



Indrayani Mahavidyalaya

Talegaon Dabhade-410507

A.Y.2021-2022

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

(6.3 - Faculty Empowerment Strategies)

6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

Indrayani Mahavidyalaya strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. The salient features of the performance appraisal system are as follows:

Teaching Staff a) the performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS). b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary d)The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Secretary, IQAC. e) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff: All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal. On satisfactory performance, all employees are granted promotions. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.




Off. Principal
Indrayani Mahavidyalaya
Talegaon Dabhade, Tal.Maval,
Dist.Pune-410507.

6.3.5

Savitribai Phule Pune University, Pune

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

ACADEMIC YEAR 2021-2022

PART A: GENERAL INFORMATION

1	Name (in Block Letters)	:	DR. SATYAM KAKASAHEB SANAP
2	Current Designation	:	Assistant Professor
3	Name of the college	:	Indrayani Mahavidyalaya, Talegaon Dabhade. Dist. Pune.
4	Communication Address (with Pin code)	:	B-5, Sunshine Villas, Rahatani. Pune.
5	Telephone / Mobile No E-mail	:	9881370468 satyamsanap@yahoo.co.in
6	YEAR OF PERFORMANCE APPRAISAL	:	2021-2022

Table 1

Assessment Criteria and Methodology for University/College Teachers

1. Teaching					
Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading	Verified API Grading by Committee
		Actual Class spent per year	% of Teaching		
				For Assistant Professor/ Associate Professor/ Professor i) Good: 80 % & above ii) Satisfactory :Below 80% but 70% & above iii) Not satisfactory: Less than 70%	

	(1)	(2)	(3)	(4)	
1	<p>Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</p> <p>(Teaching: Black board Teaching: ICT based Practical / Laboratory Tutorials / Assignments / Project, Field Work Group Discussion, Seminars Remedial Teaching, Clarifying doubts within and outside the class hours Additional teaching to support counselling and mentoring)</p> <p>Total Actual hours spent</p>	<p>Total no. of periods Assigned = 20 (Per week)</p> <p>No. of classes taught = 20 (per week)</p>	100%	Good	
2. Involvement in the University/College students related activities/research activities					
2	Activities	Specify Activity	<p>Self-Appraisal Grading For Assistant Professor / Associate Professor / Professor</p> <p>i) Good : Involved in at least 3 activities ii) Satisfactory :1-2 activities iii) Not-satisfactory: Not involved/ undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities.</p>	Verified API Grading by Committee	

(1)	(2)	(4)	
Involvement in the University/College students related activities/research activities			
(a) Administrative responsibilities such as Head, Chairperson/ Dean / Director /IQAC Coordinator/ different t committees/ Warden, etc.	Research Committee, Library committees, etc.	Good	
(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	Invigilator / Supervision (Internal Test, Term end exam, University Exam)	Good	
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	NSS Committee member Student Research committee, career counseling committee, etc.	Good	
d) Institutional Governance / Participation in State/ Central bodies/ Committee on education, Research and National development etc. (Govt. Nominee/ Nodal officer/ Enquiry committee member/Inspection committee member/ state Govt. Workshop committee/Govt. CAS Committee/Subject expert/	-----	-----	
(e) Organizing seminars/ conferences/ workshops, etc. and other college/university activities.	-----	-----	
(f) Evidence of actively involved in guiding Ph.D. students <i>i) No. of Registered candidate</i> <i>ii) No. of Awarded Candidates:</i>	3	Good	

	(g) Conducting Minor or Major Research Project sponsored by national or international agencies.	-----	-----	
	(h) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Bank vyavsayatil badal. An International Multidisciplinary Quarterly Research Journal	Good	
Overall Grading:				
Good: Good in teaching and satisfactory or good in activity at S.No.2.			Good	
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S.No.2.				
Not Satisfactory: If neither good nor satisfactory in overall grading.				

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 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 the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers 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 University and acknowledge for patent filing and approval letters, students Ph.D. awarded letter etc.)

S N	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/Medical/ Veterinary Sciences	Faculty of languages/ Humanities/Arts/Social Sciences/ Library/ Education/ Physical Education/	Self-appraisal Score	Verified Score

			Commerce/Management & other related disciplines		
	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	---	---
The Research score for research papers would be augmented as follows:					
Peer-Reviewed or UGC-listed journals (Impact factor to be determined as per Thomson Reuter's list):					
I	i) Paper in refereed journals without impact factor	: 5 Points		---	---
	ii) Papers with impact factor less than 1	: 10 Points		---	---
	iii) Papers with impact factor between 1 and 2	: 15 Points		---	---
	iv) Papers with impact factor between 2 and 5	: 20 Points		---	---
	v) Papers with impact factor between 5 and 10	: 25 Points		100	100
	vi) Papers with impact factor > 10	: 30 Points		---	---
	a) Two authors	: 70% of total value of publication for each author		---	---
	b) More than two authors	: 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		---	---
	Total			100	100
	(a) Books authored which are published by				
	International publishers	12	12	---	---
	National publishers	10	10	---	---
	Chapter in Edited Book	05	05	05	05
	Editor of Book by International Publisher	10	10	---	---

	Editor of Book by National Publisher	08	08	---	---
	(b) Translation works in Indian and Foreign Language by qualified faculties				
	Chapter or Research paper	03	03	---	---
	Book	08	08	---	---
	Total			05	05
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula				
	(a) Development of Innovative pedagogy	05	05	---	---
	(b) Design of new curricula and courses	02 per curricula /course	02 per curricula/ Course	---	---
	(c) MOOCs				
3	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20	---	---
	MOOCs (developed in 4 quadrant) per module/lecture	05	05	---	---
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	---	---
	Course coordinator for MOOCs (4 credit course) (In case of MOOCs of	08	08	---	---

	lesser credits 05 marks/credit)					
	(d) E-Content					
	Development of e-Content in 4 quadrant for a complete course/e-book	12	12	---	---	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02	---	---	
	Editor of e-content for complete course/paper/e-book	10	10	---	---	
	Total					
4	(a) Research Guidance					
	Ph. D.	10/degree awarded	10/degree awarded	---	---	
		05/ thesis submitted	05/thesis submitted	---	---	
	M. Phil/P.G. dissertation	02/degree awarded	02/degree awarded	---	---	
	Total				---	---
	<p>Note: For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-supervisor.</p> <p>Supervisor and Co-supervisor, both shall get 7 marks each.</p>					
(b) Research Projects Completed						
More than 10 lakhs	10	10	---	---		

	Less than 10 lakhs	05	05	---	---
	Research Projects On-going				
	More than 10 lakhs	05	05	---	---
	Less than 10 lakhs	02	02	---	---
	Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each				
	(c) Consultancy	03	03		
				Total	
5	(a) Patents				
	International	10	10	---	---
	National	07	07	---	---
	(b)* Policy documents (Submitted to an International body /organization like UNO/UNESCO/World Bank/International Monetary Fund etc. Or Central Government or State Government)				
	International	10	10	---	---
	National	07	07	---	---
	State	04	04	---	---
	Awards/ Fellowship				
	International	07	07	---	---
	National	05	05	---	---
			Total		
6	*Invited lectures/Resource Person/paper presentation in seminars/ Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once)				

International (Abroad)	07	07	---	---
International (within Country)	05	05	---	---
National	03	03	---	---
State/University	02	02	---	---
*For the purpose of calculating score of the teacher, the combined research score from the categories of '5(b)', Policy document and '6'. Invited lectures/Resource person/paper presentations shall have an upper capping of 30% of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.				
Total			---	---

**** Separate Sheet attached**

Sr. No.	Academic /Research Score	Self-appraisal Score	Verified Score
1	Research Papers in Peer-Reviewed or UGC listed Journals	100	100
2	Publication (Other than Research papers)	05	05
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula	---	---
4	a) Research Guidance/ b) Research Projects Completed/ c) Research Projects On-going/ d) Consultancy	---	---
5	a) Patents/ b) Policy documents/ c) Awards/ Fellowship	---	---
6	Invited lectures/Resource Person/paper presentation in seminars/Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once)	---	---
Total of- III (1+2+3+4+5+6)		105	105

UNDERTAKING

I **Dr. Satyam Kakasaheb Sanap** undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS Performa. My PBAS based APIs score carries

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.



Signature of HOD



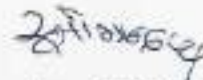
Signature of the faculty with

Designation, Place & Date



Stamp & Signature of Coordinator, IQAC

Co-ordinator
I. Q. A. C.
Indrayani Mahavidyalaya
Talegaon Dabhade



Signature of Principal
Off. Principal
Indrayani Mahavidyalaya
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College Seal

