

## 6.3.5 Performance appraisal system for teaching and non-teaching staff:

### Response:

A well-organized performance management system plays a crucial role in managing the organization in an efficient manner. In DHSK Commerce College, evaluation of a teachers work is done by the head of the institution on the basis of multiple parameters which help in improvement of teacher's efficiency such as examinations performance of their respective students, regularity in classroom attendance, students feedback report on teachers and office staff, interactive teaching approach, holding tutorials classes, guiding and carrying out students research project, participation in academic activities like seminar, workshop etc. The management reviews the performance of teaching and non-teaching staff and accordingly promotion, annual increment, career advancement etc. are given.

The College follows rules and guidelines of UGC for teacher's evaluation and accordingly the UGC devised scoring system proforma titled 'Performance Based Appraisal System' incorporating multiple parameters to evaluate teachers' performance and academic accountability is in place. As such every teacher has to submit annual performance report in the appraisal format prescribed by UGC, duly forwarded by HOD. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary. It is incumbent in the part of HOD to check the entries and append comments in an unbiased manner taking into account the interest of the department. The scores of student's feedback are shown to the faculty and accordingly suggestion is provided. Expert senior faculty provides support and guidance to junior faculty of the same subject for improvement.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the different aspects pertaining to teaching – learning process. A team consisting of the Head of the Department and others teachers in the department goes through the feedback forms collected from the students and suggest appropriate measures to improve the teaching-learning process.

# DHSK COMMERCE COLLEGE: DIBRUGARH

## Annexure-I

**API Proforma for Professor, Associate Professor & Assistant Professor**  
**ACADEMIC PERFORMANCE INDICATORS BASED ON PERFORMANCE BASED**  
**APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT**  
**OF TEACHERS AND OTHER ACADEMIC STAFF**  
**AS PER UGC REGULATIONS, 2010**

Advertisement No.	
Name of the Applicant	
Date of Birth	
Post applied for and Subject	
Name of the Department	

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS**


**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
	<b>Total Score</b>	<b>125</b>		
	<b>Minimum API Score Required</b>	<b>75</b>		

# Supporting documents, wherever required be attached.

(Signature of Applicant)

  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

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## **CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	<b>Minimum API Score Required</b>	<b>15</b>		

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(Signature of Applicant)

  
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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S 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	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
<b>III A</b>	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
<b>III (B)</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	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author, 10 /chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		
<b>III (C) RESEARCH PROJECTS</b>						
<b>III (C)</b> (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		

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		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level.		
III (D)	<b>RESEARCH GUIDANCE</b>					
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>					
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	(a) Not less than two weeks duration	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**Note:** The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

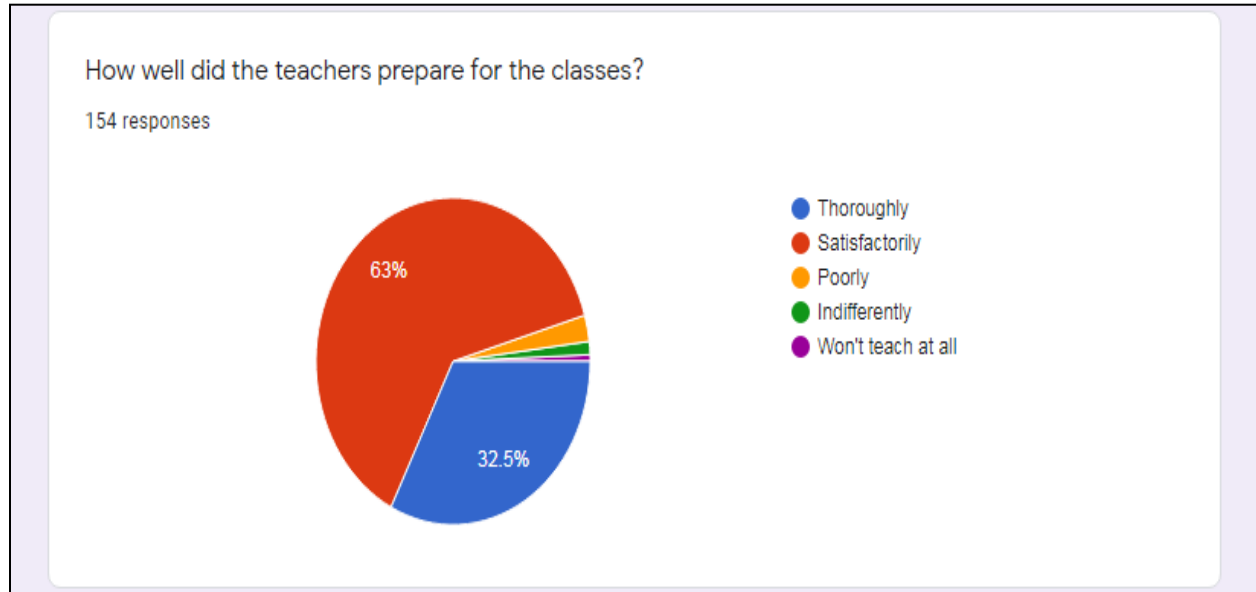
# Supporting documents, wherever required be attached.

(Signature of Applicant)

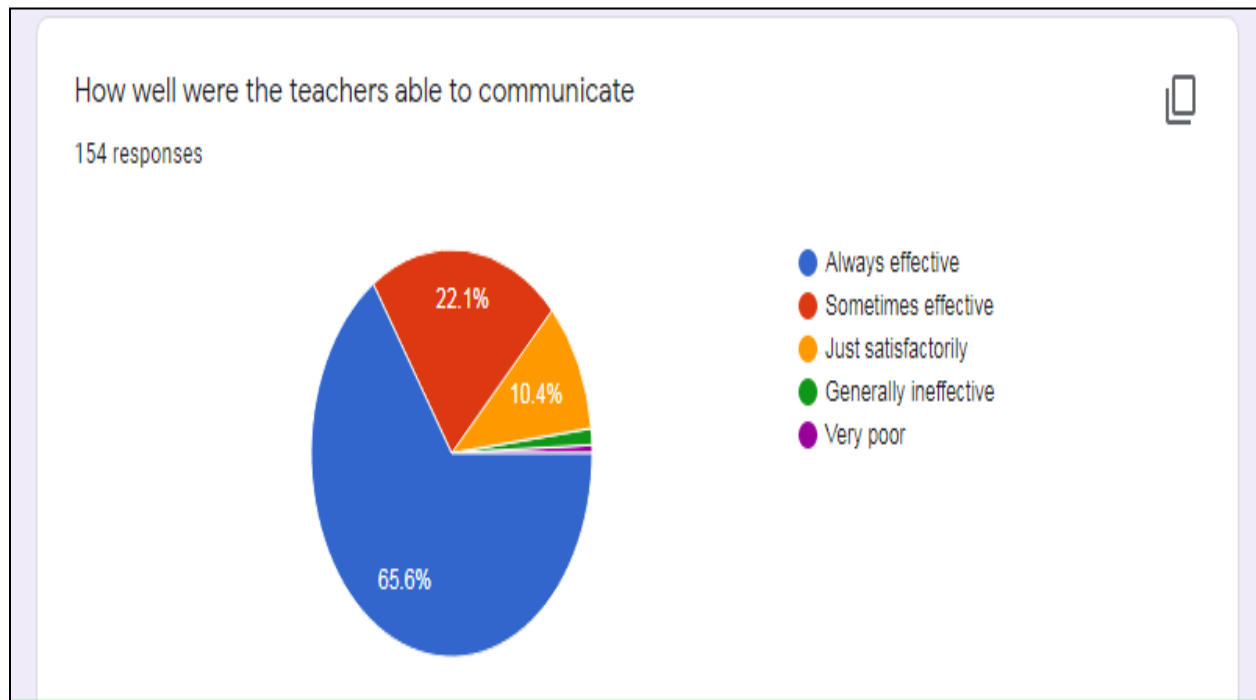
## Summary of Students Feedback on Teachers

  
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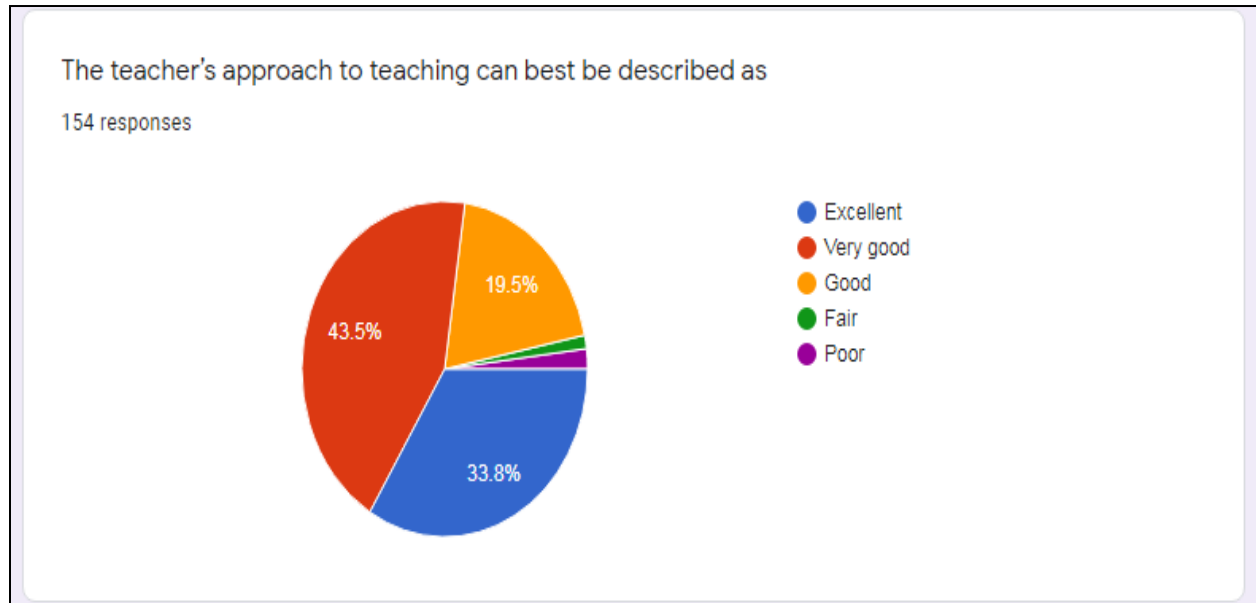
## Student's opinion on how well did the teachers prepare for the classes?



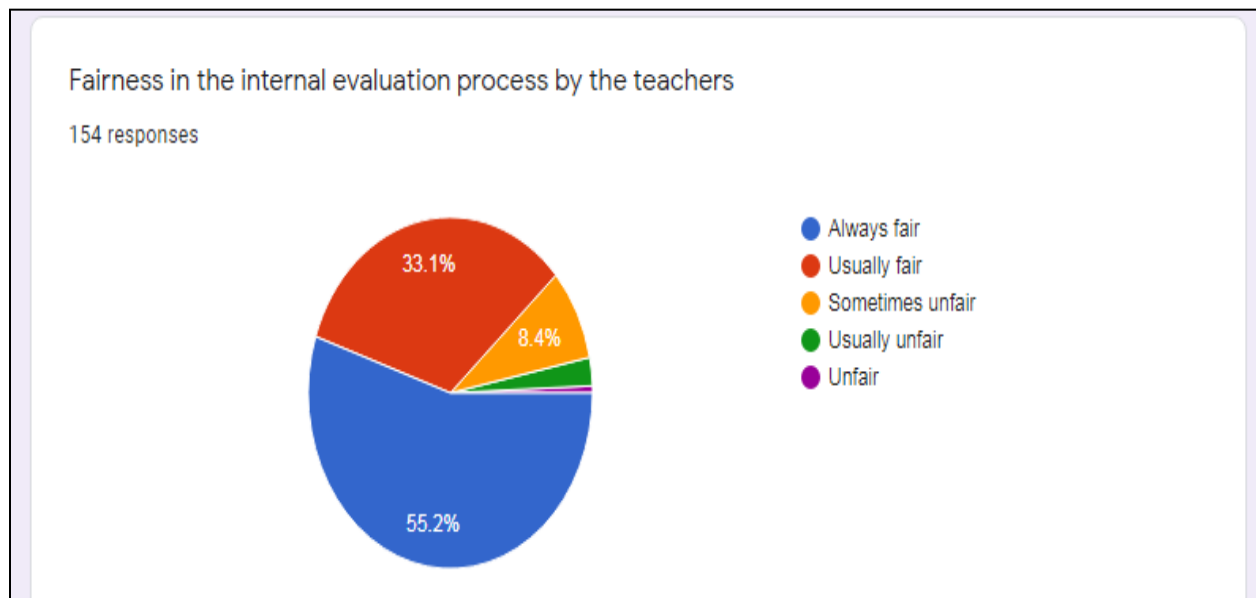
## Student's opinion on how well are the teachers able to communicate?



## Student's opinion on teacher's approach to teaching can best be described as:



## Student's opinion on fairness in the internal evaluation process by the teachers:

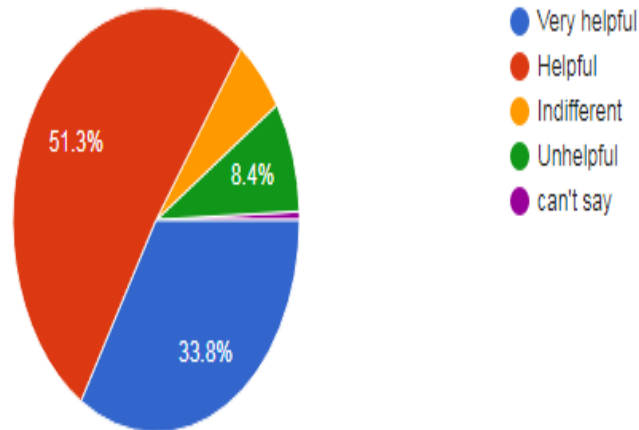




## How do you find the DHSK Commerce College's administrative offices?

How do you find the DHSK Commerce College's administrative offices?

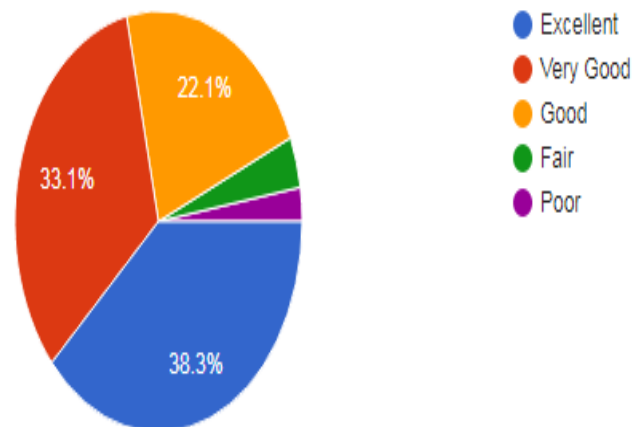
154 responses



## Students opinion on the NCC & NSS activities of DHSK Commerce College is:

The NCC & NSS activities of DHSK Commerce College :

154 responses





# DHSK COMMERCE COLLEGE: DIBRUGARH



CONFIDENTIAL

## PERFORMANCE APPRAISAL REPORT

*(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)*

Report for the year / period ending

*(To be submitted under sealed cover)*

### PART-I

(PERSONAL DATA)

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Educational Qualification :
- 4) Professional qualification :
- 5) Name of the Institution / College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher / Librarian by the D.H.E., Assam :
  - (a) In the UGC Scale of pay :
  - (b) In the fixed pay (if any) :
  - (c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge / experience / training which facilitate to discharge the all allotted work of the officer / employee :
- 11) Date of obtaining Senior Scale / Selection Grade Scale of pay :
- 12) Date of eligible for placement in the Senior Scale / Selection Grade Scale / Associate Scale of pay :

*Certified that, the particulars furnished above are correct.*

*Signature of Recording Authority  
(Principal)*

  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

# DHSK COMMERCE COLLEGE: DIBRUGARH

## PART-II

(ASSESSMENT BY THE REPORTING AUTHORITY)

- 1) Name (s) and Designation of the Reporting Authority :
- 2) Period of Service of the incumbent under the Reporting Authority :  
(Separate forms to be used by different reporting officer)
- 3) State of Health :  
What is your opinion about his / her :
  - (a) Aptitude, initiative, drive and efficiency for :
    - (i) Arrangement for works :
    - (ii) Exception of work :
  - (b) Intelligence :
  - (c) Attendance / conduct and amenability to discipline :
  - (d) Character with particular reference to reliability and integrity :
  - (e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
  - (f) General remarks, if any :
- 4) Character and conduct of the Lecturer / Librarian :
- 5) Relationship with :
  - a. Principal :
  - b. Teaching Staff :
  - c. Library Staff :
  - d. Office Staff :
  - e. Students :
  - f. Others :
- 6) Regularity and punctuality in attending college as well as classes :
- 7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :  
(b) Involvement in University and College examinations :  
(c) Spirit of obedience to the higher authorities :
- 8) Comments on the Performance of the Senior Lecturer as well as a teacher :
- 9) Special academic achievement of the Teachers / Librarian, if any :
- 10) Performance of duties (as per UGC Regulation, 2010) year wise :

Year	Total working days	Class allotted	Class taken
- 11) Recommendation about his / her fitness or otherwise for advancement for next higher rank :

  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

**PART-III**

OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority : *[Handwritten]*
- 2) Period of service of the incumbent under the Reviewing Authority : *[Handwritten]*
- 3) General opinion of the Reviewing Authority : *[Handwritten]*

*Signature of Reviewing Authority*

**PART-IV**

REMARKS OF THE ACCEPTING AUTHORITY:

*Signature .....*  
*Name & Designation of Accepting Authority*