**SANSKARDHAMKELAVANIMANDAL’S**

 **JASHBHAI MAGANBHAI PATEL COLLEGE OF COMMERCE**

 **GOREGAON (W), MUMBAI 400090.**

**SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)**

**for the year** **20**

**Objectives:** 1) To be aware of Self Appraisal

 2)To learn filling up Self-Appraisal forms

 3) To evaluate and document one's own performance

1. To facilitate Career advancement of teachers

**Concept:**

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take at an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency .It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement and for the purpose of self appraisal.

**The individual Performance Based Appraisal System (PABS)**

**PART A: - General Information & Academic background**

1. Name(in block letters) :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father's/Mother's Name:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Department:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of the College:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Current Designation:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Current Pay band & Grade pay:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Date of last promotion:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Position to which to be promoted:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Pay band expected & Grade pay:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Date of eligibility for promotion:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Date & place of birth:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Sex:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Marital Status:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Nationality:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Category to which belongs:- Open/SC/ST/OBC/Physically challenged
16. Address for the correspondence:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Permanent Address:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Contact Numbers:- (O)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(R)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(M)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. E mail id:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Any new degree/Diploma acquired

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Name of | Year of | % of | Division/ | Subjects |
|  | Board/ | passing | Marks | Class/ |  |
|  | University |  | obtained | Grade |  |
|  |  |  |  |  |  |

21. Total teaching experience (in years) :-

 At Undergraduate level (at previous institution): -\_\_\_\_\_\_\_\_\_\_\_\_ years

 At Undergraduate level (at present institution): - \_\_\_\_\_\_\_\_\_\_\_\_ years

 Total: - \_\_\_\_\_\_\_\_\_\_\_\_ years

 At Postgraduate level (at previous institution):- \_\_\_\_\_\_\_\_\_\_\_\_\_years

At Postgraduate level (at present institution):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_ years

Total: - \_\_\_\_\_\_\_\_\_\_\_\_ years

22 Research experience excluding years spent for M.phil/Ph.D.:- \_\_\_\_\_\_\_\_\_ years 23.Field of specialization under the subject/discipline if any:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24.Academic Staff College Orientation/Refresher courses attended:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the | Name of the | Name of the | Duration | Sponsoring |
| Course | Academic | University |  | agency if any |
|  | Staff College |  |  |  |
|  |  |  |  |  |

25. Training & Capacity building workshops attended:-

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the | Place where held | Name of the | Duration |
| Training |  | Organizing body |  |
| programme |  |  |  |
|  |  |  |  |

**PART B: - Academic Performance Indicators**

**CATEGORY I TEACHING, LEARNING & EVALUATION RELATED STRATEGIES**

(Maximum Total Score 125, Minimum API required 75)

1. Lectures, Practical, Contact hours( Semester wise/Annual detail):-(Maximum Score 50)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. | Name of the | Credit | Mode of | Hours/week | % of Class |
| Number | Course/Paper | weight age | teaching\* | allotted | taken as per |
|  | taught | of the course |  |  | documented |
|  |  |  |  |  | record |
|  |  |  |  |  |  |

\*L= Lecture ALM= Active learning methodology

P= Practical GD= Group discussions

S= Seminar FD= Field visits

AS= Assignments AO= Any other

1. Lectures or other teaching duties in excess of the UGC norms **(MaximumScore 10)**
2. Reading/Instructional material provided ,Use of additional Knowledge resources for subject enrichment.**(Maximum Score 20)**
3. Use of participatory and innovative teaching learning methodologies(use of ICT, Sandhan , E Library, Remedial courses & Skill modules) (**Maximum Score 20)**
4. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination) **(Maximum Score 25**)

|  |  |  |
| --- | --- | --- |
| Sr.Number | Maximum API Score | API Score obtained |
| 1 | 50 |  |
| 2 | 10 |  |
| 3 | 20 |  |
| 4 | 20 |  |
| 5 | 25 |  |
| Total | 125 |  |

**CATEGORY II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT ACTIVITIES**

(Maximum Score 50, Minimum API required 15)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.Number | Name of the activity | Maximum Score |  |
|  |  |  |  |  |  |
| 1 | NSS/NCC/Yoga,Cultural( Saptdhara, | 20 |  |
|  | Youth festival),Counseling etc |  |  |  |
| 2 | Member of Academic/Administrative | 15 |  |
|  | Committees, Member of NGOs. |  |  |  |
|  | ,Chamber of Commerce, On |  |  |  |
|  | Deputation to Various Educational |  |  |  |
|  | Institutes, On Deputation to Education |  |  |  |
|  | Department |  |  |  |
| 3 | Professional development activities | 15 |  |
|  | such as participation/organization of |  |  |  |
|  | Seminars/Workshops, Job fairs, Talks, |  |  |  |
|  | Field visits, Study tours. |  |  |  |
|  | Zonal/State/District level Coordination |  |  |  |
|  | of Higher Education initiatives |  |  |  |
|  |  |  |  |  |
| Sr.Number | Maximum API Score | API Score obtained |  |
| 1 | 20 |  |  |  |  |
| 2 | 15 |  |  |  |  |
| 3 | 15 |  |  |  |  |
| Total | 50 |  |  |  |  |

**CATEGORY III RESEARCH AND ACADEMIC CONTRIBUTION**

1. Published Papers in Journals (International Journals, National Journals, Regional Journals)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Title | Journal | ISSN/ | Impact | No. of | Whether | API |
|  | with |  | ISBN | factor/ | Co- | you are | Score |
|  | page |  | No. | Peer | author | main | (Max.15) |
|  | no. |  |  | reviewed |  | author |  |
|  |  |  |  | if any |  |  |  |
|  |  |  |  |  |  |  |  |

1. A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Title | Book, | ISSN/ | Whether | No. of | Whether | API \* |
| No | with | title, | ISBN | peer | Co- | you are | Score |
|  | page | editor & | No. | reviewed | authors | main | Max 10 |
|  | no. | publisher |  |  |  | author |  |

\*(API Score for International 10, National 5, Regional 3 and State 3)

B) Full Papers in Conference Proceedings (International, National, State level Conference)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Title with | Details of | ISSN/ | No. of | Whether | API |
|  | page no. | Conference | ISBN | Co- | you are | Score |
|  |  | publication | No. | authors | main | Max.10 |
|  |  |  |  |  | author |  |
|  |  |  |  |  |  |  |

1. Books published as single author or as editor (International publications, National publications, Regional publications)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Title | Type | Publisher | Whether | No. | Whether | API\*\* |
| No. | with | of book & | & | peer | of | you are | Score |
|  | page | authorship | ISSN/ISBN | reviewed | Co- | main | Max. |
|  | no. |  |  |  | auth | author | 90 |
|  |  |  |  |  | ors |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*\*(API Score for international author 50, editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

1. Ongoing & Completed Research Projects and Consultancies (Including State Research Projects)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Category |  | Title | Agency |  | Period |  | Grant |  | API |  |  |
|  |  |  |  |  |  |  |  |  |  | Mobilized |  | Score |  |  |
|  |  |  |  |  |  |  |  |  |  | (in Rs) |  | Max. 10 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | per project |  |
|  | Ongoing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Completed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Research Guidance |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sr.No. |  | Number |  | Thesis |  | Degree/Certificates | API |  |  |  |
|  |  |  | Enrolled |  | Submitted |  | Awarded |  | Score |  |  |
|  | To college |  |  |  |  |  |  |  |  |  | 2 | for | each |
|  | students |  |  |  |  |  |  |  |  |  | student |  |  |
|  | M.Phil or |  |  |  |  |  |  |  |  |  | 3 | for | each |
|  | equivalent |  |  |  |  |  |  |  |  |  | candidate |  |  |
|  | Ph.D. or |  |  |  |  |  |  |  |  |  | 10 | for | each |
|  | equivalent |  |  |  |  |  |  |  |  |  | candidate, 7 for |
|  |  |  |  |  |  |  |  |  |  |  | thesis |  |  |
|  |  |  |  |  |  |  |  |  |  |  | submitted |  |  |

5. Faculty Development Programmes (Not less than one week duration)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No. | Programme | Duration | Organized by API |

Score

6. Papers presented in Conferences, Seminars, Workshops, Symposia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.No. | Title of | Title of | Organized | International/ | API |
|  | the | Seminar/ | by | National/State/ | Score |
|  | Paper | Conference |  | Regional/College | \*\*\* |
|  |  |  |  | or University | Max.10 |
|  |  |  |  | level |  |

\*\*\*(API Score for International 10, National 7.5, Regional 5 and State 3

1. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Title | of | Title of the | Organized | National/ | API |
|  | Academic | Conference/ | by | International/ | Score |
|  | session |  | Seminar |  | Regional | Max 10 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**PART C: -Other Relevant Information/Awards, Recognition received**

|  |  |
| --- | --- |
| Sr.No. | Details( Year, Type, Value etc) |
|  |  |

**SUMMARY OF API SCORE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Criteria |  | Last | Total API | Annual |
|  |  |  | Academic | Score for | average API |
|  |  |  | year | the | Score for the |
|  |  |  |  | Assessment | Assessment |
|  |  |  |  | Period | Period |
| I | Teaching, | Learning & |  |  |  |
|  | Evaluation |  |  |  |  |
| II | Co-Curricular, Extension. |  |  |  |
|  | Professional development |  |  |  |
| Total of |  |  |  |  |  |
| I+II |  |  |  |  |  |
| III | Research | & Academic |  |  |  |
|  | Contribution |  |  |  |
| List of Enclosures: - 1. | 4. |  |
|  |  | 2. |  | 5. |  |
|  |  | 3. |  | 6. |  |

Place and Date:

 Signature of the Faculty with designation,

 Signature of the Head of the Department

 Signature of the Convener, IQAC

 Signature of the Principal of the institution with place and date