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

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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

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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	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	–

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	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 :

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) 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

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