



Sat Jinda Kalyana College, Kalanaur

NH 709, Kalanaur Kalan, (Rohtak) Haryana 124113

Contact : 01258 222 439(Off.), +91-8607022439(Mb.)

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NAAC ACCREDITATION -2022 Cycle 3

CRITERION 6

Governance, Leadership and Management

6.3.5 Institution's Performance Appraisal System for teaching and non-teaching staff

1. ACR Proforma for the teaching staff
2. ACR Proforma for the non-teaching Staff
3. PBAS Proforma

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) _____

(a) Results :

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)			



MAHARSHI DAYANAND UNIVERSITY ROHTAK

Application Form for promotion of teachers under
Career Advancement Scheme (CAS)

IMPORTANT NOTE: The candidate is required to fill in this form along with
PBAS Performa (Ten copies)

Photo



1. Post applied for: Associate Professor /Stage IV/Level 13-A Department: English
2. Name of the Candidate (in Capital Letters): SHALINI SHARMA
3. Father's Name: Sh. V. K. SHARMA
4. Man/Woman: Woman Married/Unmarried: Married Nationality: Indian
5. Are you physically handicapped? No
6. Whether you belong to SC/ST/BC/ESM: GEN
7. Date of birth and place: 13.07.1977 Dadri
8. Date of Joining: 29/01/2007
9. Present Designation: Assistant Professor Stage-III
10. Date of Placement in the Reader/Selection Grade: NA
11. Date of Placement of Assistant Professor Stage II/Stage III: (Stage II: 29.01.2012)/(Stage-III: 29.01.2017)
12. Date of Placement as Associate Professor: 29/01/2020 (Due Date)
13. API Score Earned under various categories:

Year	2017-18	2018-19	2019-20	Average API Score
Category I	115	115	115	115
Category II	40	35	35	36.6
Category III	29-01-2017 to 28-01-2020=73			

14. Educational Qualifications: (Strike off which is not applicable):

Exam. Passed	University/ Board	Year of Passing	%age of Marks	Division	Subject studies Including options	Awards/ Medals Prize/Merit, if any
Matric	CBSE New Delhi	1992	64	First	Hindi, Eng, Maths, S.S, Science	
10+2	CBSE New Delhi	1994	64	First	Eng, Maths, Physics, Chemistry, Biology	
B.A.	M.D.U. Rohtak	1997	61.5	First	Hindi, Eng, Maths, Psychology	-
M.A.	M.D.U. Rohtak	2013	60.00	First	English	-
M.Phil.	M.D.U. Rohtak	2003	61	Second	English	-
Ph.D	M.D.U. Rohtak	2018			Subject: English Humanistic Perspective in Maya Angelou's Autobiographical Fiction	

P.T.O.

15. Total teaching experience (full time) in College/University: Under-Graduate: 13 Years

16. Total Research Experience: NIL

17. Field(s) of Specialization: African-American Literature

18. Employment Details (in Chronological Order):

Sr. No.	Name of Institution	Designation	From	To
(i)	Sat Jinda Kalyana College, Kalanaur	Asstt. Professor	29/01/2007	Till date

19. Guidance/Supervision of Ph.D. Theses: NIL

(A) Number of Candidates registered at present ...

(B) Number of Candidates who have completed Ph.D.

20. Language (s) known Read Write Speak

Hindi Yes Yes Yes

English Yes Yes Yes

21. Present Basic Pay: 89800 in the Pay Band of Rs. 15600-39100 (AGP 8000) Level 12, 7th CPC

Total Emoluments Rs. 105066.

22. Publications:

Publications	Total (Attach the list with details)	During the period under consideration for promotion (Attach ten copies of the list with details)	Major Publications as per requirement (Attach ten copies the publications)
Books	NIL	-	-
Papers in Journals	3	1	-
Chapters in Books	NIL	-	-
Papers in the Proceedings of the Conferences	NIL	-	-
Patents	NIL	-	-
Additional Information, if any	-	-	-

22. List of Enclosures (Give supportive documents of the claims made in the application): I. PBAS Performa duly filled II. Photocopies of Documents for API Score III. Photocopies of three published research papers

IV. Photocopies of DMCs of 10, 10+2, B.A., M.A., M.Phil. Certificates, Notification of Ph.D.

I certify that the foregoing information given by me is correct, complete to the best of my knowledge belief and no material information has been concealed. I am not aware of any circumstances which impair my fitness or employment

Date: 28th July 2020

Signature of the candidate

Permanent Address: VPO BEWAL M. GARH,
HARYANA, Pin-123001

Correspondence Address (in capital letters)
Dr. SHALINI SHARMA
OFFICER'S HOUSE NO.4
MDU, ROHTAK, PIN-124001
E-mail: shalinisjk07@gmail.com
Mobile No. 9466282040

Forwarded by

Shalini Sharma
(Convenor)

Principal

IQAC.

Shalini Sharma

28/07/2020
Principal

Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana

Coordinator
IQAC
S.J.K. College

aur

Shalini Sharma
Principal

Sat Jinda Kalyana College
Kalanaur (Rohtak) Haryana