

ANNUAL PERFORMANCE INDEX (API) OF FACULTY MEMBERS

Effective Date : 01.07.2023

Version : V-1

The Annual Performance Index (API) is designed to evaluate the performance of faculty members against established standards and objectives. It serves as a comprehensive assessment tool to recognize achievements, identify areas for improvement, and inform decisions regarding faculty development, promotion, and tenure.

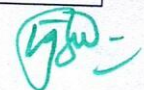
Duration of API- Review will be done from June previous year to May current year.

Components of API and Weightage-

API focused to gauge performance of individual faculty member with a focus on Teaching learning activity, Academic research, extension & self-development and administrative activities. The relative weightage of each component of API of a period will be determined by the institution's strategic priorities and the specific needs of the faculty member's department or program for that period.

The API will be based on a weighted system that considers the following components*:

S.No.	Activity	Max Marks
1	Teaching and Related Development Activities: <ul style="list-style-type: none"> ○ Result Improvement ○ Positive Student Feedback ○ Practical List ○ Regular Verification and Feedback ○ Student Attendance ○ Adherence of academic calendar ○ Development of Study material ○ Project Guidance for (UG & PG) ○ Updation of student attendance ○ Special initiative towards new subject and training 	135
2	Academic Research: <ul style="list-style-type: none"> ○ Research Publication (With or without Students) ○ Research Guidance ○ Publication of book or book chapter 	93



	<ul style="list-style-type: none"> ○ Sponsored Research Grant/Consultancy Received ○ Patent filed/published/grants ○ Involvement in start-up and product development 	
3	Extension and Self Development Activities: <ul style="list-style-type: none"> ○ Participation of FDP/STTP/Training Program ○ Completion of Coursera/MOOCs Courses ○ Organizing short term courses/ workshop/certificate /Seminars/hackathons/ IIC cell etc ○ Chairperson/ Member/ of Academic Council or any board or BOS outside the institute/ Reviewer/Member of Editorial Board/ Evaluator of any University 	42
4	Administrative Responsibilities <ul style="list-style-type: none"> ○ Exam duty and assessment of exams ○ Implementation of Mentor-mentee scheme ○ Performance in academic audit NBA/NAAC/IQAC ○ Initiative towards extracurricular or cultural activities ○ Participation in other activities (admission, time table coordinator, project coordinator etc) ○ Coursera Coordinator 	40
5	HOD Feedback <ul style="list-style-type: none"> ○ Personal Drive ○ Openness to change ○ Cross functional teamwork ○ Ownership ○ Problem solving abilities ○ Quick study / analysis ○ Personal maturity & Consistency 	55
Grand Total		360

Performance Evaluation Process

1. **Self-Assessment:** Faculty members will complete a self-assessment form, providing details of their accomplishments and activities related to each component of the API.
2. **Departmental Review:** The head of department head will review the self-assessment and may conduct additional interviews or observations as needed.
3. **Institutional Review:** The competent authority will review the departmental recommendations and make a final determination regarding the faculty member's API score.

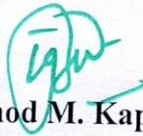
API Score and Outcomes

The API score will be used to inform decisions regarding:

- Faculty development and mentoring
- Promotion
- Salary increases
- Award nominations
- Program evaluation

Review and Revision

This policy will be reviewed and revised periodically to ensure its alignment with the institution's goals and evolving needs.



Dr. Vinod M. Kapse
Director