G.H.G. Khalsa College, Gurusar Sadhar, District Ludhiana [Punjab] – 141104
ASSESSMENT PERFORMA
(To be filled in every year towards the close of academic session)

Year of Assessment: 2018-2019

1. i) Name of the teacher
   ii) Qualification of teacher
   iii) Subject
   iv) Designation
   v) Date of Birth
   vi) Date of Joining
   vii) Teaching experience ________ years ________ months

2. Work Load
   Number of hours per week
   Lecture Details

   Undergraduate   Postgraduate   Tutorial   Total
   Theory   Practical   Theory   Practical

3. Academic and professional growth during the year
   i) Research Qualifications

   ii) Research Project undertaken

   iii) Research Papers published indicating titles and name of journals in which published

   iv) Any other publication

   v) Guidance rendered to research scholars

   vi) Participation in seminars/ workshops/ conferences during the year
### Session: 2017-2018

<table>
<thead>
<tr>
<th>Class</th>
<th>Paper</th>
<th>No. of lectures delivered during the session</th>
<th>No. of Students appeared in paper</th>
<th>Passed in 1st division</th>
<th>Passed in 2nd division</th>
<th>Passed in 3rd division</th>
<th>Reappear</th>
<th>Pass percentage in paper</th>
</tr>
</thead>
</table>

### Session: 2018-2019

<table>
<thead>
<tr>
<th>Class</th>
<th>Paper</th>
<th>No. of lectures delivered during the session</th>
<th>No. of Students appeared in paper</th>
<th>Passed in 1st division</th>
<th>Passed in 2nd division</th>
<th>Passed in 3rd division</th>
<th>Reappear</th>
<th>Pass percentage in paper</th>
</tr>
</thead>
</table>
### Evaluation by Head of Department / Principal

<table>
<thead>
<tr>
<th>Item</th>
<th>Factual Verification</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Correct</td>
<td>Excellent</td>
</tr>
<tr>
<td></td>
<td>Exaggerate</td>
<td>Very Good</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Poor</td>
</tr>
</tbody>
</table>

General Observations

**Head of Department / Principal**
**GOVERNING COUNCIL, GHG KHALSA COLLEGES, GURUSAR SADHAR**

**BEST PRACTICE PERFORMA**

**SEF ASSESSMENT PERFORMA FOR TEACHING FACULTY**

Name of the College: ____________________________

Assessment Period: From ____________ to ____________

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**PART A  General Information.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name (in Block Letters)</td>
</tr>
<tr>
<td>2</td>
<td>Father’s Name/ Mother’s Name</td>
</tr>
<tr>
<td>3</td>
<td>Department/ Subject</td>
</tr>
<tr>
<td>4</td>
<td>Date of Birth/Gender │ M │ F</td>
</tr>
<tr>
<td>5</td>
<td>Designation</td>
</tr>
<tr>
<td>6</td>
<td>Marital Status</td>
</tr>
<tr>
<td>7</td>
<td>Nature of post │ Ad hoc │ Regular │ Contractual │ Grant post │ Unaided</td>
</tr>
<tr>
<td>8</td>
<td>Date of Joining</td>
</tr>
<tr>
<td>9</td>
<td>Date of Last Promotion</td>
</tr>
<tr>
<td>10</td>
<td>Which position and grade pay are you an applicant under CAS?</td>
</tr>
<tr>
<td>11</td>
<td>Date of eligibility for promotion</td>
</tr>
<tr>
<td>12</td>
<td>Present pay scale (with basic pay &amp; grade pay)</td>
</tr>
<tr>
<td>13</td>
<td>Indicate whether belongs to PH/ SC/ ST/ OBC category</td>
</tr>
<tr>
<td>14</td>
<td>Address for correspondence (with PIN code)</td>
</tr>
<tr>
<td>15</td>
<td>Permanent Address (with PIN code/Phone No.)</td>
</tr>
<tr>
<td>16</td>
<td>Contact Number/s:</td>
</tr>
<tr>
<td>17</td>
<td>E-Mail</td>
</tr>
</tbody>
</table>
Institution Performance Appraisal System: Sample of Assessment Performa of Teaching Staff (New)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Institution</th>
<th>Year</th>
<th>% of Marks obtained</th>
<th>Division</th>
<th>Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A./B.Sc./B.Com./B.P.Ed/B.Pharm</td>
<td></td>
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</tr>
<tr>
<td>M.A./M.Sc./M. Com./M.P.Ed/ M.Pharm</td>
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<tr>
<td>M. Phil.</td>
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<tr>
<td>Ph.D./D. Phil.</td>
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<tr>
<td>M.Ed</td>
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<tr>
<td>Other Exams (if any)</td>
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<tr>
<td>NET (UGC)/</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Designation</th>
<th>Nature of appointment (Regular/Contractual/Temporary/Adhoc/Part time)</th>
<th>Nature of Duties</th>
<th>Pay Scale</th>
<th>Date of joining</th>
<th>Date of Leaving</th>
<th>Reason of Leaving</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Nature/Designation</th>
<th>Pay scale with BP</th>
<th>PF &amp; other allowances</th>
<th>Total pay</th>
<th>Remarks</th>
</tr>
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</tbody>
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<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of leave</th>
<th>Period of Absence (Total days)</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
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<tr>
<td>2017-18</td>
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<td>2016-17</td>
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<td>2015-16</td>
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<td>2014-15</td>
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<td>2013-14</td>
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</tbody>
</table>

| Research Experience excluding years spent in M. Phil./Ph.D. (in years) | |
|-----------------------------------------------------------------------|
Fields of Specialization under the Subject/Discipline:
(a) 
(b) 

UGC-HRDC/MHRD/Orientation/Refresher Course/ Training Course attended:

<table>
<thead>
<tr>
<th>Nature of the course/s</th>
<th>Place</th>
<th>Duration</th>
<th>Sponsoring Agency</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

(Attach Certificates)

Special Contribution, Recognition, Achievement or any other relevant information (Attach annexure):

FUTURE PLANS (Please provide a brief resume of your future plans for teaching and research)

(i) Teaching:
(ii) Research:

Any additional experience/Talent:

Details about Class Results:

<table>
<thead>
<tr>
<th>Year</th>
<th>Class/Paper/ Semester</th>
<th>No. of Students appeared in paper</th>
<th>Passed in 1st division</th>
<th>Passed in 2nd division</th>
<th>Passed in 3rd division</th>
<th>Total Pass Students</th>
<th>Fail in the paper</th>
<th>Pass percentage</th>
<th>Remarks</th>
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TEACHING METHODS APPLIED:

(i) Name and describe new teaching methods used if any, (besides lecture method)

(ii) Distributing lecture, Synopsis, Assignments, Bibliography/Lab work etc.

(iii) Encouraging question in class

(iv) Holding Seminars/after class guidance

(v) Use of audio-visual aids/computer/ e-content

SEATS FILLED/VACANT IN CLASS/DEPARTMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Class/Subject</th>
<th>Total Number of Seats</th>
<th>Seats filled</th>
<th>Number of Vacant Seats</th>
<th>Remarks</th>
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</tbody>
</table>

3
### 15 EFFORTS MADE FOR ADMISSION

<table>
<thead>
<tr>
<th>Year</th>
<th>Class/Subject</th>
<th>Efforts made</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### 16 NO OF PLACEMENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Class/Subject</th>
<th>Details about placements</th>
</tr>
</thead>
<tbody>
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</table>

(Use additional sheet if required)

Date ____________________  

(Signature of Candidate)

**COUNTERSIGNED**

Chairperson/Head of the Department/Institute

(Office Stamp)
17 **CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(Attach extra sheet, if need be)

<table>
<thead>
<tr>
<th>Category</th>
<th>Nature of activity</th>
<th>Actual Score (Year wise) to be filled by the Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b. Examinations duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment</td>
<td>Actual Score (Year wise) to be filled by the Candidate</td>
</tr>
<tr>
<td></td>
<td>c. Innovative Teaching-learning methodologies, updating of subject contents/ courses, mentoring etc.</td>
<td>Actual Score (Year wise) to be filled by the Candidate</td>
</tr>
<tr>
<td></td>
<td>Sub-total 1</td>
<td></td>
</tr>
</tbody>
</table>

80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;
80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;
75/year: eligible for promotion as Assistant Professor (Stage-3) to Associate Professor/equivalent cadres (Stage-4);
70/year: Eligible for promotion as Associate Professor (Stage-4) to Professor/ equivalent cadres (Stage-5);

18 **CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

(Attach extra sheet, if need be)

(For instructions, please refer to Guidelines)

<table>
<thead>
<tr>
<th>Category</th>
<th>Nature of activity</th>
<th>Actual hours spent per year</th>
<th>API score (hours/10)</th>
<th>Verified Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Student related Co-Curricular, extension and field based activities.</td>
<td>Yr</td>
<td>Yr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar, and other events career counseling etc.)</td>
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<tr>
<td></td>
<td>ii) Other co-curricular activities (cultural, sports, NSS, NCC etc.)</td>
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</tr>
<tr>
<td></td>
<td>iii) Extension and dissemination activities</td>
<td></td>
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</tr>
</tbody>
</table>

(Maximum API score 15/years.)
(b) 
Contribution to department and institution through participation in academic and administrative responsibilities

i) Administrative responsibility (Including as Dean/Principal/Bursar Chairperson/Convener/ Teacher-in-charge/similar others duties that require regular office hours for its office hours for its discharge

ii) Participation in Board of studies, Academic, Administrative, Committees, and Governing/Regulatory Bodies of Institution of Higher learning.

Maximum API Score = 15/year

<table>
<thead>
<tr>
<th>API Score claimed (year wise) by the Candidates</th>
<th>API score (hours/10) Maximum 15 per year</th>
<th>Verified Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr</td>
<td>Yr</td>
<td></td>
</tr>
</tbody>
</table>

(c) 
Professional Development activities (such as participation in Seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles and any other contribution)

Maximum API Score = 15/year

<table>
<thead>
<tr>
<th>API Score claimed (year wise) by the Candidates</th>
<th>API score (hours/10) Maximum 15 per year</th>
<th>Verified Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr</td>
<td>Yr</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 50 API score/Assessment period: for promotion under CAS is required in Category-II.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>APIs</th>
<th>Faculties of Engineering/Sciences</th>
<th>Faculties Languages/Arts/Humanities/Social Sciences/Library/Management</th>
<th>Maximum Points</th>
<th>Self Assessment Score</th>
<th>Verified Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>III (A)</td>
<td>Refereed Journals*</td>
<td>Refereed Journals*</td>
<td>15/publication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-refereed but recognised and reputable journals &amp; periodicals, having ISBN/ISSN numbers</td>
<td>Non-refereed but recognised and reputable journals &amp; periodicals, having ISBN/ISSN numbers</td>
<td>10/publication</td>
<td></td>
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<tr>
<td></td>
<td>Conference proceedings as full papers, etc. (Abstracts not to be included)</td>
<td>Conference proceedings as full papers, etc. (Abstracts not to be included)</td>
<td>10/publication</td>
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<tr>
<td>III (B)</td>
<td>Research publication (books, chapters in books, other than refereed journal articles)</td>
<td>Text of Reference Books Published by International Publishers with an established peer review system</td>
<td>50/ sole author; 10/ chapter inedited books</td>
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<tr>
<td></td>
<td>Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers</td>
<td>Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers</td>
<td>25/ sole author; 5/ chapter inedited books</td>
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<tr>
<td></td>
<td>Subject Books by Other Local publishers with ISBN/ISSN numbers</td>
<td>Subject Books by Other Local publishers with ISBN/ISSN numbers</td>
<td>15/ sole author; 3/ chapter inedited books</td>
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<tr>
<td></td>
<td>Chapters contributed to edited knowledge based volumes published by International Publishers</td>
<td>Chapters contributed to edited knowledge based volumes published by International Publishers</td>
<td>10/ chapter</td>
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<td></td>
<td>Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories</td>
<td>Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories</td>
<td>5/ chapter</td>
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</tbody>
</table>
### III (C) RESEARCH PROJECTS

<table>
<thead>
<tr>
<th>III (C)</th>
<th>Sponsored projects carried out/ongoing</th>
<th>(a) Major Projects amount mobilized with grant above Rs 30.00 Lakhs</th>
<th>(a) Major Projects amount mobilized with grant above Rs 5.00 Lakhs</th>
<th>20 / each project</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
<td>(b) Major Projects amount mobilized with grant above Rs 5.00 Lakhs upto 30.00 Lakhs</td>
<td>(b) Major Projects amount mobilized with grant above Rs 3.00 Lakhs upto 5.00 Lakhs</td>
<td>15 / each project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Minor Projects (Amount mobilized with grant above Rs 50,000 upto 5.00 Lakhs)</td>
<td>(c) Minor Projects (Amount mobilized with grant above Rs 25,000 upto 3.00 Lakhs)</td>
<td>10 / each project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>APIs</th>
<th>Faculties of Engineering/Sciences</th>
<th>Faculties Languages/Arts/Humanities/Social Sciences/Library/Management</th>
<th>Maximum Points</th>
<th>Self Assessment Score</th>
<th>Verified Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>III (C)</td>
<td>(i)</td>
<td>Consultancy Projects carried out/ongoing</td>
<td>Amount mobilized with minimum of Rs 10.00 Lakhs</td>
<td>Amount mobilized with minimum of Rs 2.00 Lakhs</td>
<td>10 / per every Rs 10.00 Lakhs and Rs 2.00 Lakhs respectively</td>
<td></td>
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<tr>
<td>(ii)</td>
<td></td>
<td>Complete projects: Quality evaluation</td>
<td>Completed project report (Accepted by funding agency)</td>
<td>Completed project report (Accepted by funding agency)</td>
<td>20 / each major project and 10 / each minor project</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
<td>Project outcome/Outputs</td>
<td>Patent/Technology transfer/Product/Process</td>
<td>Major policy document of Govt. Bodies at Central/State level</td>
<td>30 / each national level output or patent; 50 / each international level output or patent 10 / per visit of students by the teacher incharge</td>
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<tr>
<td>(iv)</td>
<td></td>
<td>Industry linkage/visits to related fields</td>
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### III (D) RESEARCH GUIDANCE

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<thead>
<tr>
<th>III (D)</th>
<th>M. Phil</th>
<th>Degree Awarded only</th>
<th>Degree Awarded only</th>
<th>3 / each candidate</th>
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<tbody>
<tr>
<td>(i)</td>
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<tr>
<td>(ii)</td>
<td>Ph.D.</td>
<td>Degree Awarded</td>
<td>Degree Awarded only</td>
<td>10 / each candidate</td>
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<td></td>
<td></td>
<td>submitted</td>
<td>submitted</td>
<td></td>
</tr>
</tbody>
</table>

### III (E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS

<table>
<thead>
<tr>
<th>III (E)</th>
<th>(i)</th>
<th>Refresher courses Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)</th>
<th>(a) Not less than weeks duration</th>
<th>(a) Not less than weeks duration</th>
<th>20 / each</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td></td>
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</tr>
<tr>
<td>III (E) (i)</td>
<td>Papers in Conferences/Seminars/Workshops etc **</td>
<td>(b) One week duration</td>
<td>(b) One week duration</td>
<td>10/each</td>
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<tr>
<td></td>
<td>Participation and Presentation of research papers (oral/poster) in</td>
<td>Participation and Presentation of research papers (oral/poster) in</td>
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<tr>
<td></td>
<td>a) International conference</td>
<td>a) International conference</td>
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<td></td>
<td>b) National</td>
<td>b) National</td>
<td>7.5/each</td>
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<tr>
<td></td>
<td>c) Regional/State Level</td>
<td>c) Regional/State Level</td>
<td>5/each</td>
<td></td>
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<tr>
<td></td>
<td>d) Local-University/College Level</td>
<td>d) Local-University/College Level</td>
<td>3/each</td>
<td></td>
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</tr>
<tr>
<td>III (E) (ii)</td>
<td>Invited lectures or presentations for conferences/symposia</td>
<td>a) International</td>
<td>a) International</td>
<td>10/each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) National Level</td>
<td>b) National Level</td>
<td>5/each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certified that information given above from category 1 to 19 are true and correct to the best of my knowledge and I shall be responsible for any misrepresentation of the facts.

Date: ___________________                  Signature of the Faculty member

20 EVALUATION BY HOD

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Correctness of Information</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-11</td>
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<td>12</td>
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<td>13</td>
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<tr>
<td>14-15</td>
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<td>16</td>
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<td>19</td>
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</tbody>
</table>

Summary of API Score :

Signature of HOD with date
## Evaluation by the Principal

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Always</th>
<th>Often</th>
<th>Sometimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Punctual in taking classes</td>
<td></td>
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<tr>
<td>2.</td>
<td>Completed Syllabi /revision in time</td>
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<td>3.</td>
<td>Appropriate guidance provided to the students</td>
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<td>4.</td>
<td>Successfully completed the assigned work</td>
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<tr>
<td>5.</td>
<td>Honesty, Ethics, Manners, Behavior with students</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
</tr>
<tr>
<td>6.</td>
<td>Capacity to take cooperation of Colleagues/ Capacity for Team Work</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
</tr>
<tr>
<td>7.</td>
<td>Helpful in Administrative work</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
</tr>
<tr>
<td>8.</td>
<td>Other responsibilities</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
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</table>

<table>
<thead>
<tr>
<th>9.</th>
<th>Overall Assessment Grading</th>
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<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
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<tr>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
<td>Poor</td>
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</table>

| 10. | Remarks/Recommendations : |

Signature of Principal

Signature of Registrar/Director

Approval of the Management
### Guidelines for Category - I

#### Teaching, Learning and Evaluation Related Activities

<table>
<thead>
<tr>
<th>Category</th>
<th>Nature of Activity</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Max Score</td>
<td>Actual Score</td>
<td>Max Score</td>
</tr>
<tr>
<td>a. Direct teaching</td>
<td>70</td>
<td>Actual hours spent per academic year + 7.5</td>
<td>60</td>
<td>Actual hours spent per academic year + 7.5</td>
</tr>
<tr>
<td>b. Examination duties (question paper, setting, Invigilation, evaluation of answer scripts) as per allotment</td>
<td>20</td>
<td>Actual hours spent per academic year + 10</td>
<td>20</td>
<td>Actual hours spent per academic year + 10</td>
</tr>
</tbody>
</table>

It is certified that following norms be used for giving score under category – I, (b):

1. Question paper setting: 10 Hours per paper
2. Invigilation duties: Actual Hours used.
3. Evaluation of answer sheets: 20 Minutes per answer script for Under-Graduate
   20 Minutes per answer script for Post-Graduate
4. Evaluation of Ph.D. Thesis: 40 Hours
5. Conduct of Viva Voce for M.Phil/ Ph.D.: 15 Hours
6. Master Degree at least for one full semester: 5 Hours

| c. Innovative teaching - learning methodologies, updating of subject contents / courses, mentoring etc. | 10 | Actual hours spent per academic year + 10 | 15 | Actual hours spent per academic year + 10 | 20 | Actual hours spent per academic year + 10 |

It is recommended that the teacher will justify the marks of innovative teaching, duly verified by the Chairperson of the Department / Head of the Institution.

**Note:**
1. Direct teaching 16/14/14 hours per week include the Lectures / Tutorials / Practicals / Project Supervision / Field Work.
2. University may prescribe cut-off, say 75%, below which no score may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teacher are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling student. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.
Guidelines for Category - II

Category - II: Professional Development, Co-curricular and Extension Activities

Based on the teacher’s self-assessment, Category II API scores are proposed for professional development, co-curricular, and extension activities; and related contribution. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

<table>
<thead>
<tr>
<th>Category - II</th>
<th>Nature of Activity</th>
<th>Maximum API Score</th>
<th>Actual Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Student related co-curricular, extension and field based activities.</td>
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</tr>
<tr>
<td>a. (i)</td>
<td>Discipline related co-curricular activities (e.g., remedial classes, career counseling, study visit, student seminar and other events).</td>
<td></td>
<td>Actual hours spent per academic year + 10</td>
</tr>
<tr>
<td>a. (ii)</td>
<td>Other co-curricular activities (cultural, Sports, NSS, NCC etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. (iii)</td>
<td>Extension and dissemination activities (public / popular lectures / talks /seminars etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category - II</th>
<th>Nature of Activity</th>
<th>Maximum API Score</th>
<th>Actual Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Contribution to corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities.</td>
<td></td>
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</tr>
<tr>
<td>b. (i)</td>
<td>Administrative responsibility (including as Dean/ Principal / Chairperson / Convener / Teacher-in-Charge / similar other duties that require regular office hrs for its discharge)</td>
<td>15 / year</td>
<td>Actual hours spent per academic year + 10</td>
</tr>
<tr>
<td>b. (ii)</td>
<td>Participation in Board of studies, Academic, Administrative Committee &amp; Governing / Regulatory bodies of Institution of Higher Learning</td>
<td></td>
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<tr>
<td>c.</td>
<td>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lecture in refresher / faculty development courses, dissemination and general articles and any other contribution).</td>
<td>15 / year</td>
<td>Actual hours spent per academic year + 10</td>
</tr>
</tbody>
</table>
Institution Performance Appraisal System: Sample of Assessment Performa of Teaching Staff (New)

**Guidelines for Category – III**

**Research and Academic Contribution**

Bases on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and college. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

<table>
<thead>
<tr>
<th>Category</th>
<th>Activity</th>
<th>Faculties of Sciences / Engineering Agriculture / Medical / Veterinary Sciences</th>
<th>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management</th>
<th>Maximum score for University / College teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>III (A)</td>
<td>Research Papers published: Refereed Journals as notified by the UGC</td>
<td>Refereed Journals as notified by the UGC</td>
<td>25 per Publication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Reputed Journals as notified by the UGC</td>
<td>Other Reputed Journals as notified by the UGC</td>
<td>10 per Publication</td>
<td></td>
</tr>
<tr>
<td>III (B)</td>
<td>Publication other than journals articles (books, chapters in books) Text/ Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The list will be intimated to UGC</td>
<td>Text/ Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The list will be intimated to UGC</td>
<td>30 per Book for Single Author</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject Books, published by National level publishers, with ISBN/ISSN number of State / Central Govt. Publication as approved by the University and posted on its website. The list will be intimated to UGC</td>
<td>Subject Books, published by National level publishers, with ISBN/ISSN number of State / Central Govt. Publication as approved by the University and posted on its website. The list will be intimated to UGC</td>
<td>20 per Book for Single Author</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC</td>
<td>Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC</td>
<td>15 per Book for Single Author</td>
<td></td>
</tr>
<tr>
<td>Chapters in Books, published by National and International level publishers, with ISBN / ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</td>
<td>Chapters in Books, published by National and International level publishers, with ISBN / ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</td>
<td>International – 10 per Chapter National – 5 Per Chapter</td>
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</tr>
</tbody>
</table>

### III (C) RESEARCH PROJECTS

#### III (C) (i) Sponsored Projects

<table>
<thead>
<tr>
<th>(a) Major Projects with grants above Rs. 30 lakhs</th>
<th>Major Projects with grants above Rs. 5 lakhs</th>
<th>20 per Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs</td>
<td>Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs</td>
<td>15 per Project</td>
</tr>
<tr>
<td>(b) Major Projects with grants above Rs. 1 lakhs up to Rs. 5 lakhs</td>
<td>Major Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs</td>
<td>10 per Project</td>
</tr>
</tbody>
</table>

#### III (C) (ii) Consultancy Projects

| Amount mobilized with a minimum of Rs. 10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs. 10 lakhs and Rs. 2 lakhs Respectively |

#### III (C) (iii) Projects Outcome / Outputs

| Patent / Technology transfer / Product / Process | Major Policy documents prepared for International for international bodies like WHO / UNO / UNESCO/ UNICEF etc. Central State Govt. / Local Bodies | 30 for each International / 20 for each national level output patent. Major policy document of international bodies – 30 Central Govt. – 20, State Govt. -10 Local bodies – 5 |
### RESEARCH GUIDANCE

<table>
<thead>
<tr>
<th>III (D)</th>
<th>M.Phil.</th>
<th>Degree awarded</th>
<th>Degree awarded</th>
<th>5 per candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>III (C)</td>
<td>Ph.D.</td>
<td>Degree awarded / Thesis submitted</td>
<td>Degree awarded / Thesis submitted</td>
<td>15/10 per candidate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III E</th>
<th>Fellowships, Awards and Invited lectures delivered in conferences/ seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td>III (E) (i)</td>
<td>Fellowships/ Awards</td>
</tr>
<tr>
<td></td>
<td>International Award/ Fellowship academic bodies</td>
</tr>
<tr>
<td></td>
<td>National Award/ Fellowship from academic bodies</td>
</tr>
<tr>
<td></td>
<td>State/ University level Award from academic bodies</td>
</tr>
<tr>
<td>III (E) (ii)</td>
<td>Invited: lectures/ papers</td>
</tr>
<tr>
<td></td>
<td>International</td>
</tr>
<tr>
<td></td>
<td>National level</td>
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<tr>
<td></td>
<td>State/University level</td>
</tr>
</tbody>
</table>

| III (E) (i) | Fellowships/ Awards |
| | International Award / Fellowship from academic bodies/ associations |
| | National Award/ Fellowship from academic bodies/ associations |
| | State/University level Award from academic bodies/associations |
| | 15 per Award/ 15 per Fellowship |
| | 10 per Award / 10 per Fellowship |
| | 5 Per Award |

| III (F) | Development of e-learning delivery process/material | 10 per module |

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author/ supervisor/ mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

A joint committee consisting of Academic and Administrative Committee from respective department along with two teachers representatives from colleges will send the details of the publishers to the Director, Research Promotion Cell for approval. The Director, Research Promotion Cell will forward the list to computer Centre within 15 days of receipt for posting the same in the list of books on P.U. website under intimation to UGC. The department will hold this meeting every six months.
## भूमि उपलब्धित शासन वर्गण ग्रुपमूच्छ मध्य, शृङ्गाराळ

<table>
<thead>
<tr>
<th>नं.</th>
<th>विवरण</th>
<th>1</th>
<th>2</th>
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<th>10</th>
<th>11</th>
<th>12</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>भविष्यवाणी रूप से तरीक़े में</td>
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<td>2.</td>
<td>नम्बर निम्नीलिखित</td>
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<td>3.</td>
<td>आयाम लक्ष्य हैं:</td>
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<td>4.</td>
<td>आर्थिक समय में रूप बदलने का</td>
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<td>5.</td>
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<td>6.</td>
<td>विवरण की धारिता और अनुसूचित शब्दों के</td>
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<td>7.</td>
<td>ध्वनिगत भीम मार्ग से निकटता प्रशिक्षण (विवरण) पूरे मार्ग से उच्चन हैं, सेवा संबंधी</td>
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<td>8.</td>
<td>विभागपत्र के विवरण से तीयर्थिक उपक्रम / बेंकिंग / अन्य प्रभाव लागू है। पैशाँ के सेवा संबंधी वेबसाइट करें।</td>
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<td>9.</td>
<td>सेवा में प्रभाव</td>
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<td>10.</td>
<td>प्रशिक्षण से संबंधी विवरण</td>
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<td>11.</td>
<td>प्रशिक्षण से योग विवरण पूर्ण</td>
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<td>12.</td>
<td>विभागपत्र के विवरण में दोस्ती दीनां दीनी या मार्ग रूप से वेबसाइट को यथार्थ, अभ्यास, अभ्यास शिखर भंडार</td>
<td>निपुण मानक</td>
<td>हृदय मानक</td>
<td>टीम मानक</td>
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उम्मीद वशू एवं संपत्ति के लिए द्विवेक शिक्षा के सीडी उपलब्धित निविदित साधन भविष्यवाणी अथवा संपत्ति भविष्यवाणी अथवा संपत्ति का हेनोलॉजी है भविष्यवाणी का संपत्तिदाता / उच्च पुरुष द्वारा रोपित विधि शाखा।

प्रशिक्षण: ....../....../.........

# विवरण:

(लम्ब: ..................................................)
### GHG Khalsa College, Gurusar Sadhar, Ludhiana

**Self Appraisal Performa of Non-Teaching Staff**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1)</td>
<td>Name</td>
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<td>2)</td>
<td>Date of Birth</td>
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<td>Aadhar Card No.</td>
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<td>Designation</td>
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<td>Qualification</td>
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<td>6)</td>
<td>Date of Joining and Present Grade Pay</td>
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<td>7)</td>
<td>Absent / Leave detail of Last Five years, (If any)</td>
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<tr>
<td>8)</td>
<td>Any Enquiry / Court Case / Disciplinary Action Against Employee (Pending), if yes, then given detail</td>
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<td>9)</td>
<td>Age at selection time</td>
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<tr>
<td>10)</td>
<td>Brief Details of Job</td>
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<tr>
<td>11)</td>
<td>Any Achievement During Job period</td>
</tr>
<tr>
<td>12)</td>
<td>Detail of Employee’s Three Years ACR’s, Excellent, Good, Average, below average:</td>
</tr>
</tbody>
</table>

Certified that information given above are true and correct to the best of my knowledge.

Signature of Faculty Member: ............................................
Student Satisfaction Survey

Dear Student, Kindly fill the questionnaire below with sincere effort and thought. Your identity will be kept confidential.

*Required

Email *

psukh4300@gmail.com

What is the year of your study in this college?

1st Year
2nd Year
3rd Year
4th Year

Course

B.A

Is this the first time you answer this survey? *

Yes
No

Age

20

Gender

Female
Male

How much of the syllabus was covered in the class?

Below 30%
30-54%
55-69%
70-84%
85-100%

How well did the teachers prepare for the classes?

Won't teach at all
Indifferently
Poorly
Satisfactorily
Thoroughly

How well were the teachers able to communicate?

Very poor communication
Generally ineffective
Just satisfactorily
Sometimes effective
Always effective

The teachers approach to teaching can be best described as

Poor
Fair
Good
Very Good
Excellent

Fairness of Internal evaluation process by teachers

Unfair
Usually unfair
Sometimes unfair
Usually fair
Always Fair

Was your performance in assignments discussed with you?

Never
Rarely
Occasionally/Sometimes
Usually
Every time

The institute takes active interest in promoting internship, student exchange, field visit opportunities for students

Never
Rarely
Sometimes
Often
Regularly

The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth

Not at all
Marginally
Moderately
Very well
Significantly

The institution provides multiple opportunities to learn and grow

Strongly disagree
Disagree
Neutral
Agree
Strongly Agree
Teachers inform you about your expected competencies, course outcomes and programme outcomes

Never
Rarely
**Occassionally/Sometimes**
Usually
Every time

Your mentor does a necessary follow-up with an assigned task to you

I don't have a mentor
Rarely
**Occassionally/sometime**
Usually
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The teachers illustrate the concepts through examples and applications

Never
Rarely
**Occassionally/Sometimes**
Usually
Every time

The teachers identify your strengths and encourage you with providing right level of challenges

Unable to
**Slightly**
Partially
Reasonably
Fully

Teachers are able to identify your weaknesses and help you to overcome them

Never
**Rarely**
Occassionally/Sometimes
Usually
Everytime

The institution makes an effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process

Strongly disagree
Disagree
**Neutral**
Agree
Strongly Agree

The institute/teachers use student centric methods such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences
Teachers encourage you to participate in extracurricular activities

Strongly disagree
Disagree
Neutral
Agree
Strongly Agree

Efforts are made by the institute/teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

Not at all
Very Little
Some what
Moderate
To a great extent

What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching

Below 29%
30-49%
50-69%
70-89%
Above 90%

The overall quality of teaching-learning process in your institute in very good

Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree

Give three observations/suggestions to improve the overall teaching-learning experience in your institution

Syllabus and it's transactions
Depth of the syllabus content including industrial visit/internship/project work if any was appropriate *

Strongly disagree
Disagree
Neutral
Agree
Strongly Agree

Extent of coverage of syllabus through online mode was appropriate *
The current syllabus provides adequate Learning value (in term of knowledge, concept, analytical abilities and broadening perspectives)

Textual material provides adequate clarity and holds relevance

Syllabi holds applicability and relevance to the real life situations

Additional online resource material provided holds relevance to the syllabi

The syllabi expected reasonable efforts from students

Overall rating of syllabi and its transactions
Student Satisfaction Survey

Dear Student, Kindly fill the questionnaire below with sincere effort and thought. Your identity will be kept confidential.

*Required

Email *

anita19980126@gmail.com

What is the year of your study in this college?

1st Year
2nd year
3rd year
4th year

Course

B.P.Ed

Is this the first time you answer this survey? *

Yes
No

Age

23

Gender

Female
Male

How much of the syllabus was covered in the class?

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Strongly disagree
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Strongly Agree
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Not at all
Very little
Some what
**Moderate**
To a great extent

**Teachers encourage you to participate in extracurricular activities**

Strongly disagree
Disagree
Neutral
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Strongly Agree

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*Required

Email *

kaurb1328@gmail.com

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Overall rating of syllabi and its transactions *

Strongly disagree
Disagree
Neutral
**Agree**
Strongly Agree
Suggestion/Complaint Boxes

Sudhar, Punjab, India
SH 13, Sudhar, Punjab 141104, India
Lat N 30° 46' 23.23524"
Long E 75° 39' 4.13424"
07/01/21 11:12 AM
Suggestion/Complaint Boxes

Sudhar, Punjab, India
SH 13, Sudhar, Punjab 141104, India
Lat N 30° 46' 23.1096"
Long E 75° 39' 3.64644"
07/01/21 11:13 AM
Suggestion/Complaint Boxes

Sudhar, Punjab, India
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Long E 75° 39' 4.35294"
15/12/20 12:23 PM
Suggestion/Complaint Boxes

Sudhar, Punjab, India
SH 13, Sudhar, Punjab 141104, India
Lat N 30° 46' 27.95772"
Long E 75° 39' 5.35572"
15/12/20 12:48 PM