Marathwada Mitra Mandal's

College of Commerce

Deccan Gymkhana, Pune – 411004.

YEAR OF PERFORMANCE APPRAISAL: - 2020-21

PART 'A'

1	Name	:	
2	Designation	:	Assistant Professor
3	Name of the Department / Centre	:	Department of Commerce
4	Email/ Telephone / Mobile number	:	
5	YEAR OF PERFORMANCE APPRAISAL	:	2020-21

SECTION – B

Appendix II

TABLE I

Assessment Criteria and Methodology for College Teachers

Sr.No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
1.	Teaching (Number of Classes taught/total classes assigned × × 100% **(Classes taught includes sessions on tutorials, lab and other teaching other teaching related activities)**	80% & above : **Good** *Below 80% but 70% & above* : **Satisfactory** Less than 70% : **Not Satisfactory**	Total Classes Assigned : 456 No. of Classes Taught : 398 % of Classes Taught : 87% **Grade** : Good FY B.Com Sem I-48 lectures Sem II-48 lectures SY B.Com Sem III-48 lectures Sem IV -48 lectures TY B.Com Term I-48 Lectures Term II-48 lectures M.Com II Sem III-48 lectures Sem IV-48 lectures Value Added Courses: MCom II Sem III-36 lectures Sem IV-36 lectures	456 398 Good 85%

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		Number of activities can be within or across the broad categories of activities.		
2.	Involvement in the college student related activities/research activities : (a) Administrative responsibilities such as head, chairperson /Dean / Director/Co-ordinator etc.	a. Coordinator of M.Com and PG Diploma Courses. Cultural Incharge	8	8
	b) Admission Related Work.	b. Handled UG and PG admissions. Member of Admission Committee	9	8
	c) Time Table and Faculty Coordination	c. As a Coordinator prepared time table for M.Com I/II,PGDBFI. Assisted in BCom time table finalization. Proper coordination with all teaching faculties. Preparation of Salary statement of visiting faculties.	9	9

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
		Note : **Number of activities can be within or across the broad categories of activities.**		
	d) Examination and evaluation duties assigned by the college or attending the examination paper evaluation	d. Handled SPPU examinations of MCom I/II independently. Coordinated for conducting Viva Voce of Project Work of M.Com II and PGDBFI students.	9	8
	e) Internal Marks Entry on SPPU portal	e.Entered marks of all the subjects taught on SPPU portal.	9	9
	f) Handling Exam Grievances	f.Handled Exam grievances of MCom and PGDBFI students.	8	7

M.M. COLLEGE OF COMMERCE PUNE-4

g) Student related co-curricular, extension and field based activities such as student study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	g.Organized various cultural programmes in the college for the students like Consumer Day, Annual Day, Various competitions like Patriotic singing,Poster making and many other such type of competitions. Encouraged students to participate in Youth festival. Attended NSS Camp along with girls' students.	8	7
h) Organization of seminars / conference/ workshop/webinars/FDP, other college activities.	h.Arranged Guest Lectures,Workshops and Webinars for the students. Also assisted in arranging FDPs.	8	7
i) Evidence of activity involved in guiding Projects/Dissertations for UG/PG students.	i)Worked as guide and Co guide for M.Com II students for completing their project work.	9	8
k) Conducting minor or major research projects. sponsored by national or international agencies.	NO		
l) Contribution towards IQAC (NAAC)	Criteria 5 member Assisted in submitting AQAR.	9	8
m) Documentation related to ranking NIRF/TIMES/AISCHE etc.	Yes	8	7
n) Contribution towards college magazine	Written articles for college magazine URMI. Encouraged students to write articles for college magazine.	9	7
o) Counseling and mentoring of the students.	Counseled and mentored students of B.Com, M.Com and PGDBFI.	9	08

M.M. COLLEGE OF COMMERCE PUNE-4

Table 2

Methodology for College Teacher for calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as copy of publication, project Sanction letter, utilization and completion certificates issued by the College and acknowledgement for patent filing and approval letters, students' Ph.D. award etc.)

Sr. No.	Academic / Research Activity	Faculty of Sciences	Faculty of Languages / Art / Social / Science /Library / Education / Commerce / Management & other related disciplines	Self appraisal Score	Verified Score
1.	(*) Research Paper in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	115	100
2.	**Publication (other than Research papers)**				
	(a) **Books authored which are published by :**				
	International publishers	12	12	NIL	–
	National Publishers	10	10	NIL	–
	Chapter in Edited Book	5	5	NIL	–
	Editor of Book by International Publisher	10	10	NIL	–
	Editor of book by National Publisher	5	8	NIL	–
	(b) **Transaction works in Indian and Foreign languages by qualified faculties**				
	Chapter of Research Paper	03	03	NIL	–
	Book	08	08	NIL	–
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula**				
	(a) **Development of Innovative pedagogy**	05	05	NIL	–
	(b) **Design of new curricula and courses**	02 per curricula /course	02 per curricula course	NIL	–
	(c) MOOC's				
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks /credit)	20	20	NIL	–
	MOOCs (developed in 4 quadrant per module/lecture	05	05	NIL	–
	Contents writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	NIL	–
	Course Coordinator for MOOC (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	08	08	NIL	–
	(c) **E-Content**				
	Development of e-Content in 4 quadrants for a complete course/e-book.	12	12	NIL	–
	e-Content(developed 4 quadrant) per module	05	05	NIL	–
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02	NIL	–

M.M. COLLEGE OF COMMERCE PUNE-4

	course/paper/e-book			

4.	(a) **Research guidance**			
	Ph. D	10 per degree awarded	10per degree awarded	
		05 per thesis submitted	05 per thesis submitted	
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	250
	(b) Research Projects Completed :			
	More than 10 lakhs	10	10	NIL
	Less than 10 lakhs	05	05	NIL
	(C) Research Projects Ongoing :			
	More than 10 lakhs	05	05	NIL
	Less than 10 lakhs	02	02	NIL
	(d) Consultancy	03	03	NIL
5.	(a) **Patents**			
	International	10	10	NIL
	National	07	07	NIL
	(b) ***Policy** Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International	10	10	NIL
	National	07	07	NIL
	State	04	04	NIL
	(c) Awards/Fellowship			
	International	07	07	NIL
	National	05	05	NIL
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**			
	International (Abroad)	07	07	NIL
	International (within Country)	05	05	NIL
	National	03	03	9
	State	02	02	NIL
			Total 1 + 2 + 3 + 4+ 5+6=	109

Signature of the teacher

Signature of Principal/HOD
Date :

M.M. COLLEGE OF COMMERCE PUNE-4

) The Research Score for research papers and would be augmented as follows :

Peer –Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's 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 author - 70% of total value of publication for each author
b) More than two author - 70% of total value of publication for the first/principal/corresponding author and 30% of total value of publication for each of the joint author
c) Joint Project - 70% of total value of publication for each author

Note :

- Paper presented if part of edit 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 score of the teacher, he combined research score from the categories of 5(b). Policy Document and 6. Invited lecture concerned.
- The research score shall be from the minimum of three categories out of six categories.

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PART 'B"

(Adverse remark as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the College department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Principal(for Heads)/ Head of the Department (for teachers) of the work done under each head of activity :**

Overall Grading for TABLE 1

Assessment Criteria and Methodology for College Teachers

	Verified Grading
	Good in teaching Self evaluation 131 Verified 115 Percentage - 85%

Good in teaching and satisfactory or good in activity at Sl No.2	Good
Satisfactory in teaching and good or satisfactory in activity Sl. No.2	Satisfactory
If Neither good nor satisfactory in overall grading	Not Satisfactory

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 be extrapolated for the entire shall not assessed for 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 Cast 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, ordinances of the parent institution.

2. **Comments of the Principal/Head of the Department on Table 1 and Table 2 :**

- Good Score of Table 1
- Scope for e-Contents & ICT based tools development.

3. **Remarks and suggestions :**

- Scope for Research based activities.
- Scope for Contents development.

Signature
(Head of the Department)

Remarks of the Principal (Adverse as well as remark of appreciation)

Encourage special efforts towards enrolling papers in UGC-CARE. Appreciate the administrative role for managing MCom department.

Signature
(Principal)

PRINCIPAL
Maratiwada Mitra Mandal's
College of Commerce
Pune-411 004

M.M. COLLEGE OF COMMERCE PUNE-4

Marathwada Mitra Mandal's

College of Commerce

Deccan Gymkhana ,Pune – 411004.

YEAR OF PERFORMANCE APPRAISAL .:_____2021-22_____

PART 'A'

1	Name	:	
2	Designation	:	Assistant Professor
3	Name of the Department / Centre	:	Commerce
4	Email/ Telephone / Mobile number	:	
5	YEAR OF PERFORMANCE APPRAISAL	:	2021-22

SECTION – B

Appendix II

TABLE I

Assessment Criteria and Methodology for College Teachers

Sr.No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
1.	Teaching (Number of Classes taught/total classes assigned × 100% **(Classes taught includes sessions on tutorials, lab and other teaching other teaching related activities)**	80% & above : **Good** *Below 80% but 70% & above* : **Satisfactory** Less than 70% : **Not Satisfactory**	Total Classes Assigned : 388 No. of Classes Taught : 365 % of Classes Taught : 94% **Grade** : **Good** FY B.Com Sem I-48 lectures Sem II-32 lectures SY B.Com Sem III-48 lectures Sem IV -32 lectures TY B.Com Term I-48 Lectures Term II-32 lectures TY B.Com Term I-48 Lectures Term II-32 lectures MCom I Sem I- 36 lectures Sem III- 32 lectures Rating Scale 1-10	Good

(a)	9
(b)	9
(c)	9
(d)	10
(e)	9
(f)	9
(g)	9
(h)	9
(i)	9
(j)	NA
(k)	NA
(l)	9
(m)	9
(n)	9
(o)	9
Total	118

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
2	Involvement in the college student related activities/research activities : (a) Administrative responsibilities such as head, chairperson /Dean / Director/Co-ordinator etc.	• Coordinator of TY B .Com and • Exam Incharge of Commerce department, • Assisting HOD for all Bcom department academic Co-ordination . • Deputy CEO	9	8
	b) Admission Related Work.	• Admission Committee Member • Overall subject approval for TY B Com done independently and also contributed majorly in FY B Com admissions process.	9	7
	c) Time Table and Faculty Coordination	• Was part of we all team foe B Com Time Table preparation • Cordination with all visitng and CHB faculties as the responsibility is given by HOD. • TY B Com visiting and CHB faculty salary Bill checking every month.	9	7
	d) Examination and evaluation duties assigned by the college or attending the examination paper	• Handling Bcom all examinations , • Preparing notices • Time Tables • Assigning duties to the faculties , • Collection of all Exam remuneration forms • Remuneration Bills Preparation • Cordinating for Bills Submission to Universit	10	9

		Year 2021-22 and Cordinating to collect from other departments . • Visiting SPPU for required cases resolvation		
e)	Internal Marks Entry on SPPU portal	Dividing subjects among the faculties for evaluation and university marrk entries.	9	8
f)	Handling Exam Grievances	Handling and resolving FY/SY/TY B com greivances and as per the requirement also visiting University for resolving the case.	9	8
g)	Student related co-curricular, extension and field based activities such as student study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	• Independently arranging activities under Priyadarshini yuvati Manch for girl students • Arranging guest lectures of subject experts after completion of syllabus • Career Counselling sessions • Arranged student development activitie at student corner. • Assisting for all NSS and SDC and Cultural activities	9	7
h)	Organization of seminars / conference/ workshop/webinars/FDP, other college activities.	With all our B Com faculty team and HOD arranged webinar and conferences and FDP's regarding Management Lessons, Career in Airforce , Interviiew Skills , Value Added Courses.	9	6
i)	Evidence of activity involved in guiding PhD students.	**NA**	NA	—
j)	Evidence of activity involved in guiding Projects/Dissertations for UG/PG students.	Worked as guide and Co guide for M.Com II students for completing their project work.	9	7
k)	Conducting minor or major research project.Sponsored by national or international agencies.	**NA**	NA	—
l)	Contribution towards IQAC (NAAC)	Member of Criteria 1 Also helped other criteria by submitting relevant information of B Com Courses.	9	7

	n) Contribution towards college magazine	Encouraging Students to write articles and also written article for magazine	9	7
	o) Counseling and mentoring of the students.	Counseled and mentored students of B.Com, M.Com .	9	7

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Table 2

Methodology for College Teacher for calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as copy of publication, project Sanction letter, utilization and completion certificates issued by the College and acknowledgement for patent filing and approval letters, students' Ph.D. award etc.)

Sr. No.	Academic / Research Activity	Faculty of Sciences	Faculty of Languages / Art / Social / Science /Library / Education / Commerce / Management & other related disciplines	Self appraisal Score	Verified Score
1.	(*) Research Paper in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	**Publication (other than Research papers)**				
	(a) Books authored which are published by :				
	International publishers	12	12	-	-
	National Publishers	10	10	-	-
	Chapter in Edited Book	5	5	-	-
	Editor of Book by International Publisher	10	10	-	-
	Editor of book by National Publisher	5	8	-	-
	(b) Transaction works in Indian and Foreign languages by qualified faculties				
	Chapter of Research Paper	03	03	-	-
	Book	08	08	-	-
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula				
	(a) Development of Innovative pedagogy	05	05		-
	(b) Design of new curricula and courses	02 per curricula /course	02 per curricula course		-
	(c) MOOC's				
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks /credit)	20	20		-

	module/lecture				
3.	Contents writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	–	
	Course Coordinator for MOOC (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	08	08	–	
	(c) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book.	12	12	–	
	e-Content(developed 4 quadrant) per module	05	05	–	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02	–	
	Editor of e-content for complete course/paper/e-book	10	10	–	

NIL

4.	**(a) Research guidance**			
	Ph. D	10 per degree awarded 05 per thesis submitted	10per degree awarded 05 per thesis submitted	
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	NA
	(b) Research Projects Completed :			
	More than 10 lakhs	10	10	NA
	Less than 10 lakhs	05	05	Na
	(C) Research Projects Ongoing :			
	More than 10 lakhs	05	05	NA
	Less than 10 lakhs	02	02	NA
	(d) Consultancy	03	03	NA
5.	**(a) Patents**			
	International	10	10	NA
	National	07	07	NA
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International	10	10	NA
	National	07	07	NA
	State	04	04	NA
	(c) Awards/Fellowship			
	International	07	07	NA
	National	05	05	NA
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**			
	International (Abroad)	07	07	-
	International (within Country)	05	05	05
	National	03	03	-
	State	02	02	-
			Total 1 + 2 + 3 + 4+ 5+6=	5

95+2=97

Signature of Principal/HOD

Date :

Signature of the teacher

Peer –Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's 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 author - 70% of total value of publication for each author
b) More than two author - 70% of total value of publication for the first/principal/corresponding author and 30% of total value of publication for each of the joint author
c) Joint Project - 70% of total value of publication for each author

Note :

- Paper presented if part of edit 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 score of the teacher, he combined research score from the categories of 5(b). Policy Document and 6. Invited lecture concerned.
- The research score shall be from the minimum of three categories out of six categories.

PART 'B"

(Adverse remark as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the College department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Principal(for Heads)/ Head of the Department (for teachers) of the work done under each head of activity :**

Overall Grading for TABLE 1

Assessment Criteria and Methodology for College Teachers

	Verified Grading
Good in teaching and satisfactory or good in activity at Sl No.2 — **Good** Satisfactory in teaching and good or satisfactory in activity Sl. No.2 — **Satisfactory** If Neither good nor satisfactory in overall grading — **Not Satisfactory**	

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 kings 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 be extrapolated for the entire shall not assessed for 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 Cast 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, ordinances of the parent institution.

b) Justification of assessment of work as not satisfactory:

Comments of the Principal/Head of the Department on Table 1 and Table 2 :

- Dr Ashwini Parkhi acted as overall Coordinator alongwith her exam Co-ordinatorship and has played significant Role in data submission in AISHE & NIRF & other portal.
  Her Academic mentorship is also good.
- she needs to concentrate on practical aspects of curriculam rather than theory part.

3. **Remarks and suggestions :**

- Research Publications & Contents development apart of table 2 where she has a scope for Improvement

Signature
(Head of the Department)

Remarks of the Principal (Adverse as well as remark of appreciation)

Signature
(Principal)

M.C.C. College of Commerce
Pune - 4

Marathwada Mitra Mandal's
College of Commerce
Deccan Gymkhana, Pune – 411004.

YEAR OF PERFORMANCE APPRAISAL 2022-2023

PART 'A'

1	Name	:	
2	Designation	:	Assistant Professor
3	Name of the Department / Centre	:	Commerce
4	Email/ Telephone / Mobile number	:	
5	YEAR OF PERFORMANCE APPRAISAL	:	2022-2023

SECTION – B

Appendix II

TABLE I

Assessment Criteria and Methodology for College Teachers

Sr.No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
1.	Teaching (Number of Classes taught/total classes assigned ×× 100% **(Classes taught includes sessions on tutorials, lab and other teaching other teaching related activities)**	80% & above : **Good** *Below 80% but 70% & above* : **Satisfactory** Less than 70% : **Not Satisfactory**	Total Classes Assigned : 300 No. of Classes Taught : 263 % of Classes Taught : 87.66% **Grade : Good** FY B. Com Sem I - 38 Lectures Sem II - 38 Lecture SY B. Com Sem III – 38 Lectures Sem IV – 38 Lectures TY B. Com Sem V – 38 Lectures Sem VI - 38Lectures M. Com Sem III –36 Lectures Sem IV –36 Lectures	Good

		Rating Scale 1-10		

Sr. No.	1-10
(a)	9
(b)	9
(c)	9
(d)	9
(e)	9
(f)	9
(g)	9
(h)	9
(i)	NA
(j)	9
(k)	NA
(l)	NA
(m)	9
(n)	7
(o)	7
(p)	9
Total	113

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading
2.	Involvement in the college student related activities/research activities : (a) Administrative responsibilities such as head, chairperson /Dean/Director/coordinator etc.	• College Examination Officer. • College Development Committee • Member of Unnat Bharat Abhiyan Committee • Member of Annual Prize Distribution Committee • Dy. Director CAP MAJMC • Member of NAAC criteria II. • Executive Committee Member of MMCC Alumni Association	9	8

		• Coordinator Foreign Language certificate course • Coordinator of CA/CS/CMA/IBPS Foundation course runs by college. • Coordinator Entrepreneurship Development Cell • Member of Leaflet and Brochure committee. • Member NSS Committee • Member Student Development Cell Committee • Member MMCC Connect Initiative • Member Cultural Committee • Member Discipline Committee • Member Website development Committee • Member Building Maintenance Committee • Member Internal Compliance Committee		
	b) Admission Related Work.	• Member of UG/PG Admission Core Committee. • ERP Development Committee • Handled grievances related to UG/PG admissions	9	9
	c) Time Table and Faculty Coordination	• Time table Incharge • Assisted to prepare B. Com and M. Com Time- Table.	9	9
	d) Examination and evaluation duties assigned by the college or attending the examination paper evaluation	• Coordination with all Full time, CHB and Visiting faculty regarding academic and curriculum. • Successfully conducted University CAP for MAJMC Exams		
	e) Internal Marks Entry on SPPU portal	• Successfully conducted Internal CAP for FYBCOM / SYBCOM • Worked as Moderator for Internal CAP • Examined Regular and Backlog papers of Business Environment and Business Communication	9	8
	f) Handling Exam Grievances g) Student related co-curricular, extension and field based activities such as student study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	• Internal evaluation for B. Com and M. Com successfully done. • Internal Marks entry for B. Com and M. Com successfully done for backlog and regular examinations 2022-2023 • Exam Grievances are handled successfully • Conducted seminars on career opportunities in commerce	9	8

	h) Organization of seminars / conference/ workshop/webinars/FDP, other college activities.	• Conducted Induction Programme for FYBCOM students • Exam Grievances for Internal exam resolved. • Coordinated Seven Days NSS Special camp successfully for 2022-2023. • Conducted MMCC Connect programme • Conducted a Social outreach programme i.e Computer literacy programme and personality development sessions for the students of orphanage "Aple Ghar".	9 9	9 9
	i) Evidence of activity involved in guiding PhD students.	• Assisted to Conduct a Workshop on New Education Policy. • Conducted a session on How to prepare for Competitive Examinations to college students.		
	j) Evidence of activity involved in guiding Projects/Dissertations for UG/PG students.	• Conducted workshop on Mindful Parenting for Teachers under Teachers Programme.	9	8
	k) Conducting minor or major research project.	• Organised Workshop for		
	l) Sponsored by national or international agencies.	NA	NIL	
	m) Contribution towards IQAC (NAAC)		9	8
	n) Documentation rated to ranking NIRF/TIMES/AISCHE etc.	• Worked as a guide for M. Com students for Project work. NA	NIL	
	o) Contribution towards college magazine	NA	NIL	

	p) Counseling and mentoring of the students.	• Member of NAA Criteria II and assisted to submit necessary information regarding academic and curriculum to IQAC.	9	8
		• Assisted for documentation related to ranking.	7	6
		• Encouraging students to write articles for URMI.	7	6
		• Counseled and mentored college students through NSS and SDC and "MMCC Connect".	9	8

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Table 2

Methodology for College Teacher for calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as copy of publication, project Sanction letter, utilization and completion certificates issued by the College and acknowledgement for patent filing and approval letters, students' Ph.D. award etc.)

Sr. No.	Academic / Research Activity	Faculty of Sciences	Faculty of Languages / Art / Social / Science /Library / Education / Commerce / Management & other related disciplines	Self appraisal Score	Verified Score
1.	(*) Research Paper in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	10	9
2.	**Publication (other than Research papers)**				
	(a) **Books authored which are published by :**				
	International publishers	12	12	NIL	✓
	National Publishers	10	10	10	9
	Chapter in Edited Book	5	5	5	4
	Editor of Book by International Publisher	10	10	NIL	✓
	Editor of book by National Publisher	5	8	NIL	✓
	(b) **Transaction works in Indian and Foreign languages by qualified faculties**				
	Chapter of Research Paper	03	03	NIL	✓
	Book	08	08	NIL	✓
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula				

3.	(a) **Development of Innovative pedagogy**	05	05	NIL	
	(b) **Design of new curricula and courses**	02 per curricula /course	02 per curricula course	NIL	
	(c) MOOC's			NIL	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks /credit)	20	20	NIL	
	MOOCs (developed in 4 quadrant per module/lecture	05	05	NIL	
	Contents writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	NIL	
	Course Coordinator for MOOC (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	08	08	NIL	
	(c) **E-Content**				
	Development of e-Content in 4 quadrants for a complete course/e-book.	12	12	NIL	
	e-Content(developed 4 quadrant) per module	05	05	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02	NIL	
	Editor of e-content for complete course/paper/e-book	10	10	NIL	27

4.	(a) **Research guidance**				
	Ph. D	10 per degree awarded	10per degree awarded	NA	
		05 per thesis submitted	05 per thesis submitted	NA	
	M.Phil./P.G. dissertation	02 per degree awarded	02 per degree awarded	30	
	(b) Research Projects Completed :				
	More than 10 lakhs	10	10	NA	
	Less than 10 lakhs	05	05	NA	
	(C) Research Projects Ongoing :				
	More than 10 lakhs	05	05	NA	
	Less than 10 lakhs	02	02	NA	
	(d) Consultancy	03	03	NA	
	(a) **Patents**				
	International	10	10	NA	
	National	07	07	NA	
	(b) ***Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)**				✓

5.	International	10	10	NA	
	National	07	07	NA	
	State	04	04	NA	
	(c) Awards/Fellowship				
	International	07	07	NA	
	National	05	05	NA	
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**				
	International (Abroad)	07	07	NIL	
	International (within Country)	05	05	05	5
	National	03	03	NIL	
	State	02	02	NIL	
			Total 1 + 2 + 3 + 4+ 5+6=	62	

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Signature of the teacher

Signature of Principal/HOD

Date :

(*) The Research Score for research papers and would be augmented as follows:

Peer –Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's 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 author - 70% of total value of publication for each author

b) More than two author - 70% of total value of publication for the first/principal/corresponding author and 30% of

Total value of publication for each of the joint author

c) Joint Project - 70% of total value of publication for each author

Note :

- Paper presented if part of edit 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 score of the teacher, he combined research score from the categories of 5(b). Policy Document and 6. Invited lecture concerned.
- The research score shall be from the minimum of three categories out of six categories.

PART 'B"

notice of the person concerned by the Principal or Head of the College department with a view to make improvement in the work, by the person concerned.)

1. **(a) Assessment by the Principal(for Heads)/ Head of the Department (for teachers) of the work done under each head of activity :**

Overall Grading for TABLE 1
Assessment Criteria and Methodology for College Teachers

	Verified Grading
	Good

Good in teaching and satisfactory or good in activity at SI No.2	**Good**
Satisfactory in teaching and good or satisfactory in activity SI. No.2	**Satisfactory**
If Neither good nor satisfactory in overall grading	**Not Satisfactory**

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 kings 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 be extrapolated for the entire shall not assessed for 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 Cast 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, ordinances of the parent institution.

b) Justification of assessment of work as not satisfactory:

2. **Comments of the Head of the Department on Table 1 and Table 2 :**

scope for development of e-contents.

He is an Excellent teacher, administrator & co-ordinator.

3. **Remarks and suggestions :**

Signature

(Head of the Department)

Signature
(Principal)

M.M. COLLEGE OF COMMERCE ★ PUNE-4