



FORESIGHT

College of Commerce
Affiliated to Savitribai Phule Pune University

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Chairman: Chetan Rathod

Secretary: Shailesh G Mehta

PUNCODE: CAAP014880

AISHE CODE: C-41344

NAAC: B++

PERFORMANCE APPRAISAL

YEAR _____

PART 'A'

1	Name	:	
2	Designation	:	
3	Name of the Department / Centre	:	
4	Email/ Telephone / Mobile number	:	
5	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION – B

Appendix II

TABLE I

Assessment Criteria and Methodology for College Teachers

Sr.No.	Activity	Grading Criteria	Self-appraisal Grading (Rating Scale 1-10)	Verified Grading									
1.	Teaching (Number of Classes taught/total classes assigned × × 100% (Classes taught includes sessions on tutorials, lab and other teaching other teaching related activities))	<table border="1"> <tr> <td>80% & above</td> <td>:</td> <td>Good</td> </tr> <tr> <td>Below 80% but 70% & above</td> <td>:</td> <td>Satisfactory</td> </tr> <tr> <td>Less than 70%</td> <td>:</td> <td>Not Satisfactory</td> </tr> </table>	80% & above	:	Good	Below 80% but 70% & above	:	Satisfactory	Less than 70%	:	Not Satisfactory		
80% & above	:	Good											
Below 80% but 70% & above	:	Satisfactory											
Less than 70%	:	Not Satisfactory											
		Total Classes Assigned	:										

No. of Classes Taught	:	
% of Classes Taught	:	
Grade		

Involvement in the college student related activities/research activities :

2. (a) Administrative responsibilities such as head, chairperson /Dean / Director/Co-ordinator etc.
- b) Admission Related Work.
- c) Time Table and Faculty Coordination
- d) Examination and evaluation duties assigned by the college or attending the examination paper evaluation
- e) Internal Marks Entry on SPPU portal
- f) Handling Exam Grievances
- g) Student related co-curricular, extension and field based activities such as student study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.
- h) Organization of seminars / conference/ workshop/webinars/FDP, other college activities.
- i) Evidence of activity involved in guiding PhD students.
- j) Evidence of activity involved in guiding Projects/Dissertations for UG/PG students.
- k) Conducting minor or major research projects.
- l) Sponsored by national or international agencies.
- m) Contribution towards IQAC (NAAC)
- n) Documentation rated to ranking NIRF/TIMES/AISCHE etc.

	<p>o) Contribution towards college magazine</p> <p>p) Counseling and mentoring of the students.</p> <p>At least one single or joint publication in peer-reviewed or UGC list of journals.</p>			
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Table 2

Methodology for College Teacher for calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as copy of publication, project sanction letter, utilization and completion certificates issued by the College and acknowledgement for patent filing and approval letters, students' Ph.D. award etc.)

Sr. No.	Academic / Research Activity	Faculty of Sciences	Faculty of Languages / Art / Social / Science /Library / Education / Commerce / Management & other related disciplines	Self appraisal Score	Verified Score	
1.	(*) Research Paper in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	1	10	
2.	Publication (other than Research papers)					
	(a) Books authored which are published by :					
	International publishers					
	National Publishers					
	Chapter in Edited Book					
	Editor of Book by International Publisher					
	Editor of book by National Publisher					
	(b) Transaction works in Indian and Foreign languages by qualified faculties					
Chapter of Research Paper						
Book						
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula					
	(a) Development of Innovative pedagogy					
	(b) Design of new curricula and courses					
	(c) MOOCs					
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks /credit)					
MOOCs (developed in 4 quadrant per module/lecture						

3.	Contents writer/subject matter expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOC (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)				
	(c) E-Content				
	Development of e-Content in 4 quadrants for a complete course/ebook.				
	e-Content(developed 4 quadrant) per module				
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
Editor of e-content for complete course/paper/e-book					

4.	(a) Research guidance			
	Ph. D	10 per degree awarded	10per degree awarded	
		05 per thesis submitted	05 per thesis submitted	
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	
	(b) Research Projects Completed :			
	More than 10 lakhs			
	Less than 10 lakhs			
	(C) Research Projects Ongoing :			
	More than 10 lakhs			
	Less than 10 lakhs			
(d) Consultancy				
5.	(a) Patents			
	International			
	National			
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International			
	National			
	State			
	(c) Awards/Fellowship			
International				
National				
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (Abroad)			
	International (within Country)			
	National			
	State			
Total 1 + 2 + 3 + 4+ 5+6=				

Signature of Principal/HOD

Signature of the teacher

Date :

(*) The Research Score for research papers and would be augmented as follows :

Peer –Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter’s list) :

- i) Paper in refereed journals without impact factor - 05 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor > 10 - 30 Points
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- a) Two author - 70% of total value of publication for each author
 - b) More than two author - 70% of total value of publication for the first/principal/corresponding author and 30% of total value of publication for each of the joint author
 - c) Joint Project - 70% of total value of publication for each author

Note :

- Paper presented if part of an edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-Supervisor, Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating the score of the teacher, he combined research scores from the categories of 5(b). Policy Document and 6. Invited lecture concerned.
- The research score shall be from the minimum of three categories out of six categories.

PART ‘B’

(Adverse remark as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the College department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Principal(for Heads)/ Head of the Department (for teachers) of the work done under each head of activity :**

**Overall Grading for TABLE 1
Assessment Criteria and Methodology for College Teachers**

		Verified Grading
Good in teaching and satisfactory or good in activity at SI No.2	Good	
Satisfactory in teaching and good or satisfactory in activity SI. No.2	Satisfactory	
If Neither good nor satisfactory in overall grading	Not Satisfactory	
Note: For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2 all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as maternity Leave. Child Care leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under Cast due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/ deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, ordinances of the parent institution.		

b) Justification of assessment of work as not satisfactory:

2. Comments of the Principal/Head of the Department on Table 1 and Table 2 :

3. Remarks and suggestions :

**Signature
(Head of the Department)**

Remarks of the Principal (Adverse as well as remark of appreciation)

**Signature
(Director)**