Annual Performance Appraisal Report [Assistant Professor Stage III and above]

As per CAS 2018

(To be submitted at the end of every academic year)

## Academic Year

(Information provided should pertain to the academic vear referred above) PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father’s Name/Mother’s Name:

## Date and Place of Birth:

1. Sex:

# Marital Status:

1. Nationality:

# Department:

## Current Designation and Academic Level:

1. Date o1 Last Appointment/Promotion:

## I0. Category (SP/ST/OBC/PWD/General):

11. Address for Correspondence (with Pin code): Address:

Telephone No:

Mobile No:

l2. Permanent Address (with Pin code), in case different from Sl. No.11 :

1. Academic Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Nameof Exam | University | Year of Passing | Percentageof Marks obtained | Division/Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| OtherExaminations, if any |  |  |  |  |  |  |

1. Research Degree (s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees | Name of theUniversity | Title of dissertation/ thesis | Date ofsubmission | Date ofaward |
| M.Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/D.Lit. |  |  |  |  |

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

1. Undergraduate:
2. Postgraduate:
3. Field of Specialization under the Subject/Discipline:



1. Details of Course/Programmes/Workshop/MOOCs attended or completed.

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

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

* 1. MOOCs completed with e-certification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details ofMOOC | Subject | Certification providingagency | Date of certification | Level (UG/PG/Other) | E-certification no. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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* 1. Contribution towards development of e-content/MOOCs in 4- quadrants

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of E- contents/ MOOCs in4-quadrants | Quadrants developed | No. of Modules | Course | Sponsoring agency | Year | Level (UG/PG/Other) |
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# Contribution towards conduct of MOOCs

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| --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC | Subject | Sponsoring agency | Level (UG/PG/Other) | E-certificationno. |
|  |  |  |  |  |  |
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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:
2. 80% & above — Good
3. Below 80% but 70% & above — Satisfactory
4. Less than 70% - Not Satisfactory

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

1. Administrative responsibilities such as Head. Chairperson/ Dean/ Director/coordinator, Warden etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Nature of Activity | Designation | lnstitution/Department | Period |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

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

1. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Institution/Department | Period |
| From | To |
|  |  |  |  |  |  |
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1. Organising seminars/ conferences/workshops, other college/university activities.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Guidance | Registered | Thesis/ Dissertationsubmitted | Degree Awarded |
| Ph.D. |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Title | Period | Major/Minor | Sponsoring/ Funding Agency |
| From | To |
|  |  |  |  |  |  |
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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the paper | JournalName | Year | Vol.No. | PageNo. | ISSNNo. | ImpactFactor | WhetherSCOPUSIndexed | Authorship | Referencenumber of UGC -CARE List |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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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

OVERALL GRADING FOR B.2

|  |  |
| --- | --- |
| No. of Activities covered\* |  |
| Overall grading |  |

## \*Note:

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

(Please attach supposing documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Activity | Section | Gradation(To be given/verifiedby HoD) |
| 1. | Teaching Activity | B.1 |  |
| 2. | Student Related /Research Activity | B.2 |  |

Overall Grading for the Academic Year for the Section B.1 and B.2\*

\*Note: Overall Grading ior the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2. Not Satisfactory: lf neither good nor satisfactory in overall grading



SECTION B.3:

RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of thePaper | Journal Name | Year | Vol. No. | Page No. | ISSNNo. | Impact Factor | SCOPUSIndexed | Authorship | Reference numberof UGC - CAREList |
|  |  |  |  |  |  |  |  |  |  |  |
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Note:

lmpact 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

# 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 Publlsher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|  |  |  |  |  |  |  |
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\*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 |
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\*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 theBook | Editorship\* | Level ofPublisher | Publisher(with city/ | ISBN | WhetherRefereed |
|  |  |  | (National / | country) & |  |  |
|  |  |  | International) | Year of Publication |  |  |
|  |  |  |  |  |  |  |
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\*The Editorship is 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 |  | Journal/Book | Year | LOI. | ÛâgC | ISSN/ISBN | Impact | Authorship\* | Reference |
| No. | Title of Paper/Chapter | Name |  | No. | No. | No. | Factor |  | number |
|  |  |  |  |  |  |  |  |  | of UGC - |
|  |  |  |  |  |  |  |  |  | CARE |
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\*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 Translated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Title of the Book | Authorship\* | Publisher (withcity/ country) & Year of Publication | ISBN | WhetherRefereed |
|  |  |  |  |  |  |
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\*The Authorship is to be filled as follows:

* + One of Two Authors
	+ For more than two Authors:
		- First/Principal/Corresponding Author
		- Joint Author
1. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula
2. Development of Innovative Pedagogy

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

1. Design of new Curricula and Courses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of theCurricula/Course | Subject | Organization for which it wasdeveloped | Year | Level (UG/PG/Other) | Weblink |
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1. Development of MOOCs
	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 |
|  |  |  |  |  |  |  |  |
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* 1. MOOCs (developed in 4 quadrant) per module/Lecture

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Detailsof | Detailsof | Course | Subject | Organizationfor which it | Level(UG/PG/Other) | Weblink |
|  | MOOC | Module |  |  | Was |  |  |
|  | (with no. of |  |  |  | developed |  |  |
|  | quadrant) |  |  |  |  |  |  |
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c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Detailsof MOOC | Detailsof Module | Course | Subject | Organizationfor which it was | Level (UG/PG/Other) | Weblink |
|  | (with no. |  |  |  | developed |  |  |
|  | Of quadrant) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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c.4. Course Coordinator for MOOCs (4 credit course)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Detailsof MOOC(with no.of quadrant) | Credits | Course | Subject | Organizationfor which it was developed | Level(UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# (d) Development of E-Content

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details | Course/E- | Subject | Organization | Level | Weblink |
|  | of E- | book |  | for which it | (UG/PG/Other) |  |
|  | Content |  |  | Was |  |  |
|  | (with no. |  |  | Developed |  |  |
|  | of |  |  |  |  |  |
|  | quadrant) |  |  |  |  |  |
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* 1. E-content (developed in 4 quadrants) per module

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of E- Content (with no. | Module | Subject | Organization for which it was developed | Level(UG/PG/Other) | Weblink |
|  | Of quadrant) |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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* 1. 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. | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  | quadrant) |  |  |  |  |  |  |
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# Editor of e-content for complete course/paper/e-book

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Detailsof E-Content | Course/Paper/E-book | Subject | Organizationfor which itwas | Level(UG/PG/Other) | Weblink |
|  | (with no. |  |  | developed |  |  |
|  | ofquadrant) |  |  |  |  |  |
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3. (a) Research Guidance

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

## Research Projects Completed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title | StatusofPI\* | Duration (in months) | Period (From- to)Dates | Total Grant/Funding received (Rs.) | Name of Sponsoring/ FundingAgency | Outcome of the Project |
|  |  |  |  | to be |  |  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | given |  |  |  |
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1. Research Projects ongoing

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title | Status ofPI\* | Duration (in months) | Period (From- to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

1. Consultancy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. Title | Duration (in months) | Period (From- to) Datesto be | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Whether routedthrough ParentUniversity/College |
|  |  | given |  |  |  |
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# (a) Patents

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| --- | --- | --- | --- | --- | --- |
| S.No. | Title\* | Area/Subject | Date Levelof (International Award National/) | Reference Number | Sponsoring Agency |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Only patents awarded are to be mentioned.

# 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\* | Are Subject | Date of publication/submission | Level (International | Reference Number | Sponsoring Agency |

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

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | National/ State) |  |  |
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1. Awards/Fellowship

Name of Award/Honor \*

Area/Subject

Name of

Level

( International National)

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.

1. 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)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| T itle of Lecturer Paper | InvitedLecture/Resource Person/Paperpresented | Nature of Programme \* | Details | Level \* \* | Date of Durationpresentation (in minutes) | Sponsoring Agency |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

# \*Seminar/FDP/Conference

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

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT IN FORMATION

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.

## Future Plans (In approximately 150 words):

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

1. 11.

12.

3. 13.

4. 14.

6. 16.

17.

8. 18.

9. 19

10. 20

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. lf 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 b the applicant.

Head of the Department/Centre