

**PERFORMANCE BASED APPRAISAL SYSTEM FOR TEACHING STAFF****(Promotion of Associate Professor and above) As per CAS-2018***(To be submitted at the end of every academic year)***Assesment Period:** _____*(Information provided should pertain to the assesment Period referred above)***PART-A:GENERAL INFORMATION AND ACADEMIC BACK GROUND**

- a) Name : _____
- b) Father's Name/ Mother'sName : _____
- c) Date and Place of Birth : _____
- d) Sex : _____
- e) Marital Status : _____
- f) Nationality : _____
- g) Department : _____
- h) Current Designation and Academic Level : _____
- i) Date of Last Appointment /Promotion : _____
- j) Date of Eligibility : _____
- k) Period of Assesment : _____
- l) Category (SC / ST/ OBC/ PWD/ General) : _____
- m) Address for Correspondence (with PIN) : _____
- Address (Line 2) : _____
- n) Telephone No : _____
- o) Mobile No : _____
- p) Permanent Address (with Pin code) : _____
- (in case different from above)*

1. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other (if any)						

2. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

3. Courses taught at various levels during the academic year (Name the course giving details):

- Undergraduate : _____
- Postgraduate : _____

4. Field of Specialization under the Subject/ Discipline: _____

5. Details of Course/ Programmes/ Workshop/ MOOCs attended or completed:

5.1 Details of refresher/ orientation course/ research methodology/ workshop/ syllabus up-gradation/ teaching learning-evaluation / technology programmes/ Faculty Development Programme:-

S.No.	Details	Place	Period		Year	Sponsoring/ Organising Agency
			From	To		
1.						
2.						
3.						
4.						

5.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/ PG/ Other)	Year	E-certification no.

5.3 Contribution towards development of e-content/MOOCs in 4- quadrants:-

S.No.	Detailsof E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

5.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/ PG/ Other)	Year	E-certification no.

6. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/ Pay Band with Grade pay	Ad- hoc/ Temporary / Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

PART-B: ACADEMIC PERFORMANCE ASSESSMENT*(Please refer to *Detailed Guidelines" for completing Part-B)***SECTION B.1: TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES****1. Teaching Activity:- (Details of Lectures, Tutorials, Practicals, and other teaching related activities)**

Grading Criteria:

1. 80% & above — Good
2. Below 80% but 70% & above — Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/ Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2: ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**2. Student related activities / Research Activities**

Grading criteria:

- Good - Involved in at least 3 activities
- Satisfactory - 1 - 2 activities
- Not-satisfactory - Not involved / undertaken any of the activities

a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/ In-Charge etc.

S.No.	Year	Nature of Activity	Designation	Institution/ Department	Period	
					From	To

b. Examination and evaluation duties assigned by the institute or attending the examination paper evaluation.

S. No	Year	Nature of Activity	Designation	Institution/ Department	Period	
					From	To

c. Student related co-curricular, extension and field based activities such as student clubs, career counselling study visits. student seminars and other Events. Cultural, Sports. NCC, NSS and community services.

S. No	Year	Nature of Activity	Designation	Institution/ Department	Period	
					From	To

d. Organising seminars/ Conferences/ Workshops, other Institute activities.

S.No.	Year	Details	Place	Period		Sponsoring / Organising Agency
				From	To	

e. Evidence of actively involved in guiding Ph. D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

f. Conducting minor major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/ Minor	Sponsoring/ Funding Agency
			From	To		

g. At least one single or joint publication in peer - reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC-CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/ Principal/ Corresponding Author
 - Joint Author

OVER ALL GRADING FOR B.2

Year	No. of Activities covered*	Over all grading Annual Performance appraisal Report (APAR) for the assessment period

*Note: Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SECTION B.3: RESEARCH AND ACADEMIC CONTRIBUTIONS**a. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals**

S. No.	Title of the Paper	Journal Name	Year	Vol No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference Number of UGC-CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - « First/Principal/Corresponding Author
 - Joint Author

b. Publications (other than Research papers)**a.(i) Books authored as one of two authors/First/Principal/Corresponding Author/Joint Author**

S.No.	Title of the Book	Authorship*	Level of Publisher (National/ International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

One of Two Authors

For more than two Authors:

- » First/Principal/Corresponding Author
- » Joint Author

a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

One of Two Authors

For more than two Authors:

- » First/Principal/Corresponding Author
- » Joint Author

a.(iii)Books Edited as one of two Editor/First/Principal/Corresponding Editor/Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publlsher(National/ International)	Publisher(with city/country) & Year of Publication	ISBN	Whether Refereed

*The Editorships to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - » First/Principal/Corresponding Editors
 - Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S.No.	Title of Paper/ Chapter	Journal / Book Name	Year	LOI. No.	ÛâgC No.	ISSN / ISBN No.	Impact Factor	Authorship*	Reference number ofUGC-CARE List

*The Authorship is to be filled as follows:

One of Two Authors

For more than two Authors:

- » First/Principal/Corresponding Author
- » Joint Author

b.(ii)Books Translate

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

One of Two Authors

For more than two Authors:

- » First/Principal/Corresponding Author
- » Joint Author

c. Creationof ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of thé Module	Subject	Stream	Organisation for which it was developed	Year	Level (UG/PG/Other)	Weblink

(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

(c) Development of MOOCs

c.1. Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Details of MOOC (with no. quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.2. MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Details of E-content (with no. of quadrant)	Course/ E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2. E-content (developed in 4 quadrants) per module

S.No.	Details of E-content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Details of E-content (with no. of quadrant)	Course/Paper/ E- book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d. (a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			
MPhil./P.G.Dissertation			

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From- to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From- to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From- to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level National/ International	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body /organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Area/Subject	Date of publications/submission	Level National/ International	Reference Number	Sponsoring Agency

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/honor*	Area/Subject	Name of Awarding Body	Level National/International	Date

* Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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

S.No.	Title of Lecture/ Paper	Invited Lecture/ Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as Details	
			Good	Satisfactory

Research Score [Section B.3]

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	

2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Sub total of Publications (other than Research Papers)		
Creation of ICT mediated Teaching Learning pedagogy and content and development of new innovative courses and curricula		
?.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3. (c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1 .	Development of E-Content in 4 quadrants for a complete course/e-book	
3. d.2	E-content (developed in 4 quadrants) per module	
3. d.3	Contribution to development of e-content	
3. d.4	Editor of e-content for complete course/paper/e-book	
4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures / paper presentation	
TOTAL ACADEMIC/RESARCH SCORE		

PART-C: OTHER RELEVANT INFORMATION

- 1) Membership/ Fellowship of Learned bodies / Societies:
- 2) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- 3) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- 4) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- 1.
- 2.

- 3.
- 4.
- 5.

PART-D : DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/ disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/ Institute

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ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

DEPARTMENT -----
 REPORT FOR THE YEAR/PERIOD ENDING -----

PART-I - PERSONAL DATA

Name :
 Designation :
 DOB(DD/MM/YYYY) :
 Educational Qualification :
 Professional & Technical Qualification :
 Charge held period under report :

PART-II - SELF APPRIASAL BY THE STAFF

(To be filled in by the Staff reported upon, if necessary extra sheet to be used)

1. Brief description of duties:

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.(Example Annual Action Plan for your Section/ Office/ Department)

Target/Objectives/Goal	Achievements

3. Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item (Please specify constraints, if any, in achieving the targets.)

4. A. Please state whether the annual return on immovable property for the preceding calendar year was filed within

5. the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

B. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

6. Please indicate specific area in which you feel the need to upgrade your skill through training programme.

Date:.....

Signature of the Staff / Officer

Multitasking Staff: from S.No. 1 to 2

Junior / Senior Assistant: from S.No. 1 to 3

Section Officer / Senior Officer /Senior Personal Assistant: from S.No. 1 to 4A

Administrative Officer / Asst. Registrar/ Dy. Registrar / Jt. Registrar: from S.No. 1 to 5

PART-III - ASSESSMENT AND REPORT BY THE REPORTING OFFICER**(Please read carefully the guidelines before filling the entries)**

Numerical grading is to be awarded for each of the attributes by the reporting authority / reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

1. Assessment of “Work Output” (weightage to this section would be 40%)

Attributes	Reporting Authority	Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted		
ii) Quality of work output		
iii) Proficiency in Typing (Speed and Accuracy)		
iv) Proficiency in work namely maintenance of prescribed Registers and Charts etc.		
v) Accomplishment of exceptional work/unforeseen tasks performed		
Overall Grading on ‘Work Output’		
Initials		

2. Assessment of “Personal Attributes” (Scale of 1-10); weightage to this Section would be 30%

Attributes	Reporting Authority	Reviewing Authority
i) Attitude to work		
ii) Sense of responsibility		
iii) Capacity to work in team spirit		
iv) Communication skills		
v) Analytical ability		
vi) Leadership Qualities		
vii) Ability to working team		
viii) Maintenance of Discipline		
ix) Capacity to work in time limit - meet deadlines		
x) Inter-Personal relations		
Overall Grading on ‘Personal Attributes’		
Initials		

3. Assessment of “Functional Competency” (Scale of 1-10); weightage to this Section would be 30%

Attributes	Reporting Authority	Reviewing Authority
i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.		
ii) Initiative		
iii) Strategic planning ability		
iv) Supervisory ability		
v) Decision making ability		
vi) Coordination ability		
vii) Proficiency in working on computers		
viii) Ability to motivate and develop subordinates		
Overall Grading on ‘Functional Competency’		
Initials		

Signature of the Reporting Officer

Name in Block letters:

Designation:

During the Period of Report

Date:

PART-IV - GENERAL

(Please read carefully the guidelines before filling the entries)

1. Relations with Student Faculty and Public

(Officer's accessibility and responsiveness to the needs wherever applicable)

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2. Training

(Please give recommendations for training with a view to future improving the effectiveness and capabilities of the Officer)

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3. State of Health

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4. Integrity

(Please comment on the integrity of the Officer /staff)

i) Beyond Doubt; or		
ii) Nothing adverse has come to my notice; or		
iii) Since the integrity of the officer is doubtful, a Secret Note is attached herewith.		

5. Attitudes towards Colleague/SC-ST/OBC/PH/KM/Other Gender:

--

6. Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

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7. Overall Numerical Grading on the basis of weightage given section A, B, C of Part III of the report. (on score of 1-10):

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Date:

Signature of the Reporting Officer

Name in Block letters:

Designation:

During the Period of Report

PART-V - REVIEWING OFFICER
(Please read carefully the guidelines before filling the entries)

1. Length of service under the Reviewing Officer -
2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries

Yes

No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of reporting officer in assessing the performance / Officer / Staff
5. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

6. Over all numerical grading on the basis of weightage given in Part-III of the Report.

Date:

Signature of the Reviewing Officer

Name in Block Letter:

Designation:

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Guidelines Regarding Filing Up Of With Numerical Grading

- (i) The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”

Time schedule for preparation/completion of APAR (Reporting year – Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March, (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer	15 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6. (a)	Disclosure to the officer reported upon where there is no accepting authority	1 st September
6. (b)	Disclosure to the officer reported upon where there is accepting authority.	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority.	
8.(a)	where there is no accepting authority for APAR.	21 st September
8.(b)	where there is accepting authority for APAR.	6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November