

Appendix II

Table 1

**Assessment Criteria and Methodology for College Teachers**

**Academic Year**

**Name:**

**Designation:**

Sr. No	Activity	Grading Criteria	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials. Lab and other training related activities)	80% and above –Good Below 80 % but 70% & above- Satisfactory Less than 70% - Not Satisfactory	
	Total Number of Classes Taught: Total Number of Classes Assigned: Teaching: (Number of classes taught/total classes assigned) x 100% Teaching Percentage:		
2	Involvement in the College students related activities/research related activities:	Good- Involved in at least 3 activities Satisfactory- 1-2 activities Non-satisfactory – Not involved / undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson/ Co-Ordinator etc.  i. ii iii.		
	(b) Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation.  i. ii iii.		
	(c) Student related co-curricular, extension and field-based activities such as students’ clubs, career counselling, Study visit, student seminar and other event, cultural, sports, NCC, NSS, and community services.  i. ii iii		
	(d) Organizing seminars/conferences/workshops, other college activities.		

	i. ii																
	<b>(e) Evidence of actively involved in guiding Ph.D. Students.</b> i. ii																
	<b>(f) Conducting minor or major research projects sponsored by national or international agencies.</b> i. ii																
	<b>(g) At least one single or joint publication in peer reviewed or UGC list of Journals.</b> i. ii																
	<b>Overall Grading:</b>																
<b>3</b>	<b>Completion of Karmayogi Certificate Courses/Programmes</b> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Coures/Programme</th> <th>No of Minutes/Hours</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Hours</b></td> <td></td> </tr> </tbody> </table> <b>(Add rows if required)</b>	Sr. No.	Name of the Coures/Programme	No of Minutes/Hours	1.			2.			3.			<b>Total Hours</b>			
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1.																	
2.																	
3.																	
<b>Total Hours</b>																	
	<p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sl. No. 2.</p> <p><b>OR</b></p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> 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 same shall be extrapolated for the entire period of assessment to arrive at 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 CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with prior approval of the competent authority following all the procedures laid down in these Statutes and as per the acts, statutes and ordinances of the parent institution.</p> <p><b>Note: Completion of six hours of Karmayogi courses/Programmes per year is mandatory.</b></p>																

### Declaration

I hereby declare that the information provided in this Performance Appraisal Form is true, complete, and correct to the best of my knowledge and belief. I understand that any false or misleading information may result in appropriate action as per the organizational policies.

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Remark by HOD / Programme Head: \_\_\_\_\_

Name and Signature of HOD / Programme Head: \_\_\_\_\_

Date: \_\_\_\_\_

Remark by IQAC: \_\_\_\_\_

Signature of the IQAC Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

Remark by Principal: \_\_\_\_\_

Signature of the Principal: \_\_\_\_\_

Date: \_\_\_\_\_

College Seal: