MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal; Established in 1957)

API BASED ANNUAL PERFORMANCE APPRAISAL

Name: ……………………………… Department…………………………. Designation…………………

Date of joining institute: ……………………………… Date of joining the present post……………………………

I.	Performance in Teaching & Evaluation etc.	Max. Score	Assessment	
			Self	HoD**
(i) (a)	***Lectures/Practicals/Tutorials/contact classes taken according to attendance records*** If less than 80 % classes are taken, No score to be assigned. (Allowance may be given for periods of leave where alternative teaching arrangements were made). Maximum score if there is 100% achievements.	50		
(i) (b)	***Two points to be assigned for each extra hour of class, exceeding AICTE norms*** (score to be given only if 100 % achieved in (i) (a))	10		
HoD Remarks##:				
(ii)	***Imparting of knowledge / instruction vis-a-vis the prescribed material*** *(text book, Manual, etc.,) (100% compliance = 20 points)*	20		
HoD Remarks:				
(iii)	***Use of Participatory and Innovative Teaching-Learning Methodologies, updating subject content, course improvement etc. [Maximum Aggregate Limit for (iii): 20 points]***			
(iii)(a)	***Updating of courses, design of curriculum*** (5 points for single course)	10		
(iii)(b)	***Preparation of resource material, fresh reading materials, Laboratory manuals, etc.***	10		
(iii)(c)	***Use of innovative teaching-learning methodologies, use of ICT***	10		
	Updated subject content and course improvement.			
	(1) ICT Based Teaching material; 10 points / each			
	(2) Interactive Courses: 5 Points / each			
	(3) Participatory Learning modules: 5 points / each.			
(iii)(d)	***Developing and imparting Remedial / Bridge courses and Counseling modules (***each activity: 5 Points)	10		
(iii)(e)	***Developing and imparting soft skills / communication skills / personality development courses / modules*** (each activity: 5 Points)	10		
(iii)(f)	***Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in Music performing and visual arts and other traditional areas*** (each activity: 5 Points)	10		
(iii)(g)	***Organizing and conducting popularization programmes / training courses in computer assisted teaching / web-based learning and e-library skills to students.***	10		
	(1) Workshop / Training course: 10 Points each.			
	(2) Popularization program : 5 Points each			
HoD Remarks:				

** The HoD will not award scores for same rank faculty members. Scores for such faculty members will be awarded by the Director
HoD remarks are mandatory in categories (i) where the scores claimed by faculty differ from scores awarded by HoD (ii) performance is extraordinary or any special achievement

	Criterion I Continued…..	Max. Score	Assessment	
			Self	HoD
(iv)	*Examination related work* **(Maximum Aggregate Limit for (iv) : 25 points)**			
	End Semester Examination work as per duties allotted (Invigilation – 10 Points, Evaluation of answer scripts – 5 Points; Question paper setting – 5 Points). (100% compliance = 20 Points)	20		
	Evaluation responsibilities for internal / continuous assessment work as allotted (100% compliance – 10 points).	10		
	Examination work such as coordination, or flying squad duties, etc., (Max. of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points).	10		
	Total Points I (iv) (Maximum limit 15)	15		
HoD Remarks:				
	Total (Criterion I) Maximum	125		
	Total (Criterion I) Minimum required	75		
	Total Scored (Criterion I)			
	Final Assessment By the Director (Criterion I)			

II.	**Co-curricular, Extension and Profession related activities and participation in the Corporate Life of the Institution.**			
(i)	**Extension and co-curricular related activities (Maximum limit II (i): 20)**			
(i) (a)	*Institutional Co-curricular activities for students such as field studies / educational tours, industrial training and placement activity* (5 points each)	10		
(i) (b)	*Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), NCC or any other similar activity* (each activity 10 points)	10		
(i) (c)	*Students and Staff related Socio-Cultural and Sports programmes, Campus publications* (Department level 2 points, Institutional level 5 points)	10		
(i) (d)	*Community work such as values of National Integration, Secularism, democracy, socialism, humanism, peace, scientific temper; flood or drought relief, small family norms.etc* (5 points each)	10		
Total Points Scored II (i) (Maximum limit 20)		20		
HoD Remarks:				

II (ii) *Contribution to Corporate Life and Management of the Institution*
[Maximum Aggregate Limit for II (ii) : 15 points]

		Max. Score	Assessment	
			Self	HoD
(ii) (a)	*Contribution to Corporate life through meetings, popular lectures, subject related events, articles in College magazine/ University volumes* (2 points each)	10		
(ii) (b)	*Institutional Governance responsibilities like, Dean, Director, Warden, Proctor, HoD, Class coordinator, IQAC Coordinator* (10 points each)	10		
(ii) (c)	*Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee* (5 points each).	10		

		Max. Score	Assessment	
			Self	HoD
(ii) (d)	*Responsibility for or participation in committees for Students welfare, counseling and discipline* (5 points each)	10		
(ii) (e)	*Organization of Conference / Training :* [International: 10 points; national / regional: 5 points]	10		
Total Points Scored II (ii) (Maximum limit 15)		**15**		
HoD Remarks:				
(iii)	*Professional Development related activities* *[Maximum Aggregate Limit for (iii): 15 points]*			
(iii) (a)	*Membership in professional related committees at state and national level*	10		
	(a) At National level : 3 points each			
	(b) At State level : 2 points each			
(iii) (b)	*Participation in subject associations, conferences, seminars without paper presentation.* [Each activity: 2 Points]	10		
(iii) (c)	*Participation in short- term training courses of less than one week duration in educational technology, curriculum development, professional development. Examination reforms, Institutional governance* (each activity: 5 Points)	10		
(iii) (d)	Membership / participation in Bodies / Committees on Education and National Development (5 each)	10		
(iii) (e)	*Publication of articles in newspapers, magazine or other publications (not covered in category III); radio talks etc.,* (1 point each)	10		
Total Points Scored II (iii) (Maximum limit 15)		**15**		
HoD Remarks:				
Total (Criterion II) Maximum: 50				
Total (Criterion II) Minimum required: 15				
Total (Criterion I+ Criterion II) Maximum: 175				
Total Criterion (I+ II) Minimum required: 100				
Total Scored (Criterion II)		**50**		
Final Assessment By the Director(Criterion II)				

III. Research Publications & Academic Contributions
(Refer AICTE Guidelines for filling the same)

		Max. Score	Assessment	
			Self	HoD
A	*Research Papers published [#]* [Refereed journals:15 per publication , Non refereed but recognized journals having ISBN/ISSN number: 10 per publication, Seminar/Conference proceeding full paper(Abstract not to be included): 10 points per international publication and 5 points per national publication **#** [Score will be augmented as follows: (Indexed journal-by 5 points, papers with impact factor between 1- 2 by 10 points, papers with impact factor between 5 &10 by 25 points]			

B	*Research Publications (books, chapters in books, other than referred Journal articles)*				
	[(i)Text or reference books published by International publisher with an established peer review system: 50 per book for sole author, 10 per Chapter in an edited book. (ii) Subject books by National Level Publishers/State/Central Govt. : 25 sole author /5 per Chapter (iii) Subject books by other local publishers: 15 sole author /3 per Chapter [The final score for joint publications in A & B to be evaluated in the following manner: The first/principal author and the corresponding author/supervisor share the total score equally. If number of authors is more than two, then the first two authors share 60% of the total score and the remaining authors will share equally 40% of the score]				
C	*Research Projects*				
(i)	**Sponsored projects carried out / ongoing** [(a)Major research Grants above Rs. 30 Lac: 20 points per project; (b) Major research Grants between Rs. 5-30 Lacs: 15 points per project (c) Minot research Grants between Rs. 50,000 to 5.0 Lacs : 10 points/project]				
(ii)	**Consultancy Projects carried out / ongoing** [Minimum Rs. 3.0 Lac: 10points per every Rs. 3.0 Lac]				
(iii)	**Completed projects Quality evaluation** [Completed Project Report (After acceptance from funding agency): 20/10 points per major/minor project]				
(iv)	**Projects outcome / outputs** [Major policy document of Government Bodies at State/Central Level, Patent/Technology Transfer : 50/30 each for International/National Level				
D	*Research Guidance*				
(i)	M.Phil / MF / M.Tech Degree awarded (3 points each)				
(ii)	ii) Ph.D - Degree Awarded & Thesis submitted (Awarded: 10; Submitted: 07)				
E	**Training Courses and Conference / Seminar / Workshop papers**				
(i)	**Attended Refresher courses, Methodology, workshops, Training, Teaching Learning Evaluation Technology programmes, Soft skills development programmes, Faculty development programmes** (Max 30 points)[Two/One week duration: 20/10 points each]				
(ii)	**Papers Conferences / Seminars/Workshops etc** [**Participation & presentation** (**Oral/poster**) of research papers in International/National/Regional or state level/Local Conferences 15/10/5/3/ points each]				
(iii)	**Invited Lectures or presentations for conferences / symposia** [International/National Level: 10/5 points each]				
Total (Criterion III) Minimum required: Asstt. Prof (Grade 1-2-3) /Assoc. Prof./Professor: 5-10-15/20/20					
Total Scored (Criterion III)					
HoD Remarks:					
Final Assessment By the Director(Criterion III)					
Total Score awarded (Criterion I+II+III)					

Recommended for release of Annual Increment :   Yes or No
Comments by the Director: (To be communicated to Faculty)