



महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग, मंत्रालय विस्तार, कक्ष क्रमांक ४१८,
चौथा मजला, मादाम कामा मार्ग, हुतात्मा राजगुरु चौक, मुंबई-४०० ०३२



दूरध्वनी क्र.०२२-२२७९३१७१

Email ID:- vishi@mah.gov.in
hted.vishi@mh.gov.in

क्रमांक:- एनईपी- २०२२/प्र.क्र.१४५ /विशि-३

दिनांक:- २८ ऑक्टोबर, २०२२

प्रति,

कुलगुरु,
सर्व अकृषी विद्यापीठे/ अभिमत विद्यापीठे

विषय- राष्ट्रीय शैक्षणिक धोरण २०२० अंतर्गत शिक्षकांच्या शैक्षणिक कालावधीतील कार्याचे
मूल्यमापन करणेबाबत

संदर्भ- शासन निर्णय क्रमांक एनईपी-२०२२/ प्र.क्र.१४५/ विशि-३ दिनांक १ जून, २०२२

महोदय/ महोदया,

राष्ट्रीय शैक्षणिक धोरण-२०२० ची राज्यात अंमलबजावणी करण्याच्या दृष्टीने या धोरणाचा अभ्यास करण्यासाठी दिनांक १६ ऑक्टोबर, २०२० च्या शासन निर्णयानुसार डॉ.रघुनाथ माशेलकर, माजी महासंचालक, वैज्ञानिक आणि औद्योगिक संशोधन परिषद, नवी दिल्ली यांच्या अध्यक्षतेखाली स्थापन करण्यात आलेल्या कार्यबल गटाने आपला अहवाल शासनास दि.३० जून, २०२१ रोजी सादर केला होता. दि.२७ जानेवारी, २०२२ रोजी झालेल्या मंत्रिमंडळ बैठकीत डॉ.रघुनाथ माशेलकर समितीच्या अहवालातील शिफारशीप्रमाणे विभागाने सादर केलेल्या प्रस्तावास मान्यता देण्यात आली होती.

त्यानुसार विषयांकीत प्रकरणी संदर्भाधीन शासननिर्णयान्वये गठीत करण्यात आलेल्या डॉ.अभय वाघ, संचालक, तंत्र शिक्षण संचालनालय, मुंबई यांच्या अध्यक्षतेखालील समितीने आपला अहवाल शासनास सादर केला आहे. सदर अहवालाची प्रत सोबत जोडली आहे. सदर अहवालातील शिफारशी शासनाने स्विकारल्या असून या शिफारशीची, विहित प्राधिकरणांची मान्यता घेऊन, तातडीने अंमलबजावणी करण्याबाबत विद्यापीठांनी निर्णय घ्यावा.

आपला,

(अ.म.बाविस्कर)

उपसचिव, महाराष्ट्र शासन

सोबत- वरीलप्रमाणे

प्रत:-

१. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे
२. संचालक, तंत्र शिक्षण, महाराष्ट्र राज्य, मुंबई
३. संचालक, कला संचालनालय, महाराष्ट्र राज्य, मुंबई
४. संचालक, ग्रंथालय संचालनालय, महाराष्ट्र राज्य, मुंबई
५. निवडनस्ती (विशि-३)



Report for Annual Faculty Performance Appraisal and Internal Quality Assurance Cell (IQAC)

**Higher and Technical Education Department,
Government of Maharashtra**

Foreword

The National Education Policy aims to revamp the entire educational scenario of the country. NEP 2020 aims to transfer the rigid to the flexible and make modern education multidisciplinary, technology-oriented, and skill based so that it will have the capability to produce competent, creative, skilled, employable learners, who will be able to meet the competencies of their global counterparts. The combination of curriculum, as well as pedagogy, needed an effective and all-encompassing facelift that would raise the general level of education in the country. Teachers and faculty members are the crux of bringing about this overhauling in the entire system. The implementation of NEP 2020 across the wide spectrum of educational institutions in the country requires teachers as the primary torchbearers at the helm of affairs. With this aim in mind, various reforms related the recruitment, service conditions, continuous professional development, assessment; evaluation, etc. need to be worked upon.

A meeting was held on the 12th of July 2022 at Department of Higher & Technical Education, Government of Maharashtra, which was chaired by Principal Secretary, Shri Vikas Rastogi (IAS), Department of Higher & Technical Education, Government of Maharashtra to review of the work of National Education Policy 2020 in Maharashtra. The recommendations of Dr R A Mashelkar committee were approved by the cabinet and five subcommittees were constituted to prepare the roadmap on the given parameters for the implementation of NEP in Maharashtra. This committee named NEP IV was supposed to work for defining parameters to be considered for annual performance evaluation aimed at improving the quality of academics and review the role and functions of IQAC in the light of NEP-2020.

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Committee Composition

The Government of Maharashtra has constituted a committee to formulate a policy for preparing a draft report on the annual Faculty Performance Appraisal in the Higher and Technical Education department, Government of Maharashtra.

Vide GR dated 1st June 2022, in view of the above cited subject; a committee has been constituted as under.

Sr. No.	Name	Committee Position
01	Dr. Abhay Wagh Director, Technical Education, Govt. of Maharashtra	Chairman
02	Dr. Dattatray V. Jadhav Joint Director, Technical Education, Pune Region, Pune	Member
03	Prof. S. T. Ingale Coordinator, Internal Quality Assurance Cell, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon	Member
04	Prof. Dr. Supriya Patil Director, Internal Quality Assurance Cell, Savitribai Phule Pune University, Pune	Member
05	Prof. Dr. Subhashree Mukherjee Director, Internal Quality Assurance Cell, Kamla Nehru Mahavidyalaya, Nagpur	Member
06	Dr. Samir Terdalkar Coordinator, Internal Quality Assurance Cell, Ferguson College (Autonomous), Pune	Member
07	Prof. Dr. Sudhir Nikam B. N. N. College, Bhiwandi, Dist- Thane	Member
08	Dr. Vitthal Bandal Principal, Govt. Polytechnic, Pune	Member Secretary

Committee Mandate: -

The committee has been entrusted to dwell upon the following points and submit its report to the government.

- 1) The Committee has to examine/review and revise the guidelines issued by the apex bodies like UGC, AICTE from time to time, regarding annual performance evaluation of Teachers/Faculty members in HEIs.
- 2) Parameters/ performance criteria to be considered for annual performance evaluation aimed at improving the quality of academics.
- 3) Review of role and functions of IQAC vis-à-vis NEP-2020 and suggestions for strengthening this cell. To consider the guidelines issued by UGC in this regard from time to time and make necessary recommendations to the Government.
- 4) To consider the relevant recommendations of Dr. Mashelkar Committee, regarding the above matters while preparing the guidelines.

Committee Meeting Dates

The committee conducted series of meetings, discussions and deliberations among all its members, along with Hon. Chairman Dr. Abhay Wagh, from time to time during 6th June 2022 to 7th August 2022

- 1) Meeting (Online) dated 6th June 2022 under the Chairmanship of Hon. Shri. Vikas Chandra Rastogi (IAS), Principal Secretary, Higher & Technical Education, Govt. of Maharashtra
- 2) Meeting (Online) dated 15th June 2022 under the Chairmanship of Hon. Dr. AbhayWagh, Director, Technical Education, Govt. of Maharashtra
- 3) Meeting in the office of Hon. Dr. D. V. Jadhav, Joint Director, Technical Education, Regional office, Pune on 28th June 2022 (Members present during the meeting- Dr. D. V. Jadhav, Dr. Supriya Patil, Dr. Vitthal Bandal)
- 4) Meeting (Online) dated 13th July 2022
- 5) Sub-committee meetings (Dr. Subhashree Mukherjee, Dr. Samir Terdalkar and Dr. Supriya Patil)

a)	18th June 2022 – 11:30 am
b)	19th June 2022 – 4:00 pm
c)	23rd June 2022 – 7:30 pm
d)	27th June 2022 – 6:00 pm
e)	13th July 2022 – 7:15 pm
f)	14th July 2022 – 11:30 am

- 6) Meeting (online) dated 18th July 2022.
- 7) Sub-committee meeting (Dr. D. V. Jadhav, Dr. Vitthal Bandal, Dr. Samir Terdalkar and Dr. Supriya Patil) dated 22nd July 2022
- 8) Meeting (online) dated 29th July 2022
- 9) Meeting (online) dated 3rd August 2022
- 10) Telephonic discussions among all members during 20th June to 3rd August 2022

Executive Summary

The new NEP 2020 replaces the one formulated in 1986 rolling out new features for Higher education in India aiming at five pillars of foundation namely- Access, Equity, Quality, Affordability, and Accountability. This new policy aims to make education move towards learning about how to think critically and solve problems, how to be creative and multidisciplinary, and how to innovate, adapt, and absorb new material in novel and changing fields. Implementation of this policy therefore means that a new pedagogy must evolve to make education more experiential, holistic, integrated, inquiry-driven, discovery-oriented, learner-centred, discussion-based, flexible, and, of course, enjoyable.

The NEP- IV sub committee was formed in Maharashtra to draft the policies related to the annual performance evaluation of teachers, aimed at improving the quality of academics and to review the role and functions of IQAC in the light of NEP-2020. With a combination of online and offline meetings where different deliberations were made with all the stakeholders and various conclusions were drawn, the committee could reach common consensus as all the quality conscious members were unanimous in most of the decisions taken. The Committee went through the directions and notifications of several apex bodies like UGC, AICTE, NAAC, NBA, etc. and meticulously followed the guidelines issued by them from time to time to draft suggestive changes in accordance with the idea of implementation of the NEP 2020 in Maharashtra.

The committee resorted to a two-step formula in drafting the new policies. Firstly, it went for a rigorous exercise of reading the minute details of the directives of the Dr. R. A. Mashelkar Committee report along with the exhaustive reading of the existing guidelines of various apex bodies. Next, the members commenced the work of pointing out suggestive changes as per the requirement of the NEP -2020. A new concrete structure has been developed, with major parameters for annual quality enhancement of teachers, including clearly defined formats and annexures to avoid lack of uniformity across all disciplines. Marks have been allotted to each segment to enable the teacher to calculate his own achievements in measurable parameters. A new concept of Quality Assessment of Principal/Director has also been introduced in the policy document. Another mandate was to give recommendations for the quality enhancement of IQAC. The measures for enhancing the nodal agency for quality assurance and enhancement i.e. the IQAC have also been included in this report. The report also contains the stepwise implementation of the suggestions, especially by the government and University. Gap analysis was done, weaknesses were found out and strengths to be built were identified while drafting the policy reforms.

Mandate-wise Details

1. Revisiting of the guidelines issued by the apex bodies like UGC, AICTE from time to time, regarding annual performance evaluation of Teachers/Faculty members in higher educational institutes (HEIs) corresponding to NEP-2020

The implementation of the NEP 2020 envisages a gradual yet seemingly noticeable alteration of the existing policies of the apex bodies. Teachers being the core of this education system, their quality enhancement, assessment and sustenance become the key factor in the execution of whatever changes we wish to incorporate and collate within the overall framework of NEP. Hence before making the suggestive changes in the existing scheme of things, it was necessary to go through the existing assessment and evaluation parameters.

The Committee has thereby studied the AICTE and UGC Guidelines along with the NEP-2020 documents and report of task force led by Hon. Dr. R. A. Mashelkar Sir, for extracting the provisions related to Teachers/Faculty annual Performance Appraisal and IQAC.

Revisiting the Important Aspects and Salient features of NEP-2020:

Important aspects of NEP- 2020 related to Curriculum which are linked to Teachers' Performance are:

- 1) Curriculum- Interdisciplinary and Multidisciplinary
- 2) Feedback from stakeholders
- 3) Collaboration with Academia and Industry
- 4) Mentoring
- 5) Outreach and Extension Activities

Major Points to be considered in respect of NEP-2020

- Thrust on Economy and Education to reach 6% of GDP
- Focus on Local/Indigenous needs of Higher and Technical Education
- Multiple ENTRY and EXIT Points in the degree programs.
- Move towards Outcome Based Education (OBE)
- Integrated, Inclusive and Holistic education
- Stand-alone Technical Universities, Health Science Universities, Legal and Agricultural Universities, aimed to become Multidisciplinary Universities.

Technical Education- Revisiting of existing AICTE guidelines/notifications regarding Annual Performance Evaluation of Teachers/Faculty members

AICTE March- 2000	AICTE November-2012	AICTE March- 2019
<ol style="list-style-type: none"> 1) Classroom instruction 2) Laboratory instruction 3) Curriculum development 4) Developing Learning Resource Material 5) Student Assessment & Evaluation 6) Design and Development of new programmes 	<ol style="list-style-type: none"> 1.Lectures/Seminars/Practical /Tutorials/Course Work (Max. 50 points) 2.Lectures or other teaching duties in excess of the AICTE norms (Max. 10 points) 3.Preparation and imparting of a knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to the students (Max. 20 points) 4.Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject content, Course improvement etc. (Max. 20 points) 5.Examination Duties assigned and performed (Max. 25 points) 	Teaching process (Max. 25 points)
<ol style="list-style-type: none"> 1) Participation in co-curricular and extra-curricular activities 2) Continuing education activities 3) Self-development through professional activities 4) Promotion of Industry Institute Interaction 5) Academic and Administrative management of Institution/Department 6) Policy Planning at Institute/Departmental level 7) Extension services to society 8) Community services 9) Promotion of entrepreneurship and job creation 10) Providing technical support in areas of social relevance 	<ol style="list-style-type: none"> 1)Student related co-curricular, extension and field based activities (Max. 20 points) 2) Contribution to Corporate Life and Management of the Institution (Max. 15 points) 	<ol style="list-style-type: none"> 1) Departmental activities and Institute activities (Max. 30 points) 2) Contribution to society (Max. 10 points)

AICTE March- 2000	AICTE November-2012	AICTE March- 2019
1) Help generate and disseminate new knowledge through books, publications, seminars etc. 2) R & D activities and Research Guidance 3) Industry sponsored projects Consultancy, testing services	1) Published Papers in Journals 2) Articles / Chapters in published books 3) Full papers in Conference Proceedings 4) Books published as single author or as editor 5) On-going and Completed Research Projects and Consultancies 6) Research guidance 7) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration) 8) Papers presented in Conferences, Seminars, Workshops, Symposia 9) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.	
		Student feedback (Max. 25 points)
		Annual Confidential Report (Max. 10 points)

Higher Education – Revisiting of existing UGC and Maharashtra Public University Act 2016 guidelines/notifications regarding Performance Evaluation of Teachers/Faculty members

References	Criterion	Parameters for Assessment of Teachers
<p>UGC Notification, 11th October, 2021, UGC Notification, 18th July, 2018, UGC regulation, No.F-3-1/2009, dated 30th June, 2019, UGC Regulation No. F-1-2/2009 (EC/PS) pt.11 dated 16th March, 2011, UGC Regulation No.F.3-1/2009 dated 30th June 2010</p>	<p>Assessment parameters for university/college teachers</p>	<p>1. Basic Information of Teacher 2. Teaching-Learning Activities</p> <p><u>1. Teaching</u></p> <p>(Number of classes taught/total classes assigned) x 100%</p> <p>(Classes taught includes sessions on tutorials, lab and other teaching related activities)</p> <p>Grading based on percentage</p> <p>Involvement in the university /college student related activities /research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean /Director/ Coordinator, warden etc.</p> <p>(b) Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation.</p> <p>(Grading: Good/ Average)</p> <p><u>2.Student Related activities</u></p> <p>Student related co-curricular, extension and field-based activities</p> <p>(a) Organization seminars / conferences /workshops, competitions and other college /university activities.</p> <p>(b) Evidence of activity involved in guiding PhD students.</p>

References	Criterion	Parameters for Assessment of Teachers
		<p>3. <u>Research Projects</u></p> <p>(a) Conducting minor or major research project sponsored by National / International agencies.</p> <p>4. <u>Publications</u></p> <p>At least one single or joint publication in peer-reviewed or UGC list of journals.</p> <p>Overall Grading:</p> <p>A -Good in teaching and satisfactory or good in activity</p> <p>B- Satisfactory in teaching and good or satisfactory in other activities</p> <p>C- If neither good nor satisfactory in overall grading</p> <p><u>Other Parameters</u></p> <p>5. Research guidance/Research Projects Completed/ Research Projects On-going/ Consultancy score</p> <p>6. Patents</p> <p>7. Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)</p> <p>8. Awards/Fellowships</p> <p>9. Invited lectures/ Resource Person/ Chairing of Sessions/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding</p>

References	Criterion	Parameters for Assessment of Teachers
The Gazette of India, EXTRAORDINARY, Part-III- Section 4 dated Monday, 11 th July, 2016 and UGC Notification dated 11 th July, 2016	4 th Amendment, 2016	Increase in weightages of Direct Teaching (70), Examination duties (20) and Innovative Teaching (10), other assessment parameters remain same.
Government of Maharashtra, resolution number Misc-2018/C.R.56/18/UNI-1 and Savitribai Phule Pune University Circular no. 43 of 2019 dated 19.03.2019	Scheme of revision of pay scales of university and college teachers	Teaching-learning and evaluation, Personal Development related in teaching and research activities, Administrative support and participation in students co-curricular and extracurricular activities, Research papers in peer reviewed or UGC listed Journals, Creation of ICT mediated teaching-learning pedagogy and content and development of new and innovative courses and curricula, research guidance P.G., M.Phil and Ph.D. students, Research projects (on going and completed), Patents, Policy document (international/ UNO/UNESCO, World Bank/ IMF etc.,) or Central and State Government and Awards and Fellowships and subsequent promotions in CAS

2) Recommendations for Annual Performance Evaluation of Teachers/ Faculty members with emphasis on enhancement of academic qualities: -

A) Technical Education- For Annual Faculty Performance Evaluation of Lecturer / Assistant Professor/ Associate Professor/ Professor / HOD in Government / Government Aided Institutions at Diploma/ UG/PG Level

and

B) Higher and Technical Education– For Annual Faculty Performance Evaluation of Assistant Professor/ Associate Professor/ Professor/ HOD/ Principal/ Director employed in Universities / Affiliated Colleges / Autonomous Colleges /Constituent Colleges/Institutes.

The objective of the New Education Policy is complete overhauling of the Higher and Technical Education system in the country and begins with restructuring of the **Higher and Technical Education** system. In this regard, the role of teacher becomes dynamic and there is a paradigm shift in the roles and responsibilities of a teacher in the new system. This change requires rethinking of existing teachers' assessment and bringing in new some parameters as well as certain degree of flexibility in evaluation. The teacher will have to play a multi-faceted role to instil quality and value-based education in the students. Thus this role of the teacher needs to be evaluated meticulously in a unique manner.

The annual performance evaluation system/ grading system/ assessment system of teachers will focus on following parameters which have been mentioned in the NEP-2020 document.

1. Developing/ designing of multidisciplinary and holistic curriculum:

Curriculum design and deployment is one of the key factors in NEP 2020. It is expected to bring in reforms in the curriculum design which would primarily be multidisciplinary in nature. Similarly providing vocational education is also an important aspect and it is expected that colleges/institutions should offer vocational programmes (B.Voc.), hence this aspect of developing or designing of multidisciplinary curriculum needs to be considered as one of the parameters for evaluation of the performance of teachers.

2. New Curricular Framework:

Apart from the curriculum, NEP proposes new curricular frame work consisting of three/ four year's multidisciplinary undergraduate and post graduate programmes. The

credits have been defined for three/ four-year degrees. The academic curriculum should have six prime components, which are as follows:

- a) Core of the discipline
- b) Application of core component
- c) Multidisciplinary component
- d) Skill based course component
- e) Foundation component and
- f) Internship

Considering above design in the curricula, teachers need to be assessed on their skills and abilities to design such a curricular framework wherein the undergraduate degree will be of either 3 or 4-year duration, with multiple exit options and appropriate certifications. For instance, a certificate may be awarded to a student completing 1 year in a particular discipline, or a diploma after 2 years of study, or a Bachelor's degree after completion of a 3-year programme. Hence, this would be considered as one of the parameters for assessment of teacher performance.

3. Graduate Attributes:

The graduate attributes under NEP-2020 focus on Disciplinary knowledge, Intellect, Creativity and Innovativeness, critical thinking, problem solving, analytical reasoning, research skills, communication skills, social intelligence, team work, digital literacy, self-directed learning, moral and ethical awareness, leadership, lifelong learning etc., Hence before the commencement of the Program, the teacher should be able to draft the Program Outcomes and Graduate Attributes and that should be mapped and assessed at the end of the Program. The teacher would be assessed on the basis of the drafting, mapping and assessment of these attributes in light of NEP 2020.

4. Outcome based Education (OBE):

NEP- 2020 calls for a paradigm shift from traditional classroom deliverables to outcome -based education. OBE is a performance-based education system wherein each part of the system would move around outcomes. The core philosophy of OBE rests in adhering to student-centric learning approach used to measures student's performance based on pre-determined set of outcomes/parameters and can be eventually linked to faculty performance. Hence, a teacher needs to be assessed on his/her capability to impart teaching which is outcome based, prepare OBE matrix as per standard methods accepted by apex bodies such

as AICTE/UGC/ NBA/NAAC and thereby be able to evaluate/ assesses students on the basis of attainment of Program outcomes and course outcomes.

5. Feedback:

Feedback is an indicator of performance of a teacher for teaching a particular course and also reflects on continuous improvement in the domains of teaching-learning and evaluation taken from all stakeholders. The feedback should be an internalized process of the HEIs conducted through the IQAC. Feedback from stakeholders should be taken regularly (the criteria and weightages and parameters can be designed by the IQAC of the HEI). Feedback about the teacher should be considered while assessing the performance of the teacher in the light of NEP 2020.

6. Student Support (mentoring):

Support in the form of providing guidance to the student towards his/her career advancement or pursuance of higher education is considered to be one of the key aspects in higher education. Mentoring is an integral part of student support and progression and needs to be internalized within the HEIs. A well-established mechanism for conducting mentoring activity, preparing mentoring manual, identifying student's strengths and weaknesses and guiding them to develop their strengths and rectify their weaknesses should be in practice as a part of overall mentoring activity. A teacher needs to participate in a perpetual mentoring process and should be actively involved in moulding and shaping the career of the students. Hence, this has to be considered as one of key aspects for the evaluation of performance of teachers. A teacher's performance will be assessed based on the efforts of the teacher to provide timely and necessary assistance to students to enable them gain meaningful experiences for learning and holistic development.

Proposed Annual Performance Appraisal of Teachers/ Faculty Members

Assessment and Evaluation of Teachers/ Faculty Members

NEP 2020 calls for skill based, practical oriented and application enabled education. This indirectly puts the onus on teachers who should be fully equipped with relevant skills which in turn would be transmitted to their students. Thus, constant quality check would help in not just fostering quality sustenance, but ensure that the deliverables get transferred to the students who are the ultimate end of this entire system. The committee has studied existing formats used for performance appraisal of faculty. After a careful and thoughtful scrutiny of appraisal systems and keeping in view the NEP- 2020, this committee proposes a new proforma/ format for the Annual Performance Assessment and Evaluation of Teachers/ Faculty Members. The unique features of this format are:

- a) This proforma/ format conforms with the NEP-2020
- b) This proforma/ format may be used for all HEIs (irrespective of discipline/subject)
- c) This proforma/ format may be used for all faculty members.
- d) This proforma/ format may be used for regular and CAS-based promotions.
- e) This proforma/ format can be easily transformed into a digital form and administered online through ERP/MIS system.
- f) Marks have been given to all activities of teachers' life cycle.
- g) Evidences (Annexure/Proforma/Formats) required have been clearly defined.

Committee recommends the following parameters with appropriate marks for assessment and evaluation of the annual performance of Teachers/Faculty members of HEIs:

Sr. No	Major Parameters Assessment of Teachers	Evaluation (200 Marks)
1	Teaching Learning Process	60 Marks
2	Feedback from Students	10Marks
3	Administrative / Executive responsibilities/ Institutional Commitments	20 Marks
4	Evaluation and Assessment	20 Marks
5	Extension and Outreach Activities	20 Marks
6	Domain Specific Activities	20 Marks
7	Collaborations	10Marks
8	Students Mentoring	10Marks
9	Research Activity	20 Marks
10	Personal Attributes	10 Marks

**Proposed Assessment Criteria and Methodology for Annual Performance Appraisal of
University/College/Institution Teachers in Higher & Technical Education**

Total Criteria- 10; Total Marks- 200

Marks are divided amongst Criterion depending on marks assigned and are further subdivided amongst the actual assessment parameters

1) Teaching-Learning Process (60 Marks)

Sr.	Activity	Grading Criteria	Self-appraisal Score	Score Verified by HoD/ Reporting officer	Committee Recommendations
I	Teaching-Learning Process (Core Competency) (40 Marks)				
1.	<p align="center">Teaching (Number of classes taught/total classes assigned/Planned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</p>	<p>1) 85% & above-- 40- Marks 2) Below 85% but above 75% 30- Marks 3) Below 75% but above 60% - 24 Marks 4) Below 60% but above 50% - 20 Marks 5) Less than 50% 00- Marks</p>	<p>1) Total Classes Assigned / Planned = 2) No. of Classes Taught / Conducted = 3) % of Classes Taught / Conducted =</p>		<p>Marks should be awarded based on score of self-appraisals and verified score.</p>

II	Teaching-Learning Process (Interdisciplinary/Multidisciplinary) (06 marks)				
1	Teaching- learning (Interdisciplinary and Multidisciplinary courses) across the discipline OR besides core competency	If Yes= 06 Marks No= 00 Marks			Marks should be awarded based on score of self-appraisals and verified score.
III	Participation in Designing of Curriculum(OBE) (Core Competency/Interdisciplinary/Multidisciplinary) (04 Marks)				
1	Participation in designing (Core Competency /Interdisciplinary/Multidisciplinary) courses	If Yes= 04 Marks No= 00 Marks			-"-
IV	Teaching Pedagogy/ Practices (10 Marks)				
1	e-Content Developed	If Yes= 06 Marks No= 00 Marks			-"-
2	Any other innovation in teaching/Organizing Industrial visit	If Yes= 04 Marks No= 00 Marks			-"-

2) **Feedback from Students (10 Marks) (Annexure I A)**

Feedback (10 marks per semester)					
1	Students Feedback (Teaching- Learning) (10 marks)	Score = (Obtained Marks/40) * 5			-"-

3) **Administrative / Executive Responsibilities/ Institutional Commitments (20 Marks)**

Involvement in the University /College / DTE/RO/MSBTE/RBTE/Institution/ Department Development Activities (Annexure- II) and (Annexure- III)					
1	Institute/College/University/ DTE/RO /MSBTE/RBTE level activity as listed in Annexure II	(04 Marks per activity) (Max. 08 Marks)			Marks should be awarded based on score of self-appraisal and verified score.
2	Department level activities as listed in Annexure III.	(04 Marks per activity) (Max. 12 Marks)			-"-

4) **Evaluation and assessment (20 Marks)**

Evaluation/ Assessment/ Others (20 marks)					
1	Percentage of students scoring more than 60 % Marks of Maximum marks in theory examination (P) For more than one courses taught, average should be taken considering all subjects together (14 Marks Max.)	Marks = (P*7) /100			Marks should be awarded based on score of self-appraisal and verified score.

2	Any other duty related to examination, such as paper setting, assessment, moderation, Invigilation etc.(06 Marks)				-"
5) <u>Extension and Outreach Activities (20 Marks)</u>					
Any activities conducted by Teachers as mentioned in Annexure- IV [Participation in any Two activities]					
1	Participation in Field work (related to curriculum)				Marks should be awarded based on score of self-appraisal and verified score.
2	Participation in field-based activity (Add On Activity)				-"
3	Participation in NSS/NCC (actual number of activities conducted and total hours spent)				-"
4	Any other outreach activity (for example Association with NGOs)				-"
5	Any other activities focusing on National/ State Missions				-"

6) Domain Specific Activities (20 Marks)

[Participation in any Two activities]

1	Organization of Expert lectures/ Workshop/ Seminar /Conference on Domain/Interdisciplinary/ Multidisciplinary subjects				Marks should be awarded based on score of self-appraisal and verified score.
2	Participation in FDP/STTP/Winter schools /Summer schools/ NPTEL courses/any other activity related to Institutional preparation for NEP as per directives of UGC, NAAC, NBA, AICTE and any Other Regulatory bodies				-"-
3.	Any other Activities like Placement related activities, Hackathons, project exhibition /competition, college club activity, Avishkar, Indradhanush, Dipex, Organization of Moot courts, dance, drama theatre related activities, etc.				-"-

7) Collaborations (10Marks) [Participation in any One activity]

1.	Participation in Industrial / Institutional collaborations				Marks should be awarded based on score of self-
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					appraisal and verified score.
2.	Participation in developing formal linkages with NGOs and other Government agencies				-"-
3.	Start-Ups and Incubation Activities				-"-
4.	Any Other Collaborative Activity for students' or societal benefits.				-"-

8) Students Mentoring (10 Marks) [Participation in any Two activities]

1	Diploma/UG Students				Marks should be awarded based on score of self-appraisal and verified score.
2	PG Students				-"-
3.	Internship/Implant training				-"-
4.	PhD Scholars				-"-
5.	Any other mentoring related activity				-"-

9) **Research Activity (20 Marks)**

Part A: Project (Marks: 08)[Contribution in any Two activities]

1	Student's Projects on Domain/Interdisciplinary/Multidisciplinary subjects				Marks should be awarded based on score of self-appraisal and verified score.
2	Projects funded by agencies (State/National/ Any other agency)				-"-
3	Projects sponsored by Industries				-"-
4	Projects funded through institutional funds (seed money)				-"-

Part B: Publications (Marks: 12) (02 Marks per activities/publications)

1.	Research Papers in Peer-Reviewed/ UGC/Statutory body listed/ Journals/Scopus Index/SCI/SCIE Index Journals				
Sr. No.	Title of the publication	Name of Journal, Volume, Year, Pages, ISSN/ISBN	Status Peer-Reviewed/ UGC/Statutory body listed Journals/Scopus Index/SCI/ SCIE Index Journals	Allotted score/ Total Score of the paper	Self-appraisal Score

2.	Publications (other than Research papers)						
	(a) Books authored and published						
	(b) Translation works in Indian and Foreign Languages by qualified faculties						
	(c) Book chapters written/ edited						
3.	Contributions (other than Research papers/Publications)						
	(a) Research Projects Completed						
	(b) Research Projects On-going						
	(c) Testing/Consultancy						
4.	IPR / POLICY DOCUMENT / AWARDS / HONOURS/ FELLOWSHIPS						
	(a) Patents (submitted/published/awarded)						
	(b) Policy Document (Submitted to a University /DTE/MSBTE/ State /National / International body/organization)						
	(c) Awards/Honours/Fellowships (University / State / National / International body/organization/ Corporate / Industry)						
5.	Invited lectures/ Resource Person/ Chairing of Sessions/- Paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)						
Sr. No	Title of the Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper etc.	Details of the conference/Seminars/FDP/ STTP with ISSN/ISBN if any	Type / Status	Allotted score	Self-appraisal Score	Marks should be awarded based on score of self-appraisal and verified score.	
10) Personal Attributes(10 Marks)							
1	Attitude towards work						
2	Sense of responsibility						
3	Overall bearing and personality						

4	Emotional Stability				
5	Communication Skills				
6	Professional Skills				
7	Moral courage and willingness to take professional stand				
8	Leadership qualities				
9	Capacity to work within timeframe				
10	Decision making ability				

**Evidences (Proforma, Annexures/ Formats) required for proposed Assessment methodology
of University/College/Institution Teachers in Higher & Technical Education**

(For actual evaluation Refer to Annexure-I)

1. Teaching Learning Process

- Proofs of Teaching-Learning process certified by reporting officer based on all indicators (For eg. Attendance register)
- Evidence of participation in designing Core competency/ Interdisciplinary/ Multidisciplinary courses (certified by parent university/institution head or by head of other university/institution like Director/VC/ Principal/Reporting officer)
- Proof of e-Content Developed (relevant links/documents)
- Proof of Participation in MOOCs courses or any other recognized courses on SWAYAM, E-SAKSHAT etc.
- Proof of any other innovation in teaching/Visit report certified by HoD/Reporting officer.

2. Feedback from Students

- Certificate of students' feedback from reporting officer/HoD. (Annexure IA)

3. Administrative / Executive Responsibilities/ Institutional Commitments

- Appointment letter/ Office Order for the role assigned (certified by parent university/RO/DTE/MSBTE/RBTE/institution head/Department head or by head of other university/institution like Director/VC/ Principal)
- Nomination/Appointment letters for BoS or Academic Council, Management Council, Senate and other statutory bodies etc. in College /University /Institution issued by competent authority **Involvement in the University/ DTE/RO/MSBTE/RBTE/College / Institution/Department Development Activities**

a) University/ DTE/RO/MSBTE/RBTE/College / Institution Level Activities (Refer Annexure II) ((08 Marks)

Teacher should furnish information of different responsibilities given by University/ DTE/RO/MSBTE/RBTE/College / Institution as stated in Annexure II handled by him/her during the period 1stApril to 31stMarch in the table below. A self-attested Xerox copy of Office Order issued by competent authority for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility / activity	Name of the Activity	Points claimed by teacher (4Marks/activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
Grand Total (Total of S. No. 1 to 6) (Limited to maximum 08 Marks)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference).		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

b) Department Level Activities (Refer Annexure III) (12 Marks)

Teacher should furnish information of different departmental responsibilities as stated in Annexure III handled by him/her during the period 1stApril to 31stMarch in the table below. A self-attested Xerox copy of HoD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility / activity	Name of the Activity	Points claimed by teacher (3Marks/activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
Grand Total (Total of S. No. 1 to 6) (Limited to maximum 12 Marks)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference).		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

4. **Evaluation and Assessment**

Relevant proofs of CO/PO attainment, result analysis, paper setting, evaluation or any other exam related duty assigned.

5. **Extension and Outreach Activities**

Evidence certificate of extension and outreach activities endorsed/certified by external agency or head of the institute.(Annexure-III)

6. **Domain Specific Activities**

- Proof of Convener/ Organizing Secretary of Seminar / Conference on Interdisciplinary/ Multidisciplinary subjects like brochures/ flyers.
- Participation certificate of FDP/STTP/Winter schools/summer schools, NPTEL course certificate from competent authority.
- Evidences of work related to Institutional preparation for NEP as per directives of UGC, NAAC, NBA, AICTE and Other Regulatory Agencies in the form appointment/Office order in a particular committee by Director/ Principal/Reporting officer.
- Proof of organization of any other activity in the form appointment in a particular committee by Director/ Principal/Reporting officer.

Teacher should furnish information of activities organized /participated or documents prepared by him/her. A self-attested photo copy of supporting documents should be attached with this format to substantiate points claimed by the teacher.

**a) Expert Lecture/Seminar/Workshop/ Conference organized on
Domain/Interdisciplinary/multidisciplinary subjects**

Sr. No.	Period during which the activity is organized	Name of the Activity	Beneficiaries	Points claimed by teacher (5 Marks /Activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
3						
Total of a (Total of 1 to 3) (Limited to maximum 5 Marks)						

b) Attending of FDP/STTP/Winter School/Summer School/NPTEL Course, any other activity related to institutional preparation for NEP as per directives of UGC, NAAC, NBA, AICTE or any other regulatory authority.

Sr. No.	Period during the activity attended/document prepared	Name of the Activity/document prepared	Organized by/regulatory authority	Points claimed by teacher (5 Marks /Activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
3						
Total of b (Total of 1 to 3) (Limited to maximum 5 Marks)						

- c) Any other activities like placement related activities, Hackathons, Project Exhibition, Avishkar, Indradhanush, Dipex, Moot courts, dance, drama, theatre related activities etc.

Sr. No.	Period during the activity organized/Participated	Name of the Activity	Points claimed by teacher (5 Marks /Activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
Total of c (Total of 1 to 3) (Limited to maximum 5 Marks)					

Grand Total (Total of any two from a, b, and c) (Limited to maximum 10 Marks)			
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference)	Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference).		
Name and signature of Reporting Officer	Name and signature of Reviewing Officer		

7. **Collaborations**

- Proof of involvement in Industrial / Institutional collaborations or developing formal linkages with NGOs and other Government agencies in the form of letter from external agency or from Director/ Principal/Reporting officer.
- Evidences of role in Start-Ups and Incubation Activities in the form letter from external agency or from Director/ Principal/Reporting officer.

8. **Mentoring**

- Proofs in the form of office order/written documents duly signed by Director/HOD/Principal/Reporting officer.
- Proofs of activity conducted (attendance, minutes of the meeting etc).

9. **Research Activity**

- Project sponsorship letter from industry/research organization/any other agency.
- Proofs of funding received from research Institutes/ Government/ Non-Government/ industries or NGOs/any other agency.
- Adequate proofs of research work published in the form of relevant links, screen shots, hard copies, etc.
- Invitation letters for resource person/ chairperson/ from organizer/institution.
- Office order from regulatory/apex bodies for drafting policy documents at University / State / National / International level.
- Proofs of Awards/Honours/Fellowships in the form of letters/ mementoes/ medals/certificates etc.
- Teacher should furnish information of research activities (completed/ongoing/published) prepared by him/her. A self-attested photo copy of supporting documents should be attached with this format to substantiate points claimed by the teacher.

Part A: Students Projects (04 Marks) (Contribution in any two activities)

Sr. No.	Projects	Name of the Project	Name of the Funding Agency/ Sponsored Industry	Points claimed by teacher (2Marks/activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1	On Domain/Interdisciplinary/ Multidisciplinary Subjects					
2	Funded by Agency (State/National/any other agency)					
3	Sponsored by Industry/Research Organization					
4	Funded through institutional funds (Seed Money)					
Grand Total (Total of any two from S. No. 1 to 4) (Limited to maximum 04 Marks)						
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference)				Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference).		
Name and signature of Reporting Officer				Name and signature of Reviewing Officer		

Part B: Publications (06 Marks)

a) Research paper in Peer-Reviewed or UGC/AICTE listed, Scopus indexed, SCI/SCIE indexed Journals						
Sr. No.	Title of Publication	Name of Journal, Volume, Year, Pages, ISSN/ISBN	Status Peer-Reviewed or UGC/AICTE listed, Scopus indexed, SCI/SCIE indexed Journals/Impact Factor	Points claimed by teacher (2 Marks/Publication)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
b) Publications (other than research Papers)						
Sr. No.	Publication	Title of Book/Publication	Name of the Publisher with year publication and ISSN/ISBN	Points claimed by teacher (2Marks/Publication n)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1	Books authored and published					
2	Translation work in India and Foreign Languages by qualified faculties					
3	Book Chapter Witten/Edited					

c) Other Contributions						
Sr. No.	Contribution	Title of Project/Activity	Research Project Funded by	Points claimed by teacher (2 Marks/Publication)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1	Research Project Completed					
2	Research Project On-going					
3	Consultancy/ Testing					
d) IPR/Policy Document/Awards/Honors/Fellowships						
Sr. No.	Contribution	Particular	Status/ Submitted to / Awarded by	Points claimed by teacher (2 Marks/Publication)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1	Patent (Submitted/ Published/ Awarded)					
2	Policy Document (Submitted to the University/ state/ National/ International body/organization)					
3	Awards/Honors/Fellowships (University/ state/ National/ International body/organization /corporate/Industry)					

e) Invited Lecture/Resource Person/Chairing of Session/Paper Presentation/Published in Seminars/Conferences (Full paper presented in seminar/conference and also published in Proceedings will be counted only once)

Sr. No.	Title of Invited Lecture/Resource Person/Chairing of Session/Paper Presentation/Published in Seminars/Conferences etc.	Details of Seminar/Conference	Type/Status	Points claimed by teacher (2 Marks/activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
Grand Total (Total from a to e) (Limited to maximum 06 Marks)						
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference)				Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference).		
Name and signature of Reporting Officer				Name and signature of Reviewing Officer		

10. Personal Attributes

To be certified jointly by higher authorities such as HoD/ Director / Reporting officer, Vice Principal, Principal/Reviewing officer as the case may be.

Proposed Assessment Criteria for Principal/ Director of the College/ Institution (Higher and Technical Education)

Sr. No	Major Parameters of Assessment	Weightage for Evaluation (Marks)
1	Administrative / Executive Responsibilities <ul style="list-style-type: none">● Knowledge of relevant Acts/Rules/procedures/IT Skills and awareness of local norms in the relevant area.● Ability to Co-ordinate with other government agencies in relation to work.● Ability to motivate and develop subordinates/work in a team.● Capacity to make use of available resources in an optimum manner	40
2	Capability to steer Assessment /Accreditation/ Ranking Process (AICTE, UGC, NBA, NAAC, NIRF etc.)	10
3	Facilitation for resource mobilization	10
4	Collaborations/ Outreach and Inclusiveness (With academic institutions and Industry)	10
5	Contribution towards institutional overall development	10
6	Personal Attributes	20
	1)Attitude to work	
	2) Sense of responsibility	
	3) Overall bearing and personality	
	4) Emotional Stability	
	5) Communication Skills	
	6) Professional and Administrative Skills	

	7) Moral courage and willingness to take professional stand	
	8) Leadership qualities	
	9) Capacity to work in time limit	
	10) Decision making ability	

3) **Revisiting Existing Roles and Responsibilities of IQAC in view of NEP-2020**

The National Assessment and Accreditation Council (NAAC) is planning to align the assessment and accreditation process in higher education with the National Education Policy (NEP) 2020. NAAC believes that a robust system of accreditation should be created, based on the principles of transparency, self-disclosure, handholding, mentoring, incubation, and ongoing quality improvement. Therefore, it has already included points in AQAR and SSR format which are in line with the NEP. As per NEP-2020 guidelines, following roles and responsibilities are newly added in addition to those given by NAAC. They are summarized as given below:

1. **Outcome Based Education (OBE)**

All HEIs will undertake an exercise to develop and evolve an outcome-based education model depending on the number and type of academic programmes offered by the HEIs. Each HEI will have to develop Programme Outcomes, Programme Specific Outcomes and Course Outcomes for Autonomous Colleges *and constituent/affiliated colleges in case they are not defined by the parent university.*

Guidelines

- a) IQAC will play a pivotal role in developing OBE model for the HEIs.
- b) IQAC will implement OBE for all academic programmes
- c) IQAC will train teachers in writing and implementing programme outcomes and course outcomes and practise OBE in teaching-learning and evaluation process.
- d) At the end of the process, IQAC will help in taking feedback through OBE.

2. **Feedback**

Feedback is an integral part of educational institutions. The feedback reports provide an insight of quality of education provided by the institution. Systematic analysis of feedback reports helps an institution to grow and prosper academically. 360 degree feedback will help in knowing the actualities of every aspect of education.

Feedback could be of different types

- (a) Curriculum
- (b) Alumni
- (c) Employer
- (d) Teaching-Learning
- (e) University / College/ Institute (Peer Perception)

Guidelines

- a) IQAC need to develop a 360degree feedback mechanism for overall growth and progression of the institution.
- b) The proforma for each category of feedback to be developed by the IQAC, enlisting different parameters under each category.
- c) IQAC to develop certain bench marks in teaching-learning process as well as in designing the curriculum.
- d) IQAC to generate a score sheet of individual teacher under each category.
- e) Feedback process should preferably be taken online.
- f) Consolidated feedback report to be published on the website
- g) HEIs need to proactively encourage students to participate in the feedback process.
- h) Score sheet of feedback for courses taught by the teacher for each semester to be documented and certified by the Head of the department in the University or Principal of College/ Institute.
- i) The teachers should be counselled and mentored in case of below average performance and rewarded for excellence in teaching.

3. Interdisciplinary Approach

Interdisciplinary approach in light of NEP allows us to rethink and revolve our educational system and provide a wide range of subject combinations to our students. The exercise of implementing interdisciplinary teaching-learning across disciplines needs to be systematically implemented and will differ from institution to institution and the number of offerings of the institution.

Guidelines

1. IQAC along with academic authorities should come up with framework of inter-disciplinary subject offerings, cafeteria approach of teaching.
2. Promote developing curricula and involve teacher participation. Some of the initiatives could be:
 - a) Conduct Seminars or Conferences on inter-disciplinary themes jointly with the other Department/s which are also concerned about a particular problem: At least one Seminar or Conference should be conducted each year to inculcate the spirit of inter-disciplinary

- b) Encourage Teachers' Projects and Students' Projects especially if they are inter-disciplinary in their focus and participation like Avishkar, Anweshan and other similar competitions conducted by Universities, Colleges etc.

4. **Mentoring**

Mentoring is one of the key aspects of HEIs. Mentoring is essential for grooming of students and assessing their academic strengths and orienting them to choose appropriate academic careers. It also helps students to adapt to new environment especially for students coming from rural/ semi-urban areas. It is expected that all HEIs, should develop institutional mechanism to mentor and guide all students seeking admission in HEIs. Mentoring should be aimed at overall development of the students.

Guidelines

- a) The IQAC should have appropriate process and policy for mentoring students.
- b) IQAC should prepare Mentoring Manual and publish it on their website.
- c) It should be made mandatory for each teacher to mentor students.
- d) The number of students to be assigned per teacher will be decided by the HEIs based on the fulltime teachers including contractual as well as adhoc appointed teachers.

5. **Collaborations**

Collaborations with institutes, non- government organizations, industries are integral part of academic progression of HEIs. These collaborations will have formal agreements with the HEIs keeping in view interest of both the partners. Such partnerships/ collaborations will prove to be beneficial for teachers as well as students and will focus on providing industrial training, internships, placements and opportunities for students. As long-term goals, it is expected to identify research areas which will lead to joint projects, publications as well as IPRs. Similarly, social skills amongst teaching community and students will widen the horizons of teaching-learning and in long term strengthen community networking.

Guidelines

- a) Each HEI is expected to identify industries, research institutes, institutions which are subsidiaries of Universities, Inter University Centres, independent autonomous organizations (government and non- government organizations) and other such institutions.

- b) Prepare a detailed plan of action which will become a part of collaboration charter/ Memorandum of understanding/ Letter of Intent to collaborate with the institution/ industry.
- c) Special guest lectures on industry-specific topics from experts to academia and students.
- d) Detailing of additional courses/ Electives which can be incorporated in the curriculum.
- e) The charter should be based on available expertise (subjects) taught by the HEI at under graduate and post graduate level and identify areas to be collaborated.
- f) Once the process begins it is expected from the HEI to maintain proper documentation with geotag photos of programmes, events and other collaborative activities conducted.

6. **Outreach/ Extension Activities**

With the perspective of nation building, outreach and extension activities need to align its planning and execution as per national mission that includes five major diverse areas such as:-

- 1) Promoting Health and Hygiene,
- 2) Environment awareness,
- 3) Sustainable Development,
- 4) Education and
- 5) Gender equality.

Sensitising and channelizing the energies of young minds of students can have long term impact not only in unleashing their inner potential to achieve wholesome personality but it will also accelerate the progress of nation and enhance productivity.

Guidelines

- a) It is expected from the HEIs to share their resources for the upliftment of needy sections of the society and as a concrete step towards community networking.
- b) HEI should act as a facilitator between the students and other institutions/ NGOs.
- c) HEIs to proactively promote student orientation in this regard and mentoring by NGOs to sensitise students to social issues.
- d) Align field activities of NSS and NCC with social outreach.
- e) HEIs to publish annual calendar of events/activities on their website
- f) HEI should develop course credit policy for students undertaking such type of work/ activity.
- g) HEI to focus on outcome-based social projects which could generate baseline data and help governments in designing policies.

4) Recommendations for Strengthening IQAC:

1. Senior Faculty in the University Department/ Institute/College to be given additional responsibility/additional Charge as IQAC Coordinator
2. The IQAC Coordinator responsibilities should include Accreditation, Ranking, AISHE, MIS and Other quality Initiatives in addition to the responsibilities assigned by accreditation and regulatory bodies.
3. A designated office with an IT infrastructure and requisite office staff to be provided. Also, IQAC should have a **Cloud Infrastructure** with database management system and System Administrator.
4. **Development and Maintenance of Central Data Processing Repository.** It should be made mandatory for all departments of the University / College/ Institute to submit a copy of all official documents related to any activity conducted in the Departments / Institutes to IQAC, on a weekly/monthly basis or as per the frequency of actual activities. (Whichever happens earlier)
5. It is suggested that a google form may be created for taking the feedback. If the HEI uses an ERP/MIS system, it should be integrated in the same. Alternatively, an app may be developed and used.
6. The feedback should be administered and evaluated under the supervision of
 - a) The Head of the Department / Director of School in the University;
 - b) The IQAC Director / Coordinator of Affiliated / Autonomous Colleges
 - c) The Principal of Technical HEI
7. The feedback should be taken in each semester.
8. The feedback should be taken just before the commencement of semester end exam
9. Only those students whose attendance is more than 60%, in that subject should be allowed to submit the feedback. Thus, an integration of attendance and feedback system is needed
10. The feedback is to be shared with the teachers by the Head of the Department / Director of School in the University; the Principal of Affiliated / Autonomous Colleges /Technical HEI for further action

Comparison of Present Evaluation Scheme and Proposed Evaluation Scheme

Sr. No.	Present Evaluation Scheme		Proposed Evaluation Scheme	
	Points	Weightage/ Marks	Points	Weightage/ Marks
1	Teaching-Learning Process	25	Teaching-Learning Process	60
2	Students' Feedback	25	Feedback from Students	10
3	Institute specific	20	Administrative Executive Responsibilities/ Institutional Commitments	/ 20
	Department Specific	10		
4			Evaluation and assessment	20
5	Contribution to the Society	10	Extension and Outreach Activities	20
6	---		Domain Specific Activities	20
7	---		Mentoring	10
8	---		Collaborations	10
9	---		Research Activity	20
10	ACR	10	Personal Attributes	10
	Total	100		200

Salient Features of Proposed Evaluation Scheme

The committee has studied existing formats used for performance appraisal of faculty. After a careful and thoughtful scrutiny of appraisal systems and keeping in view the NEP 2020, this committee proposes a new proforma/ format for annual Assessment and Evaluation of Teachers/ Faculty Members performance. The unique features of this format are

- 1) New format is proposed for assessment of Principal/ Director of the College/ Institution
- 2) This proforma/ format conforms with the NEP-2020 and the scheme is designed for evaluation of any University / College/ Institute teacher in Higher and Technical Education department
- 3) This proforma/ format may be used for all HEIs (irrespective of discipline/subject)
- 4) This proforma/ format may be used for all faculty members.
- 5) This proforma/ format may be used for regular and CAS-based promotions.
- 6) This proforma/ format can be easily transformed into a digital form and administered online through ERP system.
- 7) Marks have been given to all activities of a teachers '*career*'.
- 8) Evidences (Proforma/Annexure/Formats) required have been clearly defined.
- 9) Separate weightages/marks for
 - Exam related work – assessment and evaluation
 - Students' mentoring
 - Research Activities
 - Collaboration with industries and outside world
 - Domain specific work such as organization of conference, workshops, FDPs

Implementation Strategy:-

- As the scheme considers all facets of the job profile of University / College/ Institute teacher as envisaged in NEP-2020, it can be used for annual performance evaluation of the teachers which forms the basis of Career Advancement Scheme (CAS) and the promotions to various posts.
- This evaluation scheme can easily be converted into an online performance evaluation module in place of Annual Confidential Reports (ACRs).

Implementation of NEP- 2020 by Government of Maharashtra

The following policies would be adopted by the government of Maharashtra to successfully implement NEP- 2020:

Execution Plan (General Process)

State Government

- 1) Sharing the report/consultation with Vice Chancellors of Universities
- 2) Submission of Modified report as per their suggestions
- 3) Issuing GR for implementation of the recommendations of the report

University

- 1) Forwarding recommended changes to Academic Council for approval.
- 2) After getting approval of Academic Council preparation of Circular/notification.
- 3) Forwarding VC certified Circular/notification to HEIs/ BoS / concerned authority.

Higher/ Technical Education Institution

- 1) Implementing Circular/notification issued by parent University

Detailed Description of Stepwise and Level Wise Implementation Process

1. Institutional Restructuring and Consolidation

- State Government- Steps to be taken
 - Forming committee comprising VCs of Universities and Principals.
 - Committee to frame policy document.
 - Document to be finalised by Directorate Higher/ Technical Education.
 - Issuing GR for the restructuring of Universities and colleges.

2. State Higher Education Regulatory body (SHER)

State Government – Steps to be taken

- Forming SHER which will be the regulatory body for all State activities, comprising of Ex-Directors/ Directors of Apex bodies from and outside State, Senior Educationists and Academicians.
- SAAC and SRF to be under SHER.
- Formation of SAAC and SRF. (SAAC should comprise of Professors, IQAC Coordinators, Principals/ Directors) SRF should comprise senior researchers from all backgrounds like Science, Commerce, Humanities, Engineering, Law, etc.
- SAAC and SRF to draft policies of implementation including financial targets.
- Policies to be finalised by SHER.
- All funding related decisions to be taken by SHER
- Functions of SAAC and SRF to be decided by SHER.

3. State Accreditation Assistance Council (SAAC)

- State Government- Steps to be taken
 - Formation of SAAC which will guide universities and colleges through NAAC processes.
 - SAAC should comprise of Professors, IQAC Coordinators, Principals/ Directors.
 - Frame policies for guidance on Quality issues. Prepare guidelines for Quality initiatives to be taken up by colleges/ universities.
 - Suggest financial implications related for quality initiatives like travelling, boarding, lodging for mentors to SHER.

- Prepare a list of IQAC Coordinators, Principals/ Directors who can independently handle the quality accreditation and assessment processes of different colleges/Universities zone wise.
- Monitor the work of members/team of members doing mentoring work for Universities/ Colleges

4. **State Research Foundation (SRF)**

- State Government- Steps to be taken
 - Forming SRF with equal representation from all disciplines.
 - SRF to form new guidelines for research and funding.
 - Research guidelines manual to be prepared by SRF.
 - Suggestions for funding of research projects to be given to SHER.
 - Different research schemes to be launched from time to time.
 - Research methodology Workshops to be organized in collaboration with local staff HRDC institutions.

5. **Holistic, Credit based and Multidisciplinary Education**

- State Government-
 - Issue GR related to Credit based education to all Universities.

University

- Give suggestions on Credit based and Multidisciplinary Education to Academic Council.
- Academic Council to give directions to the respective Board of Studies for framing Credit based and Multidisciplinary syllabus.

6. **Reimagining Vocational Education**

- State Government- Steps to be taken
 - Give list of Vocational Courses to be run, to the University.
- University -
 - Give the list to the Academic Council for approval.
 - Circular to be issued by VC for running these courses in colleges with concerned disciplines.

7. **Teacher Education**

- State Government- Steps to be taken
 - Issue GR to make Teacher Education a part of Multidisciplinary institutions

- University-
 - Give recommendation to Academic Council for making Teacher Education a part of Multidisciplinary institutions.
 - Give directions to HEIs to start Teacher Education department after getting approval of Academic Council.

8. Equity and Inclusion in Higher Education

- State Government- Steps to be taken
 - Form a committee to decide rules related to equity and inclusion and make Universities follow them.
 - Committee to comprise of administrators from the government or non-teaching staff of universities/colleges.
 - Committee to prepare GR for implementing Equity and Inclusion in Higher Education
- University-
 - Give directions to HEIs to implement State policy

9. Optimal Learning Environments and Support for Students

- University- Steps to be taken
 - To define basic and minimal resources to be made available in the premises for students.
 - Give directions to HEIs to have minimal facilities and monitor them in LEC visits.

10. Promoting Quality Culture through Quality Mandate

- State Government- Steps to be taken
 - Issue GR and form Committee for drafting Quality Mandate Manual
 - Quality Mandate Manual to be finalised by Director Higher/ Technical education.
 - Committee to comprise of Professors, IQAC Coordinators, Principals/ Directors
- University-
 - Ensure proper implementation of Quality Mandate Manual in HEIs.

Annexure-I

(For Annual Assessment and Evaluation of Major Parameters for Teachers)

This annexure details the evidences required to be submitted by the teachers and certifying authorities for the annual assessment and evaluation of teachers in all HEI's, including affiliated colleges / institutes, autonomous institutes, technical institutes and University departments and schools.

1. The AAE file prepared by the teachers shall include the duly completed assessment proforma and documentary evidences of activities conducted under each parameter.
2. The documents in the AAE file should be verified by
 - a. For teachers of university departments and schools - The Head of the Department and / or the Director of the School, and the director / coordinator of IQAC. The verified document to be finally signed / endorsed by the Vice-Chancellor of the University.
 - b. For teachers of affiliated colleges / institutes, autonomous institutes, technical institutes - The Head of the Department and the director / coordinator of IQAC. The verified document to be finally signed / endorsed by the Principal of the College / Director of the Institute
3. The final verified scores shall be recorded in the service book.

1) Teaching-Learning Process (60 Marks)

I	Teaching-Learning Process (Core Competency) (40 Marks)		
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	Remarks
	<ol style="list-style-type: none">1. Actual Number of Classes for core competency courses clearly indicating title of the course, class, number of classes allotted/ planned and actual classes conducted with attendance sheets (online/ offline)2. For Online / Blended mode of teaching-learning, screen shots and downloaded attendance to be attached.	The document will be verified by the respective Head of the Department, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor	

II	Teaching-Learning Process (Interdisciplinary/Multidisciplinary) (06 Marks)		
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	1. The document should clearly mention title of the course, name of the Department/name of interdisciplinary/multidisciplinary programme and Class (FY/SY/TY/PG1/PG2)	The document will be verified by the Head of the respective departments, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor	
III	Participation in Designing of Curriculum(OBE) (Core Competency/Interdisciplinary/Multidisciplinary) (04 Marks)		
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	1. Authenticated Document certifying the participation of teacher in curriculum designing process. 2. The document should mention title of the course, number of credits, Course Outcomes <i>defined by the teacher.</i>	The document will be verified by Chairman -Board of Studies/ Head of the Department/IQAC Coordinator and Principal/Director/ Vice Chancellor	
IV	Teaching Pedagogy/ Practices (10 Marks)		
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	1. Four Quadrant method (e-content) as suggested by UGC 2. Document stating Course Title, Class, Number of Credits and e copy of the e-content developed in four quadrant method(Teaching pedagogy developed for a particular course, with list of	The document to be verified by Head of the Department/IQAC Coordinator and Principal/Director/ Vice Chancellor	

	<p>references used for preparing the content with acknowledgment(to avoid copy right issues)</p> <p>3. Copy of certificate of completion of course on MOOCs or any other recognized open learning platform</p>		
Feedback from Students			
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	2) Feedback from students (10 Marks)		
	<p>1. Student Feedback should be taken for all courses by the Reporting officer/HOD in the given proforma <i>Annexure I A</i>.</p> <p>2. The feedback can be taken through Google forms or if the college has ERP/MIS, then the proforma can be integrated on the ERP/MIS of the Institute.</p> <p>3. For documentation, the teacher should attach score sheet certified by the IQAC Coordinator/IQAC-Director/ Reporting officer/HOD.</p>	<p>IQAC Coordinator/Director/Reporting officer/HOD/ Principal/Director/ Chancellor Vice</p>	<p>After evaluation of scores and comments IQAC Coordinator and Principal should take necessary action and prepare Action Taken Report.</p>

3) Administrative / Executive Responsibilities/ Institutional Commitments (20 Marks)		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<ol style="list-style-type: none"> 1. The document submitted for evaluation under this criterion should mention the type of responsibility given to the teacher and actual work done by the teacher. 2. The minutes of proceedings/summary of the committee, should be attached. 3. Compliance/Outcome/achievements of the committee/ responsibility 	Head of the Department, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor	
4) Evaluation and Assessment (20 Marks)		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<i>Actual evaluation work done</i> Result Analysis of the courses taught	HoD/ IQAC Coordinator/ IQAC Director and Principal/Director/ Vice Chancellor	
Any other duty related to examination <ol style="list-style-type: none"> 1. Document stating supervision turns with duration. 2. Any other document regarding examinations 	College Exam Officer/HoD/ Controller of Examinations/Director of Examinations and Principal/Director	

<u>5) Extension and Outreach Activities (20 Marks) (Annexure- III)</u>			
Colleges/Institutes (affiliated/autonomous)/ University			
Participation in field work (part of curriculum) 1. Copy of report of field work, stated place, date(s) with copy of attendance of students and geotagged photos	Head of Department, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor		
Participation in field based activity (Add On Activity) 1. Copy of report of field work, geotag photos having place, date(s) and actual report with copy of attendance of students.	Head of Department, IQAC Coordinator/ IQAC Director and Principal/Director/Vice Chancellor		
Participation in NSS(actual number of activities conducted and total hours spent) Copy of report stating type of work, place, date(s) and actual report with geotagged photos	NSS Programme Officer and Principal		
Other Outreach program for society / community (NGOs) Report of work with geotag photos, actual number of hours engaged.	NGO Representative and Principal/Director/Vice Chancellor		
Any other activities focusing on National/State Missions Report of work with geotag photos, title of mission, report of work carried out and actual number of hours engaged.	IQAC Coordinator and Principal/Director/Vice Chancellor		

<u>6) Domain Specific Activities(20 Marks)</u>		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<p>Expert lectures/Workshop/Seminar / Conference on Disciplinary/Multidisciplinary subjects</p> <p>Copy of Brochure and Report with geotag photos, of Seminar/ Conference with list of participants</p>	<p>Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor</p>	
<p>Attending of FDP/STTP/Winter schools /summer schools/ NPTEL course, any other activity related to Institutional preparation for NEP as per directives of UGC, NAAC, NBA, AICTE and Other Regulatory Agencies</p> <p>1. Participation certificate of FDP/STTP/Winter schools /summer schools/ NPTEL course of competent authority.</p> <p>2. Report of activity with geotag photos, conducted for implementation of NEP in the college.</p>	<p>Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor</p>	
<p>Any other Activities like Placement related activities, Hackathons, Project exhibition/competition, college club activities, Avishkar, Indradhanush, Dipex, Organization of Moot courts, dance, drama theatre related activities, etc.</p> <p>1. Report of activity with geotag photos, conducted for pre-placement, placements, report of Hackathons etc.,</p>	<p>Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor</p>	

	2. For AVISHKAR, INDRADHANUSH and other such activities, report (with geotag photos) and relevant documents of participation.		
<u>7) Collaboration(10 Marks)</u>			
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	Participation in Industrial /Institutional collaborations 1. Copy of Collaboration (Letter of Intent for Collaboration/ MoU/ Charter/ any other document) (Attach with geotag photos while signing the document of collaboration) 2. Report of activities carried out under the collaboration with geotagged photos	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
	Participation in developing formal linkages with NGOs and other Government agencies 1. Copy of Collaboration (letter of intent for collaboration/ MoU/ collaboration charter/ any other document) 2. Report of activities carried out under the collaboration with geotagged photos	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
	Start-Ups and Incubation Activities Report of activities (with geotag photos) carried out to promote Start-Ups and Incubation activities.	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
	Any Other Collaborative Activity Report of Activities (with geotag photos)– Teaching-Learning, research, collaborative workshops or any other such activity.	Representative of other agency, Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	

<u>8) Mentoring (10 Marks)</u>		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
List of students mentored with signatures (Diploma/UG Students and PG Students) Report of Mentoring Sessions conducted (online/offline) with attendance sheet.	Head of the Department, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor	
Internship/Implant training 1. Copies of communication for internships with industry/institute/ others 2. Copy of completion certificate	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
PhD Scholars 1. Evidence of guiding PhD students 2. Copy of PhD degree notification/ convocation certificate 3. Ongoing and completed PhD both to be considered. 4. For ongoing PhD- six monthly/yearly report to be attached	Head of the Department, IQAC Coordinator and Principal	
Any Other related activity Report of activities (with geotag photos) conducted for career guidance (organization of seminar/workshops/ interactive sessions, panel discussions etc.,)	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	

9) <u>Research Activity (20 Marks)</u> Part A: Student's Project (Marks: 08)		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
Projects on Interdisciplinary and Multidisciplinary subjects Copy of Project Report with names of students and titles of project	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
Projects funded by agencies (State/National/Any other agency) 1. Copy of Project Report 2. Copy of sanction letter	Head of the Department, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
Projects sponsored by Industries 1. Copy of Project Report 2. Copy of sanction letter/sponsorship letter 3. List of students and titles of projects	Head of the Department/Industry representative IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
Projects funded through institutional funds (seed money) 1. Copy of Project Report 2. Copy of sanction letter 3. List of students and titles of projects	Head of the Department/Research Coordinator, IQAC Coordinator/Director and Principal/Director/ Vice Chancellor	

Part B: Publications (Marks: 12)		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<ol style="list-style-type: none"> 1. Copy of paper published. 2. Copy of Journal Website (for verifying whether the journal is peer reviewed, UGC listed and other details) 3. Copy of Book cover or chapter 4. Relevant links for online publications 	Head of the Department/Research Coordinator, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
Consultancy		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<ol style="list-style-type: none"> 1. Communication/ letter from agency asking for consultancy stating charges for consultancy 2. Copy of audited statement of college indicating entry of revenue generated through consultancy and copy of consultancy policy, if there is sharing of revenue generated through consultancy 3. Report of Consultancy work conducted. 	Head of the Department/Research Coordinator, IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	
IPR / Policy Document / Awards / Honors/Fellowships		
Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
<ol style="list-style-type: none"> 1. Copy of Patent filed/ certificate of award of Patent/ letter of Award (State/National)/ Letter of Award of Fellowship 2. Copy of Committee Notification (State/ national/ International) in case of Policy Document 	Head of the Department/IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	

	3. Copy of report of Policy document submitted to State/ National/ International Agency		
	Invited lectures/ Resource Person/ Session-Chairperson/- Paper presentation in Seminars/ Conferences/full paper in Conference Proceeding		
	Colleges (affiliated/autonomous), Higher Technical Colleges/Institutes/ University	Reporting / Reviewing Authority	
	Certificate of participation as Resource Person/ Chairing a Session/ paper presentation (poster/oral)	Head of the Department/IQAC Coordinator/IQAC Director and Principal/Director/ Vice Chancellor	

Annexure I A
Student-Feedback Format for
Teaching-Learning

Instructions:

1. Fill one form for every teacher
2. In the table write the score only in one column
3. If you cannot adjudge a parameter, leave it blank
4. Do not reveal your identity

	Parameters	Excellent (Weightage - 5)	Very Good (Weightage - 4)	Good (Weightage - 3)	Satisfactory (Weightage - 2)	Needs Improvement (Weightage - 1)
1	Communication Skills (in terms of articulation and comprehensibility)					
2	Punctuality of the Teacher					
3	Subject Knowledge of the teacher					
4	Teaching beyond the curriculum					
5	Use of ICT (Audio, Video, E-resources) and other teaching aids					
6	Uniform coverage of curriculum					
7	Interactive Teaching.					
8	Accessibility of the teachers (solving queries, providing guidance, support and motivation)					

Comments / Suggestions to the teacher	Text Area
---------------------------------------	-----------

Feedback Analysis Certificate

Institute Name:

Academic Year:

Semester:

End Semester students' feedback

Name of Teacher:

Feedback summary

Class	Semester	Subject	Feedback score on scale of (05)

Observation by reporting officer/HoD/IAQC Coordinator/IAQC Director

Strengths

- 1) _____
- 2) _____

Weakness

- 1) _____
- 2) _____

Name and Signature of Reporting officer/HOD/IAQC Coordinator/IAQC Director

Annexure -II

Institute / College / University Level Activities:

1. TPO/ Academic Coordinator / In-charge Internships
2. Web site Management head
3. Networking and maintenance In-charge
4. Building/ Electrical Maintenance In-charge
5. EPBX Activity/ Communication In-charge
6. Hardware and Software installation and maintenance
7. MIS In-charge
8. Institute/University/ DTE -MIS In-charge
9. Organization of FDP / Conference / Training / Workshop
10. Exam Activities/Duties/College Examination Officer
11. University/DTE/RO / MSBTE / RBTE Administrative Activity / Duties
12. Sports in-charge and coordinator
13. NBA/ NAAC/ NIRF/ IQAC coordinator position
14. In-charge/ Member of AICTE/ State Govt./ University / Statutory committee/UGC/NAAC/NBA
15. Garden Maintenance, Tree Plantation In-charge
16. AICTE / University / DTE / AISHE / NIRF / CII / RUSA / TEQIP / PCI / COA / etc. Activity in-charge
17. PRO/ Gymkhana/ Gathering/ Publicity/ student club activity/ Alumni In-charge
18. Vice-Principal/Nodal Officer/HoD / Dean / Associate Dean /Program year in-charge/ Library In-charge
19. Rector/ Warden/ Canteen In-charge
20. Earn and Learn Scheme/ Scholarship In-charge
21. Campus Cleanliness In-charge
22. Admission in-charge/committee member
23. DSR Verification/Library verification/Write-off committee in-charge/member

24. Store in-charge/Purchase officer/Co-op stores in-charge

25. Professional Society chapter (ISTE, IE, IEEE etc.) In-charge.

26. Any other Activity (Specify)

- 1) Activity performed for the development of institute (Landscaping/ Gardening/ Student centric activities/ implementation of student related welfare schemes of State/Central Govt.)
- 2) Member of Internal Curriculum Implementation Unit (ICIU)
- 3) Activity related to institute administrative work /automation
- 4) Activities conducted in relation with AICTE/PMKVY/UGC etc.
- 5) Coordinator of Unnat Bharat Mission, Unnat Maharashtra Mission and other National/State missions.
- 6) Training session / workshop conducted for in-house faculty/staff
- 7) Institute level technical event coordinator
- 8) Media cell in-charge / social media champion
- 9) Student Placement cell in-charge
- 10) Alumni Placement cell in-charge

Annexure III

Department Level Activities: -

1. Lab In-charge
2. Consultancy
3. Time table In-charge
4. NBA/NAAC/IQAC coordinator/criteria in-charge
5. Class Teacher
6. Program Coordinator/ Student registration (course) In-charge
7. Student detention In-charge
8. Final Year Student Project Guide
9. Industrial visit in-charge
10. Project/ Seminar Coordinator
11. Departmental Library In-charge
12. Student Association / Chapter Coordinator
13. Department Cleanliness in-charge
14. Practical/ Theory Exam Time table in-charge
15. Departmental store/Purchase in-charge
16. Internal/External Academic Monitoring Coordinator
17. Department Level CSR Activities Coordinator
18. Project Mentoring for project Competition
19. Student Feedback In-charge
20. Student Counselling
21. Initiatives for conducting/carrying out CEP/ STTP / FDP/Testing Consultancy
22. Organization of MOOCS / NPTEL/ Spoken Tutorials/ IUCEE webinars, etc.
23. MODROB/DST/UGC/UNIVERSITY/DTE/MSBTE Proposal coordinator
24. MIS Coordinator
25. Department Website coordinator

26. Department sport/cultural coordinator

27. Department Training and placement coordinator

28. Department Alumni coordinator

29. Any other Activity (Specify)

- 1) Progressive theory test in charge (Internal Examination In charge)
- 2) Maintenance in charge (Equipment/ Machinery/ Generator/ UPS etc.)
- 3) Student internship mentor
- 4) Dept-. AICTE-EoA, AQIS/ NAAC/IQAC etc. coordinator
- 5) Student's placement related activities In charge

Annexure IV

Extension & Outreach Activities :-

1. Blood Donation Activity organization
2. Yoga Classes
3. Induction Program In charge / committee member
4. Medical Camp/ Health Camp Organization
5. Digital Literacy Camp Organization
6. Tree Plantation and garden maintenance
7. Environmental awareness camp
8. Swachh Bharat Mission, Unnat Bharat Abhiyan / Unnat Maharashtra Abhiyan/ NCC / NSS / Mahatma Gandhi Swachhata Abhiyan
9. Any other Activity (Specify)

Frequently Asked Questions (FAQs)

1. Whether the new method of assessment of teachers applicable to all teachers under higher and technical education?
Yes, the proposed proforma is applicable for all teachers working in Higher Education Institutes/ colleges as well as technical institutes.
2. Whether the proposed proforma will be considered for Career Advancement Scheme” of teachers?
Yes, the duly filled proposed proforma can be considered for teachers seeking promotions under CAS. Similarly, this can be considered as Annual Performance Appraisal of teachers under NEP.
3. What is if, the college/ institute are not NAAC accredited?
In case, if the college/ institute is not accredited by NAAC (first cycle), they should be motivated and guided for applying for NAAC accreditation and in such case the Principal can be the verifying/ certifying authority. (As IQAC may not be in place).
4. What would be the procedure after verification and certification of the yearly Teachers appraisal?
The verified/ certified copy of teacher’s appraisal would be maintained in IQAC office / Administrative Office (e-copy) by the college/ institute.
5. Who will appoint the IQAC Coordinator/ Director?
The IQAC Coordinator/ Director will be appointed by the Principal/ Director of the college/ Institute.
6. What would be the role of System Administrator/ IT Expert?
The role of the System Administrator/ IT Expert would be managing data on the college/ institute server.
7. What would be the configuration/ storage space of the server?
The configuration/storage space of institutional server will depend upon the number of departments and activities of the college/institute.









References :-

- 1) AICTE notification F. No. 1-65/CD/NEC/98-99 dated 15th March 2000
- 2) AICTE notification dated 8th November 2002
- 3) AICTE notification dated 1st March 2019
- 4) UGC Regulation No. F.3-1/2009 dated 30th June 2010
- 5) UGC Notification dated 11th July, 2016
- 6) Government of Maharashtra, resolution number Misc-2018/C.R.56/18/UNI-1 and Savitribai Phule Pune University Circular no. 43 of 2019 dated 19.03.2019
- 7) Taskforce committee report on implementation of NEP 2020 in Maharashtra

This committee has referred to the recommendations given by Dr. R. A. Mashelkar Sir Committee in the context of preparation of the above document

We hereby submit the report for your perusal and further action.

Thank you

		
Prof. Dr. Sudhir Nikam B. N. N. College, Bhiwandi, Dist- Thane	Prof. S. T. Ingale Coordinator, Internal Quality Assurance Cell, Kavyatri Bahinabai Chaudhari North Maharashtra University, Jalgaon	Prof. Dr. Subhashree Mukherjee Director, Internal Quality Assurance Cell, Kamla Nehru Mahavidyalaya, Nagpur
		
Prof. Dr. Supriya Patil Director, Internal Quality Assurance Cell, Savitribai Phule Pune University, Pune	Dr. Samir Terdalkar Coordinator, Internal Quality Assurance Cell, Ferguson College(Autonomous), Pune	Dr. Dattatray V. Jadhav Joint Director, Technical Education, Pune Region, Pune
		
Dr. Vitthal Bandal Member Secretary Principal, Govt. Polytechnic, Pune		Dr. Abhay Wagh Chairman Director, Technical Education, Govt. of Maharashtra