



Periyar Nagar, VallamThanjavur - 613 403, Tamil Nadu, India
Phone: +91 - 4362 - 264600 Fax: +91- 4362 - 264660
Email: registrar@pmu.edu Web: www. pmu.edu

**Academic Performance Indicators (APIs) for the year _____
(Assessment period from June _____ to March _____)**

PART - A Summary Sheet

1. Personal Information

Name (in Block Letter)	
Department	
Designation	

2. Additional Educational Qualifications (during the academic year 2019 -2020):

Nameofthe Degree/ Exam	University/ Institution/ Board	YearofPa ssing	Percentage	Division/ Class/ GPA	Subjects
ParticularsofNET/GATEor EquivalentExam:					

API Score Sheet

Table	Sub- Head	Score claimed by the faculty	Score verified by the Dean / Head
I	1		
	2 (a) - (g)		
	3		
	Total (Table - I)		
II	1		
	2 (a) - (b)		
	3 (a) - (d)		
	4 (a) - (d)		
	5 (a) - (c)		
	6		
	Total (Table - II)		
	Over all Total (Table I+II)		

Place:

Date:

Signature of the faculty:

Countersigned by HoD:

Countersigned by Dean:

Table 1
Assessment Criteria and Methodology

Sl. No.	Activity	Grading Criteria	Score claimed by the faculty	Score verified by Dean/ Head	Remarks
1.	Teaching: (Number of classes taught/ total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<ul style="list-style-type: none"> • 80% & above - Good • Below 80% but 70% & above- Satisfactory • Less than 70% - Not satisfactory 			
2.	Involvement in the students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties or attending the examination paper evaluation. (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. (d) Organising seminars/ conferences/ workshops, other activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals/Scopus/WoS/Indian Citation indexed.	<ul style="list-style-type: none"> • Good - Involved in at least 3 activities • Satisfactory - 1-2 activities • Not-satisfactory - Not involved / undertaken any of the activities <p>Note: Number of activities can be within or across the broad categories of activities</p>			
3.	Library	Utilization of Library hours for Assessment period.			

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, Study Leave, Medical Leave 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 as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to the condition that such leave was undertaken with the prior approval of the competent authority of the institution.

Table 2**Methodology for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates acknowledgements for patent filing, students' Ph.D. award letter, etc.,)

Sl. No.	Academic/Research Activity	Faculty of Sciences /Engineering /Architecture	Faculty of Humanities / Arts / SocialSciences / Library /Education / Physical Education / Commerce / Management	Score claimed by the faculty	Score verified by Dean/ Head	Remarks
1.	Research Papers in Peer-Reviewed or UGC listed Journals/Scopus/WoS/Indian Citation indexed.	08 per paper	10 per paper			
2.	Publications (other than Research papers)					
(a)	Books authored which are published by ;					
	International publishers	12	12			
	National Publishers	10	10			
	Chapter in Edited Book	05	05			
	Editor of Book by International Publisher	10	10			
	Editor of Book by National Publisher	08	08			
(b)	Translation works in Indian and Foreign Languages by qualified faculties					
	Chapter or Research paper	03	03			
	Book	08	08			
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula					
(a)	Development of Innovative pedagogy	05	05			
(b)	Design of new curricula and courses	02 per curricula/ course	02 per curricula/ course			
c)	MOOCs					
	Development of complete	20	20			

	MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/ credit)					
	MOOCs (developed in 4 quadrant) per module/lecture	05	05			
	Content writer/subject matter expert for each module of MOOCs (at least onequadrant)	02	02			
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08			

SAMPLE

Sl. No.	Academic/Research Activity	Faculty of Sciences /Engineering/ Architecture	Faculty of Humanities / Arts / SocialSciences / Library /Education / Physical Education /Commerce / Management	Score claimed by the faculty	Score verified by Dean/ Head	Remarks
(d)	E-Content					
	Development of e-Content in 4 quadrants for a complete course/ e-book	12	12			
	e-Content (developed in 4 quadrants) per module	05	05			
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02			
	Editor of e-content for complete course/ paper /e-book	10	10			
4(a)	Research guidance					
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted			
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded			
(b)	Research Projects Completed					
	More than 10 lakhs	10	10			
	Less than 10 lakhs	05	05			
(c)	Research Projects Ongoing :					
	More than 10 lakhs	05	05			
	Less than 10 lakhs	02	02			
(d)	Consultancy	03	03			
5(a)	Patents Published					
	International	10	10			
	National	07	07			
(b)	*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)					
	International	10	10			
	National	07	07			
	State	04	04			
(c)	Awards/Fellowship					
	International	07	07			
	National	05	05			
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)					
	International (Abroad)	07	07			
	International (within country)	05	05			
	National	03	03			

	State/University	02	02			
--	------------------	----	----	--	--	--

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (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.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited 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 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.

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,
THANJAVUR - 613403

NON-TEACHING STAFF ASSESSMENT FORM (FOR ADMINISTRATIVE STAFF)

SHEET-1 (To be filled by the staff member)

Date of Assessment / Review :

Period of Assessment: From _____ To _____

Name of the Staff: _____ :

Present Designation & School/Department/Section:

Date of Joining in PMIST _____ :

Designation at the time of joining:

Educational Qualification:

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / ITI				
UG				
PG				
Others, if any				

Previous Experience:

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		

Positions held at PMIST

Sl.No.	Department	Designation	Period	
			From	To

Tasks that are promised to be achieved by the staff before the next assessment for self development/department or Institutional development (to be filled by the staff member)

1	
2	
3	
4	

Signature of the Staff

SAMPLE

SHEET-2

Criterion-1 Key contributions made to department/ other Institutional activities during the assessment year to be certified by the concerned controlling officer

Sl.No.	Contributions (to be filled by the staff)	Name of the certifying Official	Rating Point 2pts each, Max 20pts

Criterion-2 Professional Caliber/Performance	1	2	3	4	5
1. Commitment					
2. Communication Skill					
3. Job Knowledge & Competency					
4. Willingness to accept responsibility					
5. Interpersonal relationship & Team Work					
6. Punctuality					
7. Involvement in fulfilling the vision					
8. Computer Literacy					
9. Follow the administrative hierarchy					
10. Attitude in crisis					
11. Sense of responsibility					

Criterion-3 Performance of Staff Member (in other areas)	1	2	3	4	5
1. Maintenance of Records/Data					
2. Circulating the circulars among the staff					
3. Scrutiny of Bills/ Accuracy of Data Entry					
4. Maintaining secrecy of information					
5. Improvement in the areas of work and innovation					
6. Involvement in fulfilling the vision					
7. Relationship with the Students					
8. Involvement during committee visits					

Total: _____

SHEET-3

Assessment by HOD

Name of the Staff Member : _____ Designation _____

Recommendations of the HOD Committee:

Date: _____

Total points _____ (including all criteria 1 to 3)

Areas to be improved

**Head of Dept.
Name:**

The above observations are accepted

Name of the Staff Member _____ Signature _____

Date:

SHEET-4

(To be filled in by the Performance Appraisal Committee)

S. No	Details	Findings	Marks Allotted	Max. Marks
1	Skill improvement/health checkup/eye checkup undergone in this academic year 2pts for each event			10
2	Contribution to UQMS No. of files maintained - 2pts for each file			10
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			10
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			5
		Total		35

Total Points _____ out of 150

Review Date
Committee

Performance Appraisal

Rating Scale

5	Exceptional Performance	Performance that consistently exceeds the requirement of the position.
4	Above Average	Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds or falls below this level.
3	Average	Performance that meets the requirement of the position. Performance at this level usually meets but occasionally falls or exceeds the level.
2	Improvement Expected	Performance that does not meet the requirement of the position. The instructional staff member is expected to develop and implement strategies to improve performance to the expected level.
1	Unsatisfactory	Performance that does not meet the minimum requirement of the position and/or a level commensurate with the experience of the instructional staff member.

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,
THANJAVUR - 613403**

NON-TEACHINGSTAFFASSESSMENTFORM(FORSUPPORTINGSTAFF)

Garden, Plumbing, Electrical, Securities, Kitchen, Transport, House Keeping, Estate Office,
Etc.

SHEET-1 (Tobefilledbythestaffmember)

Date of Assessment / Review :

Period of Assessment: From _____ To _____

Name of the Staff :

Designation & Section:

Date of Joining in PMIST :

Educational Qualification if any :

Total period of Experience in PMIST:

Signature of the Staff

SAMPLE

SHEET-2

Criterion-1 Key contributions made to Section/ other Institutional activities during the assessment year to be certified by the concerned controlling officer

Sl.No.	Contributions (to be filled by the staff)	Name of the certifying Official	Rating Point 5pts each, Max 15pts

Criterion-2 Skill/Performance	1	2	3	4	5
12. Commitment					
13. Job Competency					
14. Willingness to accept responsibility					
15. Interpersonal relationship & Team Work					
16. Punctuality					
17. Follow the administrative hierarchy					
18. Attitude in crisis					
19. Sense of responsibility					
20. Relationship with the Students					
21. Involvement during committee visits					

Total: _____

Name & Signature of controlling officer

SHEET-4

(To be filled in by the Performance Appraisal Committee)

S. No	Details	Findings	Marks Allotted	Max. Marks
1	Skill improvement/health checkup/eye checkup undergone in this academic year 2pts for each event			10
2	Contribution to UQMS No. of files maintained - 2pts for each file			10
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			10
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			5
		Total		35

Total Points _____ out of 100

Review Date
Committee

Performance Appraisal

Rating Scale

5	Exceptional Performance	Performance that consistently exceeds the requirement of the position.
4	Above Average	Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds or falls below this level.
3	Average	Performance that meets the requirement of the position. Performance at this level usually meets but occasionally falls or exceeds the level.
2	Improvement Expected	Performance that does not meet the requirement of the position. The instructional staff member is expected to develop and implement strategies to improve performance to the expected level.
1	Unsatisfactory	Performance that does not meet the minimum requirement of the position and/or a level commensurate with the experience of the instructional staff member.

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,
THANJAVUR - 613403**

NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL STAFF)

SHEET-1 (To be filled by the staff member)

Date of Assessment / Review :

Period of Assessment : From _____ To _____

Name of the Staff: _____ :

Present Designation & School/Department/Section:

Date of Joining in PMIST _____ :

Designation at the time of joining:

Educational Qualification:

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / ITI				
UG				
PG				
Others, if any				

Previous Experience:

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		

Positions held at PMIST:

Sl.No.	Department	Designation	Period	
			From	To

Tasks that are promised to be achieved by the staff before the next assessment for self development/department or Institutional development (to be filled by the staff member)

1	
2	
3	
4	

Signature of the Staff

SHEET-2

Criterion-1 Key contributions made to department/ other Institutional activities during the assessment year to be certified by the concerned reporting officer

Sl.No.	Contributions (to be filled by the staff)	Name of the certifying Official	Rating Point (Each 2pt, max:20)

Criterion-2 Professional Caliber/Performance	1	2	3	4	5
1. Commitment					
2. Communication Skill & Computer Literacy					
3. Technical Knowledge & Competency					
4. Willingness to accept responsibility					
5. Interpersonal relationship & Team Work					
6. Punctuality					
7. Submission to authority					
8. Attitude towards Skill improvement					
9. Attitude in crisis					
10. Sense of responsibility					

Criterion-3 Professional Caliber/Performance	1	2	3	4	5
1. Assisting the faculties in lab and class					
2. Upkeep & maintenance of lab					
3. Individual initiative for lab developments, models, etc.					

Criterion-4 Performance of Staff Member (in other areas)	1	2	3	4	5
1. Maintenance of Stock Register/Records/Data					
2. Circulating the circulars among the staff					
3. Improvement in the areas of work and innovation					
4. Involvement in fulfilling the vision/mission					
5. Relationship with the Students					
6. Involvement during committee visits					

Total: _____

Signature of Reporting Officer with Name

SHEET-3

Assessment by HOD

Name of the Staff Member : _____ Designation _____

Recommendations of the HOD Committee:

Date: _____

Total points _____ (including all criteria 1 to 4)

SAMPLE

Areas to be improved

**Head of Dept.
Name:**

The above observations are accepted

Name of the Staff Member _____ Signature _____

Date:

SHEET 4
(To be filled in by the Performance Appraisal Committee)

S. No	Details	Findings	Marks Allotted	Max. Marks
1	Skill improvement in this academic year (any workshop/seminar/training attended relevant to your current position) 2pts for each event			10
2	Contribution to UQMS No. of files maintained - 2pts for each file			10
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			10
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			5
Total				35

Total Points _____ out of 150

Review Date
Committee

Performance Appraisal

Rating Scale

5	Exceptional Performance	Performance that consistently exceeds the requirement of the position.
4	Above Average	Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds or falls below this level.
3	Average	Performance that meets the requirement of the position. Performance at this level usually meets but occasionally falls or exceeds the level.
2	Improvement Expected	Performance that does not meet the requirement of the position. The Instructional staff member is expected to develop and implement strategies to
1	Unsatisfactory	Performance that does not meet the minimum requirement of the position and/or a level commensurate with the experience of