Dr. A.D. Shinde College of Engineering has implemented a comprehensive Institutional Performance Appraisal System (IPAS) for both teaching and non-teaching staff to ensure accountability, professional development, and institutional growth. This system is designed to assess the performance of faculty and staff based on predefined criteria that align with the college's academic and administrative goals. For teaching staff, the appraisal focuses on key aspects such as teaching effectiveness, student feedback, research contributions, attendance, and involvement in academic and co-curricular activities. Faculty members are encouraged to set personal development goals and are provided with constructive feedback to enhance their teaching methods, subject knowledge, and research capabilities. The appraisal process is conducted annually and includes self-assessments, peer reviews, and student evaluations. For non-teaching staff, the appraisal evaluates administrative efficiency, punctuality, teamwork, and adherence to institutional policies. This ensures that all staff members contribute effectively to the overall functioning of the institution, supporting the academic and operational needs of the college. The Performance Appraisal System encourages transparency, professional growth, and recognizes exceptional contributions. It also helps in identifying areas for improvement, allowing the college to provide targeted training and development opportunities.
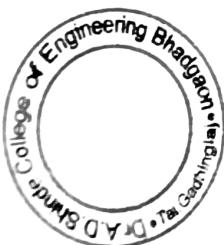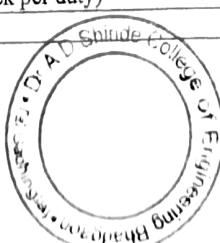
PERFORMANCE BASED APPRAISAL SYSTEM
Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 125   *Minimum API Score Required: 75*

Sr. No.	Nature of Activity	Your score	Max Score
1	**Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated**		
	Lectures, seminars, tutorials, practicals, contact classes should be based on verifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. *(To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus)*		50
2	**Lectures or other teaching duties in excess of the UGC norms**		
	If a teacher has taken classes exceeding UGC norms, then **0.25 scores to be assigned for each extra hour** of unpaid class.		10
3	**Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students**		
	a) Preparation and Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.): 15 points b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc.: 5 points for each paper or manual		20
4	**Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.**		
	Updating of courses, design of curriculum: 5 points per paper per course		10
	Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)		10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis. (Use of any one of these in addition to Chalk & Board: 10 points)		20
	Developing and imparting Remedial/Bridge Courses (each activity: 5 points)		10
	Developing and imparting soft skills/communications skills/personality development courses/modules, etc. (each activity 5 points)		10
	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
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each		10
	Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity: 5 points)		10
	Maximum Aggregate Limit for Sr. No.4		20
5	**Examination Related Work**		
	College/University semester/Annual Examination work as per duties allotted 1. Supdt.-in-Chief/Supdt./Deputy Supdt. – 10 points per semester, 2. Invigilation – 5 points per semester for at least five duties, 3. Evaluation of answer scripts-5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject of maximum of 15 points, 4. Question paper setting-5 points per paper subject to maximum of 15) (100 % compliance = 20 points)		20
	College/University examination/Evaluation responsibilities for internal assessment/ sessionals/seminars/assignment/continuous assessment work as allotted (100 % compliance = 15 points)		15
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)		10
	Maximum Aggregate Limit for Sr. No.5		25

te: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a* mittee *constituted for the purpose.*

tegory II: Co-Curricular, Extension and Professional Development Related Activities
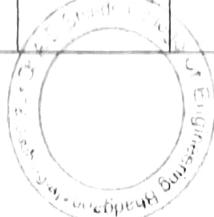
ximum Scores Allocated: 50   *Minimum API Score Required: 15*

r. o.	Nature of Activity	Your score	Maximum Score
	Extension, Co-curricular and Related Activities		10
	Institutional Co-curricular activities for students such as field studies/ educational tours/industrial tour/field training/quiz contest/declamation contest/debate/industry implant training etc. (5 points each for teacher incharge/ one additional member)		10
	Positions held/Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Woman Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)		10
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs 1 lakh for the education of the poor/needy/meritorious student, organizing a blood donation camp (5 points each)		15
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme (s) or contributing by participating or accompanying a team in any of the programme (s) at intra/interdepartmental or intercollegiate or interuniversity level). a) Intradepartmental/college level: 5* points each b) Interdepartmental: 10* points each c) Intercollegiate: 10* points each d) Interuniversity: 15* points each * Teacher incharge/convener will get full points and member will get half points for the event		10
	Community work such as values of National Integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation, Library literacy programme, etc. through lectures/awareness programmes or through TV/Satellite/ EDUSAT/Radio etc. (5 points each)		
	Maximum Aggregate Limit for Sr. No.1		20
	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities		
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)		10
	Institutional Governance responsibilities: DAA, DR&D, Dean of Colleges, DSW, Proctor, Chief Warden (Boys/Girls): 15 points each Deans of faculties, Director UIET, Director Distance Education, Principal, Chairperson/Head/Director, Librarian, NAAC Coordinator, Director IQAC, Coordinator SAP: 10 points each Vice-Principal, Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, , Deputy Coordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/Executive Council/Academic Council/IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee, GSCASH, House Allotment Committee, to coordinate the activities at departmental/college level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of Governing Bodies of Colleges/Institutions, Secretary of the Departmental Committee, etc.: 7 points each (Full points for completed year and proportionate score for less period)		15
	Participation in committees concerned with any aspect of departmental or institutional activity such as admission (including online admission), budget/purchase, time-table, campus development, inspection, library, students welfare, guidance & counseling,		15

Category III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Engineering and Technology/ Agriculture/ Veterinary Sciences/ Medical Sciences/Physical Sciences/ Life Sciences /Pharmaceutical Sciences	Faculties of Arts & Languages/ Humanities/ Social Sciences/Library/ Education/Management Sciences/ Commerce/ Law/ Performing and Visual Arts	Max. points for University and College teacher position		
				API Score allotted	Self Appraisal Score+	Verified API Score//
IIIA	Research Papers* published in:	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45/publication		
		Refereed Journal with impact factor of 2 and more but less than 5	Refereed Journal with impact factor of 2 and more but less than 5	35/publication		
		Refereed Journal with impact factor of 1 and more but less than 2	Refereed Journal with impact factor of 1 and more but less than 2	30/publication		
		Refereed Journal with impact factor of more than zero but less than 1	Refereed Journal with impact factor of more than zero but less than 1	25/publication		
		Refereed and Indexed	Refereed and Indexed	20/publication		
		Refereed	Refereed Journals (Fine Arts: participation in international exhibition/Workshop with one's own work-15 points each)	15/publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (Fine Arts: participation in international exhibition/Workshop with one's own work-10 points each; state level-5 points each)	10/publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication		
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 with ISBN	Text or Reference Books published by International Publishers with an established peer review system with ISBN	50/sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers (Fine Arts: Solo exhibition of one's worn	25/sole author (book) and 5 each chapter in an edited book		

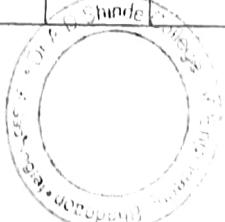|		Points
	placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chairperson/Director/Principal/Head/University Court/Executive Council/Academic Council/Staff Council etc. (Convener: 7 points each, Member: 5 points each)	10
	Organization of Conferences/Seminars/Symposia/Workshops/Training as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) Conferences/Seminars/Symposia: i) International level (10 points each) ii) National /Regional (7 points each) b) Workshop/Training (1 point each day subject to maximum of 7 points) As member of the organizing committee of a) (i) above (5 points each) As member of the organizing committee of a) (ii) or b) above (3 points each) Member of the Advisory Committee of a) (i) above (3 points each) Member of the Advisory Committee of a) (ii) above (2 points each)	15
	Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint Secretary/Treasurer etc. (5 points each)	15
	Maximum Aggregate Limit for Sr. No.2	
3.	**Professional Development Activities**	10
	Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each): Visits abroad (excluding for conference/seminar/symposia/workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair/ Rapporteur (5 points each).	
	Invited Lectures in orientation courses/refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 points each)	10
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc. (5 points each)	10
	Membership of professional associations/bodies/academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University/Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D Thesis (5 points each), M.Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each); M.Phil (3 points each)	10
	Office bearers of professional bodies including Teachers' association, Teachers' club, Alumni Association, Academic Societies etc. (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	10
	Maximum Aggregate Limit for Sr. No.3	15

Note: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

				work-25 points each)			
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author (book) and 3 each chapter in an edited book			
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10/Chapter			
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter			
III C	RRESEARCH PROJECTS						
(i)	Sponsored Projects carried out/ ongoing	(a) Major Project (Amount mobilized with grant above Rs.30.00 lakhs)	(a) Major Project (Amount mobilized with grant above Rs.5.00 lakhs)	20/Project			
		(b) Major Projects (Amount mobilized with grants above Rs.5.00 lakhs upto Rs.30.00 lakhs)	(b) Major Projects (Amount mobilized with grants above Rs.3.00 lakhs upto Rs.5.00 lakhs)	15/Project			
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs.5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above Rs.25,000 upto Rs.3.00 lakhs)	10/Project			
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10 lakhs and Rs. 2 Lakhs, respectively			
		Amount mobilized between Rs.20,000/- and Rs.10.00 lakhs	Amount mobilized between Rs.10,000/- and Rs.2.00 lakhs	5 for<Rs.10 lakhs and <Rs.2 lakhs, respectively			
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/each major project and 10/each minor project			
(iv)	Projects outcome/ outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 /each for international level			
III D	Research Guidance						
(i)	M.Phil	Degree awarded only	Degree awarded only	3/each candidate			
(ii)	Ph.D.	Degree awarded	Degree awarded	10/each candidate			
		i) Thesis submitted	i) Thesis submitted	7/each			

				candidate		
III E	**Training Courses and Conferences /Seminar/Symposium/Workshop Papers**					
(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 b) One week duration	a) Not less than two weeks duration b) One week duration	20/each 10/each		
(ii)	Papers in Conferences/ Seminars/ Symposia/ Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	 10/ each 7.5/each 5/each · 3/each		
(iii)	Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions	a) International b) National c) Regional/State level d) Local-University/ College level	a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 5/each		

~ To be filled by the candidate

\# For office use only.

* The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First / Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).

Note: Date of publication of research paper will be 1ˢᵗ January in case journals published annually, 1ˢᵗ day of the half year in case of journals published half yearly, 1ˢᵗ day of the quarter in case of journals published quarterly, 1ˢᵗ day of the month in case of journals published monthly and likewise.

Filled By: _____ Designation _____ Department _____

Score after verification: _____

Verified By: HOD _____ Dean Academics: _____

Remarks: Recommended / Not recommended for increment in ensuing year

Approved by: Principal _____ Secretary _____

PERFORMANCE BASED APPRAISAL SYSTEM

Category I: Teaching, Learning and Evaluation Related Activities

Minimum API Score Required: 75

Nature of Activity	Your score	Max score
Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated		
...lectures, tutorials, practicals, contact classes should be based on verifiable records		
...performance & proportionate score up to 80%		
...be assigned if a teacher has taken less than 80% of the assigned classes	50	
...be deducted for classes not held or missed due to i) students not turning up or bunking classes. ...leave of the teacher of any kind, iii) any other reason beyond the control of the teacher		
...calculated out of *the total possible classes to be held or number of classes mentioned in the syllabus* lectures or other teaching duties in excess of the UGC norms		
...classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour	2.5	10
Preparation and **Imparting** of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students		
Preparation and Imparting of knowledge/instructions as per curriculum with the prescribed material text book Manual etc.): 15 points	15	20
Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc. 5 points for each paper or manual		
Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.		
Updating of courses, design of curriculum: 5 points per paper per course	10	10
Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each	5	10
Use of ICT in Teaching-Learning process with computer-aided methods like power-point multimedia/simulation/software etc. on regular basis. Use of any one of these in addition to Chalk & Board: 10 points)	10	20
Developing and imparting Remedial/Bridge Courses (each activity: 5 points)		10
Developing and imparting soft skills/communications skills/personality development courses/modules. etc. each activity: 5 points)		10
Developing and imparting specialized teaching-learning programmes in Physical Education, Library.		10
Innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each ...5 points		
Organizing and conduction of popularization programmes/training courses in computer assisted teaching web-based learning, e-library skills to students, etc. Training course: 10 points each Popularization programmes: 5 points each		10
...of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure. ...of class rooms, development of software (each activity: 5 points)	5	10
Maximum Aggregate Limit for Sr. No.4	20	20
Examination Related Work		
...Semester/Annual Examination work as per duties allotted		20
...Chief Supdt. Deputy Supdt. – 10 points per semester,		
...5 points per semester for at least five duties,	20	
...answer scripts-5 points up to 100 answer scripts and one point for each subsequent block of ...subject of maximum of 15 points,		
...setting-5 points per paper subject to maximum of 15)		
(100% compliance – 20 points)		
...Examination/Evaluation responsibilities for internal assessment/sessionals/seminars/assignment/continuous assessment work as	15	15
(100% compliance – 15 points)		
Examination work ...coordination, or flying squad duties etc. (2 points per week per duty)	2	10
Maximum Aggregate Limit for Sr. No.5	25	25
	112.5	

Note: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

Category II: Co-Curricular, Extension and Professional Development Related Activities

Maximum Scores Allocated: 50   **Minimum API Score Required: 15**

Sr. No	Nature of Activity	Your score	Maximum Score
	Extension, Co-curricular and Related Activities		
	Conduct of Co-curricular activities for students such as field studies/ educational excursions/ study tour field training/quiz contest/declamation contest/debate/industry implant training (5* points each for teacher incharge/ one additional member)	05	10
	Positions held/ Leadership role played in organization linked with Extension Work and National Services like NSS, NCC, Red Cross, Eco-Club, Woman Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)		10
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs 1 lakh for the education of the poor/needy/meritorious student, organizing a blood donation camp (5 points each)		10
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme (s) or contributing by participating or accompanying a team in any of the programme (s) at intra interdepartmental or intercollegiate or interuniversity level). a. Intradepartmental/college level: 5* points each b. Interdepartmental: 10* points each c. Intercollegiate: 10* points each d. Interuniversity: 15* points each * Teacher incharge/convener will get full points and member will get half points for the event	10	15
	Community work such as values of National Integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation, Library literacy programme, etc. through lectures/awareness programmes or through TV/Satellite/ EDUSAT/Radio etc. (5 points each)	05	10
	Maximum Aggregate Limit for Sr. No.1	20	20
	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities		
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, expert extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)	05	10
	Institutional Governance responsibilities: DAA, DR&D, Dean of Colleges, DSW, Proctor, Chief Warden (Boys/Girls): 15 points each Deans of faculties, Director UIET, Director Distance Education, Principal, Chairperson/Head/Director, Librarian, NAAC Coordinator, Director IQAC, Coordinator SAP: 10 points each Vice Principal, Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, Deputy Coordinator SAP, Coordinator University Website, Coordinator Campus working, Member of University Court/Executive Council/Academic Council, IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee, GSCASH, House Allotment Committee, to coordinate the activities at departmental/college level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of Governing Bodies of colleges/institution, Secretary of the Departmental Committee, etc.: 7 points each (full points for completed year and proportionate score for less period)	14	15
	Participation in committees concerned with any aspect of departmental or institutional activity such as admission (including online admission), budget/purchase, time-table, and development, inspection, library, students welfare, guidance & counseling,	10	15
		29	30

Category III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S. No	APIs	Engineering and Technology/ Agriculture/ Veterinary Sciences/ Medical Sciences/Physical Sciences/ Life Sciences / Pharmaceutical Sciences	Faculties of Arts & Languages/ Humanities/ Social Sciences/Library/ Education/Management Sciences/ Commerce/ Law/ Performing and Visual Arts	Max. points for University and College teacher position		
				API Score allotted	Self Appraisal Score†	Verified API Score††
III A	Research Papers* published in.	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45/publication		
		Refereed Journal with impact factor of 2 and more but less than 5	Refereed Journal with impact factor of 2 and more but less than 5	35/publication		
		Refereed Journal with impact factor of 1 and more but less than 2	Refereed Journal with impact factor of 1 and more but less than 2	30/publication		
		Refereed Journal with impact factor of more than zero but less than 1	Refereed Journal with impact factor of more than zero but less than 1	25/publication		
		Refereed and Indexed	Refereed and Indexed	20/publication		
		Refereed	Refereed Journals (Fine Arts: participation in international exhibition/Workshop with one's own work-15 points each)	15/publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (Fine Arts: participation in international exhibition/Workshop with one's own work-10 points each; state level-5 points each)	10/publication	20	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication		
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 with ISBN	Text or Reference Books published by International Publishers with an established peer review system with ISBN	50/sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers (Fine Arts: Solo exhibition of one's work	25/sole author (book) and 5 each chapter in an edited book		

2.0

placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice Chancellor/Chairperson/Director/Principal/Head/University Court/Executive Council/Academic Council/Staff Council etc. ((Convener: 7 points each, Member: 5 points each)		10
Organization of Conferences/Seminars/Symposia/Workshops/Training as Coordinator/ Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc:		
a) Conferences/Seminars/Symposia:		
i) International level (10 points each)		
ii) National/Regional (7 points each)		
b) Workshop/Training (1 point each day subject to maximum of 7 points) As member of the organizing committee of a) (i) above (5 points each) As member of the organizing committee of a) (ii) or b) above (3 points each) Member of the Advisory Committee of a) (i) above (3 points each) Member of the Advisory Committee of a) (ii) above (2 points each)		15
Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/ Co-convener/Secretary/Joint Secretary/Treasurer etc. (5 points each)		15
Maximum Aggregate Limit for Sr. No.2		

Professional Development Activities

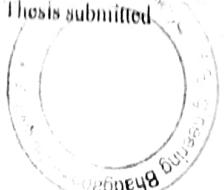|		
Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each): Visits abroad (excluding for conference/seminar/symposia/workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair/ Rapporteur (5 points each).		10
Invited Lectures in orientation courses/refresher courses (5 points each)		10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 points each)	05	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc. (5 points each)		10
Membership of professional associations/bodies/academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University/Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D Thesis (5 points each), M.Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each); M.Phil (3 points each)	05	10
Office bearers of professional bodies including Teachers' association, Teachers' club, Alumni Association, Academic Societies etc. (5 points each)		10
Publication of articles in newspapers, magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)		10
Maximum Aggregate Limit for Sr. No.3	10	15

Note: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

		Work 25 points each)		
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author (book) and 3 each chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10/Chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter
III C	RRESEARCH PROJECTS			
(i)	Sponsored Projects carried out/ ongoing	(a) Major Project (Amount mobilized with grant above Rs.30.00 lakhs)	(a) Major Project (Amount mobilized with grant above Rs.5.00 lakhs)	20/Project
		(b) Major Projects (Amount mobilized with grants above Rs.5.00 lakhs upto Rs.30.00 lakhs)	(b) Major Projects (Amount mobilized with grants above Rs.3.00 lakhs upto Rs.5.00 lakhs)	15/Project
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs.5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above Rs.25,000 upto Rs.3.00 lakhs)	10/Project
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10 lakhs and Rs. 2 Lakhs, respectively
		Amount mobilized between Rs.20,000/- and Rs.10.00 lakhs	Amount mobilized between Rs.10,000/- and Rs.2.00 lakhs	5 for<Rs.10 lakhs and <Rs.2 lakhs, respectively
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/each major project and 10/each minor project
(iv)	Projects outcome/ outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 /each for international level
III D	Research Guidance			
(i)	M.Phil	Degree awarded only	Degree awarded only	3/each candidate
(ii)	Ph.D.	Degree awarded	Degree awarded	10/each candidate
		i) Thesis submitted	i) Thesis submitted	7/each

	candidate		
III F Training Courses and Conferences/Seminar Symposium/Workshop Papers			
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	a) Not less than two weeks duration	20/each
	b) One week duration	b) One week duration	10/each
Papers in Conferences Seminars Symposia Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each
Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions	a) International b) National c) Regional/State level d) Local-University/ College level	a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 5/each

- To be filled by the candidate

$112.5 + 25 + 24 + 30$

- For office use only.

$= 191.5$

* The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First / Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under this sub-head III (e) (ii).

Note Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

Filled By _____ Modyloon_ Designation _Asst Prof_ Department _Civil Engg_

Score after verification _____

Verified By HOD _____ Dean Academics: _____

Remarks Recommended / Not recommended for Increment in ensuing year

Approved by Principal _____

ANNUAL PERFORMANCE APPRAISAL FOR THE FACULTIES FOR THE YEAR 2024-25

EMPLOYEE DETAILS

Name : Mahesh M lalikoli   Designation : Computer Hardward Networks
Department : Computer Science and Eng   College : Dr ADshinde College of Eng
Date of Joining : 15/11/2023   Date of Birth & Age: 03/07/1984 40Yr

GUIDELINES

1. *The filled in forms are to be routed through the HoDs & Principals*
2. *The particulars given by the faculties are to be verified with records, originals or copies of certificates by the HoDs duly counter verified by the principals*
3. *Instructions given under each column may carefully be read before filling the form.*
4. *This form is to be submitted every year from 1st June to 30th june.*
5. *Necessary Documentaries are attached wherever required.*

1. Educational Qualification:

Degree	Branch/ Specialization	College	University	Year of completion	%
UG	B.A	Yiveterananda College Hul	Banglore University	July -2009	
PG					
Ph.D.					

2. Experience Details:

S.No.	Position held	Institution/Industry	Period From	To	Exp. in Years	Verify Documents By HOD
1	Hardwear Trainee Eng	Arun Infocteh.	Mar-2005	Aug-2006	18 m.	
2	Hardwear Engineer	Prime Compder's	Sep-2006	July-2007	11 months	
3	Office Assistant	Shri Koshogra Dharmala Rural Devep	Mar-2011	Aug-2015	5y - 5 mon	
4	Assistant manager	- " -	Apr-2015	Feb-2016	11 - mont	
5	Lab Technican	SJPN Nidavachi	Sep-2021	D -2023	2y	
6	Hardwear Eng and Netoork inst	Dr. Ad shind College of Eng	Dec-2023	-	-	
7						

2. ACADEMIC PERFORMANCE INDICATORS NA

a. Total Teaching Hours Per week

Class /Sem	Year	Subject	Hours allotted per week	Verified by HOD
Total				

3. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES   N A

	Item	Score self (5/4/3)	Score obtained by HOD
i.	Availability to students during working hours		
ii.	Punctuality to classes		
iii.	Regularity in taking classes as per time table		
iv.	Maintenance of students attendance register and course files		
v.	Regularity in giving home assignments		
vi.	Availability for examination work including invigilation/valuation		
vii.	Participation in curriculum/ Syllabus development		
viii.	Participation in college/departmental activities		
ix.	Preparation of course hand outs		
x.	Content delivery and nature of communication		

4. Academic Results: N A

Class	Year	Subjects	Analytical	Theory	Pass Percent	Verified by HOD

5. Students Feedback (Filled by HOD):   N A

Class/ Sem	Year	Subject	Feedback - Excellent/ Good / Average / Poor	Verified by HOD

6. Details of Papers Presented in National/International Journals Conferences attended Books Published and Patent   N D

Sr. No	Particular	Details with ISSN NO. (Attach Extra Sheet if Required)

7. Additional Responsibilities:

NBA / NAAC / NIRF / ATAL / SWACCHTA
Placement Support
Branding the Institute
Summer Projects
Industrial relations
Industrial Visits
Students Internship
On the Job Training
Students Counseling
NCC / NSS / YRC / Sports etc.

Responsibilities	Verified by HoD in consultation with the concerned staff incharge

8. Contributions in Admissions: (If required use extra sheet)

Name of the Student	Department	College	Verified by HOD

9. To Be Filled By Office Authority

No.of Days Early going	No.of Days Late Coming	No.of Days Casual Leave Taken	Other Leave Details (If Any)
		Signed By Respective Authority	

your

10. Your strength
Weakness
....
....
....
....
....
....

11. Any suggestion to improve your department and our Institution

Faculty Signature

Date

ASSESSMENT BY HOD

Overall Feedback				Mark	Remarks If any
Excellent	Good	Average	Poor	5	Eligible for increment
(Tick whichever is applicable)					

Note : Excellent – 5 marks / Good – 3 marks / Average – 2 marks / Poor – Nil

Certified that I have verified all the proof of evidence, original or true copies and found them correct.

m. r.r k Hasure
Signature of the HoD
with Name & Date

ASSESSMENT & RECOMMENDATION BY PRINCIPAL
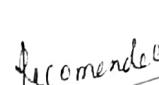
Overall Feedback				Mark	Remarks If any
Excellent	Good	Average	Poor	0 4	Recoredid
(Tick whichever is applicable)					

Note : Excellent – 5 marks / Good – 3 marks / Average – 2 marks / Poor – Nil

Certified that I have counter verified all the particulars submitted and found them correct.

Signature of the PRINCIPAL
A.D.Shinde College of Engineering
Bhadgaon, Tal.Gadhinglaj, Dist.Kolhapur

RECOMMENDATION BY Secretary /Chairman for Appraisal

Appraisal of particular staff	Remarks
Recommended /Not Recommended	Recomended

- **Forwarded the Same to implement for principal and Registrar/Office Suptd./Account Section**
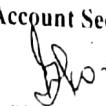
Signature of Secretary/Chairman