

# ORIENTAL UNIVERSITY INDORE



## PERFORMANCE APPRAISAL - TEACHING STAFF

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

### SECTION – A:

1. Name	
2. Age	
3. Date of Joining Oriental University	
4. Designation	
5. Area of Specialization	
6. Qualifications including diplomas and highest degrees	

Degree/Diploma	University	State	Year

### SECTION – B:

#### CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SL.NO.	Nature of Activity	Scores		
		Maximum Score	Self-appraisal Score	Verified API Score
Category I (A)	Learning and Teaching			
1.	Lectures, seminars, tutorials, practicals, contact hours taken as percentage of lectures allocated (100%compliance = 30 points, 80% = 10 points and so on)  Total number of lectures allocated:  Number of lectures taken:	30		

4.	Imparting of knowledge / instruction vis a vis syllabus and methodology of the curriculum (100% compliance = 20 points, 80% = 10 points and so on)	20		
5.	University or other college/university examination duties (Question papersetting and evaluation of answer scripts)	10		
6.	College/University examination/Evaluation duties for internal/continuous assessment work as allotted (100% compliance = 10 points)	10		
7.	Additional examination work such as coordination, invigilation, flying squad duties etc.	10		
8.	Student feedback Excellent : 15 Very good : 10 Good : 5	15		
Category I (B)	Development			
1.	Development or delivery of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement.  a) Number of ICT Based Teaching material:(10 points/each) b) Number of Interactive Courses: (5 points/each) c) Number of Participatory Learning modules:(5 points/each)	10		
2.	Number of Remedial / Bridge Courses modules developed and imparted (Each activity: 5 points)	10		
3.	Number of soft skills / communication skills / personality development courses / modules developed and imparted (Each activity: 5 points)	10		
5.	Number of popularization programmes / training courses in computer assisted teaching / web – based learning and e – library skills to students organized and conducted  a) Workshop / training course: 10 points each. b) Popularization program: 5 points each	10		

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

SL.NO.	Nature of Activity	Scores		
		Maximum Score	Self-appraisal Score	Verified API Score
Category II (A)	Co-Curricular, Extension Activities			
1	Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events, articles in university newsletter/prospectus.  a) Number of articles: (5 points each) b) Number of lectures : (5 points each) c) Number of events : (5points each)	10		

2	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.  a) Number of Field studies / Educational tour :(5 points each) b) Number of Industry – implant training :(5 points each) c) Number of Placement activity : (5 points each)	10		
3	Number of Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non- Governmental channels (Each activity 5 points each)	10		
4	Number of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental)  a) Intra departmental : (1 point each) b) Inter department : (2 points each)	05		
5	Number of Professional Ethics and campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programmeliike Environmental Education etc and value based programmes	05		
Category II (B)	Profession – Related Contribution			
1	Institutional Governance responsibilities like HOD , Dean, Director, Warden, IQAC member and any other membership of institutional committees : 3 points each  a) Warden / IQACmember : 2 points each b) Member of BOS : 2 points each c) Member of Academic council : 3points each d) Member of other college / university level committees : 1 point each	05		
2	Membership in profession related committees at stateand national level  a) At national level: (3 points each) b) At state level: (2 points each)	10		
3	Participation/ organizing member in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	05		
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	05		
5	Membership of professional associations committees, editorial committees of journals / institutional publications. (Each activity: 2 points)	05		

**CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS**

Sl.No.	APIs	Sciences	Faculties of languages Arts / Humanities / Social Sciences / Library / Physical education / Management	Scores		
				Maximum score	Self-appraisal Score	Verified API Score
III (A)	Research Publication (journals)	Number of articles in refereed Journals with impact factor below 2.0	Number of articles in refereed Journals which are indexed publications with Impact factor less than one	5/ publication		
1		Number of articles in refereed Journals with impact factor 2.1 and below 5.0	Number of articles in refereed Journals with impact factor 1.0 and below 2.0	10/ publication		
2		Number of articles in refereed Journals with impact factor 5.1 and below 10.0	Number of articles in refereed Journals with impact factor 2.0 and below 5.0	20/ publication		
3			Number of articles in refereed Journals which are not indexed without any impact factor	3/ publication		
4		Number of full papers in conference proceedings, etc. (Abstracts not to be included)	Number of full papers in Conference proceedings, etc. (Abstracts not to be included)	10/ publication		
III (B) 1	Research Publications (books, chapters in books, other than refereed journal articles)	a) Number of Text or reference Books Published by International Publishers with an established peer review system b) Number of chapters in edited books	a) Number of Text or reference Books Published by International Publishers b) Number of chapters in edited books	50/sole author (25 for two authors and so on); 10 / chapter in an edited book		
2		a) Number of Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers b) Number of chapters in edited books	a) Number of Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN b) Number of chapters in edited books	25 / sole author (12 for two authors and so on), and 5/ chapter in edited books		
III (C)	Research Project					
1		a) Number of Major Projects amount mobilized with grants above 10.0 lakhs		15 each major project		
		b) Number of Minor Projects from central / state funding agencies with grants above Rs. 2.00 lakhs		10 each minor project		

2	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.5.00 lakhs	10 for Rs.5.00 lakhs 2 for Rs 1.00 lakh and so on		
3	Projects Outcome /	Number of Patent/Technology transfer / Product	30 each output or outcome for National patents / 50 each for International		
III (D)	Research Guidance				
1	M.Phil	Degree awarded. Thesis submitted	5 / each candidate 2 / each candidate		
2	Ph.D	Degree awarded Thesis submitted	10 / each candidate 7 / each candidate		
III (E)	Training Courses And Conference / Seminar / Workshop Papers				
1	Organization of Research Methodology /Workshops or Conferences / Seminars & Symposia	a) Research Methodology course (not less than one week) / Workshops of not less than oneweek duration	25 / each event		
		b) Internationalconference /Seminar / Symposia	25 / each event		
		c) National conference /Seminar / Symposia	20 / each event		
2	Papers in Conferences / Seminars / workshops etc.*	Participation andPresentation of research papers (oral/poster) in			
		a) International / Foreign conference etc.,	7 each		
		b) National	5 each		
		c) Local – University / College level	3 each		
3	Chair sessions	a) National	7 each		
		b) State Level/Regional	5 each		
		c) State/universitylevel No.	20 each		
		d) Regional / local No.	10 each		

I declare that the above information filled in by me is true to the best of my knowledge and I have attached/shown the copies of my publications and other evidence wherever necessary, to my reporting officer.

**Date :**

**Signature of the teaching staff**

The information/self-appraisal filled in by \_\_\_\_\_ has been checked for its correctness and the verified score has been filled in based on the information submitted by the appraisee.

**Date :**

**Signature of the Supervisor with designation**