Self-Appraisal and API Proforma

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PART I

Employee Information			
Employee Name	**Rushikesh Sacchidanand More**		
Institution	**Siddhant College of Engineering**		
Job Title/ Designation	**Assistant Professor**	Date of Joining	**25/01/2021**
Education Qualifications	B.E (Mech) ME (Design Engg)	Total Years of Experience	7 yrs	Academic: 5 yrs	Industry: 2 Yrs
Department	**First Year Engineering**		
HOD	**Dr. U.V. Shinde**		
Review Period	**Academic Year 2023-24**		

Self-Appraisal for 2023-24
1.Please list your achievements during the last year
1.
2.

2.The following are the most important contributions have made to the institute

1. Academic coordinator for AY 2020-21; AY 2021-22; AY 2022-23, AY2023-24; AY 2024-25
2. Cultural Coordinator
3. FE SubFC Incharge(Admission)
4. Member of NACC Criteria-VII- NAAC documentation work.
5. Worked as Senior Supervisor for FE Insem/ Endsem Exam May 2023
6. Timetable Incharge

3. Following are the participations:
(Attach list having heading Title, Date, Venue etc with proof)

Conference/s:---

Seminars: 1.One day workshop on Literature Search organized by SP Pune University
2.Five day FDP on Empowering Educators Advancement Computing Pedaology at VIT, Pune.
3. FDP on Pythonic Insights Unraveling Data Science & Machine Learning at JSPM, Narhe

Projects: ---

Committees:
1. Member of NACC Criteria-VII- NAAC

Faculty Development Programme:
Organized by:

Visits:

Any Other

Part II

Use this rating key for the following evaluation
1 =Unsatisfactory: Does not perform//demonstrates
2 =Marginal: Needs improvement in quality of work.
3 =Meets Requirements: Meets basic requirements
4 =Exceeds Requirements: Goes above and beyond expectations.
5 =Exceptional: Always shows results far beyond what is required

	Self-Evaluation						
	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Margi-nal	(1) = Unsatisfactory	Self-Evaluation	HOD/Principale valuative
Attendance Punctual, Timely arrival in campus, reporting in class on time	5					5	5
Discipline Dress Code, Following manner & Atticates, rules and regulation	5					5	3
Communication (Soft spoken, empathy)	5					5	5
Demonstrates Required Job Teaching Skills And Knowledge	5					5	4
Demonstrates Effective Management And Leadership Skills	5					5	3
Timely Completion of all assigned Responsibilities	5					5	3
Capacity to withstand stress(Stress Management)	5					5	3
Takes Responsibility for Actions	5					5	4
Recognizes Potential Problems And Develops Solutions	5					5	3
Demonstrates Problem Solving Skills	5					5	3
Offers Constructive Suggestions for Improvement	5					5	4
Welfare towards colleagues	5					5	3
Provides Alternatives while making Recommendations	5					5	4
Ability to learn	5					5	4
Interpersonal Relations	5					5	5
Initiative in Co-Curricular and Extra Curricular Activities	5					5	3
Initiative in Administrative Responsibilities	5					5	3
Total						85	62

PART III

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

No.	Nature of Activity	Maximum Score	Self-Assessment Score	Verified by HOD/Principal
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50	50	40
2	Lectures or other teaching duties in excess of the UGC norms	10	10	06
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	15	12
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc	20	20	14
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25	25	20
	Total Score	125	120	92

\# Supporting documents, wherever required be attached.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	20	15
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	15	10
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	12	10

Supporting documents, wherever required be attached.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

No.	APIs	Engineering/ Agriculture/ Science/ Sciences/Medical Sciences	Management	Max. points for University and college teacher position	Self Assessment Score (to be filled by applicant)	Verified By HOD
III (A)	Research Papers published in:	Refereed Journals*	Refereed Journals*	15 / publication	00	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	00	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication	00	
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	TextorReference BooksPublished by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book	00	
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	00	
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books	00	

		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	00
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ Chapter	00
III (C) RESEARCH PROJECTS					
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project	00
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	00
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	00
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 Lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs	10 per every Rs.2.0 lakhs, respectively	00
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	00

III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,		

III (D) RESEARCH GUIDANCE

III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate	00	
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate	00	
		Thesis submitted	Thesis submitted	7/each candidate	00	

III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS

III(E) (i)	Refresher courses, Methodology workshops, Training, TeachingLearning-Evaluation Technology Programme, Soft Skills development Programme, Faculty Development Programme (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration -2 workshops on python programming	20/each	40	20
		(b) One week duration	(b) One week duration	10/each	00	
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in College journal published by HRM rajgurunagar	Participation and Presentation of research papers(oral/poster) in	10/each	10	10
		a) International conference	a) International conference	10 each	00	
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each	00	

		d) Local – University/College	d) Local – University/College	3 / each	00	
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each	00	
		(b) National level	(b) National level	5	00	

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

\# Supporting documents, wherever required be attached.

Academic Performance
Teaching Related
List of Subjects/ Courses taught in last two semesters
1. EGR

Teaching Load

(As per Time Table and Conduction Report with reason for shortfall (if any)

July to December: 20   Hrs/week

January to April : 20 Hrs/week

Result Analysis

(is to be provided for each subject for every semester)

Subject	Passing percentage of Student	Number of Students appeared	Number of Students Passed
EGR	70.27	111	78

Leave Record

CL used out of 12 (Calendar Year 2023-24)	Medical used out of Total Balance (Till . may 2024)	Vacation Availed in Previous Two Semesters out of	Without Pay due to Late mark or exhausted all the leaves	Memos Given If any	Reason For Memos
1	00	00		00	--

Review		
HOD's Remarks		
Sincere and hardworking faculty. strongly recommended for Continuation		
	Signature of HOD	Date
Principal Remarks		
Sincere at work. Research work need to improve and consultancy is expected, Should fetch funding through research work.		
	Signature of Principal	Date
Remarks		
Signature of the Employee after receiving the feedback		Date