

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)

प्रशासन - शिक्षक कक्ष
गणेशखिंड, पुणे-४११ ००७
दूरध्वनी क्र. : ०२०-२५६२११४०, २५६२११४१
वेबसाईट : www.unipune.ac.in.



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Ref. No. AT/ 818

Dt. 07/08 /2020

To,
All Teachers of University Teaching Departments,
Savitribai Phule Pune University,
Pune: 411 007.

Subject: Annual Performance Appraisal Reports (Assessment Criteria and Methodology for University Teachers) for academic year 2019-20.

(Performance Review Period- 1/07/2019 to 30/06/2020)

Sir/Madam,

You are requested to submit Annual Performance Appraisal Report (**Assessment Criteria and Methodology for University Teachers**) duly filled & completed through respective HOD to the Deputy Registrar (Administration –Teaching Unit) on or before 20th August, 2020 in closed envelope marked as “Confidential” and your name written.

You are further requested to kindly note that Annual Performance Appraisal Report (**Assessment Criteria and Methodology for University Teachers**) formats are available as prescribed as per the guidelines of Government Resolution dated 08th March, 2019. The Format is available on University Website for your necessary action.

Step-1: Link to www.unipune.ac.in

Step-2: Click on Circular (section)

Step-3: Click on Administration-Teaching Circulars (section)

Step 4: Click on Annual Performance Reports 2019-2020.

All Teachers are further requested to note that submission of Performance Appraisal Report as per University Statute No.420 are mandatory and pre-requisite for completing the process of Confirmation, CAS Promotions & extension in service conditions of the Teachers. Your co-operation to complete the above within time limit is solicited.

With regards,


Dr. Prafulla A. Pawar
Registrar



Savitribai Phule Pune University

(Formerly University of Pune)

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: _____

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Email Telephone / Mobile number	:	
5.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

Appendix II

TABLE 1

Assessment Criteria and Methodology for University Teachers

Sr.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading																														
1.	Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">80% & above</td> <td style="width: 5%; text-align: center;">:</td> <td style="width: 5%;"></td> <td style="width: 15%;">Good</td> </tr> <tr> <td>Below 80% but 70% & above</td> <td style="text-align: center;">:</td> <td></td> <td>Satisfactory</td> </tr> <tr> <td>Less than 70%</td> <td style="text-align: center;">:</td> <td></td> <td>Not satisfactory</td> </tr> </table>	80% & above	:		Good	Below 80% but 70% & above	:		Satisfactory	Less than 70%	:		Not satisfactory	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Classes Assigned</td> <td style="width: 5%; text-align: center;">:</td> <td style="width: 35%;"></td> </tr> <tr> <td>No. of Classes Taught</td> <td style="text-align: center;">:</td> <td></td> </tr> <tr> <td>% of Classes Taught</td> <td style="text-align: center;">:</td> <td></td> </tr> <tr> <td>Grade</td> <td style="text-align: center;">:</td> <td></td> </tr> </table>	Total Classes Assigned	:		No. of Classes Taught	:		% of Classes Taught	:		Grade	:								
80% & above	:		Good																															
Below 80% but 70% & above	:		Satisfactory																															
Less than 70%	:		Not satisfactory																															
Total Classes Assigned	:																																	
No. of Classes Taught	:																																	
% of Classes Taught	:																																	
Grade	:																																	
2.	Involvement in the university /college student related activities /research activities : (a) Administrative responsibilities such as head, chairperson/ Dean /Director/ Co-ordinator, warden etc.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Involved in at least 3 activities</td> <td style="width: 5%; text-align: center;">:</td> <td style="width: 5%;"></td> <td style="width: 15%;">Good</td> </tr> <tr> <td>1-2-activities</td> <td style="text-align: center;">:</td> <td></td> <td>Satisfactory</td> </tr> <tr> <td>Not involved / undertaken any of the activities</td> <td style="text-align: center;">:</td> <td></td> <td>Not satisfactory</td> </tr> </table>	Involved in at least 3 activities	:		Good	1-2-activities	:		Satisfactory	Not involved / undertaken any of the activities	:		Not satisfactory	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Sr.</th> <th style="width: 10%;">Yes/No</th> </tr> <tr><td style="text-align: center;">(a)</td><td></td></tr> <tr><td style="text-align: center;">(b)</td><td></td></tr> <tr><td style="text-align: center;">(c)</td><td></td></tr> <tr><td style="text-align: center;">(d)</td><td></td></tr> <tr><td style="text-align: center;">(e)</td><td></td></tr> <tr><td style="text-align: center;">(f)</td><td></td></tr> <tr><td style="text-align: center;">(g)</td><td></td></tr> <tr> <td>Grade</td> <td></td> </tr> </table>	Sr.	Yes/No	(a)		(b)		(c)		(d)		(e)		(f)		(g)		Grade		
Involved in at least 3 activities	:		Good																															
1-2-activities	:		Satisfactory																															
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(f)																																		
(g)																																		
Grade																																		

Sr.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
	<p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organization seminars / conference /workshop, other college /university activities.</p> <p>(e) Evidence of activity involved in guiding PhD students.</p> <p>(f) Conducting minor or major research project</p> <p>(g) Sponsored by national or international agencies.</p> <p>At least one single or joint publication in peer-reviewed or UGC list of journals.</p>	<p><i>Note:</i> <i>Number of activities can be within or across the broad categories of activities</i></p>		

Table 2

Methodology for University and College Teacher 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 acknowledgement for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages/ Humanities/ Arts /Social /Sciences /Library / Education / Commerce / Management & other related disciplines	Self- appraisal Score	Verified Score	
1.	(*) Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper			
Publication (other than Research papers)						
(a) Books authored which are published by;						
2.	International publishers	12	12			
	National Publishers	10	10			
	Chapter in Edited Book	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 Languages by qualified faculties					
	Chapter or Research paper	03	03			
	Book	08	08			
Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula						
3.	(a) Development of Innovative pedagogy	05	05			
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course			
	(c) MOOCs					
	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 lesser credits 05 marks/credit)	08	08			
	(d) E-Content					
	Development of e-Content in 4 quadrant for a complete course/e-book	12	12			
	e-Content(developed in 4 quadrants) per module	05	05			
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				

4.	(a) Research guidance				
	Ph.D.	10 per degree awarded	10 per degree awarded		
		05 per thesis submitted	05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing:				
More than 10 lakhs	05	05			
Less than 10 lakhs	02	02			
(d) Consultancy					
		03	03		
5.	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (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		
	(c) Awards/Fellowship				
International	07	07			
National	05	05			
6.	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within Country)	05	05		
	National	03	03		
	State/ University	02	02		
Total 1+2+3+4+5+6=					

Signature of the teacher

Signature of HOD / Director

Date:

(*) The Research score for research papers and would be augmented as follows:

Peer-Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's list):

- | | | | |
|------|--|---|--|
| i) | Paper in refereed journals without impact factor | - | 05 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |
| a) | Two authors | - | 70% of total value of publication for each author |
| b) | More than two author | - | 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 |
| c) | Joint Project | - | Principal Investigator and Co-investigator would get 50% each |

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *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/Resources person /paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

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/Principal 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(for Heads)/ Head of the Department(for teachers) of the work done under each head of activity :**

**Overall Grading for TABLE 1
Assessment Criteria and Methodology for University Teachers**

		Verified Grading
Good in teaching and satisfactory or good in activity at Sl. No.2	Good	
Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.	Satisfactory	
If neither good nor satisfactory in overall grading	Not Satisfactory	
<p>Note: <i>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.</i></p> <p><i>The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for 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, ordinances of the parent institution.</i></p>		

- (b) **Justification of assessment of work as not satisfactory:**

3. **Comments of the Vice-Chancellor/ Head of the Department on Table 1 and Table 2:**

4. Remarks and suggestions :

**Signature
(Head of the Department)**

Remarks of the Vice-Chancellor (Adverse remarks as well as remarks of appreciation)

**Signature
(Vice Chancellor)**