

GOVERNMENT DEGREE COLLEGE
KARVETINAGARAM, CHITTOOR (DT), A.P.



ASAR /AADPI FORMATS

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVT.OF ANDHRA PRADESH: MANGALAGIRI
Present: Dr Pola Bhaskar, IAS**

01/ APCCE/ ASAR & AADPI/AC-08/2021-22,

Dated: 01.02.2023

Sub: - APCCE – Submission of ASAR and AADPI for the academic year 2021-2022 –
Certain Instructions issued - Regarding.

To maintain standards and to improve the academic standards and create work culture in colleges and as per UGC 2010 regulations the Commissioner of Collegiate Education is collecting ASAR from Lecturers, Physical Directors and Librarians of both Government and Aided Degree Colleges and AADPI from the principals of Government Degree Colleges.

The Lecturers, Physical Directors and Librarians of both Regular and Aided absorbed are informed to submit the ASAR in the prescribed format with relevant evidences to the IQAC of the college. The IQAC after verifying the data submitted by the staff member will submit the evaluated score to the principal of the college. The principal of the college should upload the evaluated score in CCE website through college login.

The principals of the Government Degree colleges are informed to submit the AADPI with the relevant evidences to the RJDCE of the concerned Zone. The RJDCE after verifying the data submitted by the principal will evaluate the score and upload the score in CCE website through RJDCE login.

The ASAR / AADPI is to be submitted for the academic year 2021-2022, starting from 1st December 2021 to 30th September 2022.

The last date for uploading the data in CCE website is 28th February 2023.

Sd/- Pola Bhaskar IAS

Commissioner of Collegiate Education

Enclosures:

1. ASAR formats for Lecturers, Physical Directors and Librarians.
2. AADPI format for Principals.

To

1. The Principals of Govt., Degree Colleges concerned
2. All the RJDCEs for information

//ATTESTED//


Academic Guidance Officer

Annexure I

Commissionerate of Collegiate Education, A.P., Vijayawada Academic, Administrative and Development Performance Indicators (AADPI) for Principals of Govt. / Pvt. Aided Degree Colleges in the State for the Academic Year 2021-22

Criteria	Max Score	Self Assessment	Assessment by RJDCE
Academic Governance: (170 Marks)			
1. Students enrolment during the academic year 2021-22. <ul style="list-style-type: none"> • 5 Marks for the enrolment to the extent of full intake capacity of the College • 5 Marks for progress (in comparison to previous year) towards full intake capacity. 	10		
2. Preparation of institutional curricular plan and effective implementation of the same <ul style="list-style-type: none"> • 4 Marks for preparation of the plan • 6 Marks for effective implementation of the plan 	10		
3. Students' pass percentage of the Institution where he served during the last year. (Half a mark (1/2) for every one percentage of increase over the preceding year Ex: 10% = 5marks) 1 st , 3 rd and 5 th Semesters	10		
4. Effective conduct of internal examinations: Record of marks and analysis of the teacher wise performance and initiating suitable activity to improve performance.	5		
5. Facilitating development and usage of innovative teaching and learning practices by the teachers.	5		
6. Conduct of academic activities such as seminars, symposia workshops etc., International -3,National level-2 ,State level-1 (Max:10)	10		
7. Encouragement extended to the faculty for undertaking Research activity at institution. No. of papers published in recognized and reputed journals, Books authored and published by the teachers working under him/her during the last two years. (each Book-2, paper published-1, Max-20)	20		
8. No. of proposals submitted to the UGC for under taking MRP by the teaching staff during the last one year. (Each MRP Proposal-1, Max:10)	10		
9. Consultancy Services offered and income generated for the institution. 5 Marks for each consultancy service	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
10. MOUs which facilitate students' growth and employment with industries (2 marks for each MOU, Max -10)	10		
11. Providing access to learning resources: i. Library timings off the college working hours ii. New books purchased iii. Average number of books issued to students iv. Access to e-learning resources v. Internet connectivity. (2 Marks for each)	10		
12. Organizing events related to Sports, Cultural Literary during the year 2021-22. (One mark for one event organized)	10		
13. Institutional-level mechanism for feedback from students and staff • Collection of Feedback (3 Marks) • Analysis (3 Marks) • Initiating action (4 Marks)	10		
14. Community extension services organized through N.S.S, N.C.C, Consumer Clubs, Red Ribbon Club, etc., (one mark for each event organized)	10		
15. Introduction of need based Certificate Courses during the year 2021-22. (5 Marks for one course) Minus marks for non implementation	10		
16. Effective implementation of Foundation Courses (10) during the year 2021-22 (1 Mark for each Course)	10		
17. Effective implementation of faculty forum. Regular conduct of activities on faculty forum (One mark for one programme)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
II. Student Support Services (50 Marks)			
1. Coaching for employment, Career Counselling and No. of students trained in Job skills and placed during the last two years. (2 Marks for conducting one related programme)	10		
2. Coaching conducted for helping students to appear for entrance examination to seek admission into P.G Courses (2 Marks for coaching in one subject)	10		
3. Mechanism established at college for facilitating students to apply for various welfare schemes like online scholarships, online admissions, Bus passes, etc. (5 Marks for each)	10		
4. Any other activity initiated and implemented for the benefit of the student community on the campus and off the campus	10		
5. Functioning of JKC: Conduct of training activity to provide employable skills to students. (5 Marks for one full batch of students)	10		
III. Administration & Resource Mobilization (50 Marks)			
1. Budget proposals submitted to various agencies i.e., UGC, State Government and Other funding agencies DST/CSIR/DBT/ICSSR/Min of social Justice, company affairs etc. (2 Marks for each proposal)	10		
2. Initiatives for generating resources for the development of the institution other than regular funding agencies Alumni, Philanthropists and other sources. (2 Marks for each resource)	10		
3. Percentage of utilization of Budget sanctioned under all sources. (1 mark for 10% of utilization Ex: 50% =5marks)	10		
4. Timely submission of information to ID College/RJDCE/CCE	10		
5. Addressing student grievances through establishment of various platforms like WEC etc. · Record of grievances (5 Marks) · Redress of grievances (5 Marks)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
IV. Quality Enhancement and Sustenance (20 Marks)			
1. Assessment and Accreditation of the institution by NAAC under his/her leadership (Grade-A-10, B-7, C-5 and D-Nil)	10		
2. IQAC: Preparation of action plan (2 Marks), conduct of activities (2 Marks), Maintenance of records (2 Marks) and preparation and timely submission of annual IQAC Reports to NAAC (4 Marks).	10		

Note: All the information furnished above should be substantiated by documentary evidences.

List of Enclosures:

- 1.
- 2.
- 3.

Signature of the RJDCE

Signature of the Principal

Name:

College:

District:

Zone:

Abstract of Score:

Criteria	Max Score	Self Assessment	Assessment by RJDCE
I. Academic Governance	170		
II. Student Support Services	50		
III. Administration & Resource Mobilization	50		
IV. Quality Enhancement and Sustenance	20		
Total	290		

Declaration by the Principal:

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Principal

Certification by the RJDCE

I hereby certify that the substantiating evidence and information furnished by the incumbent and found true.

Signature of the RJDCE

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Employee ID No.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
						(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
Total							
Grading Obtained (Good / Satisfactory / Not satisfactory)							

Grading Criteria: (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
3	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)				
Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/undertaken any Activity

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching		
2	II - Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, 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. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade 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 as per the Acts, Statutes and Ordinances of the parent institution.

CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic / Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

- A. Research Papers** in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication):
 The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
	Total							

B. Publications (Other Than Research Papers)

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total								

C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS-LSDs/SDCs)	Development of e-Content in 4 quadrants along with podcast for a complete course/e-book	12
	e-Content (developed in 4 quadrants along with podcast) per module	05

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total					

D. Research Guidance/ Projects

i. Research Guidance:

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
Total					

Note: For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor, both shall get 70% each.

ii. Research Projects Completed:

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	10 per Project
Grant Mobilised less than Rs. 10 lakhs	05 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. Research Projects Ongoing:

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	05 per Project
Grant Mobilised less than Rs. 10 lakhs	02 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iv. **Consultancy Projects:** 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total							

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

E. Patents, Policy Documents and Awards/Fellowship:

i. Patents:

Faculty of any Discipline	Score
International	10 per Patent
National	07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

ii. ***Policy Documents:** Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline	Score
International	10 per Document
National	07 per Document
State	04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. **Fellowship/ Awards:**

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

F. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

- Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.
2. The research score shall be from the minimum of three categories out of six categories.
 3. The self assessment score should be based on objectively verifiable records.

List of Enclosures:

- 1.
- 2.
- 3.

ABSTRACT OF GRADE / SCORE

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)			
Category – II : Activities (Good / Satisfactory / Not satisfactory)			
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			
Category – III : Academic/Research Activities			
A. Research Papers Published in Journals			
B. Publications other than Journals (Books, chapters in Books)			
C. Creation of ICT			
D. i. Research Guidance			
D. ii. Research Projects Completed			
D. iii. Research Projects Ongoing			
D. iv. Consultancy			
E. i. Patents			
E. ii. Policy Document			
E. iii. Awards/Fellowship			
F. Invited Lectures in Conferences / Seminars			
Total (Category – III)			

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS

CATEGORY-I: Regularity of Attending Library

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website			(No. of Days Attended \div Total No. Days) X 100	(No. of Days Attended \div Total No. Days) X 100
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria: (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%.

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Conduct of Seminars/ Workshops related to library activity or on specific books or genre of books.

S.No.	Name of the Activity	Nature of the Activity (Seminar / Workshop)	Level of Activity (National / State / Institution)	Grading as per Self Evaluation	Grading as per Principal Evaluation
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria:

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar
- (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.
- (c) **Not satisfactory** : Not falling in above two categories

CATEGORY - III: Computerisation of Library

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	If library has a computerized database then	<p>(a) Good: 100% of physical books and journals in computerized database.</p> <p>(b) Satisfactory: At least 99% of physical books and journals in computerized database.</p> <p>(c) Not satisfactory: Not falling under good or satisfactory</p>		
2	If library does not have a computerized database	<p>(a) Good: 100% Catalogue database made up to date</p> <p>(b) Satisfactory: 90% catalogue database made up to date</p> <p>(c) Not satisfactory: Catalogue database not up to mark.</p>		

CATEGORY - IV: Checking inventory and extent missing books

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Checking inventory and extent missing books	<p>(a) Good : Checked inventory and missing book less than 0.5%</p> <p>(b) Satisfactory: Checked inventory and missing books less than 1%</p> <p>(c) Not satisfactory: Did not check inventory/ Checked inventory and missing books 1% or more.</p>		

CATEGORY - V: Other Activities

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Digitisation of books database in institution having no computerized database.		
2	Promotion of library network.		
3	Systems in place for dissemination of information relating to books and other resources.		
4	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, OC, RC, ARPIT, workshops and events, talks, lectures, membership of associations and dissemination)		
5	Assistance in college administration and governance related work including work extracurricular activities.		
6	Design and offer short-term courses for users.		
7	Publications of at least one research paper in UGC approved journals.		
Total No. of Activities involved in (No. of Yes)			
Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

(a) **Good**: Involved in any 3 activities, (b) **Satisfactory**: Involved in any 2 activities, and (c) **Not-satisfactory**: Less than 2 activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Regularity of Attending Library		
2	II - Conduct of Seminars/ Workshops		
3	III - Computerisation of Library		
4	IV - Checking inventory and extent missing books		
5	V - Other Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

- Note:**
- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
 - 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
 - 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Librarian

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION

CATEGORY-I: Attendance

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.			(No. of Days Attended ÷ Total No. Days) X 100	(No. of Days Attended ÷ Total No. Days) X 100
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria: (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Organizing Intra College Competition.

S.No.	Name of the Competition	Grading Criteria	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
		(a) Good: Intra college competition in more than 5 disciplines.		
		(b) Satisfactory: Intra college competition in 3-5 disciplines.		
		(c) Not satisfactory: Neither good nor satisfactory.		
Grading Obtained (Good / Satisfactory / Not satisfactory)				

CATEGORY - III: Institution Participating in External Competitions

S.No.	Name of the Activity	Status (National/ State/ District)	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good:** National level competition in at least one discipline plus Sate/District level competition in at least 3 disciplines.
- (b) **Satisfactory:** State level competition in at least one discipline plus District level competition in at least 3 disciplines.
Or District level competition in at least 5 disciplines.
- (c) **Non satisfactory:** Neither good nor satisfactory.

CATEGORY - IV: Up-gradation of Sports

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	(a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. (b) Development and maintenance of playfields and sports and physical Education facilities.	Good/ Satisfactory/ Not-Satisfactory to be assessed by the Principal		

CATEGORY - V: Other Activities

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	At least one student of the institution participating in National/ State/ University/ (for College levels only) teams. Organizing State/National/ Inter University/ Inter College level competition		
2	Being invited for coaching at State/National level.		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses/OC/RC/ARPIT, membership of associations, dissemination and general articles and any other contributions)		
4	Organizing at least three workshops in a year.		
5	Publications of at least one research paper in UGC approved journal.		
6	Assistance in College administration and governance related work including work done during Admissions, Examinations and Extracurricular College Activities.		
Total No. of Activities involved in (No. of Yes)			
Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

(a) **Good:** Involved in any 3 activities, (b) **Satisfactory:** Involved in any 2 activities, and (c) **Not-satisfactory:** Less than 2 activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Attendance		
2	II - Organizing Intra College Competition.		
3	III - Institution Participating in External Competitions		
4	IV - Up-gradation of Sports		
5	V - Other Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Physical Director

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal