



SUMMARY OF PERFORMANCE APPRAISAL

Name of the Faculty:-

A.Y. under Performance Review:

CATEGORY I (Minimum Score required is 75)

Section	Maximum Score	API Score Approved by Director
a	80	
b	25	
c	20	
Total	125	

CATEGORY II (Minimum Score required is 15)

Section	Maximum Score	API Score Approved by Director
a	20	
b	15	
c	15	
Total	50	

SUMMARY

Category	Maximum Score	Score Obtained	Minimum Score required
I	125		75
II	50		15
Total	175		90

Total Score: _____ out of 175 (I + II)

Recommended by Director for Increment /Promotion

Approved by: Hon. Gen. Secretary



For Sheila Raheja School of Business Management & Research

For Sheila Raheja School of Business Management & Research


Director



Director



PART A: PERSONAL DATA		(To be filled up by the Assistant Professor/Associate Professor/Professor)		
1	Name (in BLOCK Letters)			
2	Father's/ Mother's Name/Husband Name			
3	Department			
4	Educational Qualification			
5	Current Designation and Academic Grade Pay			
6	Date of Joining			
7	Which position and AGP (7000, 8000, 9000 and 10,000) are you an applicant under CAS?			
8	Date of eligibility for promotion			
9	Date of Birth			
10	Sex	Male		Female
11	Marital status			
12	Nationality			
13	Indicate whether belongs to SC/ST/OBC category			
14	Address for correspondence			
15	Permanent Address	<p style="text-align: center;">For Sheila Raheja School of Business Management & Research</p>  <p style="text-align: right;"> Director</p>		
	Telephone No./ Mobile No.			
	Email ID			



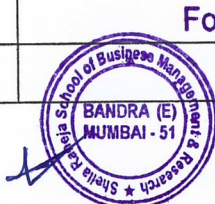
For Sheila Raheja School of Business Management & Research


Director

16 Academic Qualification :- (High School till Post Graduation)						
Examinations	Name of the Board/ University	Your of Passing	Division/ Class/ Grade	Subject/s	Rank and Remarks if any	

17 Research Degree (s) :				
Degrees	Title	Date of Award	University	
M. Phil.				
Ph.D./ D.Phil.				
D.Sc./ D.Litt.				

18 Particulars of NET/JRF/SLET/GATE etc						
Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Score, where applicable	



For Sheila Raheja School of Business Management & Research

(Signature)
Director



For Sheila Raheja School of Business Management & Research

(Signature)
Director

19 Service Record							
Sr. No.	Post/ Designation	Name of Employer	Date of		Pay Scale/ Pay Band & AGP	Reason of leaving	Major Achievements
			Joining	Leaving			
20 Period of teaching experience							
	a) P.G. Classes (in years)						
	b) U.G. Classes (in years)						
21	Research Experience excluding years spent in M.Phil./Ph.D. (in years)						
22	Fields of Specialization under the Subject/Discipline (if any)						



For Sheila Raheja School of Business Management & Research



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CATEGORY: I. Teaching, Learning and Evaluation Related Activities

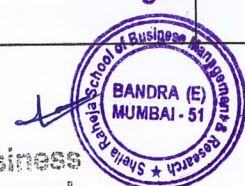
a. Direct Teaching

	Indicators/Activities	Maximum Score	API SCORE CLAIMED	API SCORE APPROVED BY Director
i)	Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	50		
ii)	If teacher has taken class exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	10		
iii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	20		
	Maximum Aggregate Limit (I a (i-iii))	80		

b. Examination duties

	Indicators/Activities	Maximum Score	API SCORE CLAIMED	API SCORE APPROVED BY Director
i)	College/University end semester/Annual 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		
ii)	College/University examination/Evaluation internal/continuous assessment work as allotted (100% compliance = 10 points)	10		
iii)	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty (100% compliance = 10 points)	10		
	Maximum Aggregate Limit (I b (i-iii))	25		

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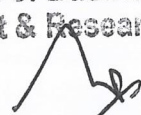
c. Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses mentoring etc.

	Indicators/Activities	Maximum Score	API SCORE CLAIMED	API SCORE APPROVED BY Director
i)	Updating of courses, design of curriculum, (5 per single course)	10		
ii)	Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., Interactive Courses: 5 points/each, Participatory Learning modules: 5 points/each, Case studies: 5 points/each	10		
iii)	Use of ICT in T/L process with computer-aided methods like power point/ Multimedia/Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board:5 points	10		
iv)	Developing and imparting Remedial/Bridge Courses (Each activity:5 points	10		
v)	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity: 5 points)	10		
vi)	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		
vii)	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students Workshop/Training course: 10 points each Popularization program: 5 points each	10		
	Maximum Aggregate Limit I (c (i-vii))	20		



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CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(a) Extension and Co-curricular & field based Activities

	Indicators/Activities	Maximum Score	API SCORE CLAIMED	API SCORE APPROVED BY Director
i)	Institutional Co-curricular activities for students such as field 10 studies/educational tours, industry-implant training and placement activity (5 point each).	10		
ii)	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10		
iii)	Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points institutional level 5 points).	10		
iv)	Community work such as values of National integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10		
	Maximum Aggregate Limit II (a (i-iv))	20		

(b) Contribution to Corporate Life and Management of the Institution

	Indicators/Activities	Maximum Score	API SCORE CLAIMED	API SCORE APPROVED BY Director
i)	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10		
ii)	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 points each)	10		
iii)	Participation in committees concerned with any aspect of departmental or 10 institutional management such as admission committee, campus	10	For Sheila Raheja School of Business Management & Research	

Director



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