Institute of Science, Nagpur

Affiliated to Rashtrasant Tukadoji Maharaj, Nagpur University, Nagpur

Annual Self-Assessment-Cum-Performance Appraisal Report
ACADEMIC YEAR: 2020-2021
(Period from 01.04.2021 to 31.03.2022)

(For Teachers other than Physical Education Persons and Librarians)

(As per The Gazette of India: Extraordinary, Part III Section 4, U.G.C. Notification dated 18th **July, 2018** approved by Govt. of Maharashtra vide G.R.No. Misc. 2018/C.R.56/18/ UNI-1 dated **8ᵗʰ March, 2019** and **10ᵗʰ May, 2019**)

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters)   :
2. Father's Name   :
3. Department and Subject   :
4. Current Designation , Basic Pay & Academic Level   :
5. Date of Last Promotion   :
6. Correspondence Address (with Pin code)   :
7. Permanent/Correspondence Address (with Pin code)   :
8. Mobile No   :
9. Email   :
10. Whether acquired any degrees or fresh academic qualifications during the year   :

11. **Human Resource Development Centre Orientation / Refresher Course / FDP/ MOOC / One - Two Week courses attended so far:**

Name of the Course/ Summer School	Place	Duration Date		Organizing / Sponsoring Agency
		From	To	

Date: 31/03/2022

....
Signature of Teacher

PART B

Appendix II

Table-1

Assessment Criteria and Methodology for University/College Teachers

Table-1: Sr. No. 1. : Teaching#		
Sr. No.	**Activity**	**Grading Criteria**
1.	**Teaching: (Number of classes taught/total classes assigned) x100%** **(Classes taught includes sessions on tutorials, lab and other teaching related activities)**	**80% & above - Good** **Below 80% but 70% & above- Satisfactory** **Less than 70% - Not satisfactory**

Semester	**Name of the Teaching Activities**	**Unit of Calculation**			**Self-Appraisal Grading**	**Grade Verified By the Committee**
		Total No of Classes (Hrs) Assigned or Targeted Per Academic Year	**Total No of Actual Classes (Hrs) Taught or Engaged Per Academic Year**	**% of Teaching**		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Academic Year: 2020-2021						
Odd						
Even						
	Total/Academic Year →					

Personal Time Table Should be Attached as Documental Proof

Table-1: Sr. No. 2. : Involvement in the University/College Students Related Activities/Research Activities: 2019-2020

Name of the Activities	**Involvement in the Activities (Details of the Activities)**	**Total Hrs. Spent Per Year**	**Self-Appraisal Grade Claimed**	**Grade Verified By the Committee**
a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ **Coordinator,**	❖ ❖			

	Warden, etc.	❖ ❖		Involved in at least 3 activities
b.	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	• • Question paper setting and answer book evaluation of Unit test • •		
c.	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, **NSS** and **community services.**	❖ NSS program officer ❖ CCPC in-charge ❖ ❖		
d.	Organizing seminars/ conferences/ workshops, other college/university activities	• • • •		
e.	Evidence of actively involved in guiding Ph.D. students.	❖ ❖ ❖ ❖		
f.	Conducting minor or major research project sponsored by national or international agencies.	• • •		
g.	At least one single or joint publication in peer-reviewed or UGC list of Journals.	❖ ❖		

Good ::	Involved in at least 3 activities	**Note:** Number of activities can be within or across the broad categories of activities.
Satisfactory ::	Involved in 1- 2 activities	
Not-satisfactory ::	Not involved/undertaken any of the activities.	

Overall Grading:		**Self-Appraisal Grade Claimed**	**Grade Verified By the Committee**
Good:	Good in teaching (S.No.1) and satisfactory or good in activity at S.No.2.		

3

| Satisfactory: | Satisfactory in teaching (S.No.1) and good or satisfactory in activity at S.No.2. | | |
| Not Satisfactory: | If neither good nor satisfactory in overall grading. (S.No.1 and 2) | | |

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, 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 promotion under CAS 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 in these regulations and as per the acts, statutes and ordinances of the parent institution.

Place: Nagpur
Date: 31/03/2022

Mr. Yemul N. B.
Assistant Professor

Signature, Name and Designation of Teacher
Institute of Science
Nagpur

Appendix –II: Table-2
(Methodology for University and 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 issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. **Research Papers in Peer Reviewed or UGC Listed Journals**   (**8 points** per Research Paper ******)

			Peer-Reviewed or UGC-listed				**Score**	

Sr. No.	Title of the Research Paper and Name of the Authors	Journal Name, with Page Nos., Vol. No., Issue No., Year of Publication	ISSN / ISBN No.	Journals and Indexed in Scopus/Web of Science (Impact factor to be determined as per Thomson Reuters list) Impact Factor, if any	No. of co-authors	Whether First/ Principal/ Corresponding / Joint authors	Self-appraisal Score*	Verified By the Committee	Page No. of Relevant Document
1									
Appendix-II: Table-2, For Category 1, Total Score =									

2. Publications (Other than Research Papers)

2. (a) i. Books authored which are Published by International publishers/ National publishers (International Publisher: **12 points** per Book for Single Author, National Publisher: **10 points** per Book for Single Author)

Sr. No.	Title of Book with no. of pages	Publisher with ISSN/ ISBN No.	International / National Publisher	No. of Co-authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Research Score Verified by the Committee	Page No. of Relevant Documents
1.								
	Sub Total: 2.(a) i.							

2. (a) ii. Chapter in Edited Book : (**5 points** per Chapter)

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN / ISBN NO.	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Research Score Verified by the Committee	Page No. of Relevant Documents
1.								
	Sub Total: 2.(a) ii.							

2. (a) iii. Editor of Book : (International Publisher: **10 points**, National Publisher: **8 points** per Book for Single Author)

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN No.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Research Score Verified by the Committee	Page No. of Relevant Documents
1.								
	Sub Total: 2.(a) iii.							
	Sub Total: 2.(a) = 2.(a) i. + 2.(a) ii. + 2.(a) iii.							

2. (b)   Translation works in Indian and Foreign Languages by qualified faculties : (**3 points** per Chapter or Research paper and **8 points** per Book)

Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN / ISBN NO.	Name Of Original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN NO.	No. of Translated Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
					Sub Total: 2.(b)			
Appendix-II: Table-2, For Category 2, Total Score = Sub Total: 2.(a) + Sub Total: 2.(b)								

3.   Creation of ICT mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula: Entire Period

3. (a)   Development of Innovative Pedagogy: (**5 points** per Innovative pedagogy)

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums /Virtual Laboratories /Telecast/ Picture/Models/Charts if any	Date of approval from authority	Date of Imple-mentation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total : 3. (a)			

3. (b)   Design of New Curricula and Courses: (**02 points** per curricula / Course)

Sr. No.	Name of Programme where Curricula Introduced	Title of New Curricula and Courses	Specify ICTs resources: web link /You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
					Sub Total: 3. (b)			

3. (c)   MOOCs:

3. (c) i. Development of complete MOOCs in 4 quadrants (4 credit course): (**20 points** per curricula / Course) (In case of MOOCs of lesser credits 05 marks / credit)

Sr. No.	Name of Programme where Curricula Introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link /You tube link: Audio/Video/Telecast/Picture/Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 3. (c) i.			

3. (c) ii. MOOCs (developed in 4 quadrant) per module/lecture. (5 points per module / lecture)

Sr. No.	Name of Programme & Course where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link /You tube link: Audio/Video/Telecast/Picture/Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 3. (c) ii.			

3. (c) iii. Content writer/subject matter expert for each module of MOOCs (at least one quadrant). (2 points per curricula / Course)

Sr. No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 3. (c) iii.			

3. (c) iv. Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit). (8 points per curricula / Course)

Sr. No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 3. (c) iv.			
				Sub Total 3. (c): 3. (c) i. + 3. (c) ii.+ 3. (c) iii. + 3. (c) iv.					

3. (d) E-Content:

3. (d) i. Development of e-Content in 4 quadrants for a complete course/e-book. (12 points per curricula / Course)

Sr. No.	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 3. (d) i.	Nil		

3. (d) ii. e-Content (developed in 4 quadrants) per module. (**5 points** per module /Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
					Sub Total: 3. (d) ii.				

3. (d) iii. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant). (**2 points** per module /Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
					Sub Total: 3. (d) iii.				

3. (d) iv. Editor of e-content for complete course/ paper /e-book (**10 points** per Course / paper)

Sr. No.	Title of e-Content Course with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Editors	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
			Sub Total: 3. (d) iv.					
			Sub Total 3. (d) = 3. (d) i. + 3. (d) ii.+ 3. (d) iii. + 3. (d) iv.					
			Appendix-II: Table-2, For Category 3, Total Score = 3. (a) + 3. (b)+ 3. (c)+ 3. (d)					

4. (a) **Research Guidance:** (Ph.D. : **10 points** per degree awarded & **05 points** per thesis submitted, M. Phil. / P.G dissertation: **2 points** per degree awarded)

Sr. No.	Degree	Number of Candidate Enrolled	No. of Thesis / Dissertations Submitted with dates	No. of Candidate Degree Awarded with dates	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.	**Ph. D.**						
2.	**M.Phil./P.G dissertation**						
			Sub Total: 4. (a)				

3. **(b)** **Research Projects Completed:** (A): More than 10 lakhs (**10 points** per Project) ; (B): Less than 10 lakhs (**5 points** per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.									
						Sub Total: 4. (b)			

4. **(c)** **Research Projects Ongoing:** (A): More than 10 lakhs (**5 points** per Project) / (B): Less than 10 lakhs (**2 points** per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Duration of Project	Date of Starting	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.										
							Sub Total: 4. (c)			

4. **(d) Consultancy:** (**3 points** per Consultancy Project)

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakhs)	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.							
					Sub Total: 4. (d)		
	Appendix-II: Table-2, For Category 4, Total Score = 4. (a) + 4. (b) + 4. (c) + 4. (d)						

5. **(a)** **Patents :** (**10 points** per International Patent and **7 points** per National Patent)

Sr. No.	Title of Patent Project	Patent Number	Sponsored Agency if any	Date of Award	International / National	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
					Sub Total: 5. (a)			

5. **(b) *Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

A: International (**10 points** per Policy Document)
B: National (**7 points** per Policy Document)
C: State (**4 points** per Policy Document)

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National / State	Policy Document Number	Date of Acceptance	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
					Sub Total: 5. (b)			

5. (c) Awards/Fellowship: A: International (**7 points** per Awards/Fellowship) ; **B:** National (**5 points** per Awards/Fellowship)

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.							
				Sub Total: 5. (c)			
	Appendix-II: Table-2, For Category 5, Total Score = 5. (a) + 5. (b) + 5. (c)						

6. *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):

- ❖ International (Abroad): (**7 points** per Seminars/ Conferences)
- ❖ International (within Country): (**5 points** per Seminars/ Conferences)
- ❖ National: (**3 points** per Seminars/ Conferences)
- ❖ State / University Level: (**2 points** per Seminars/ Conferences)

Sr. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Organized by	Whether International (Abroad) / International (within Country) / National / State / University Level	Self-Appraisal Score	Score Verified by the Committee	Page No. of Relevant Documents
1.								
2.								
	Appendix-II: Table-2, For Category 6, Total Score =							

Place:
Date:

Signature, Name and Designation of Teacher
Institute of Science
Nagpur

** The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per **Thomson Reuters list**):

i.	Paper in refereed journals without impact factor	-	**05** Points
ii.	Paper with impact factor less than 1	-	**10** Points
iii.	Paper with impact factor between 1 and 2	-	**15** Points
iv.	Paper with impact factor between 2 and 5	-	**20** Points
v.	Paper with impact factor between 5 and 10	-	**25** Points
vi.	Paper with impact factor >10	-	**30** Points

   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.

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

Note:
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be **70%** of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get **7 marks** each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of **three categories** out of **six categories**.

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SUMMARY OF APPENDIX- II, TABLE-2
Academic / Research Score Sheet

Sr. No.	Academic and Research Activity	Self-Appraisal Score	Score Verified by Committee	Remarks
1.	**Research Published papers in Journals** :			
2.	**Publications (Other Than Research Papers)**			
	(a) Books authored which are published by :			
	(b) Translation works in Indian and Foreign Languages by qualified faculties :			
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:**			
	(a) Development of Innovative pedagogy :			
	(b) Design of new curricula and courses :			
	(c) MOOCs :			
	i. Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)			
	ii. MOOCs (developed in 4 quadrant) per module/ lecture			
	iii. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	iv. Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)			
	(d) E-Content :			
	i. Development of e-Content in 4 quadrants for a complete course/e-book			
	ii. e-Content (developed in 4 quadrants) per module			
	iii. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
	iv. Editor of e-content for complete course/ paper /e-book			
4.	(a) **Research Guidance** for			
	Ph. D.			
	P.G. dissertation			
	(b) **Research Project Completed** :			
	(c) **Research Project Ongoing** :			
	(d) **Consultancy :**			
5.	(a) **Patent** :			
	(b) **Policy Document** (Submitted To An International Body/Organisation Like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government):			
	(c) **Awards/Fellowship** :			
6.	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper n Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once):			
	Total Score			

Summary of Annual Grade /Academic/ Research Score

Table	Activities		Annual Grade / Academic / Research Score	Overall Grading
1	**1.** Teaching			**…..**
	2. Involvement in the University / College students related activities / research activities			
2	Academic/Research Score			

Place:
Date:

Signature, Name and Designation
of **Teacher**
Institute of Science, Nagpur

UNDERTAKING

I, --undertake that the information provided is correct as per records submitted by me to Institute and or documents enclosed along with the duly filled ASA Performa.

Place: Signature, Name and Designation of **Teacher**
Date: Institute of Science, Nagpur

Place: Signature, and Name of
Date: **Head**
                                                                 Dept. of Botany
                                                        Institute of Science, Nagpur

This is to certify that the above grade assigned for **Appendix II, Table- 1 (Sr.No.1-2)** and Research Score for **Table -2 (Sr.No.1-6)** is correct as per the documents attached here with this ASA for PBAS.

Signature of Coordinator
IQAC, Institute of Science, Nagpur

Place:
Date:

Seal

Director
Institute of Science, Nagpur

LIST OF ENCLOSURES

Place:

Date:

Signature, Name and Designation of **Teacher**

Institute of Science, Nagpur