CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)

PART-I GENERAL

A. Basic Information

1	Name of the Faculty Member	
2.	Current Designation	
3.	Name of the Department, Schools	
4.	Date of Joining	
5.	Date of Last Promotion	
6.	Sex	
7.	Category to which belongs:- Open/SC/ST/OBC/Physically challenged	
8.	Contact Number	
9.	Email id	

B. Academic Qualifications (Highest Degree)

Sl. No.	Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subjects/Disciplicne
	UG				
	PG				
	M.Phil				
	Ph.D				
	D.Litt				

PART-II ACADEMIC PERFORMANCE INDICATORS

Category-I : Teaching, Learning & Evaluation related Strategies
(Maximum Total Score 125, Minimum API required 75)

1. Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted (Maximum of 50 points)

Sl. No	Criteria	Maximum API score	Self-Appraisal Score	Verified API Score**
1	**Name of the course/ Paper with credit** (Theory 1 credit=3 marks Lab 1 credit = 2 marks)	50		
2	**Extra Teaching Load**	10		
3	**Subject content/Reading Material Developed** (Mention the curriculum development of papers, lab; Preparation of MRC material, etc)	10		
4	**Innovative in Teaching Methodology** (Use of tab, simulations, games, industrial visit, Skill modules, New Experiments, seminar etc.)	10		
5	**Examination**(Invigilation, Paper setting, Evaluation of students at theory/practical examination- Internal and External)	10		
6	**Student guidance for project/internship/**	10		
7	**Student's Feedback**	25		
	Total	125		

Note; Faculty can give additional information below to justify the self appraisal score

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Category-II : Co-Curricular, Extension and Professional Development Activities (Maximum Score 50, Minimum API required 15)

Sl. No	Nature of Activity	Maximum API Score	Self-Appraisal API Score	Verified API Score*
1	Student related co-curricular, extension and field based activities (such as coordinators of different clubs, NCC, Red Cross, Counsellors, Mentors, etc.)	15		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (Placement, Admission, Live Projects, FDP, MDP, National/International Conference/Workshop, Programme Coordination etc.)	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination andgeneral articles, not covered in Category III below)	10		
4	Institutional Governance responsibilities like Dean, Director, PGP Coordinator, HoD, Warden, IQAC Director/Co-coordinator, Proctor, Coordinator SSA or any other additional responsibility	10		
	Total	**50**		

Note; Faculty can give additional information below to justify the self appraisal score

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

1. 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.

2. 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 theconcerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points andthe remaining 40% would be shared equally by all other authors.

Sl. No	Particulars (enclose details of each item in support of your claim as annexure)	Self-Appraisal Score	Verified Score*
III A	**Research Papers Publication**		
	i. Refereed Journals (15 per publication)		
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSNnumbers: (10 per publication)		
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (7 perpublication).		
III B	**Other Research Publications (books, chapters in books, other than refereed journal articles).**		
	i. Text or Reference Books Published by International Publishers with an established peer review system		
	Sole Author (50 per publication).		
	Sole Editor (30 per publication).		
	Chapter in edited Book (10 per publication).		
	ii. Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		
	Sole Author (30 per publication).		
	Sole Editor (20 per publication).		
	Chapter in edited Book (10 per publication).		
	iii. Text or Reference Books by other local publishers with ISBN/ISSN numbers.		
	Sole Author (15 per publication).		
	Sole Editor (10 per publication).		
	Chapter in edited Book (7 per publication).		
	iv. Text or Reference Books by other local publishers without ISBN/ISSN number		
	Sole Author (10 per publication).		
	Sole Editor (7 per publication).		
	Chapter in edited Book (4 per publication).		
	v. Chapters contributed to edited knowledge based		

		volumes published by InternationalPublishers (10 per publication).		
		vi. Chapters in knowledge based volumes by Indian/National level publishers withISBN/ISSN numbers (5 per publication).		
		vii. Editing of the Proceedings of Seminar/ Symposia/Conference/Workshops		
		International Level (Sole Editor- 30 per publication).		
		National Level (Sole Editor- 21 per publication).		
		Regional Level: (Sole Editor- 15 per publication)		
		State Level: (Sole Editor- 10 per publication).		
III C	RESEARCH PROJECTS			
		i. Completed/Ongoing Sponsored Projects.		
		Major Project with Grant >Rs. 30 Lakhs for Sciences and Rs. 5 Lakhs for Others (20 per Project).		
		Major Project with Grant > Rs.5 Lakhs for Sciences and Rs. 3 Lakhs for Others (15 per Project).		
		Minor Project with Grants >Rs. 50,000 for Sciences and Rs. 25,000 for Others (10 per Project).		
		ii. Completed/Ongoing Consultancy Projects		
		Grant >Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per Project		
		iii. Projects Outcome/Output:Patent/Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies at Central/Statelevel (for Others).		
		International Level (50 per outcome/output).		
		National Level (30 per outcome/output).		
III D	RESEARCH GUIDANCE (In case of joint supervision points are to be shared in 70: 30 ratio)			
		M. Phil. (Degree awarded only) (3 per candidate)		
		Ph. D. (Degree awarded only) (10 per candidate).		
		Ph. D. Thesis submitted (7 per candidate).		
III E	POST DOCTORAL DEGREE: D. Sc/D.Litt. from an university based on post-doctoral thesis(30 points)			
III F	PARTICIPATION IN TRAINING COURSES/CONFERENCE/SEMINAR/WORKSHOP			
		i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills DevelopmentProgrammes,		

		Faculty Development Programmes		
			Duration two weeks or more (20 per course/ conference/ seminar/ workshop).		
			Duration one week (10 per course/ conference/ seminar/ workshop).		
			Duration of 2 days or more (5 per course/ conference/ seminar/ workshop).		
		ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in theform of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (f) (ii)).		
			a) International conference (10 per participation/presentation).		
			b) National (7.5 per participation/presentation).		
			c) Regional/State level (5 per participation/presentation).		
			d) Local - University/college level (3 per participation/presentation)		
		iii. Invited lectures or presentations for conferences/Seminar/Training Course/Refresher Course/Orientation Course		
			a) International Level (10 per lecture)		
			b) National Level (5 per lecture)		
			c) Regional Level (3 per lecture)		
			d) Local- University/College Level (2 per lecture)		
III G	**TRAINING COURSES / CONFERENCE / SEMINAR/ WORKSHOP ORGANISED**			
		I. Refresher courses, Methodology workshops, Training Course, Summer/Winter School/Teaching-Learning- Evaluation Technology Programmes,Soft Skills development Programmes, Faculty Development Programmes		
			Duration two weeks or more (30 per course). In case of Co-coordinatorpoints are to be shared in 70: 30 ratio.		
			Duration one week (20 per course). In case of Co-coordinator points are tobe shared in 70: 30 ratio.		
		II. Seminar/symposia/conference/workshop organized. In case of Co-convener/Jt. Organizing Secretary points are to be shared in 70: 30 ratio.		
			International (30 per event).		
			National (20 per event).		
			Regional (10 per event).		

		State level (5 per event).		
III H	**AWARD/HONOURS/RECOGNITIONS**			
		International level honour/recognition/award (30 per award)		
		National level honour/recognition/award (25 per award)		
		State level honour/recognition/award (15 per award)		
		University honour/recognition/award (10 per award)		
III I	**PEER REVIEWING OF PAPERS/PROJECT PROPOSAL/EVALUATION OF PROJECT COMPLETION REPORT**			
		For Refereed Journals (7 per paper)		
		For Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (4 per paper)		
		Conference proceedings as full papers, etc. (3 per paper)		
		Evaluation of Project Completion Report (10 per report for major project and 5 for minor project)		
		Evaluation of Project Proposals (5 per report for major project and 3 for minor project)		
		Total		

I do hereby certify that the scores mentioned under all categories above are true and are supported by documentary evidences.

* Column on verified API score is to be filled by the Reporting Authority

Signature of the Applicant
Place:
Date:

Notes
1. Candidates are required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors, ISSN/ISBN numbers of journals and year of publications), list of seminar/symposia/conference/workshop/refresher course/faculty/skill development programmes etc organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/Process/Major Policy document of Govt. Bodies at Central/State level, list of M. Phil and PhD supervised, list of honours/awards/recognitions . Information given in the form need not be repeated.

Part III

Assessment of Reporting Officer

Length of service under the reporting officer :

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	*Very Good*	*Good*	*Satisfactory*	*Unsatisfactory*
5	**4**	**3**	**2**	**1**

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

Assessment on Five Point scale

Performance and General Attributes (Weightage – 50) Assessment on Five Point scale:

Sl. No.	Parameter	Scale
1	Knowledge in the sphere of work	
2	Quality of output with respect to work assignment	
3	Communication skills (Oral and written)	
4	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
5	Aptitude to work	
6	Ability to inspire and motivate	
7	Supervisory ability	
8	Interpersonal relations and team work	
9	Integrity and Trustworthiness	
10	General conduct	
	Total	

Summary of API Score

Sl. No	Criteria	Self API Score	API Score by Reporting Officer
1	**Category-I :Teaching, Learning & Evaluation related Strategies** (Maximum Total Score 125, Minimum API required 75)		
2	**Category-II :Co-Curricular, Extension and Professional Development Activities** (Maximum Score 50, Minimum API required 15)		
3	**CATEGORY-III: Research and Academic Contributions**		
4	**Performance and General Attributes (**Weightage – 50, Assessment on Five Point scale, Minimum API required 30)		
	Total		

Date :   Signature of the reporting officer
                                                                          (Name, Designation, Seal)

PART –IV
(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer

2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material?

3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?

4. Remarks about any meritorious work or otherwise of the Faculty Member.

5. Remark about grading of the Faculty Members by the Reporting Officer.

6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer
Place: Name in Block Letters
Date: Designation
(During the period of Report)