



1802/admin/2022-23
26.07.2022

OFFICE OF THE GOVERNING BODY
Deccan Education Society, Pune
Fergusson College Campus, Pune 411 004.

From : The Assistant Secretary,
Governing Body,
Deccan Education Society,
Fergusson College, Pune.

To :

The Secretary, D. E. Society, Pune. (College Admin) (DES Admin) (HR) (Accounts)
The CEO, DES.

Sir / Madam,

I have the honour to communicate to you, for your information and action, if and where necessary, the following resolutions passed by the Governing Body of the Deccan Education Society, Pune, in its meeting dated 04.07.2022.

Read HRCR-6.1/09.06.2022 regarding proposal for Faculty Appraisal System for all colleges and institutes of DES.

GBR-01/04.07.2022: Resolved that the Faculty Appraisal System presented by CEO, DES as per following details, be and is hereby accepted and implemented initially to non-grant sections of all colleges and institutes of DES from the academic year 2022-2023, The faculty appraisal cycle must be uniformly followed for a period of 12 months starting from 1st July to 30th June of the next calendar year for all Colleges and Institute, as this system is to identify and recognize the all rounded faculties in all units of DES; it being understood that the faculty members from grant-in-aid sections can participate in this system voluntarily.

Faculty Appraisal System for
Degree Colleges and Post Graduate Programmes/ Departments

Sr. No.	Parameter	Maximum Marks	%
1	Teaching, Learning and Evaluation	260	26
2	Research Publications	210	21
3	Continuous Professional Education	110	11
4	Representation as a Resource Person	150	15
5	Contributions in Institutional Activities and Support to and Progression of Students	150	15
6	Administrative Responsibilities	120	12
	Total	1,000	100

Proposed Grades

Sr. No.	Score Range	Grade
1	850 & above	A++
2	800 – 849	A+
3	750 – 799	A
4	650 - 749	B
5	550 – 649	C
6	Below 550	D

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Parameter 1: Teaching, Learning and Evaluation

Sr. No.	Parameter	P.G. Institutes/ Departments	Degree Colleges
1	Lectures & Tutorials undertaken as percentage of lectures as per UGC/ AICTE workload norms (See Note 1)	30	30
2	Lectures and Other Teaching Duties in excess of Statutory norms (See Note 2)	10	10
3	Use of participatory and innovative teaching - learning methodologies (See Note 3)	50	50
4	Examination Duties (Question Paper Setting, Invigilation in Internal & External Examinations and Evaluation of Answer Sheets) for University/ Board Examinations. (See Note 4)	20	20
5	Formal Feedback obtained from students (See Note 5)	50	50
6	CO Attainment & Integration with PO	100	100
		260	260

IMPORTANT NOTE: Calculations for Criteria 1 should be made for each semester and the average score of both the semesters should be counted at the end of the year.

NOTES:

- Lectures, Tutorials, Contact Hours undertaken as a percentage of lectures as per UGC/ AICTE workload norms: Calculation shall be based on the formula of 0.3 points for every 1% of the lectures conducted benchmarked against the UGC/ AICTE workload norms.
- Lectures and Other Teaching Duties in excess of UGC norms: Calculation shall be based on the formula of 0.4 points for every 1% in excess of standard Teaching Workload as per UGC norms.
- Use of participatory and innovative teaching - learning methodologies:
 - Case Study – 5 points to a maximum limit of 5 Cases.
 - Role Play – 5 points to a maximum limit of 4 Role Plays.
 - Games – 3 points to a maximum limit of 3 Games.
 - Field Work/ Live Projects – 5 points to a maximum limit of 2 Field Work Activities.
 - Simulations – 5 points to a maximum limit of 5 simulations.
 - Any other relevant methodologies.

IMPORTANT NOTE: The above list is indicative. The IQAC shall decide the teaching-learning methodologies and their weightage in points.

- Examination Duties (Question Paper Setting, Invigilation and Evaluation of Answer Sheets in the University Examinations) for University Examinations: Calculation shall be based on the following:
 - Invigilation Duty: 1 point per invigilation.
 - Paper Setting: 4 points per error free Question Paper set.
 - Evaluation: 2 points per 50 papers or part thereof evaluated in excess of minimum mandatory quota. Maximum four On Duty working days shall be allowed for Evaluation.

- d. Duty assigned by the University as External Senior Supervisor shall be considered as Invigilation Duty as per point 4.a.
 - e. Duty assigned by the Principal/ Director as Internal Senior Supervisor or Assistant Senior Supervisor shall be considered as Invigilation Duty as per point 4.a.
5. Formal Feedback Obtained from Students: Calculation shall be made as follows:
 - a. >90% Excellent – 50 points
 - b. 85%-90% Very Good – 45 points
 - c. 80%-84.99% Good – 40 points
 - d. 70%-79.99% Average – 32 points
 - e. <70% Poor – 20 points
 6. Course Attainment Outcome: **The term ‘Course’ used herein means the ‘Subject’ taught.** Calculation shall be based on the following guidelines:

Step 1: Calculate the score points for each course taught in each semester as shown in the Table A:

Table A

Sr.No	CO Attainment Level	Score Points
1	3	100
2	2	70
3	1	30
4	0	-20

Step 2: Calculate the Average Score Points for all the courses taught in a semester:

Eg. A teacher has taught Course A and B in first Semester. Score Point in Course A is 100 and Score Point in Course B is 70. The Average Score Point of the teacher in the first semester is 85.

Step 3: Calculate the Annual Average Score Points for both the semesters in an academic year:

Eg. The Average Score Point of a teacher in first Semester and the second semester is 85 and 65 respectively. The Annual Average Score is 75.

Step 4: Calculate the Appraisal Score as shown in Table B:

Table B

Sr. No.	Annual Average Score Range	Appraisal Score
1	80-100	100
2	60-79	70
3	40-59	30
4	Below 40	-20

Parameter 2: Research Publications:

Sr. No.	Parameter	P.G. Institutes/ Departments	Senior Colleges
1	Research Papers Published (See Note 7)	110	110
2	Books Authored (See Note 8)	30	30
3	Teaching Cases Developed	30	30
4	Funded Research Projects Completed or ongoing (See Note 9)	30	30
5	Articles in News Papers / Periodicals without ISBN	10	10
		210	210
V1	Guidance to M.Phil/ Ph.D. Students (See Note 10)	V1, V2 & V3 are the variable points over and above 210 points.	
V2	Patents Secured (See Note 11)		
V3	Application and Adoption of Research/ Projects Outcome / DES Projects (See Note 12)		

NOTES:

7. Research Papers Published: Calculation shall be made as follows:
 - a. Conference Proceedings as full paper – 10 points (Subject to the maximum of 3 papers)
 - b. Paper published in the journal included in UGC CARE/ SCI list – 40 points.
8. Books Authored: Calculation shall be made as follows:
 - a. Text or Reference Books published by International Publishers with an established peer review system 30 points or 10 per chapter whichever is lesser.
 - b. Subject Books published by national level publishers/ State and Central Govt. Publications with ISBN/ ISSN number 20 points or 6 per chapter whichever is lesser.
 - c. Subject Books published by other local publishers with ISBN/ ISSN number 10 points or 3 per chapter whichever is lesser.
9. Funded/ Sponsored Research Project: Calculation shall be made as follows:
 - a. Projects with amount mobilized with grants above Rs. 5 lakhs – 30 points
 - b. Projects with amount mobilized with minimum grants of Rs. 3 lakhs up to Rs. 5 lakhs – 25 points.
 - c. Projects with amount mobilized with grants below Rs. 3 lakhs – 20 points
 - d. Industry sponsored Research/ Consultancy Project shall also qualify for securing these points.
 - e. The points shall be equally spread over the duration of the project.
 - f. The points added to the API in the preceding year/s shall be deducted in the later year if the project gets rejected/ cancelled in that later year.
10. M.Phil. or Ph.D. Students Guided: Calculation shall be made as follows:
 - a. M.Phil. – 10 points per student awarded with the degree.
 - b. Ph.D. – 20 points per student awarded with the degree.

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11. Patents Secured with Commercial Applicability: 100 points per patent.
12. Application and Adoption of Research/ Projects Outcome: Calculation shall be made as follows:
 - a. Major Policy Document of Government Bodies at Local or State Level – 50 points each Document.
 - b. Major Policy Document of Government Bodies at National/ International Level – 75 points each.

Parameter 3: Continuous Professional Education

Sr. No.	Parameter	P.G. Institutes/ Departments	Degree Colleges
1	Certificate awarded through Orientation/ Refresher Programme/ FDP at Professional Institutes/ Bodies/ Institutes of National Importance (One Programme per Academic Year. Minimum 1 week / 5 days programme only will qualify for this purpose. (See Note 13)	70	70
2	Certificate Awarded through MOOCs (Swayam) (One Programme per Academic Year)	40	40
		110	110
V4	Additional Qualification Acquired. Note: (See Note 14)	V4 are the variable points over and above 110 points	

13. Orientation/ Refresher Programme/ FDP etc. shall include the following:
 - a. UGC/ AICTE/University sponsored Orientation/ Refresher Programmes
 - b. UGC/ AICTE/ University sponsored FDP
 - c. FDP or any other training programme organized by the Professional Institutes/ Bodies/ Institute of National Importance *approved by the IQAC of the college or institute.*
14. Additional Qualifications acquired: Calculations shall be made for additional qualifications as follows:
 - a. Certificate Programmes 6 points.
 - b. Diploma Programmes 12 points.
 - c. Degree Programmes 18 Points.
 - d. Post Graduate degree Programmees 24 points.
 - e. Post-Doctoral Programmes 30 points.

Such additional qualification must be over and above the required minimum qualification for the appointment as a faculty in the relevant cadre. Award of Ph. D degree shall not be considered for calculation here. This is because every faculty who is awarded Ph. D. is eligible for 3 advance increments as per the prevailing rules. Such additional qualification must be approved by the IQAC of the College/ Institute in advance at the time of registration for such additional qualification.

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Parameter 4: Representation as a Resource Person

Sr. No.	Parameter	P.G. Institutes/ Departments	Degree Colleges
1	As a resource person in Corporate or Government <i>paid</i> Consultancy Projects/ Training/ M.D.P. / in a Foreign University/ Institute (20 points each)	40	40
2	As a Resource Person in a Professional Institute/ Body/ Association formed under a statute/ Institute of National Importance (15 points each) (See Note 14)	15	15
3	As a Resource Person in a U.G.C. Recognized University/ University Department/ AICTE/UGC Sponsored Programme/ Government Programme (10 points each)	10	10
4	Online Course Offered/ Delivered on the online platform like Swayam/ NPTL/ Coursera/ Udemi etc./ DES Central Repository of Shared Resources/ DES Global Schooling Initiative (30 points each)	60	60
5	As a Resource Person in other Colleges/ Institutes/ Schools / NGOs (5 points each)	25	25
		150	150

15. The Professional Institute/ Body/ Association formed under a statute/ Institute of National Importance *approved by the IQAC of the college or institute.*

Parameter 5: Contribution in Institutional Activities and Support to & Progression of Students:

Sr. No.	Parameter	P.G. Institutes/ Departments	Degree Colleges
1	Active role played in planning and executing a Conference/ Institutional or Departmental Event/ Community Outreach initiatives/ NSS/ NCC etc.	60	60
2	Support to and Career Progression of Students (See Note 16)	90	90
		150	150
V5	Social Work or Community Outreach Activities conducted by the teacher in personal capacity. (not officially for and on behalf of the college or institute)	25	25

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NOTES:

16. Contribution in Employability and Career Progression of students shall include the following:
- Students Mentoring/ Counselling
 - Mock Group Discussions & Personal Interviews
 - Book Reviews
 - Movie Club
 - Social Sensitization Projects with NGOs.
 - General and Business Awareness
 - News Analysis from News Papers

IMPORTANT NOTE:

- The above list is indicative. IQAC of the college or institute shall decide to include any other point relevant to the parameter 5.
- The activities/ initiatives included in the list should be over and above the regular classroom teaching workload covered in Parameter 1.

Parameter 6: Administrative Responsibilities

Sr. No.	Parameter	P.G. Institutes/ Departments	Degree Colleges
1	Students' Coordination/ Departmental Coordination/ Examination Coordination/ Statutory Compliance, Statutory Committees & Related Work/ Alumni Association/ Admission Counselling and Promotion/ Any Other Institutional Responsibility (Each responsibility will have weightage of 40 marks)	120	120
		120	120

IMPORTANT NOTE: The above list is indicative. Principal of the college or Director of the institute shall decide to include any other point relevant to the parameter 6.

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