No.GSFCU/Provost/API/2017-18/1502                                    19/02/2018

**Sub: Self-Evaluation format of API for Faculties for the period from 01st June to 30th April of each academic year**

A Self-Evaluation format of API is attached herewith and the same will be available on the University's website.

The summary of maximum API score is as given below –

| Category | Title | Maximum API Score/Criteria |
|---|---|---|
| Category-I | TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES | 110 |
| Category-II | PROFESSIONAL DEVELOPMENT AND EXTENSION ACTIVITIES | 70 |
| Category-III | RESEARCH & ACADEMIC CONTRIBUTIONS | Based on actual submission of supporting documents |

The Performance Management System is uploaded on the University's website. The faculty should refer evaluation process while filling the google forms.

The time-line for the self Evaluation Report of API effective for every year is given as below –

| Activity | Mid Term Review | | Annual Review | |
|---|---|---|---|---|
| | Period | Time Line | Period | Time Line |
| Filling of Self-Evaluation Report of API through google forms | 1st Nov to 15th Nov | 15th Nov - 0400 pm | 01st May to 15th May | 15th May – 0400 pm |
| Submission of filled Self-Evaluation Report of API alongwith supporting documents to Dean/Academic Coordinator for review | 16th Nov to 20th Nov | 20th Nov – 0400 pm | 16th May to 20th May | 20th May – 0400 pm |
| Submission of compiled Self-Evaluation Reports alongwith comments by Dean/Academic Coordinator to Provost for approval | 20th Nov to 23rd Nov | 23rd Nov – 0400 pm | 20th May to 23rd May | 23rd May – 0400 pm |
| Submission of Self-Evaluation Reports of API through HR, GSFC-U to President, GSFC-U for review and further action | 23rd Nov to 25th Nov | 25th Nov – 0400 pm | 23rd May to 25th May | 25th May - 0400 pm |

Prof. Ankur Kulkarni
Provost, GSFC-U

To,
All Full-Time Faculty Members, GSFC University