



Yashwantrao Chavan Maharashtra Open University, Nashik-422222

(NAAC Accredited 'A' Grade)

Annual Self-Assessment for the Performance Based Appraisal System

SECTION- A: GENERAL

1	Name and Designation of the faculty	
2	Name of the Division / School / Center / Section	
3	Communication Address	
4	Email: Mobile : Telephone: Home Telephone : Office	
5	Year of Performance Appraisal	

SECTION –B: Category I: Teaching, Learning and Evaluation Related Activities

(Tasks related to the Division / School / Center / Section, where a teacher is working)

The Tasks performed by the faculty members at YCMOU are of mixed types. Task may be related to the development of programmes (including planning), implementation of the programmes, examination and evaluation related activities for programmes (including feedback). Therefore, though there are three categories given as 1(A), 1(B) and 1(C), a faculty may have worked in all three categories. He/ She is free to choose any one or more category to count the points. For example, he/she may acquire some points from Category 1(A), then some from category 1(B) and then some from category 1(C), but total maximum points will be 90 points only. Print copies of each supporting document should be attached here with.

Sr. No.	Nature of Activity	Maximum API Score	Self- Apprais al Score	Verified API Score	Details / Justification
Category I (A)	(i) Participation in Academic policy : Framing related to programme / operation / evaluation /remuneration/ use of media/research etc. (5 each and maximum 20 Points)	20			
	(ii) Development of : programmes / courses, curriculum / scripts / texts / audio video CD's / VLC material / kits / Supplementary material / programme guides / manuals / website, etc. (Including writing, editing, translation, adaptation) (5 each and maximum 20 Points)	20			
	(iii) Co-ordination of: programme / course development / selection of writers / material / organization of writers / editors meetings etc. (5 each and maximum 20 Points)	20			
	(iv) Development of: quality norms / tools, Participation in NAAC or NCTE work / preparation of quality reports / co-ordination quality activities, establishing international / national /state level linkages for training and research / development of training programme and materials / development of tools for assessment of personnel, etc. (5 each and maximum 10 Points)	10			
	(v) Conducting Viva voce for the research students. (5 each and maximum 10 Points)	10			
	(vi) Organizing Professional Development programmes. (5 Points) or Development of bridge / remedial course for needy learners (5 Points)	05			
	(vii) Development of avenues of learning such as projects, field work, internships etc. (5 Points) or Acquiring the skills and qualifications (5 Points)	05			

Category 1(B)	(i) Selection, monitoring, evaluation of study centers, selection of counselors, coordinators, evaluators, paper setters, moderators, examiners, etc. (5 each and maximum 20 Points)	20			
	(ii) Organizing meetings of directors, coordinators, regional directors, other stake holders like Students, Parents, Principals, evaluators, paper setters, moderators, examiners etc. (5 each and maximum 20 Points)	20			
	(iii) Distribution of learning materials, allied material, etc. (10 Points)	10			
	(iv) Running study centers, supplementary contact sessions and counseling etc. (5 each and maximum 10 Points)	10			
	(v) Updating data of admission of students / counselors / coordinators / study centers, etc. (5 each and maximum 10 Points)	10			
	(vi) Inducting Programme for use of Computer / Information technology for enhancing support services. (5 Points) or Working on web based support, Internet, interactive Radio and TV Counseling, communicating through Sanwad, etc. (5 Points)	05			
	(vii) Preparation of criteria for selection of the students for various programmes, transfer of credit points, etc. (5 Points) or Arranging pre admission campaign for the learners (5 Points)	05			

	<p>(viii) Developing mechanism for getting feedback from the learners / parents / institutions / other stake holders (5 Points)</p> <p style="text-align: center;">or</p> <p>Performing Academic and career counseling and also organizing placement services. (5 Points)</p> <p style="text-align: center;">or</p> <p>Record keeping about the learners' progress, past and present record. (5 Points)</p>	05			
	(ix) Developing the assignments / tutorials for the learners (5 Points)	05			
Category 1(C)	(i) Examination duties: Invigilation = 5, development of question bank for each course = 10, Question Paper setting for each course = 10, evaluation / assessment of answer scripts for each course = 10, Verification of Question papers and model answers = 10 for each course, as per duties allotted. (5 each and maximum 30 Points)	30			
	(ii) Development of evaluation procedure for a course / Programme (5 each and maximum 20 Points)	20			
	(iii) Development of manual for evaluators / examiners / paper setters / question bank developers / moderators etc. (5 each and maximum 20 Points)	20			
	(iv) Conducting Assessment Programme centrally or at Regional or District centers (5 each and maximum 20 Points)	20			
2	Extra duties and additional charge (AC) (1 AC = 2, 2 AC = 4, 3 AC = 6, 4 AC = 8, 5 or more AC = 10)	10			

3	Conducting training programmes for counselors, guides, evaluators, moderators, paper setters, question bank developer writers, editors, new comers and conducting seminars / conferences on quality assurance and innovative practices (10 / each training programme) Feed -back of training programme (5 / each)	25			
	Total Score	125			
	Minimum Required	075			

Category II: Co-Curricular, Extension and Profession Related Activities

Category II (A):	Nature of Activities	Maximum API Score	Self-Appraisal Score	Verified API Score	Details / Justification
1	(a) Co-curricular & Extension Activities such as cultural activities, subject related events, advancement and counseling (b) Carrying out learners' welfare activities (c) Participating learners' Grievance Redressed Committee. (d) Achieving awards / Honors / Recognition / Fellowship Titles / Post Doctorate Research Degree like D.Sc., D.Litt., LL.B. etc. (e) Encouraging learners for participating in the extension activities / cultural programmes. (5 Points each and maximum 10 Points)	10			

2	<p>Contribution to corporate life through participation in</p> <ul style="list-style-type: none"> • academic and/or administrative and/or industrial committees • Responsibilities and contribution to Editorial Board of Journals / Magazines etc. • environmental education activities • value based program • program on the radio channel • Program on the TV channel <p>(5 Points each and maximum 10 Points)</p>	10			
3	<p>Institutional Governance responsibilities like</p> <ul style="list-style-type: none"> • IQAC coordination, • Chairperson of any Committee at the University or college or any Institutional level • Member of any Committee at the University or college or any Institutional level <p>(5 Points each Maximum 10 Points)</p>	10			
4	<p>Professional Related Committees at State, National and International Level</p> <ul style="list-style-type: none"> • Chairman/Vice Chairman or President /Vice President of the International Level Committees (10 Points) • Chairman/Vice Chairman or President /Vice President of the National Level Committees (7 Points) • Chairman/Vice Chairman or President /Vice President of the International Level Committees (5 Points) • Member of the International Level Committees (5 Points) • Member of the National Level Committees (3 Points) • Member of the State Level Committees (2 Points) <p>(Maximum 10 Points)</p>	10			

5	Profession-related activities such as <ul style="list-style-type: none"> • participation in seminars / conferences / short term training courses • talks / lecturers • Dissemination and general articles, (Not covered in Category III below.) (5 Points each Maximum 10)	10			
	Total Marks	50			
	Minimum Requirement	15			

Category III: Research Related Academic Contributions

Category III (A)	Nature of Activities : Research Papers Published	Maximum API Score	Self-Appraisal Score	Verified API Score	Details / Justification
1	Refereed Journals (Relevant to any specific discipline) : Augment as <ul style="list-style-type: none"> • Indexed Journals – by 5 points • Papers with ‘impact factor / citations’ between 1 and 2: by 10 points • Papers with ‘impact factor / citations’ between 2 and 5: by 15 points • Papers with ‘impact factor / citations’ between 5 and 10: by 25points 	15 / Publication			
2	Non– Refereed but recognized and reputed journals and periodicals, having ISBN/ISSN numbers	10 / Publication			
	The Journals approved by the Research Committees of the University to publish articles for awarding the Ph. D. Degree	10 / Publication			
	Research papers / articles publishing on web meant for peer review, etc. like article base.com	10 / each			
3	If a paper presented in Conference /Seminar is published in the form of proceedings also comes under this and not under (iii) E	10 / Publication			

(2)	<ul style="list-style-type: none"> • International level Conference 10 Points • National level Conference 07 Points • State level conference 05 Points & • Local Level Conference 03 Points 				
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Category III (B):	Nature of Activities : Research Publications (Other than iii(A) Books, Chapters in Books)	Maximum API Score	Self-Appraisal Score	Verified API Score	Details / Justification
	(a)Text or Reference Books Published by International / National / State Level publishers with an established peer review system	50 for International / 25 for national / 15 for State level / 5 for each Chapter in edited books.			
	(b) Chapters contributed to edited knowledge based volumes published by International Publishers.	10 / Chapter			
	(c) Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers of national and international directories.	5 / Chapter			

	<p>(d) Books published by YCMOU</p> <p>Books published by other universities</p> <p>Books published with ISSN/ISBN numbers</p> <p>Books published by other publishers without ISSN/ ISBN numbers</p> <p>Books edited</p>	<p>25 / Production</p> <p>30 / Publications</p> <p>30 / Publications</p> <p>15 / Publications</p> <p>10 / Publications</p>			
	<p>(e) Chapters written in the books published by YCMOU</p> <p>Chapters written in the books on other universities</p> <p>Chapters written in the books published with ISSN / ISBN numbers</p> <p>Chapters written in the books published without ISSN/ISBN numbers.</p>	<p>15 / Publications</p> <p>20 / Publications</p> <p>20 / Publications</p> <p>10 / Publications</p>			

Category III (C):	Nature of Activities : Research Projects	Maximum API Score	Self-Appraisal Score	Verified API Score	Details / Justification
1	Sponsored Projects carried out / ongoing : <ul style="list-style-type: none"> • Major projects amount mobilized with grants above 5.0lakhs • Major projects amount mobilized with grants above 3 lakhs up to 5 lakhs • Major projects amount mobilized with grants above 25000 up to 3 lakhs 	20 / each Project 15/ each Project 10 / each Project			
2	Consultancy projects carried out / ongoing : <ul style="list-style-type: none"> • Amount mobilized with minimum of Rs. 2 lacks 	7 / each Project			
3	Completed projects - Quality Evaluation: Completed project Report (Acceptance from funding agency including the projects funded by the University.) <ul style="list-style-type: none"> • Below 25,000/- Minor Projects • Above 25,000/- Major Projects 	05 / each project 20 / each project			
4	Projects Outcome/ outputs: Major Policy document of Govt. Bodies at central and State level. It also includes the document preparation of the University <ul style="list-style-type: none"> • International Level Outcome / outputs or Patent • National Level Outcome / outputs or Patent • University Level Outcome / outputs or Document 	50 / each 30 / each 15 / each			

5	Internal Projects: Research Projects conducted internally for the development of the system of the university.	20 / each project			
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Category III (D):	Nature of Activities : Research Guidance and Conduct of Research Program Related Activities	Maximum API Score	Self-Appraisal Score	Verified API Score	Details / Justification
1	M.Phil. and Post Graduate Programmes such as M.Ed., M.B.A., M.A. etc. (Degree Awarded only)	3 / each candidate			
2	Ph.D.(Degree Awarded only)	10 / each candidate			
3	Ph.D.(Thesis Submitted)	7 / each candidate			
4	Coordination of PG Program / Chairman or Member of Committee for PG Research Project Formulation / Assessment of Research Outline of Research Work (ORW)/ Synopsis of Research Work (SRW) Conduct of Viva-voce.	1 / each Event			
5	Coordination of M. Phil. Program / Chairman or Member of Committee for M. Phil. Research Presentation Seminar / Conduct of Viva-voce.	2 / each Event			
6	Coordination of Ph. D. Program / Chairman or Member of Ph. D. Research Presentation Seminar Committee / Organization and Conduct of Ph. D. Viva-voce.	3 /each Event			

Category III (E):	Nature of Activities : Training Courses / Courses/ Seminars/ Conferences/Workshops Papers etc.	Maximum API Score	Self- Appraisal Score	Verified API Score	Details / Justification
1	Attending or organizing Refresher Courses, Methodology Workshops, Training, Teaching–Learning–Evaluation Technology Programmes, Soft skills development Programmes (Max: 30 Points) <ul style="list-style-type: none"> • Not less than two weeks duration • One week duration 	20 / each 10 / each			
2	Papers in Conferences / Seminars / work-shops etc. (If a paper presented in Conference / Seminar is published in the form of proceedings comes under “(iii) (A) (3)” and not under “(iii) E (2)”. 60% to the Principal Author and 40% to the co-author or authors shared equally. Participation and Presentation of Research papers Oral / poster in <ul style="list-style-type: none"> • International level • National level • State / Regional • Local /University / college level 	10 / each 7.5 / each 5 / each 3 / each			

3	Invited Lectures or Presentations for Conferences / Symposia. Member of Organization Committee or Technical Committee / Chairperson of the sessions / Key note Address <ul style="list-style-type: none"> • International • National • State Level • Local level / university / college level 	20 / each 15 / each 10 / each 05 / each			
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The Self-Appraisal score to be given by the applicant based on evidences criteria which would be verified by the Screening cum Evaluation Committee / Selection Committee at the appropriate level of the CAS promotion.

Signature of the Faculty:

Place:

Designation:

Date:

Performance Evaluation by the Reporting Officer

	Criteria	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation Related Activities		
II	Co-curricular, Extension, Professional Development, etc.		
III	Research and Academic Contribution		

Signature of Reporting Officer

Assessment of the Reviewing Officer

I agree with the scores given by the Reporting Officer

I revise the scores given by the Reporting Officer for the following reasons

Other Remarks (if any)

Date:

Signature of Reviewing Officer

Description	Assistant Professor (Stage 1) to Assistant Professor (Stage 2)	Assistant Professor (Stage 2) to Assistant Professor (Stage 3)	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
Teaching Learning, Evaluation Related Activities (Category I)	75 / Year	75 / Year	75 / Year	75 / Year	75 / Year
Co-Curricular, Extension and Profession Related Activities (Category II)	15 / Year	15 / Year	15 / Year	15 / Year	15 / Year

Minimum Total Average Annual Score under Category I and Category II. Minimum 10 points from either category is required.	100 / Year	100 / Year	100 / Year	100 / Year	100 / Year
Research and Academic Contribution (Category III) {AP: Assessment Period)	10 / Year 40 / AP	20 / Year 100 / AP	30 / Year 90 / AP	40 / Year 120 / AP	50 / Year 500 / AP
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Selection Committee
Percentage Distribution of Weightage Point in the Expert Assessment. Total Weightage = 100. Minimum required for promotion is 50. <ul style="list-style-type: none"> • CoR: Contribution to Research • DKTP: Domain Knowledge and Teaching Practices • IP: Interview Performance 	No Separate Points. Only Verification of Points.	No Separate Points. Only Verification of Points.	CoR: 30% DKTP: 50% IP: 20%	CoR: 50% DKTP: 30% IP: 20%	CoR: 50% Performance Evaluation and other credential by Referral Procedure : 50%

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. Note: For universities for which Sixth Pay Scales are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.