

Matoshri Education Society's  
Matoshri College of Management & Research Centre, Eklahare, Nashik

Affiliated to



**PART 'A'**

YEAR OF PERFORMANCE APPRAISAL: 20\_\_\_/\_\_\_

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the College	:	
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		
		API Score allotted	Self-appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper	25		

	setting, evaluation/ assessment of answer scripts) as per allotment.			
Total of (I)		125		

\* Lectures & tutorials allocation to add upto the norms for particular category of teacher.

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

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Total of (II)		50		

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals [Total Publications = N]	Refereed Journals [Total Publications = N]	15 / publication	N X 15 =	
		No. of Papers in indexed journals [out of N = N <sub>1</sub> ]	No. of Papers in indexed journals [out of N = N <sub>1</sub> ]	5 / publication	N <sub>1</sub> X 5 =	
		No. of Papers with impact factor between 1 and 2 [out of N = N <sub>2</sub> ]	No. of Papers with impact factor between 1 and 2 [out of N = N <sub>2</sub> ]	10 / publication	N <sub>2</sub> X 10 =	
		No. of Papers with impact factor between 2 and 5 [out of N = N <sub>3</sub> ]	No. of Papers with impact factor between 2 and 5 [out of N = N <sub>3</sub> ]	15 / publication	N <sub>3</sub> X 15 =	
		No. of Papers with impact factor between 5 and 10 [out of N = N <sub>4</sub> ]	No. of Papers with impact factor between 5 and 10 [out of N = N <sub>4</sub> ]	25 / publication	N <sub>4</sub> X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N <sub>5</sub> ]	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N <sub>5</sub> ]	10 / Publication	N <sub>5</sub> X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N <sub>6</sub> ]	Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N <sub>6</sub> ]	10/ publication	N <sub>6</sub> X 10 =	
		Total of III (a)				

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system [ a) No. of sole author book(s) = M <sub>1</sub> b) No. of chapter(s) in an edited book(s) = M <sub>2</sub> ]	Text or Reference Books Published by International Publishers with an established peer review system [ a) No. of sole author book(s) = M <sub>1</sub> b) No. of chapter(s) in an edited book(s) = M <sub>2</sub> ]	50 /sole author; 10/chapter in an edited book	M <sub>1</sub> X 50 = M <sub>2</sub> X 10 =		
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers [ a) No. of sole author book(s) = M <sub>3</sub> b) No. of chapter(s) in an edited book(s) = M <sub>4</sub> ]	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN [ a) No. of sole author book(s) = M <sub>3</sub> b) No. of chapter(s) in an edited book(s) = M <sub>4</sub> ]	25 /sole author; 5/chapter in an edited book	M <sub>3</sub> X 25 = M <sub>4</sub> X 5 =		
		Subject Books by Other local publishers with ISBN/ISSN numbers [ a) No. of sole author book(s) = M <sub>5</sub> b) No. of chapter(s) in an edited book(s) = M <sub>6</sub> ]	Subject Books by Other local publishers with ISBN/ISSN numbers [ a) No. of sole author book(s) = M <sub>5</sub> b) No. of chapter(s) in an edited book(s) = M <sub>6</sub> ]	15 /sole author; 3/chapter in an edited book	M <sub>5</sub> X 15 = M <sub>6</sub> X 3 =		
		Chapters contributed to edited knowledge based volumes published by International Publishers  [ No. of chapter(s) = M <sub>7</sub> ]	Chapters contributed to edited knowledge based volumes published by International Publishers  [ No. of chapter(s) = M <sub>7</sub> ]	10 /Chapter	M <sub>7</sub> X 10 =		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories [ No. of chapter(s) = M <sub>8</sub> ]	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories [ No. of chapter(s) = M <sub>8</sub> ]	5 / Chapter	M <sub>8</sub> X 5 =		
Total of III (b)							

III(c)		RESEARCH PROJECT				
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [ No. of Project(s) = P <sub>1</sub> ]	Major Projects amount mobilized with grants above 5 lakhs [ No. of Project(s) = P <sub>1</sub> ]	20 / Project	P <sub>1</sub> X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [ No. of Project(s) = P <sub>2</sub> ]	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [ No. of Project(s) = P <sub>2</sub> ]	15 / Project	P <sub>2</sub> X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) [ No. of Project(s) = P <sub>3</sub> ]	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) [ No. of Project(s) = P <sub>3</sub> ]	10 / Project	P <sub>3</sub> X 10 =	
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs [ No. of 10 Lakh(s)=R ]	Amount mobilized with minimum of Rs.2 lakhs [ No. of 2 Lakh(s)=R ]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) [ a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub> ]	Completed project report (Accepted by funding agency) [ a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub> ]	20 / major project and 10 / minor project	Q <sub>1</sub> X 20 = Q <sub>2</sub> X 10 =	
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/Product/Process [ a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub> ]	Major Policy document of Govt. Bodies at Central and State Level [ a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub> ]	30 / national level; 50/ International level (output or patent)	O <sub>1</sub> X 30 = O <sub>2</sub> X 50 =	
		Total of III (c)				

III(d)		RESEARCH GUIDANCE				
III (d) (i)	M.Phil.	Degree awarded [ No. of Candidates = D <sub>1</sub> ]	Degree awarded [ No. of Candidates = D <sub>1</sub> ]	3/candidate	D <sub>1</sub> X 3 =	
III (d) (ii)	Ph.D	Degree awarded Thesis submitted [ a) No. of Candidates = D <sub>2</sub> b) No. of Candidates = D <sub>3</sub> ]	Degree awarded Thesis submitted [ a) No. of Candidates = D <sub>2</sub> b) No. of Candidates = D <sub>3</sub> ]	10/candidate 7/ candidate	D <sub>2</sub> X10 = D <sub>3</sub> X 7 =	
		Total of III(d)				

III(e)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration [ No. of Programme(s)=T <sub>1</sub> ]	(a) Not less than two weeks duration [ No. of Programme(s)=T <sub>1</sub> ]	20 each	T <sub>1</sub> X 20 =	
		(b) One week duration [No. of Programme(s)=T <sub>2</sub> ]	(b) One week duration [No. of Programme(s)=T <sub>2</sub> ]	10 each	T <sub>2</sub> X 10 =	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A) )	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference [ No. of Papers=C <sub>1</sub> ]	a.International conference [ No. of Papers=C <sub>1</sub> ]	10 each	C <sub>1</sub> X 10 =	
		a. National [ No. of Papers=C <sub>2</sub> ]	a. National [ No. of Papers=C <sub>2</sub> ]	7.5 each	C <sub>2</sub> X 7.5 =	
		b. Regional /State level [ No. of Papers=C <sub>3</sub> ]	b. Regional / State level [ No. of Papers=C <sub>3</sub> ]	5 each	C <sub>3</sub> X 5 =	
		c. Local- University/ College level [ No. of Papers=C <sub>4</sub> ]	c. Local- University/ College level [ No. of Papers=C <sub>4</sub> ]	3 each	C <sub>4</sub> X 3 =	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International [ No. of Lecture(s) and/or Presentation(s) =L <sub>1</sub> ]	a. International [ No. of Lecture(s) and/or Presentation(s) =L <sub>1</sub> ]	10 each	L <sub>1</sub> X 10 =	
		b. National [ No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub> ]	b. National [ No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub> ]	5 each	L <sub>2</sub> X 5 =	
Total of III(e)						

Total of - III (a+b+c+d+e)		
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Grand Total of Category ( I + II + III )		
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Signature of the IQAC Co-ordinator

Signature of the Teacher

Signature of Principal/Director

Date: \_\_\_ / \_\_\_ /20\_\_\_

Place: Pune/Ahemednagar/Nashik

**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 or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1.(a) Assessment by the Head of the Department 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.*

<i>Teaching [Category I of Part 'A']</i>		<i>Extension [Category II of Part 'A']</i>	
<i>Grade</i>	<i>Verified API Score</i>	<i>Grade</i>	<i>Verified API Score</i>
<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 Pricipal/Head of the Department on (1) (b) (and) (c):

4. Remarks and suggestions :

Signature  
(Head of the Department)

Remarks of the **Principal** (Adverse remarks as well as remarks of appreciation)

College Seal

Signature of the Principal  
Stamp