

**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS**  
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Employee ID No.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**

**CATEGORY-I: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
						(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
<b>Total</b>							
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>							

**Grading Criteria:** (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

**Note:** The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

**CATEGORY II: ACTIVITIES** (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ IQAC Co-ordination/Academic Co-ordinator/Addl. IQAC Co-ordinator/CoE/NRC Co-ordinators Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
3	<b>Professional Development;</b> (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/undertaken any Activity

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching		
2	II - Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

**Overall Grading Criteria:**

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.



**B. Publications (Other Than Research Papers)**

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>								

**C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula**

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS- LSDs/SDCs)	Development of e-Content in 4 quadrants along with podcast for a complete course/e-book	12
	e-Content (developed in 4 quadrants along with podcast) per module	05

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>					

**D. Research Guidance/ Projects**

**i. Research Guidance:**

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
<b>Total</b>					

**Note:** For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor, both shall get 70% each.

**ii. Research Projects Completed:**

<b>Faculty of any Discipline</b>	<b>Score</b>
Grant Mobilised more than Rs. 10 lakhs	10 per Project
Grant Mobilised less than Rs. 10 lakhs	05 per Project

<b>S.No.</b>	<b>Title</b>	<b>Funding Agency</b>	<b>Grant Mobilised in Rs.</b>	<b>Date and Period</b>	<b>Score Obtained (Self Evaluation)</b>	<b>Score as per the Principal Evaluation</b>
<b>Total</b>						

**iii. Research Projects Ongoing:**

<b>Faculty of any Discipline</b>	<b>Score</b>
Grant Mobilised more than Rs. 10 lakhs	05 per Project
Grant Mobilised less than Rs. 10 lakhs	02 per Project

<b>S.No.</b>	<b>Title</b>	<b>Funding Agency</b>	<b>Grant Mobilised in Rs.</b>	<b>Date and Period</b>	<b>Score Obtained (Self Evaluation)</b>	<b>Score as per the Principal Evaluation</b>
<b>Total</b>						

iv. **Consultancy Projects:** 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>							

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

**E. Patents, Policy Documents and Awards/Fellowship:**

**i. Patents:**

Faculty of any Discipline	Score
International	10 per Patent
National	07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						

ii. **\*Policy Documents:** Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline	Score
International	10 per Document
National	07 per Document
State	04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						

iii. **Fellowship/ Awards:**

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						

**F. \*Invited Lectures Delivered in Conferences / Seminars:**

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

<b>Faculty of any Discipline</b>	<b>Score</b>
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

**Note:** 1. \*For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.
3. The self assessment score should be based on objectively verifiable records.

**List of Enclosures:**

- 1.
- 2.
- 3.

**ABSTRACT OF GRADE / SCORE**

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
<b>Category – I :</b> Teaching (Good / Satisfactory / Not satisfactory)			
<b>Category – II :</b> Activities (Good / Satisfactory / Not satisfactory)			
<b>Overall Grading Obtained</b> (Good / Satisfactory / Not satisfactory)			
<b>Category – III : Academic/Research Activities</b>			
A. Research Papers Published in Journals			
B. Publications other than Journals (Books, chapters in Books)			
C. Creation of ICT			
D. i. Research Guidance			
D. ii. Research Projects Completed			
D. iii. Research Projects Ongoing			
D. iv. Consultancy			
E. i. Patents			
E. ii. Policy Document			
E. iii. Awards/Fellowship			
F. Invited Lectures in Conferences / Seminars			
<b>Total (Category – III)</b>			

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal

**Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS**  
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS**

**CATEGORY-I: Regularity of Attending Library**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> Assistance towards updating institutional website			(No. of Days Attended $\div$ Total No. Days) X 100	(No. of Days Attended $\div$ Total No. Days) X 100
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%.

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Conduct of Seminars/ Workshops** related to library activity or on specific books or genre of books.

S.No.	Name of the Activity	Nature of the Activity (Seminar / Workshop)	Level of Activity (National / State / Institution)	Grading as per Self Evaluation	Grading as per Principal Evaluation
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:**

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar
- (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.
- (c) **Not satisfactory** : Not falling in above two categories

**CATEGORY - III: Computerisation of Library**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	If library has a computerized database then	(a) <b>Good</b> : 100% of physical books and journals in computerized database. (b) <b>Satisfactory</b> : At least 99% of physical books and journals in computerized database. (c) <b>Not satisfactory</b> : Not falling under good or satisfactory		
2	If library does not have a computerized database	(a) <b>Good</b> : 100% Catalogue database made up to date (b) <b>Satisfactory</b> : 90% catalogue database made up to date (c) <b>Not satisfactory</b> : Catalogue database not up to mark.		

**CATEGORY - IV: Checking inventory and extent missing books**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Checking inventory and extent missing books	<p>(a) <b>Good</b> : Checked inventory and missing book less than 0.5%</p> <p>(b) <b>Satisfactory</b>: Checked inventory and missing books less than 1%</p> <p>(c) <b>Not satisfactory</b>: Did not check inventory/ Checked inventory and missing books 1% or more.</p>		

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Digitisation of books database in institution having no computerized database.		
2	Promotion of library network.		
3	Systems in place for dissemination of information relating to books and other resources.		
4	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, OC, RC, ARPIT, workshops and events, talks, lectures, membership of associations and dissemination)		
5	Assistance in college administration and governance related work including work extracurricular activities.		
6	Design and offer short-term courses for users.		
7	Publications of at least one research paper in UGC approved journals.		
<b>Total No. of Activities involved in (No. of Yes)</b>			
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Grading Criteria:**

(a) **Good**: Involved in any 3 activities, (b) **Satisfactory**: Involved in any 2 activities, and (c) **Not-satisfactory**: Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Regularity of Attending Library		
2	II - Conduct of Seminars/ Workshops		
3	III - Computerisation of Library		
4	IV - Checking inventory and extent missing books		
5	V - Other Activities		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Overall Grading Criteria:**

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

- Note:**
- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
  - 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
  - 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

**Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Librarian

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION**  
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION**

**CATEGORY-I: Attendance**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend.			(No. of Days Attended ÷ Total No. Days) X 100	(No. of Days Attended ÷ Total No. Days) X 100
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Organizing Intramural Competitions.**

S.No.	Name of the Game/Sport( Competition)	Grading Criteria	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
		(a) <b>Good:</b> Intramural competition in more than 5 disciplines. (b) <b>Satisfactory:</b> Intramural competition in 3-5 disciplines. (c) <b>Not satisfactory:</b> Neither good nor satisfactory.		
Grading Obtained (Good / Satisfactory / Not satisfactory)				

**CATEGORY - III: Institution Participating in External Competitions**

S.No.	Name of the Activity	Status ( National/ State/ District)	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
Grading Obtained (Good / Satisfactory / Not satisfactory)				

**Grading Criteria:**

- (a) **Good:** National level competition in at least one discipline plus Sate/District level competition in at least **3** disciplines.
- (b) **Satisfactory:** State level competition in at least one discipline plus District level competition in at least **3** disciplines.  
**Or** Inter - Collegiate level competition in at least **3** disciplines.
- (c) **Not satisfactory:** Neither good nor satisfactory

**CATEGORY - IV: Up-gradation of Sports**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	(a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. (b) Development and maintenance of playfields/ Courts. (c) Gym Facility (Indoor/Outdoor) (d) Yoga Facility	Good – With any Three Activities Satisfactory– With any Two Activities Not-Satisfactory – Less than Two Activities (***Note: For Every Activity necessary evidences should be provided)		

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	At least one student of the institution participated in National/ State/ University teams. Organizing State/National/ Inter- University/ Inter- College level competition		
2	Being invited for coaching at State/National/University level.		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses/OC/RC/ARPIT(Annual Refresher Programme in Teaching), membership of associations, dissemination and general articles and any other contributions)		
4	Organizing coaching camps for college teams in minimum three or more Games/Sports		
5	Publications of at least one research paper in a UGC approved journal.		
6	Assistance in College administration, Discipline and governance related work including work done during Admissions, Examinations and Extracurricular College Activities.		
<b>Total No. of Activities involved in (No. of Yes)</b>			
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Grading Criteria:**

(a) **Good:** Involved in any 3 activities, (b) **Satisfactory:** Involved in any 2 activities, and (c) **Not-satisfactory:** Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Attendance		
2	II - Organizing Intra College Competition.		
3	III - Institution Participating in External Competitions		
4	IV - Up-gradation of Sports		
5	V - Other Activities		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Overall Grading Criteria:**

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

**Note:**

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

**Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Physical Director

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal