

**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
<b>Total</b>							
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>							

**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	<b>Professional Development;</b> (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.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**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		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**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.

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

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

**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
<b>Total</b>								

**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)	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
	Development of Question Bank module per Unit	05
	Subject Expert for Question Bank module per Paper	10

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

**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)				
<b>Total</b>					

**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:**

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

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

iii. **Research Projects Ongoing:**

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

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

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
<b>Total</b>							

**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
<b>Total</b>						

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
<b>Total</b>						

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
<b>Total</b>						

**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)

<b>Faculty of any Discipline</b>	<b>Score</b>
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
<b>Category – I :</b> Teaching (Good / Satisfactory / Not satisfactory)			
<b>Category – II :</b> Activities (Good / Satisfactory / Not satisfactory)			
<b>Overall Grading Obtained</b> (Good / Satisfactory / Not satisfactory)			
<b>Category – III : Academic/Research Activities</b>			
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			
<b>Total (Category – III)</b>			

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

## **GOVERNMENT DEGREE COLLEGE:KARVETINAGARAM**

### **Institution has Performance Appraisal System for teaching and non-teaching staff**

#### **Response:**

**PERFORMANCE APPRAISAL:** Performance appraisal helps to identify those who are performing their assigned tasks well and those who are not and the reasons for such performance. Government Degree College, Karvetinagaram follows the Performance Appraisal as per UGC guidelines.

#### **Academic Performance Indicators:**

The institution has adopted the PBAS procedure developed by UGC for assessment of the performance of the teaching staff. The Academic Performance Indicator (API) forms supplied by the Commissionerate of Collegiate Education (CCE), AP. are distributed to each staff member at the end of the academic year by the IQAC. Filled in forms by the staff is counter signed by Departmental in-charges and then submitted to IQAC. The IQAC scrutinize the forms and evaluates them with the documentary evidences. The API scores are sent to Commissioner of Collegiate Education through online portal. The staff who get high API scores are given additional points in general transfers by the CCE. These scores are also forwarded CCE for CAS and Pay fixation.

**Faculty Assessment by Students:** Assessment of teachers by students is conducted every year. The questionnaire helps the student to evaluate the faculty's teaching ability based on lectures, assignments and other activities undertaken. Feedback is compiled and analyzed. The outcome of feedback is communicated to the respective teacher with appreciation and suggestions.

**Departmental Assessment:** The result of a particular subject is an indicator to evaluate the performance of the faculty, subject-wise and lecturer-wise result analysis is done at the departmental level after the results are declared. The action taken report is then submitted to the Head of the Institution and CCE, A.P. The best performing faculty in academic and extra-curricular activities is recommended for the best teacher awards.

**External Academic Audit:**

Administrative and Academic Audit (AAA) of the all higher educational institutes under the purview of CCE, A.P was started from 2013. This is done in order to measure the adequacy of the academic inputs of the institution. It provides an opportunity for a regular strategic overview of teaching-learning process of our Institution. At the end of every year AAA is conducted in our institution by the team of Academic advisors deputed by the CCE. The Advisors visit various departments and verifies all records along with the documentary evidences of the activities done by the faculty in all seven criteria as per the NAAC guidelines. They also conduct check various parameters of the institution like – Admissions, Curriculum enrichment, teaching and learning process, Examinations results, Research, Infrastructure. Academic audit leads to the improvement of quality enhancement of teachers for better ranking of the Institution.

**Non-teaching Staff:**

The institution arranges workshops for the non-teaching staff to update their technical skills for e-office and computer literacy. They are also encouraged to clear the departmental tests for promotions in their cadres. The non-teaching staff are guided to work with commitment in order to get eligible for promotions. Any deviation from the code of ethics is dealt seriously are recorded in their service registers.