowship	State/ University awards/ fellowship	5 each award/ Fellowship		
III(F) (ii)	Invited Lectures / Research Papers/ Resource Person	International	International	7 each		
		National	National	5 each		
		State	State	3 each		
		University	University	2 each		

Participated in Seminar / Conferences & Presented Research Paper during the entire Service- 37

Participated in Seminar / Conferences & Worked as Resource Person during the entire Service-

Note- The Score under this category shall be restricted to 20% of the minimum fixed for category 3rd

Faculty Development Program						
III(G) (i)	Orientation / Refresher Courses Completed- Not less than one week	Course in the Subject	Organised by & Duration	10		
	1 to 2 week			15		
	More than 2 week	04 th - 24 th January 2006	Ahmednager college Ahmednagar, Savitribai Phule Pune University, Pune	20		

Total of III (A+B+C+D+E+F)

Grant Total of Category I +II+III

Signature of the Teacher

Signature of H.O.D./Principal/ Director

Date:

Part 'B'

Assessment of Teaching, Extension & Research Activities based on verified API Score

Teaching Category of Part A		Extension Category of Part A	
Grade	Verified API Score	Grade	Verified API Score
Outstanding	115-125	Outstanding	40-50
Very Good	105-114	Very Good	34-39
Positively Good	95-104	Positively Good	24-33
Good	85-94	Good	22-27
Average	75-84	Average	15-21
Below Average	0-74	Below Average	0-14

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

1) Justification of Assessment of work as outstanding / below average

2) Comments of H.O.D.

3) Remark & Suggestion

Signature of H.O.D.

Remarks of the Principal /Director

College Seal

Signature
Principal / Director

Arts, Commerce & Science College, Ashvi Kd. Tal-Sangamner, Dist- Ahmednagar

TEACHER'S ASSESSMENT & CONFIDENTIAL REPORT FOR THE YEAR OF 20 - 20

(To be submitted by Head of Department in duplicate)

- A.
- 1) Name of Teacher -----
 - 2) Nature of Appointment - PP/CHB/Jr.College/Sr.College
 - 3) Effectiveness in teaching the subject to the students Poor/Fair/Average/Normal/Good
 - 4) Quality of Teaching Poor Fair/Average/Normal/Good
 - 5) Preparation of Topics (Observed in class) Poor Fair/Average/Normal/Satisfactory/Good
 - 6) Sincerity Correctness & upto dateness in Teaching Satisfactory/Not Satisfactory/bslow
 - 7) Regularity in Teaching Average/Fair/poor/So-se/Good
 - 8) General behaviour with the students inside the class Satisfactory/Not Satisfactory
 - 9) General behaviour with the students outside the class -----
 - 10) Response of the students (during the period) -
 - 11) Knowledge of the subject (Topics) -----
 - 12) Guidance, Extra coaching help extended to the students in the subject -
 - 13) Representation of the Topics on the black-board (points, notes, sketches etc on board) -----
 - 14) Class control - Poor, Fair, Good/Stisfactory Not satisfactory
- B)
- Over-all General Impression -----
- a) 1) Relation the students -
 - 2) -do-other teachers in the subjects -
 - 3) -do-teachers of other subjects -
 - 4) Administrative Staff -
 - 5) Local public -
 - b) 1) Impression of Students -
 - 2) -do-Teachers of the same subject -
 - 3) -do-Administrative office -
 - 4) -do-Teachers of the other subject -
 - 5) -do-Public in General -
 - 6) -do-H.O.D. -

- 4) Regularity/ Attitude / Meticulousness in preparation of records (presenty of students, Marklist, Tutorials/discussion of result etc.
- 5) Participations in extracurriculars activities its extent, nature & final performance
- 6) Partifipation in co-curricular activites
- 7) Completion of portions in all report 50% 60% 75% 90% 100%
- 8) Completion of portion in time Yes/No
- 9) Suggestion given by H.O.D. of Senior Collegeos
- 10) Suggestions of H.O.D. Followed / not followed
- 11) Whether need constant Supervisions
- 12) Reaction of the Teacher of suggestions.
- 13) Impression of the H.O.D.
- 14) Recommendation of H.O.D.
- 15) Additional Remarks (if any) of H.O.H.
- 16) Final Remarks of H.O.H. May be allowed to continue/May not be allowed to continue

Date :

Sign. of H.O.D.

(Prof. -----)

Head

(Prof. -----)

प्रवरा ग्रामीण शिक्षण संस्थेचे
कला, वाणिज्य, विज्ञान व संगणकशास्त्र महाविद्यालय, आश्वी खुर्द
ता. संगमनेर, जि. अहमदनगर.
गोपनीय अहवाल

१. सेवकाचे नाव : _____
२. हुददा : _____
३. शैक्षणिक पात्रता : _____
४. नेमणुक दिनांक : _____
५. एकूण सेवा : _____
६. इतर संस्थेतील अनुभव : _____
७. कामाबाबतचा अभिप्राय : _____
 १. खाते : _____
 २. कामावर वेळेत येतात काय ? : _____
 ३. कॉम्प्युटरवर काम करतात काय ? : _____
 ४. गैरहजर असण्याचे प्रमाण : _____
 ५. वरिष्ठांशी वागणुक : _____
 ६. कामाबाबत वरिष्ठांचा अभिप्राय : _____
 ७. नेमणूक मुदतवाढ देणेबाबत
विभागप्रमुखांचा अभिप्राय : _____
 ८. पगारवाढ देणेबाबत
विभागप्रमुखांचा अभिप्राय : _____

दिनांक :

विभाग/ शाखाप्रमुख सही व शिक्का

Pravara Rural Education Society's
Arts, Commerce, Science & Computer Science College,
Ashvi Kd, Tal. Sangamner, Dist. Ahmednagar

Academic and Administrative Audit

Year of Academic Audit
2019-20

Organize Academic Audit of development and collaborative programs of university, institutions of departments, post-graduate centers and colleges, according to the provisions of the Statutes at **least once in three years or earlier**, if deemed necessary and make necessary recommendations to the university for Implementation.

FORMAT FOR ACADEMIC AUDIT FOR COLLEGE
**Marking System for Evaluation of Academic Activities and
 Infrastructural Facilities**

Total Assessment Points	382		
Points Secured :			
Grade Secured :			

Criteria	Minimum Score Required
a. Established with less than 5 years	50% points out of total points
b. Established between 5 to 10 years	55% points out of total points
c. Established more than 10 years	60% points out of total points

Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76 to 100 %	Excellent
B	Between 61 to 75 %	Good
C	Between 51 to 60 %	Satisfactory
D	Up to 50%	Need improvement

Note:

1. The Principal of the college is require to submit all details to justify the remarks mentioned under **Sections A,B,C,D**.
 2. All information in format and detail documents should be submitted for last three years in year wise manner.
 3. A duly completed format should be made available both in hard copy and electronic copy to the committee.
- **If any particulars in the tables below are not applicable (NA) to the college please mention it in remark. The peer review committee will verify the remarks and the marks will be deducted from Max marks and accordingly the grade will be calculated.**

Profile of the College

1.	Name of the College			
2.	Year of Establishment			
3.	Location			
4.	Status a. Aided b. Unaided			
5.	Name of the Principal			
6.	Courses and Admission	Course	Admission Procedure	
7.	Total Faculty Position			
8.	Total Secretarial Staff Position			
9.	Non-Teaching Staff positions			
10.	Total Intake capacity and no of Students admitted for last three years	Year	Intake	Admissions
		2017-18		
		2018-19		
		2019-20		
11.	Total amount of fees received from All Courses for last three years	Year	Fees Received	
		2017-18		
		2018-19		
		2019-20		
12.	Total Research grant received with Name of the funding agencies for Last three years	Year	Grant Received	
		2017-18		
		2018-19		
		2019-20		
13.	Total Development grant received From other than university sources For last three years.			

A. Administrative Set up

Particulars	Status		Max Marks	Marks Obtained	Remarks
	Yes	No			

1. Accreditation other than NAAC		No	05		
Quality certification like ISO etc.		No	05		
2. Special Programs					
College with Potential for Excellence etc.		No	05		
3. Principal					
a. Regular	Yes		05		
b. In charge			02		
4. Faculty	Sanctioned	Working			
a. Professor		71%-100%	10		
		51-70%	03		
		50% & below	02		
b. Associate Professor		71%-100%	05		
		51-70%	03		
		50% & below	02		
c. Assistant Professor	28	(28)71%-100%	05		
		51-70%	03		
		50% & below	02		
d. Visiting or exchange faculty			05		
e. Teacher student ratio	1:20		05		
	1:more Than 20	Applicable	03		
5. Non-teaching Staff	Sanctioned	Working			
		71%-100%	05		
		51-70%	03		
		50%	02		
6. Teaching Staff Meetings					
a. Teaching staff Meetings conducted Regularly?	Yes		05		
b. Minutes of the Meetings with ATR	Yes		05		
7. Courses (Title)	Intake	Registration			
		Count (Up to intake-5 marks less 3 marks)			
a. Ph.D.			5 /3		

b. M.Phil.			5 /3		
c. PG			5 /3		
d. UG	1080	709	10/3		
e. Other			5/3		
Total No of Students		709(2019-20)			
8. Whether college has Vision. Mission Statement?	Yes		05		
9. Whether college has Perspective Development plan?	Yes		05		
10. Whether SWOT analysis of college is Performed?	Yes		05		
11. Whether IQA Cell is Established?	Yes		05		
12. Whether Self-Appraisal report of all staff submitted to Administration?	Yes		05		
		Total	75		

B. Academic Activities

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Whether Academic Calendar is prepared and Monitored?	Yes		05		
2. Whether Subject wise Teaching plan is prepared and monitored?	Yes		05		
3. Time Table					
a. Teaching	Yes		05		
b. Internal Assessment with record	Yes		05		
c. Examination	Yes		05		
4. Apart from class room Instruction other avenues of learning provided for the students.	Yes				
a. In Plant Training			05		
b. Seminars	Yes		05		
c. Workshops	Yes		05		
d. Field Trainings/Projects Internships	Yes		05		
5. Result Analysis for last 3 years					
Result 71-100%			05		
51-70%			03		

50% or below	Yes		02		
6. Remedial system	Yes		05		
7. Whether Students Feedback collected and Analyzed?	Yes		05		
8. Whether Alumni Association registered and meeting conducted?	No		05		
9. Student Centric Activities like soft skills, group discussion, competitions etc	Yes		05		
10. Participation of students in conferences, workshops etc	Yes		05		
11. Student placement for 3 years.	Yes		05		
	71-100%		05		
	51-70%		03		
	50% or below	Yes	02		
12. Student's participations in Avhan, Avishkar, krida Mahotsav, Youth Festival, Indradhanush and achievements.	Yes		05		
13. Sport facility Physical education director Gym/Outdoor/indoor stadium	Yes		02 03		
14. Participation of staff in exam work	Yes	Yes			
15. Student's representation in Sport and Cultural activities at State / National / International Level and achievements.	Yes		05		
16. Is CSR or Society funded E&L scheme running	No	Yes	10		
17. College/institution gives award or cash prize	No		10		
18. Students attendance	Yes		03		
19. Staff Biometric	Yes		04		
20. Practical attendance record	Yes		03		
		Total	130		

C. Research Activities

Particulars	Status	Max Marks	Marks Obtained	Remarks
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	Yes	No			
1. No.of Research Guide Among existing staff					
	71-100%		03		
	51-70%		02		
	50% or below		01		
2. No of Teachers with Ph.D. degree	71-100%		05		
	(Yes)51- 70%		03		
	50% or below		02		
3. No of funded Research Project	Total 03 or more	No	03		
	Total 02	No	02		
	Total 01	No	01		
4. Total grant received/ revenue resource other than university funds	15 L or more	No	05		
	10 L	No	03		
	5 L	No	02		
5. Memorandum of Understanding (MOU) / collaboration with industry/research institute	Yes		05		
6. Conferences /Symposium/ Workshops etc. organized					
a. International	No		05		
b. National	Yes		03		
c. State	No		02		
d. Regional/Local	No		02		
7. Number of faculty attended the Conference, workshops	61-100%		05		
	51-60%		03		
	50% or below		02		
8. No of faculty invited as resource person at university/state/national level.	61-100%		05		
	51-60%		03		
	50% or below		02		
9. Research papers/chapter in book					
	a. International	More than 10		15	
		Less than 10	Yes	05	
b. National	More than 10	Yes	10		

	Less than 10		5		
10. Total Number of books/ Reference books Edited/published by the teachers	More than 03	No	10		
	Less than 03	Yes	05		
11. Is Research Journal with ISSN published edited by faculty / College?		Yes	04		
			50		

D: Infrastructure

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
With facility Int.cctv.computer					
1. Building With Internet.cctv. computer facility	Yes				
a. Separate	Yes		05		
b. Shared			03		
2. Principals Cabin with washroom	Yes		03		
3. Administrative Office	Yes		03		
4. Visiting Room/Waiting room	Yes		03		
5. Staff room					
a. All staff with washroom	Yes		05		
b. Shared with washroom			03		
6. Girls room with washroom	Yes		03		
7. Boys Common room	No		03		
8. Are Class rooms adequate?	Yes		03		
9. ICT Resources (LCD, Audio- Video, Smart Interactive Board) With 30 benches	Yes		03		
10. Computers with internet to all faculty	Yes				
a. To all	Yes		05		
b. Shared			03		
11. Auditorium or multipurpose hall	No		03		
12. Well Equipped Laboratories Adequate Equipment /Instruments for Teaching	Yes		05		
13. Internet Access to students	Yes		03		
14. Parking for Students and Staff	Yes		03		
15. Purified Drinking Water facility (with RO System)	Yes		03		
16. Garden/plantation /Open Lawn/	Yes		02		
17. Separate Toilet facilities for					
a. Non-Teaching staff	No		02		
b. Men	Yes		02		
c. Women	Yes		02		

18. Store room	Yes		02		
19. Workshop/creation room	No		03		
20. College Library Reading room min 50 chairs	Yes		03		
21. Library equipped with digital studio	Yes		03		
22. Books purchased more than 50,000 /yearly	Yes		03		
23. Grievances / Redresser Committee	Yes		02		
24. Anti-ragging committee	Yes		02		
25. Ramp for Physically challenged persons	Yes		02		
26. Safety equipment's (Fire extinguisher min. 1/floor)	Yes		02		
27. Generator, Inverter UPS Systems	Yes		03		
28. Security guard	Yes		03		
29. Use of Surveillance System	Yes		03		
30. Energy and water saving practices (2 marks each)	Yes		04		
31. Placement/Counseling Centre (2 marks each)	Yes		04		
Total			97		
E-Qualitative Analysis of the College assigned by the expert committee			30		
Grand Total A+B+C+D+E			382		

1. Research papers (Last 3 years)

Department	2017-18	2018-19	2019-20	Total
Zoology				

Chemistry				
Physics				
Botany				
Commerce				
Marathi				
Hindi				
English				
Geography				
Economics				
History				
Physical Education				
Total				

Summary of Research Paper Publications in Proceeding of All faculty member of college

Department	2017-18	2018-19	2019-20	Total
Physics				
Commerce				
Marathi				
Hindi				
English				
Economics				
History				
Total				

Date :

Place :

Principal of the College

Committee Report

Detail Remarks from Committee:

2. Overall Gradation of the College

	Max Marks	Marks Obtained	Score (% of Marks)
Section A	75		
Section B	130		
Section C	50		
Section D	97		
Section E	30		
Grade Secured	382		

Date:

Place:

Name of the Committee Member	Signature

2. Overall Gradation of the College

	Max Marks	Marks Obtained	Score (% of Marks)
Section A	75		
Section B	75		
Section C	50		
Section D	70		
Section E	30		
Grade Secured	300		

Date:

Place:

Name of the Committee Member	Signature

