



OFFICE OF THE PRINCIPAL
LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India



Ref. No.....

Date.....


PERFORMANCE APPRAISAL SYSTEM

FOR TEACHING AND NON- TEACHING STAFF
LAKHIMPUR COMMERCE COLLEGE
NORTH LAKHIMPUR, ASSAM

The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff which is based on the feedback collected from them.

- The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard.
- Individual Teachers calculate their API scores and it is submitted to the IQAC for scrutiny. The principal finalizes the scores based upon the documental evidences submitted by the teachers.
- Various criteria like Teaching, Learning and Evaluation, Co-curricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.
- The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

Based on the API scores the faculties are encouraged to take up more initiatives in their respective areas. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities.


(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

LAKHIMPUR COMMERCE COLLEGE
NORTH LAKHIMPUR
LAKHIMPUR, ASSAM
PERFORMANCE APPRAISAL REPORT OF TEACHERS
Information from 1st June, 2021 to 31st May, 2022

Employees Details:

Name of Faculty	
Department	
Designation	
Date of Joining the Institute	
Basic Pay	

Records of Absence:

Sl. No.	Types of Leaves	No. of Leaves allowed	Signature of Admin/HOD with date
1	Casual Leave (CL)		
2	Duty Leave (DL)		
3	Medical Leave (ML)		
4	Maternity Leave (MTL)		
5	Leave Without Pay (LWP)		

Category-I Teaching Learning & Evaluation:

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Lectures, Tutorials, Practical conducted	50		
2	Extra classes taken over UGC norm	10		
3	Syllabus enrichment by providing additional resources to students	20		
4	Participatory & Innovative Teaching-learning Methodology	20		
5	Examination Related work	25		
6	Total	125		

Category-II Co-Curricular, Extension & Professional Development Related Activities

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Extension & Co-curricular & Field based Activities	20		
2	Contribution to Corporate life and Management of the Institution	15		
3	Professional Development related activities	15		
4	Total	50		

Category-III Research and Development:

(Minimum Score required for Assistant Professor- Stage-I to II= 05, Assistant Professor- Stage-II to III= 10, Associate Professor -Stage III to IV=15)

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Published papers in journals			
2	Articles and chapters in books			
3	Full papers conference/conference proceeding			
4	Ongoing projects			
5	Completed projects			
6	Research guidance			
7	Training course, FDP (not less than 1 week)			
8	Papers presented in conferences, seminars, workshop, symposia etc.			
9	Invited lecture/chairperson at national/international conference/seminars.			
10	Total			

SUMMARY OF API SCORES (To be filled by IQAC)

Sl. No.	Criteria	Last academic Year	Total API Score For assessment period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total(I+II)			
III	Research and Academic Contribution			

**PERFORMANCE APPRISAL REPORT FOR NON-TEACHING STAFF
LAKHIMPUR COMMERCE COLLEGE
NORTH LAKHIMPUR, ASSAM**

Name of Employee-	Post held-	
		Period of Evaluation-
Rating Scale		
<ol style="list-style-type: none"> 1. Unsatisfactory - Performance does not meet expectations and need performance improvement plan. 2. Satisfactory - Performance sometimes meets expectations and need performance improvement plan. 3. Good - Performance meets requirements and satisfies the expectations of the position. 4. Very Good – Performance consistently meets and often exceeds Expectations. 5. Excellent – Performance consistently superior and exceeds expectations. 		
Particulars	Rating	Comments
Employees Job Knowledge, Skills and Understanding		
1. Duties and responsibilities		
2. Knowledge required performing job effectively.		
Work Quality		
1. Errors in completion of work		
2. Skills-technical and non-technical skill		
Interpersonal Skill		
1. Ability to work effectively with people at all levels		
2. Communicates with people at all levels		
Planning & Organization		
1. Ability to organize the activities.		
2. Ability to think in advance.		
Decision Making and Controlling		
1. Capacity to make decision and minimize the cost.		
Leadership and Initiative		
1. Demonstrates new ideas to solution problem.		
2. Ability to learn new things.		
3. Capacity to lead the followers.		
Safety Measures		
1. Follows and practice rules and regulations as required for the job		
2. Uses and maintenance all equipment/ appliance/ machinery effectively.		
Team Work		
1. Offers assistance to others		

Supervisor's Signature

Date-

ACADEMIC PERFORMANCE INDICATOR
for the year 20__ - 20__

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Educational Qualification:
Current Designation & Grade Pay :
5. Date of Joining :
6. Which position and grade pay are you an applicant for under CAS?
7. Date of eligibility for promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital Status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC category :
13. Address for correspondence
(with pin code):
14. Permanent Address
(with pin code):
15. Academic Qualifications (HSLC till Post Graduation) :

Examination	Name of the Board/ University	Year of Passing	Division/ Class / Grade	Subject
HSLC				
Intermediate (10+2)				

<u>B.A/ B.SC/B.Com/</u> B.Mus./Others				
<u>M.A/M.Sc./M.Com/</u> M.Mus/Others				

16. Research Degree (S) (Does not arise)

Degree	Title	Date of Award	University

17. Appointments held prior to joining this institution : Nil

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institution :

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience :

20. Field of Specialization under the Subject/Discipline (If Any):

21. Academic Staff College Orientation/Refresher Course/Summer School/any other course attended :

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I:

TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

(From -----)

i) Lectures, Seminars, Tutorials, Practical, Contact Hours

Sl. No.	Course	Level	Mode of Teaching	Hours per week allotted	% of class taken as per documented record
01					
02					

Lecture (L), Seminar(S), Tutorial (T), Practical (P), Contact Hours (C)

Sl. No.	Particulars	API Score
a	Classes Taken (Max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
b	Teaching Load in excess of UGC norm(Max Score:10)	

ii) Reading/Instructional materials consulted and additional knowledge resources provided to students

Sl. No.	Course/Paper	consulted	Prescribed	API Score
Total API	Maximum API Score 20			API Score=20

ii) Use of Participatory and innovative Teaching-Learning Methodologies/Audio-Visual teaching aid, Updating subject content, course improvement etc.

Sl. No.	Short Description	API Score
	Total Score(Max 20)	10

iv) Examination Duties assigned and performed:

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Max. Score 25		Total Score-	25

This is to certify that -----, ----- Professor of **Lakhimpur Commerce College** attended all the allotted classes. She gives regular instructions as per curriculum with prescribed material, syllabus enrichment by providing additional recourses to the student. She carried out Semester examination work as per duties allotted.

Signature of HOD

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(From -----)

Sl. No.	Type of Activities	API Score
i)	Extension, Co-curricular & Field based activities.	
	a. Institutional co curricular activities for students such as field studies/educational tours, industry implant , training and placement activity (5 point each)	
	b. Positions held, leadership role played in organization linked with extension work and national service scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	
	c. Students and staff related cultural and sports programmes, campus	
	d. Publications (departmental level 2 points, institutional level 5 points)	
	e. Community work such as value of national integration, environment, literacy, democracy, socialism, human rights, peace, scientific temper, flood or drought relief, small family norms (5points each)	
	Maximum aggregate limit = 20	API score =
(ii)	Contribution to Corporate Life and Management of the Instruction	
	a) Contribution to corporate life in university/ college through meeting, popular lectures, subject related events, articles in college magazines and university volumes (2 points each)	
	b) Institutional governance responsibilities like vice principal, dean, director, warden, bursar, school chair person, IQAC co- ordinator (10	

	points each)		
	c) Participation in committee concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 each)		
	d) Responsibility for or participation in committee for student welfare, counseling and discipline (5 each)		
	e) Organisation of conference/ training as chairman/ organizing secretary/ treasurer a) international (10 points), national/regional (5points), as member of organizing committee (1 point each)		
	Maximum aggregate limit = 15		
iii)	Professional Development Activities		
	a) Membership in profession related committee at state and national level At national level (3 points each) At state level (2 points each)		
	b) Participation in subject associations, conferences, seminars without paper presentation (each activity 2 points)		
	c) Participation in short term training courses of less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (each activity = 5 points)		
	d) Membership/participation in state/ central bodies/ committees on education, research and national development (5 each)		
	e) Publication of articles in newspapers, magazines or other publications (not covered in category III) radio talks, television programmes (1 point each)		
	Maximum aggregate limit = 15		
	Total Score (i+ii+iii) (Max :25) out of 50		API score =

CATEGORY III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTORS

(From -----)

A. PUBLISHED PAPERS IN JOURNALS

Sl. No.	Title with page numbers	Journal	ISSN/ISBN	Whether peer reviewed impact factor, if any	No. of co-author	Whether you are the main author	API score

B. (i) Articles/Chapters published in Books

Sl. No.	Title with page nos.	Book title, editor & publisher	ISSN/ISBN	Whether peer reviewed	No. of co authors	Whether you are the main author	API score

(ii) Full papers in conference/ conference proceedings:

Sl. No.	Title with page nos.	Details of conference publications	ISSN/ISBN	No. of co-authors	Whether you are the main author	API score

(iii) Books published as singled or as editor

(iv) Ongoing and completed research project and consultancies

(C) Ongoing projects/ consultancies

Sl. No.	Title	Agency	Period	Grant/Amount mobilized(Rs. Lakhs)	API score
01		-----	-----	-----	-----

(v) Completed projects/consultancies

Sl. No.	Title	Agency	Period	Grant/Amount mobilized(Rs. Lakhs)	Whether policy document/patent as outcome	API score

(D) RESEARCH GUIDANCE

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API Score
01	-----	-----	-----	-----

E. (i) Training courses, teaching-learning-evaluation technology programmes, faculty development programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score

E. (ii) Papers presented in conferences, seminars, workshops, Symposia

Sl. No.	Title of the paper presented	Title of conference/seminar	Organized by	Duration	Whether international/national/state/regional/ College or university	API Score

E. (iii) Invited Lectures and chairmanship at national or international conference/seminars etc.

Sl. No.	Title of Lecture/Academic session	Title of conference/seminar etc.	Organized by	Whether international/national	API Score

E. (iv) SUMMARY OF API SCORES

Sl. No.	Criteria	Last academic Year	Total API Score For assessment period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total(I+II)			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION: NIL

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, value etc, where relevant)
1	
2	
3	

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- i) Formal approval of appointment
- ii) Ph.D. Certificate
- iii) Orientation course certificate
- iv) Nodal Officer Certificate
- v) Refresher course certificate
- vi) Other relevant documents

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma

Signature of the Faculty with Designation

Place: Lakhimpur Commerce College

Date :

All the documents submitted by Dr./Mr./Ms./.....
Assistant/Associate Prof. College are verified and found authentic. The API score mentioned above are correct.

Signature of the Principal

..... College

Convener, IQAC Cell

..... College

N.B: The individual PBAS proformas for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.