

Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

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AQAR: 2022-2023



CRITERION 6

Governance, Leadership and Management

6.3.5 Institution's Performance Appraisal System for Teaching and Non-Teaching Staff

Documents

- 1. ACR Proforma for the Teaching Staff
- 2. ACR Proformas for the Non-Teaching Staff
- 3. Proforma of Annual Performance Assessment Report

Submitted to



National Assessment and Accreditation Council

Annual Confidential Report for the Year

(ONLY FOR COLLEGE LECTURERS)

To be filled up by the Lecturer :-

Date of joining service _____

Mode of recruitment-Adhoc/Regular _____

1. Particulars :

(a) Name _____

(b) Father/Husband's Name _____

(c) Qualification _____

(d) Subject _____

(e) Date of Birth _____

(f) Name of Institution _____

(g) Place of Previous Posting From _____ To _____

(h) Date of joining in the present college _____

(i) Subject of M.Phil/Ph.D., (if passed) _____

2. Particulars in Teaching Performance :

(a) Results :

[illegible]

2 (b) Responsibility of the lecturer in case of lower percentage than the pass percentage of the University results.

3. Overall assessment of academic competency, i.e. application of new teaching methods, encouraging questions in classes and holding of seminars/group-discussions etc.

4. Details of academic and professional progress during the year ;

(a) Research Degree acquired, if any _____

(b) Research work, if any _____

(c) Particulars of published Research papers, if any _____

(d) Details of Inservice-Training _____

(e) Extra Classes for weak students _____

(f) Whether giving any private tutions/ coaching ? _____

(g) Contribution in other college activities like : Adult Education, Social Development Programmes, NSS Sports, Cultural Activities any other work done : _____

(h) Whether the staff attendance register has been regularly signed. _____

5. Contribution in the College Administration :

Member of various committees like,
Discipline Committee, Admissions Committee,
Students Welfare Committee etc.

6. Any other Achievement :

7. Whether He/She stays at the H.Q. after College hours and during the holidays.

8. Any other plus point not mentioned above :

9. Whether the Courses for the academic Year were completed

10. Number of working days spent in the College

(a) for admission

(b) for teaching

(c) for evaluation

(d) for invigilation / examination

(e) for other activities-specify

(f) Total :-

Date _____

(Lecturer's Signature)

(To be filled up by the Principal)

11. Verification by the Principal

Item No.	Correct	Exaggerated
1.		
2.		
3.		
4. (a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
5.		
6.		
7.		
8.		
9.		
10. (a)		
(b)		
(c)		
(d)		
(e)		
(f)		

12. Remarks about integrity :

13. Relations with the Principal/Colleagues :

14. Whether the Lecturer participated in or instigated any strike in the college ?

15. Overall Assessments :

(Keeping in view all the facts mentioned above)

A. Outstanding

B. Very Good

C. Good

D. Average

E. Below Average

(Principal to fill up all the columns and no column is not to be left blank)

Dated : _____

Signature of the Reporting Officer
Principal

16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer :

17. Whether any enquiry/complaint is pending :

18. Punishment awarded if any :

Dated.....

President / Gen. Secretary

अराजपत्रित कर्मचारियों के कार्य पर गोपनीय रिपोर्ट के लिए फार्म

रिपोर्ट की अवधि

नाम

पद-संज्ञा के कार्य पर रिपोर्ट

रिपोर्ट करने वाला प्राधिकारी

पहलू	किस द्वारा रिपोर्ट दी गई	किस द्वारा रिपोर्ट दी गई	किस द्वारा रिपोर्ट दी गई
परिश्रमी तथा ईमानदारी			
लेख तथा स्वच्छता			
श्रमता तथा बुद्धि			
लेखों के विशेष संदर्भ में नियमों तथा आदेशों के बारे में जानकारी			
कार्य के निपटाने में शीघ्रता			
अन्यों के साथ कार्य करने में तौर-तरीके तथा शक्ति			
समय पाबन्दी तथा नियमिता			
ईमानदारी के लिये ख्याति			
दोष, अगर कोई हो			
पदोन्नति के लिए योग्यता :-			
(इस खाने में यह लिखें कि क्या कर्मचारी अपने कर्तव्यों का सन्तोषद रूप में निभा सकता है।			

विशेष अभिरूचि

वर्गीकरण (पकृष्ट, बहुत अच्छा, औसत औसत से कम)

Sat Jinda Kalyana College Kalanaur (Rohtak)

चतुर्थ श्रेणी कर्मचारियों के नाम की गोपनीय रिपोर्ट

रिपोर्ट अधीन अवधि

निम्न व्यक्ति के नाम की रिपोर्ट :-

(क) नाम

(ख) पद टोला

(ग) शाखा/अधिकारी, जिसके साथ लगा है

रिपोर्ट देने वाला/वाले प्राधिकारी

पहलू	के द्वारा रिपोर्ट	के द्वारा रिपोर्ट	के द्वारा रिपोर्ट
1. योग्यता			
2. अनुशासन के प्रति जिम्मेदारी			
3. ईमानदारी और सच्चरित्रता			
4. समय पालन और नियमितता			
5. कर्तव्य-परायणता			
6. क्या आप उसे अपने पास रखे रहना चाहते हैं ?			
7. दोष अगर कोई हो			
8. क्या कर्मचारी अपने पद एवं कर्तव्यों का सन्तोषजनक ढंग से पालन करता रहा है ?			
9. रिपोर्ट देने वाले अधिकारी के हस्ताक्षर और दिनांक			
10. वर्गीकरण (पृकृष्ट, बहुत अच्छा, औसत, औसत से कम)			

SAT JINDA KALYANA (PG) COLLEGE, KALANAUR (ROHTAK)

Affiliated to MAHARSHI DAYANAND UNIVERSITY ROHTAK

Application Form for Promotion of Teachers under Career

Advancement Scheme

(Assessment Period_____)

Important Note - The candidate is required to fill in this form along with

Paste a latest
Passport size
photograph

Annual Performance Assessment Reports as applicable (Annexure A)

1. For Promotion /upgradation to _____
Department_____
2. Name of the Candidate (in Capital Letters) _____
3. Father's Name _____ Mother's Name _____
4. Gender _____ Marital Status _____ Nationality _____
5. Are you a Person with Disability (Yes/No)

6. Category (Gen/SC/DSC/BC-A/BC-B/ESM/etc.)

7. Date and Place of Birth

8. Date of Joining in the University/College _____
9. Present Designation _____
10. Date of Placement in Stage –II _____ Stage-III _____
Associate Professor _____ Professor _____
11. Grading and Academic / Research Score (for promotion upto level of Professor) **[Not applicable for promotion to Senior Professor]**
i) Grading as per Table 1 _____

Sr.	Year	Academic Year	Grading			Period & kind of Leave, if any	Period spent on paid leave
			Activity at Sr. No. 1	Activity at Sr. No. 2	Overall Grading		
1	I Year						
2	II Year						
3	III Year						
4	IV Year						
5	V Year						
6	VI Year						

For promotion from Assistant Professor (Academic Level 10)/ Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor to Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor / Professor, '**Satisfactory**' or '**Good**' grade in at least 'n-1' of the last 'n' years of the assessment period is required for consideration of promotion.

ii) Academic/ Research Score as per Table -2

[Note: 1. For Librarians assessment criteria and methodology will be as per Table 3 of Annexure A.

2. For ADPE / Deputy Director Physical Education who are not involved in teaching,

Assessment Criteria and Methodology will be as per Table 9 of Annexure B]

12. Mention the education qualification(s) if acquired after joining the University/College –

Exam. Passed	University/Board	Year of Passing	% of Marks	Division	Subject studied including options	Awards/ Medals/ Prize/ Merit if any

13. Teaching Experience (full time) in College/University:

Undergraduate _____ Post Graduate _____ Total _____

14. Total Research Experience

15. Field(s) of Specialization

16. Employment Details (in Chronological Order):

Sr. No.	Name of Institution	Designation	From	To
(i)				
(ii)				
(iii)				
(iv)				

17. Guidance/Supervision of Ph.D. Theses :

a. Number of Candidates registered at present _____

b. Number of Candidates who have submitted theses _____

c. Number of candidates who have been successfully awarded Ph.D. _____

d. Number of candidates awarded Ph.D. during assessment period _____

18.

Language(s) known	Read (Y/N)	Write (Y/N)	Speak (Y/N)

19. Present Basic Pay _____ in the Academic Level _____

20. Orientation / Refresher or any other course / workshop to be considered for promotion

Name of the Course	Period		Ograniser
	From	To	

21. Detail of Development of MOOCs / e-contents in 4 quadrants

22. Publications :

Publications		Total (Attach the list of publication with details)	During the period under consideration for promotion (Attach 8 copies of first page of the publications with details)	Major Publications as per requirement (Attach 8 copies of the reprints)
Papers in Journals	(i) Web of Science / SCOPUS			
	(ii) UGC Care Listed			
	(iii) Other peer reviewed journals upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023			
Books	Authored			

	Edited			
Chapters in Edited Books				
Papers in Proceedings of the Conference				
Research Projects	Completed			
	On Going			
Patents	Granted			
	Published			
Consultancy				

23. Awards / Recognition:

24. Additional Information if Any

25. List of Enclosures (Give supportive documents of the claims made in the application):

- | | | | |
|------|-------|-----|-------|
| a. | _____ | ii) | _____ |
| iii) | _____ | iv) | _____ |
| v) | _____ | vi) | _____ |

I certify that the foregoing information given by me is correct, complete to be best of my knowledge and belief and no material information has been concealed.

Date: ____ / ____ / ____

Signature of the Candidate

Permanent Address (in capital letters)

Correspondence address (in capital letters)

_____ Pin _____

_____ Pin _____

Forwarded by

Email : _____

Principal

Mobile No. _____

Note:-

1. Printing should be preferably on both sides.
2. Only first page of the publication should be attached along with proof of Peer Reviewed / UGC Listed/Scopus/Web of Science/ Journal impact factor. However, for promotion to the post of Associate Professor / Professor / Senior Professors, copies (all pages) of requisite numbers of publications (only major / best) are required to be attached.

Annual Performance Assessment Report for Promotion under Career Advancement Scheme (CAS)

Table 1

Name:
Subject

Designation:
Academic Session/Period:

Sr. No.	Name of the Activity	Activities Actually undertaken	Verification as per record by HOD/ Director/ Incharge	Grading	Page No.
1.	Teaching: (Classes taught include sessions on tutorials, lab and other teaching-related activities) Grading Criteria <ul style="list-style-type: none"> 80% & above=Good Below 80% & but 70% & above=Satisfactory Less than 70%=Not satisfactory 	[Number of classes taught/total classes assigned) x 1 0 0 %] =			
2.	Involvement in the students related activities and research activities: a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden or any other Administrative responsibility assigned by the Vice-Chancellor / Executive Council for a period of not less than 6 months in assessment year under consideration				
	b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.				
	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, YRC and other community services/outreach activities.				
	d) Organising seminars/ conferences/ workshops, other academic activities.				
	e) Evidence of actively involved in guiding Ph.D. students of MDU				

	f) Conducting minor or major research project sponsored by national or international agencies.				
	g) At least one single or joint publication in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023. Grading Criteria <ul style="list-style-type: none"> • 'Good' if Involved in at least 3 activities • 'Satisfactory' if 1-2 activities • 'Not-satisfactory' if not involved/ undertaken any of the activities 				
	Overall Grading: Criteria: Good: Good in teaching and satisfactory or good in activity at Sr.No.2 Satisfactory: Satisfactory in teaching and satisfactory or good in activity at Sr.No.2 Not Satisfactory: If neither good or satisfactory in overall grading				

Note:

- Number of activities can be within or across the broad categories of activities.
- At the time of Internal Screening Committee, all the records related to claims/verification by the concerned HOD must be produced before the convener of the committee.
- If a candidate claims score for an item not covered in the above, the claims for the same shall be settled by a committee constituted for purpose.
- For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, 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 promotion under CAS 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 in these regulations and as per the acts, statutes and ordinances of the parent institution.

Assessment of Academic/Research Score
Table 2
(Assessment Period _____)

Name:

Designation:

Subject:

Faculty:

Sr.No.	Academic/Research Activity	Academic Research score as prescribed		Total (in Number)	Self-Appraisal Score	Verified Score	Page No.
1	Research papers in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023 (Annexure-1)	Paper in refereed journals without impact factor					
		Paper with impact factor less than 1					
		Paper with impact factor between 1 and 2					
		Paper with impact factor between 2 and 5					
		Paper with impact factor between 5 and 10					
		Paper with impact factor >10					
2	Publications (other than Research papers) (Annexure-2)						
	(a) Books authored which are published by;						
	International Publishers	12/book					
	National Publishers	10/book					
	Chapters in an Edited Book	05/chapter					
	Editor of a book by International Publisher	10/book					
	Editor of a book by National Publisher	08/book					
	(b) Translation works in Indian and Foreign Languages by qualified faculty possessing Diploma / Certificate in Translation						
	Chapters or Research papers	03/chapter or paper					
	Book	08/book					
3	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula (Annexure-3)						
	(a) Development of Innovative Pedagogy	05					
	(b) Design of new curricula and courses	02 (per course)					

	(c) MOOCs					
	Development of complete MOOCs in 4 quadrants (4 credits course) (In case of MOOCs of lesser credits 05 marks per credit)	20				
	MOOCs (developed in 4 quadrants) 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 per credit)	08				
	(d) E-content					
	Development of e-Content in 4 quadrants for complete course/e-book	12				
	e-Content (developed in 4 quadrants) per module	05				
	Contribution to the development of e-content module in complete course/paper/e-book (at least one quadrant)	02				
	Editor of e-content for complete course/paper/e-book	10				
4	(a)Research guidance (Annexure-4)					
	Ph.D. (10 per degree awarded and 05 per thesis submitted)					
	M.Phil/P.G. dissertation (02 per degree awarded)					
	(b) Research Project Completed					
	More than 10 lakhs	10				
	Less than or equal to 10 lakhs (Extramural/External Funding)	05				
	(c)Research Project Ongoing					
	More than 10 lakhs	05				
	Less than or equal to 10 lakhs (Extramural/External Funding)	02				
	(d) Consultancy	03				

5.	(a) Patent (Annexure-5) (Only those patents for which MDU is the applicant)					
	International	10				
	National	07				
	*(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central or State Government)					
	International	10				
	National	07				
	State	04				
	(c) Awards/Fellowship					
	International	07				
	National	05				
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) (Annexure-6)					
	International (Abroad)	07				
	International (within country)	05				
	National	03				
	State/University	02				

The Research score for research papers would be as follows:

Sr. No.	Paper in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023	Faculty of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
	Paper in refereed journals without impact factor	13	15
	Paper with impact factor less than 1	18	20
	Paper with impact factor between 1 and 2	23	25
	Paper with impact factor between 2 and 5	28	30
	Paper with impact factor between 5 and 10	33	35
	Paper with impact factor>10	38	40

Note 1: Impact factor to be determined as per Thomson Reuters list

2. a) For two authors: 70% of total value of publication for each author.
 b) For more than two authors: 70% of total value of publication for the First / Principal / Supervisor / Co-Supervisor / Corresponding author and 30% of total value of publication for each of the joint authors.
 c) For Publications other than Research Paper, 70% of total value of Publication for each author in case of two authors and 30% of total value of publication in case of more than 2 authors. However, first/corresponding author will get 70% marks irrespective of total number of authors.
3. For Joint Projects: Principal Investigator and Co-investigator would get 50% each.
4. (i) Paper presented if part of edited book or proceeding then it can be claimed only once.
 (ii) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each
5. The research score shall be from atleast three categories out of six categories.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

For example: Suppose, the total score obtained is 400 which includes the score from the category 5(b) and 6 as 140 i.e. the score from other categories is 260. Find 30% of the total score, which in this case is $30\% \times 400 = 120$. Due to upper capping of 30% of the total research score, 120 score will be counted and not 140. The effective total score will be $260 + 120 = 380$.

* Score to be filled by the Candidate / Teacher in following manner:

Summary of Academic/ Research Score

Category	Particulars	Academic/ Research Score	Remarks
1.	Research papers Web of Science / SCOPUS / UGC listed / Peer- reviewed Journals		
2.	Publications (other than Research papers) a) Books authored b) Translation works		
3.	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula a) Development of innovative pedagogy b) Design of new Curricula and Courses c) MOOCs d) e-content		
4.	(a) Research guidance (b) Research Project(s) completed (c) Research Project(s) ongoing (d) Consultancy		
5.	(a) Patent (b) Policy Document (c) Awards/Fellowship		
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)		
7.	Total Research Score		

*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score

ANNEXURE-1

1. Research papers in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023

ANNEXURE-1

1. Research papers in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023

[illegible]

ANNEXURE-2**2. Publications (other than research papers)****(a) Books authored which are published by National Publisher**

Sr. No.	Title of the Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score	Page No. for relevant proof / detail

(b) Translation work in Indian and Foreign languages by qualified faculty

Sr. No.	Title of the Book/Chapter/ Research paper	Publisher	Authors	Score	Page No. for relevant proof / detail

ANNEXURE-3**3. Creation of ICT-mediated Teaching Learning Pedagogy and Content and development of new and innovative courses and curricula**

Sr.No.	Particulars	Authors	Score	Page No. for relevant proof / detail

ANNEXURE-4**4. (a) Research Guidance**

Sr. No.	Programme	Name of University	Number of students supervised		Score	Page No. for relevant proof / detail
			Thesis submitted	Degree Awarded		

(b) Research Projects Completed

Sr. No.	Title	Name of funding agency with the amount	No. of Investigators	Score	Page No. for relevant proof / detail

5. (a) Patents

(b) Policy Document

ANNEXURE-6

6. Invited Lectures/Resource Person/ Paper presentation in Seminars/Conferences/full papers in Conference Proceedings

6. Invited Lectures/Resource Person/ Paper presentation in Seminars/Conferences/full papers in Conference Proceedings

[illegible]