***PART ‘A’***

**YEAR OF PERFORMANCE APPRAISAL : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION – A: GENERAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | **:** |  |
|  | Designation | **:** |  |
|  | Name of the Department / Centre | **:** |  |
|  | Communication Address | **:** |  |
|  | Email Telephone / Mobile number | **:** |  |
|  | YEAR OF PERFORMANCE APPRAISAL | **:** |  |

**SECTION - B:**

**CATEGORY: I. PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRRY SERVICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity** | **Maximum Score** | | |
| **ESSENTIAL** | **API Score**  **allotted** | **Self-appraisal**  **Score** | **Verified**  **API**  **Score** |
| 1 | Library resources organization and maintenance of books, journals, reports;  Provision of library reader- services, literature retrieval services to researchers  and analysis of reports; Provision of assistance to the departments of University  /College with the required inputs for preparing reports, manuals and related  documents; Assistance towards updating institutional website with activity  related information and for bringing out institutional Newsletters, etc. | 40 |  |  |
| 2 | ICT and other new technologies’ application for up gradation of library services  such as automation of catalogue, learning resources procurement functions,  circulation operations including membership records, serial subscription system,  reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software),  Intranet management | 30 |  |  |
| 3 | Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. | 25 |  |  |
| 4 | User awareness and instruction programmes (Orientation lectures, users’  training in the use of library services as e-resources, OPAC; knowledge  resources user promotion programmes like organizing book exhibitions,  other interactive latest learning resources, etc. | 20 |  |  |
| 5 | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms | 10 |  |  |
| **Total of (I)** | | **125** |  |  |

**CATEGORY II:**

**CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity** | **Maximum Score** | | |
| **CO-CURRICULAR AND EXTENSION ACTIVITES** | **API Score**  **allotted** | **Self-appraisal**  **Score** | **Verified**  **API**  **Score** |
|  | Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. | 20 |  |  |
|  | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 |  |  |
|  | Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 |  |  |
| **Total of (II)** | | **50** |  |  |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **APIs** | **Engineering /**  **Agriculture /**  **Veterinary Science / Sciences /**  **Medical Sciences** | **Faculties of Languages**  **Arts / Humanities /**  **Social Sciences / Library /**  **Physical Education / Management** | **Max. points for University**  **and college teacher position** | | |
| **API Score allotted** | **Self appraisal**  **Score** | **Verified**  **API**  **Score** |
| **III(a)** | **Research**  **Publication**  **(Journals)** | Refereed Journals  [Total Publications = N] | Refereed Journals  [Total Publications = N] | 15 / publication | **N X 15**  **=** |  |
| No. of Papers in indexed journals [out of N = N1 ] | No. of Papers in indexed journals [out of N = N1] | 5 / publication | N1 X 5  = |  |
| No. of Papers with impact factor between 1 and 2 [out of N = N2] | No. of Papers with impact factor between 1 and 2 [out of N = N2] | 10 /  publication | N2 X 10  = |  |
| No. of Papers with impact factor between 2 and 5  [out of N = N3] | No. of Papers with impact factor between 2 and 5 [out of N = N3] | 15 /  publication | N3 X 15  = |  |
| No. of Papers with impact factor between 5 and 10 [out of N = N4] | No. of Papers with impact factor between 5 and 10 [out of N = N4] | 25 /  publication | N4 X 25  = |  |
| Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.  [No. of papers = N5] | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.  [No. of papers = N5] | 10 / Publication | N5 X 10 = |  |
| Conference proceedings as full papers, etc. (Abstracts not to be included)  [No. of papers = N6] | Conference proceedings as full papers, etc. (Abstracts not to be included)  [No. of papers = N6] | 10/ publication | N6 X10 = |  |
| **Total of III (a)** | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **III(b)** | **Research Publications (books, chapters in books, other than refereed**  **journal**  **articles)** | Text or Reference Books Published by International Publishers with an established peer review system  [ a) No. of sole author book(s) = M1  b) No. of chapter(s) in an edited book(s) = M2 ] | Text or Reference Books Published by International Publishers with an established peer review system  [ a) No. of sole author book(s) = M1  b) No. of chapter(s) in an edited book(s) = M2 ] | 50 /sole  author;  10/chapter in an edited book | M1 X 50 =  M2 X 10 = |  |
| Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers  [ a) No. of sole author book(s) = M3  b) No. of chapter(s) in an edited book(s) = M4 ] | Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN  [ a) No. of sole author book(s) = M3  b) No. of chapter(s) in an edited book(s) = M4 ] | 25 /sole  author;  5/chapter in an edited book | M3 X 25 =  M4 X 5 = |  |
| Subject Books by Other local publishers with ISBN/ISSN numbers  [ a) No. of sole author book(s) = M5  b) No. of chapter(s) in an edited book(s) = M6 ] | Subject Books by Other local publishers with ISBN/ISSN numbers  [ a) No. of sole author book(s) = M5  b) No. of chapter(s) in an edited book(s) = M6 ] | 15 /sole  author;  3/chapter in an edited book | M5 X 15 =  M6 X 3 = |  |
| Chapters contributed to edited knowledge based volumes published by International Publishers  [ No. of chapter(s) = M7 ] | Chapters contributed to edited knowledge based volumes published by International Publishers  [ No. of chapter(s) = M7 ] | 10 /Chapter | M7 X 10 = |  |
| Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories  [ No. of chapter(s) = M8 ] | Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories  [ No. of chapter(s) = M8 ] | 5 / Chapter | M8 X 5 = |  |
| **Total of III (b)** | | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **III(c)** | **RESEARCH PROJECT** | | | | | |
| III (c)  (i) | Sponsored  Projects carried out/  ongoing | (a) Major Projects amount mobilized with grants above 30 lakhs  [ No. of Project(s) = P1 ] | Major Projects amount mobilized with grants above 5 lakhs  [ No. of Project(s) = P1 ] | 20 / Project | P1 X 20 = |  |
|  |  | (b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs  [ No. of Project(s) = P2 ] | Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs  [ No. of Project(s) = P2 ] | 15 / Project | P2 X 15 = |  |
|  |  | (c) Minor Projects (Amount  mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs)  [ No. of Project(s) = P3 ] | Minor Projects (Amount  mobilized with grants above Rs. 25,000 up to  Rs. 3 lakhs  [ No. of Project(s) = P3 ] | 10 / Project | P3 X 10 = |  |
| III(c)  (ii) | Consultancy Projects  carried out  / ongoing | Amount mobilized with minimum of Rs.10 lakhs  [ No. of 10 Lakh(s)=R ] | Amount mobilized with minimum of Rs.2 lakhs  [ No. of 2 Lakh(s)=R ] | 10 per every Rs.10 lakhs and  Rs. 2 lakhs  Respectively | R X 10  = |  |
| III (c)  (iii) | Completed  projects :  Quality  Evaluation | Completed project Report  (Accepted by funding  agency)  [ a) No. of completed & accepted Major project(s) = Q1  b) No. of completed & accepted Minor project(s) = Q2 ] | Completed project report (Accepted by funding agency)  [ a) No. of completed & accepted Major project(s) = Q1  b) No. of completed & accepted Minor project(s) = Q2 ] | 20 / major project and  10 / minor project | Q1 X 20 =  Q2 X 10 = |  |
| III (c)  (iv) | Projects  Outcome /  Outputs | Patent/Technology transfer/ Product/Process  [ a) No. of national level output = O1  b) No. of international level output = O2 ] | Major Policy document of Govt. Bodies at Central and State Level  [ a) No. of national level output = O1  b) No. of international level output = O2 ] | 30 / national level;  50/ International level (output or patent) | O1 X 30 =  O2 X 50 = |  |
| **Total of III (c)** | | |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **III(d)** | **RESEARCH GUIDANCE** | | | | | | | | |
| III (d)  (i) | M.Phil. | Degree awarded  [ No. of Candidates = D1 ] | | Degree awarded  [ No.of Candidates = D1 ] | | 3/candidate | | D1X 3 = |  |
| III (d)  (ii) | Ph.D | Degree awarded  Thesis submitted  [ a) No. of Candidates = D2  b) No. of Candidates = D3 ] | | Degree awarded  Thesis submitted  [ a) No. of Candidates = D2  b) No. of Candidates = D3 ] | | 10/candidate  7/ candidate | | D2 X10 =  D3 X 7 = |  |
|  | **Total of III(d)** | | | | | | |  |  |
| **III(e)** | **TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS** | | | | | | | | |
| III  (e)  (i) | Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | (a) Not less than two weeks duration  [ No. of Programme(s)=T1] | (a) Not less than two weeks duration  [ No. of Programme(s)=T1] | | 20 each | | T1 X 20 = | |  |
| (b) One week duration  [No. of Programme(s)=T2] | (b) One week duration  [No. of Programme(s)=T2] | | 10 each | | T2 X 10 = | |  |
| III  (e)  (ii) | Papers in Conferences/ Seminars/workshops  etc.**(that are not included in III(A) )** | Participation and  Presentation of research  papers (oral/poster) in | Participation and  Presentation of research  papers (oral/poster) in | |  | |  | |  |
| 1. International conference   [ No. of Papers=C1 ] | a.International conference  [ No. of Papers=C1 ] | | 10 each | | C1 X 10 = | |  |
| 1. National   [ No. of Papers=C2 ] | 1. National   [ No. of Papers=C2 ] | | 7.5 each | | C2 X 7.5 = | |  |
| 1. Regional /State level   [ No. of Papers=C3 ] | 1. Regional / State level   [ No. of Papers=C3 ] | | 5 each | | C3 X 5 = | |  |
| 1. Local– University/ College level   [ No. of Papers=C4 ] | 1. Local- University/ College level   [ No. of Papers=C4 ] | | 3 each | | C4 X 3 = | |  |
| III(e)  (iii | Invited lectures or presentations for conferences/ symposia | 1. International   [ No. of Lecture(s) and/or Presentation(s) =L1 ] | 1. International   [ No. of Lecture(s) and/or Presentation(s) =L1 ] | | 10 each | | L1 X 10 = | |  |
| 1. National   [ No. of Lecture(s) and/or Presentation(s) =L2 ] | 1. National   [ No. of Lecture(s) and/or Presentation(s) =L2 ] | | 5 each | | L2 X 5 = | |  |
| **Total of III(e)** | | | | | | |  | |  |

|  |  |  |
| --- | --- | --- |
| **Total of - III (a+b+c+d+e)** |  |  |

|  |  |
| --- | --- |
| **Grand Total of Category ( I + II + III )** |  |

**Signature of the teacher**

**Signature of HOD / Director**

**Date :**

***PART ‘B’***

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Vice Chancellor / Head of the Department of the work done under each head of activity :**

*Assessment of Teaching, Extension and Research activities should be based on Verified API Score   
 under respective category as mentioned in Part "A" and shall be made in the following manner.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Teaching [Category I of Part 'A']*** | | ***Extension [Category II of Part 'A']*** | |
| ***Grade*** | ***Verified API Score*** | ***Grade*** | ***Verified API Score*** |
| ***Outstanding*** | ***115 - 125*** | ***Outstanding*** | ***40 - 50*** |
| ***Very Good*** | ***105 - 114*** | ***Very Good*** | ***34 - 39*** |
| ***Positively Good*** | ***95 - 104*** | ***Positively Good*** | ***28 - 33*** |
| ***Good*** | ***85 - 94*** | ***Good*** | ***22 - 27*** |
| ***Average*** | ***75 - 84*** | ***Average*** | ***15 - 21*** |
| ***Below Average*** | ***0 - 74*** | ***Below Average*** | ***0 - 14*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Outstanding (A+)** | **Very Good  (A)** | **Positively Good (B+)** | **Good  (B)** | **Average (B-)** | **Below Average (c)** |
| Teaching |  |  |  |  |  |  |
| Extension |  |  |  |  |  |  |
| Research |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |

**(b) Grading : [General Assessment on the basis of the assessment made in Clause 2(a) above]**

**(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average**

**(c) Justification of assessment of work as outstanding/below average :**

**3. Comments of the Principal / Head of the Institution on (1) (b) (and) (c) :**

1. **Remarks and suggestions :**

**Signature**

**(Principal / Head of the Institution)**