



OSMANIA UNIVERSITY
HYDERABAD

Name of College: _____

Self-Assessment-Cum-Performance Appraisal Forms

For

Direct Recruitment of Associate Professor / Professor in Universities and Colleges

For

Faculty of *Humanities / Sciences & Technology*

References: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018.

ii) Telangana Govt. – 2018.CR 56/18/ UNII date 8th March, 2019.

iii) UGC Regu/2018-19/3345 dated 26th March 2019.

ACADEMIC YEAR: -----

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Department	:	
3	Current Designation	:	
4	Date of last Promotion	:	
5	Date of eligibility for promotion	:	
6	Address (With Pin code)	:	
	Telephone / Mobile No	:	
	E-mail	:	

8. Academic Qualifications (*Copies of Certificate to be Enclosed*)

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
High School					
Intermediate					
U.G.					
P.G.					
Other examination, if any					

9. Research Degree(s): *(Copies of Certificate to be Enclosed)*

Degrees	Title	Date of Award	Name of University

10. Appointments held prior - joining this institution: *[Enclose copies of a) Appointment Orders b) Relieving Orders c) Proceedings of the Selection Committee d) Service Certificate, etc.]*

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

11. Appointments After Joining at this Institution:

Designation	Department	Date of Joining		Grade Pay
		From	To	

12. Teaching Experience:

P.G. level (In Years)	
U.G. level (In Years)	

13. Research Experience excluding years spent in M. Phil. / Ph. D. (In Years):

14. Fields of Specialization under the Subject / Discipline:

15. Orientation /Refresher/Workshop/FDP/ MOOC Course Attended:

(Enclose copies of the courses attended)

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS (API)

TABLE 1: ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY/COLLEGE TEACHERS

Based on the teacher's self-assessment, API scores are proposed for

(1) Teaching related activities;

(2) Involvement in the Administrative/ Examination and Evaluation/Students Related/Research Activities.

Activity 1: Teaching Related Activities

** The details are given in Appendix A.*

Assessment Period Considered* (No. of Years/No of Semesters)	Total No. of Classes Assigned	Total No. of Classes Taught	% Teaching (Total No. of Classes Taught/Total No. of Classes Assigned) x100%	Self-Appraisal Grading i) Good: 80 % & above ii) Satisfactory : Below 80% but 70% & above iii) Not satisfactory: Less than 70%	Verified API Grading

Activity 2: Involvement in the Administrative/ Examination and Evaluation/Students Related /Research Activities

*** The details are given in Appendix B. The Period should be compatible with Activity 1.*

Assessment Period Considered (No. of Years)**	Self-Appraisal Grading	Verified API Grading

TABLE 2: RESEARCH AND ACADEMIC CONTRIBUTIONS

**** The details are given in Appendix C.*

Sr. No	Details of Research and Academic Activities	Self-Appraisal Score	Verified API Score
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2	Publications (other than Research papers such as Books, Chapter in Book etc.)		
	(2) (a) (i) Books Published with ISSN / ISBN number <i>(International Publisher: 12 points per Book for Single Author National Publisher: 10 points per Book for Single Author)</i>		
	(2) (a)(ii) Chapter in Edited Book with ISSN / ISBN <i>(5 points per Chapter)</i>		
	(2)(a)(iii) Editor of Book with ISSN / ISBN number		

	<p><i>(Editor of Book by International Publisher: 10 points per Book for Single Author)</i></p> <p><i>(Editor of Book by National Publisher: 8 points per Book for Single Author)</i></p>		
	<p>(2) (b) Translation works in Indian and Foreign Languages by qualified faculties.</p> <p><i>(3 points per Chapter or Research paper)</i></p> <p><i>(8 points per Book)</i></p>		
3	<p>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.</p>		
	<p>(3)(a) Development of Innovative pedagogy</p> <p><i>(5 points per Innovative pedagogy)</i></p>		
	<p>(3) (b) Design of new curricula and courses</p> <p><i>(02 points per curricula / Course)</i></p>		
	<p>(3) (c) MOOCs:</p> <p>(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course)</p> <p><i>(20 per curricula/Course)</i></p> <p><i>(In case of MOOCs of lesser credits 05 marks / credit)</i></p>		
	<p>(3) (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture</p> <p><i>(5points per module / lecture)</i></p>		
	<p>(3) (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</p> <p><i>(2 points per curricula / Course)</i></p>		
	<p>(3) (c) (iv) Course Coordinator for MOOCs (4 credit course)</p> <p><i>(8 points per curricula / Course)</i></p> <p><i>(In case of MOOCs of lesser credits 02 marks / credit)</i></p>		
	<p>(3) (d) : E-Content</p> <p>(3) (d) (i) Development of e-Content in 4 quadrants for a complete course/ Ebook</p> <p><i>(12 points per curricula / Course)</i></p>		
	<p>(3) (d) (ii) e-Content (developed in 4 quadrants) per module.</p> <p><i>(5 points per module / Course)</i></p>		
	<p>(3) (d) (iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</p> <p><i>(2 points per module / Course)</i></p>		
		<p>(3) (d) (iv) Editor of e-content for complete course/ paper /e-book</p> <p><i>(10 points per Course / paper)</i></p>	
4	<p>Research guidance/ Projects Completed / Projects Ongoing/ Consultancy</p>		
	<p>(4) (a) Research guidance</p> <p><i>(Ph.D. : 10 points per degree awarded & 05 per thesis submitted)</i></p> <p><i>(M.E/M. Tech: 2 points per degree awarded)</i></p>		

	(4) (b) Research Projects Completed <i>A: More than 10 lakhs (10 points per Project)</i> <i>B: Less than 10 lakhs (5 points per Project)</i>		
	(4) (c) Research Projects Ongoing <i>A: More than 10 lakhs (5 points per Project)</i> <i>B: Less than 10 lakhs (2 points per Project)</i>		
	(4) (d) Consultancy <i>(3 points per Consultancy Project)</i>		
5	(5) Patents / Policy Document / Awards/Fellowship		
	(5) (a) Patents <i>(10 points per International Patent and 7 points per National Patent)</i>		
	(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) <i>A: International (10 points per Policy Document)</i> <i>B: National (7 points per Policy Document)</i> <i>C: State (5 points per Policy Document)</i>		
	(5) (c) Awards/Fellowship: <i>A: International (7 points per Awards/Fellowship)</i> <i>B: National (5 points per Awards/Fellowship)</i>		
6	(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) <i>International (Abroad): (7 points per Seminars/ Conferences)</i> <i>International (within Country): (5 points per Seminars/ Conferences)</i> <i>National: (3 points per Seminars/ Conferences)</i> <i>State / University Level: (2 points per Seminars/ Conferences)</i>		
Grand Total of Table 2			

SUMMARY OF API GRADE AND SCORES

Category	Criteria	Self-Appraisal Overall Grading And Score		Verified API Overall Grading and Score
Table 1	1. Teaching			
	2. Involvement in the Administrative/ Examination and Evaluation/Students Related /Research Activities			
Table 2	Research and Academic Score			

Overall Grading:

Good: *Good in Activity 1 and satisfactory or good in Activity 2 of Table 1.*

Satisfactory: *Satisfactory in Activity 1 and good or satisfactory in Activity of Table 1.*

Not Satisfactory: *If neither good nor satisfactory in overall grading.*

Undertaking:

I..... certify that the information provided above is correct as per records available and to the best of my knowledge.

Date

Signature of the Teacher
Designation:

Counter Sign by:

Head of the Department

Dean of Academics

Principal with College Seal

APPENDIX A

Activity 1: Teaching Related Activities

Note: The Teaching related modes can be from the following:

- a) Teaching: Black board/ ICT based
- b) Laboratory
- c) Tutorials
- d) Seminars
- e) Remedial Classes
- f) Major Project
- g) Mini Project
- h) Summer Internship Project
- i) Survey Camp
- j) Mandatory Course

Academic Year	Semester	Course	Total No. of Classes Assigned During the Semester	Total No. of Classes Taught During the Semester	
	I				
	II				
	I				
	II				

	I			
	II			
	I			
	II			
	I			
	II			
	I			

APPENDIX B

Table 1 Activity 2: Involvement in the Administrative/ Examination and Evaluation/Students Related /Research Activities

Note: Number of activities can be within or across the broad categories of activities.

(a) Administrative responsibilities:

[Such as Head, Chairperson/ Dean / Director / Coordinator, Warden, Feedback coordinator, Project Coordinator, Lab Incharge, PAC Member, NAAC Committee Member, NBA Cell Member, BOS Committee Member, Placement Committee Member, Member of Student Information System Committee (OU), Selection Committee Panel member (External), College R & D Committee member, Monitoring Committee member, College Brochure Committee Member.

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

[Such as Question Paper Setting, Invigilation/ Supervision, Flying Squad, Internal Paper Evaluation, External Paper Evaluation, Re-valuation, Result Preparation (College Level for Internal Assessment), M.Tech / Ph. D. Thesis evaluation / any other.

(c) Student related co-curricular, extension and field based activities

[Student clubs, career counseling, Study visits, student seminars and other events, cultural, sports, NCC, NSS and community services, Students Anti-Ragging committee member, Student Mentor, Faculty Incharge of Student Technical Chapter, Faculty Incharge of Newsletter, Coordinator for Placement training, Faculty Incharge for Sporting events, Liaison officer for Minority Scholarships, Welfare officer for Foreign Students, Member of Women's Redressal Committee, etc.

(d) Organizing seminars/ conferences/ workshops, etc and other college/university activities.

(e) Evidence of actively involved in guiding Ph.D. students.

i) No. of Registered candidate, ii) No. of Awarded Candidates.

(f) Conducting Minor Or Major Research Project sponsored by national or international agencies.

i) Above 10 Lacs, ii) Below 10 Lacs

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

i) No. of Papers Published (Single author):

ii) No. of Papers Published (Joint author):

Note: Should be involved in any three different activities from Sr. No. (a) to Sr. No. (g).

i) Good: Involved in at least 3 activities.

ii) Satisfactory: Involved in atleast 1-2 activities.

iii) Not-satisfactory: Not involved/undertaken any of the activities.

Consider Full Academic Year for Assessment

Academic Year	Nature of the Activity	Details of the Activity	Self Appraisal Grading	Verified API Grading
	(a)			
	(b)			
	(c)			
	(d)			
	(e)			
	(f)			
	(g)			
	(a)			
	(b)			
	(c)			
	(d)			
	(e)			
	(f)			
	(g)			
	(a)			
	(b)			
	(c)			
	(d)			
	(e)			
	(f)			
	(g)			

	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
	(f)		
	(g)		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
	(f)		
	(g)		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
	(f)		
	(g)		
	(a)		
	(b)		
	(c)		

	(d)			
	(e)			
	(f)			
	(g)			
	(a)			
	(b)			
	(c)			
	(d)			
	(e)			
	(f)			
	(g)			
Average Grading				

