UNIVERSITY OF CALICUT
Annual Performance Assessment Reports (APAR)
(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Appendix II. Table 1.

Session/Year : ………. to……………

(To be completed and submitted at the end of each assessment Year)
PART A: GENERAL INFORMATION

1.	Name of College/ University	
2.	Name of Incumbent (In Block Letters)	
3	Name of Father / Mother	
4.	Sex	
5.	Date of Birth	
6.	Nationality	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

15. Academic Staff College Orientation/Refresher Course attended:

Name of the Course /Summer School	Venue	Duration (From - To)	Sponsoring Agency

PART B:

Annual Performance Assessment Reports (APAR)

Session/Year : ………. to……………

(To be completed and submitted at the end of each completed Year)

1.TEACHING

Sl. No	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken
01.						
02.						
03.						
04						
05.						
06.						
07.						
			TOTAL			
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"				Grade		

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

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

2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2. a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
	Total number of activities Involved	

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

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
	Total number of activities Involved	

(2. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
	Total number of activities Involved	

Annexure - II

(2. d) Organising seminars/ conferences/ workshops, other college/university activities.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
05		
	Total number of activities Involved	

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

Sl. No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
		Total number of students	

(2. f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
	Total number of projects		

Annexure - II

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

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed/ UGC listed	No. of Co-authors	Whether you are the main Author
01						
02						
03						
04						
05						
				Total number of publications		
Overall Grade for SL. 2 (a+b+c+d+e+f+g) (**Good** - Involved in at least 3 activities, **Satisfactory** - 1-2 activities **Not-satisfactory** - Not involved / undertaken any of the activities) ∗Number of activities can be within or across the broad categories of activities						

Annexure - II

Summary of Overall Grade in APAR

Activity	Grade
1. Teaching	
2. Involvement in the University/College student related activities/ research activities.	
Overall Grade for the Assessment Year	

Overall Grading:
Good = Good in teaching and satisfactory or good in activity at Sl.No.2.
Satisfactory = Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
Not Satisfactory = If neither good nor satisfactory in overall grading
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 shall be extrapolated for the entire period of assessment to arrive at 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 CAS 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, statutes and ordinances of the parent institution.

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

Sign & Name of Applicant

Designation

Place:

Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt ………………………………………………………… has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year ……….-……..…

Countersigned by:

(Office Seal)   Name and Signature of Principal/Head of the Office

UNIVERSITY OF CALICUT
Verified and Consolidated Annual Performance Assessment Reports (APAR) Grade Sheet.

(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Name of the Candidate   :

CAS Placement Stage   : From Level…………. to Level……………..

Activity	Grade: Good/Satisfactory/Not Satisfactory					
	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**
	…. - ….	…. - ….	…. - ….	…. - ….	…. - ….	…. - ….
Sl. No. 1. Teaching						
Sl. No. 2. Involvement in the University/College student related activities/research activities.						
Overall Grade						

Name of the S&E Committee Members   Signature

1…………………………………………..   Principal

2. …………………………………………   Head of the Dept

3. …………………………………………   Subject Expert

4. …………………………………………   Subject Expert

Place:

Date :

UNIVERSITY OF CALICUT
Academic / Research Score
(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Appendix II. Table 2.

Session/Year : ………. to……………

PART A: GENERAL INFORMATION

1.	Name of College/ University	
2.	Name of Incumbent (In Block Letters)	
3	Name of Father / Mother	
4.	Sex	
5.	Date of Birth	
6.	Nationality	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

Annexure - III

1. **Published Research Papers in Peer-reviewed or UGC listed Journals**

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN & Impact Factor, if any	Peer reviewed/ UGC Listed	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
						Total Research Score	

08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.

The Research score for research papers would be augmented as follows:
(Impact factor to be determined as per Thomson Reuters List)
- i) Paper in refereed journals without impact factor : 5 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 authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Annexure - III

2. **Publications other than Research Papers**

02(a). Books authored which are published by International and National publishers

Sl. No.	Title of book/chapter/ editor of book etc	National/ International	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
				Total Research Score		

International Publishers: 12
National Publishers : 10
Chapter in edited book : 05 Points/Chapter
Editor of book by International Publisher : 10 Points
Editor of book by National Publisher : 08 Points

02(b). Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title chapter/research paper/book	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
			Total Research Score		

Chapter or Research Paper : 03 Points
Book : 08 Points

3. **Creation of ICT mediated Teaching Learning pedagogy and development of new and innovative courses and curricula**

03(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Topic Covered	Score
01				
02				
03				
04				
05				
			Total Research Score	
05 Points per Pedagogy				

03(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
			Total Research Score	
02 Points per curricula or course				

03(c). MOOCs

Sl. No	Name of MOOC	Complete MOOC/ module/lecture/Content writer/subject matter expert/ Course Coordinator	Level (UG/PG)	University	Score
01					
02					
03					
04					
				Total Research Score	

Development of complete MOOCs in 4 quadrants (4 credit course) : 20

(In case of MOOCs of lesser credits 05 marks/credit)

MOOCs (developed in 4 quadrant) per module/lecture : 05

Content writer/subject matter expert for each module of MOOCs (at least one quadrant) : 02

Course Coordinator for MOOCs (4 credit course) : 08

(In case of MOOCs of lesser credits 02 marks/credit)

03(d). E-Content

Sl. No.	Title of Module/ Material	Score
01		
02		
03		
04		
	Total Research Score	

Development of e-content in 04 quadrants for a complete course or e-book : 12
e-content in 4 quadrants : 05 Points per module
Contribution to development of e-content (at least 01 quadrant) : 02 Points
Editor of e-content for complete course/paper/e-book : 10 Points
Online process like MOODLE, MOOC, LMS, Submission of e-assignments, ppt, notes, handouts etc. through online groups such as Google, YouTube etc : 2 Points per module

4. Research Guidance, Projects and Consultancy

04(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D				
ii.M.Phil or PG Dissertation		NA		
			Total Research Score	

Ph. D (Degree Awarded) : 10
Ph. D (Thesis Submitted) : 05
M. Phil/PG/UG : (Degree Awarded): 02 (UG 5 Students group)
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.

04(b). Completed Research Projects

Sl	Title	Sponsor Agency	Duration	Amount Mobilised	Score
01					
02					
03					
04					
				Total Research Score	

More than 10 lakhs : 10 Points
Less than 10 lakhs : 05 Points
Joint Projects: Principal Investigator and Co-investigator would get 50% each.

04(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	

More than 10 lakhs : 05 Points
Less than 10 lakhs : 02 Points
Joint Projects: Principal Investigator and Co-investigator would get 50% each.

04(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	

03 Points each

5. Patent/ Policy documents/Award and fellowship

05(a). Patent

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
		Total Research Score	

International : 10 Points/Patent or output
National : 07 Points /Patent or output

05(b). Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government or Local body)

Sl	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	Score
01			
02			
03			
04			
		Total Research Score	
International : 10 Points/ National : 07 Points / State Govt. : 04 Points / Local body: 03 points			

05(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National/ State	Awarded by	Score
01				
02				
03				
04				
			Total Research Score	
International : 10/Award or Fellowship National : 07/Award oFellowship State : 05 /Award or Fellowship				

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)

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Organized by	Whether International/ National/State or University Level	Score
01				
02				
03				
04				
			Total Research Score	

International (Abroad) : 07/Lecture or Paper presented
International (within country) : 05/Lecture or Paper presented
National : 03/Lecture or Paper presented
State/University : 02/Lecture or Paper presented

*Paper presented, if part of an edited book or proceedings, then it can be claimed only once

* For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/ Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

* The research score shall be from the minimum of three categories out of six categories.

Summary of Research & Academic Score

SI	Sub Sections	Score
1	**Published Research Papers in Peer-reviewed or UGC listed Journals**	
2 a	**Articles/Chapters published in Books/Full papers in Seminar Proceedings**	
2 b	**Translation works in Indian and Foreign Languages by faculties**	
3 a	**Development of Innovative Pedagogy**	
3 b	**Design of New Curricula and Courses**	
3 c	**MOOCs**	
3 d	**E-Content**	
4 a	**Research Guidance**	
4 b	**Completed Research Projects**	
4 c	**Ongoing Research Projects**	
4 d	**Consultancy**	
5 a	**Patent**	
5 b	**Policy Document**	
5 c	**Fellowships/Awards**	
6	**Invited lectures / Resource Person/ paper presentation**	
	TOTAL	

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

Sign & Name of Applicant

Designation

Place:

Date:

      Countersigned by: Name and Signature of Head of the Office

      (Office Seal)

      Place :   Date :

UNIVERSITY OF CALICUT
Verified and Consolidated Annual Performance Assessment Reports (APAR) Grade Sheet.

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	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**
	…. - ….	…. - ….	…. - ….	…. - ….	…. - ….	…. - ….
Sl. No. 1. Teaching						
Sl. No. 2. Involvement in the University/College student related activities/research activities.						
Overall Grade						

Name of the S&E Committee Members   Signature

1…………………………………………..   Principal

2. …………………………………………   Head of the Dept

3. …………………………………………   Subject Expert

4. …………………………………………   Subject Expert

Place:

Date :