

6.3.5

Institutions Performance Appraisal System for Teaching and Non-teaching staff



श्री बापुसावजी देशमुख प्रतिष्ठान संचालित

प्रियदर्शिनी महिला महाविद्यालय, वर्धा

सावित्रीबाई फुले ज्ञानमार्ग, न्यू नालवाडी, वर्धा

फोन (07152) 242107, 250206 ई मेल: pmmwardha1@rediffmail.com, www.pmm.ac.in
Principal : 09763858575

PMM/

DI.

6.3.5

Principal Declaration

The college measures the performance of its teaching and non-teaching staff through a well designed mechanism developed and mandated by UGC, Government of Maharashtra and RTM Nagpur University, Nagpur. The college conduct the performance appraisal for both teaching and non-teaching staff. For the transparent assessment of teaching staff, all the teachers are required to submit a self-appraisal (PBAS) report every year, which is based on the performance appraisal norms suggested by the UGC and the affiliating university (RTM Nagpur University, Nagpur). The data submitted by the individual faculty members is used as one of the measures of performance assessment. Teachers are required to maintain their annual teaching plans and the relevant methodology they are applying while teaching throughout the year in addition to other co-curricular and extra-curricular work. The principal also contributes personal observations and interactions with the faculty members to measure of performance assessment. In this way, then college tries to make a holistic and multi-source appraisal of the performance of the teaching staff.

The college maintains confidential reports for the appraisal of non-teaching staff. The reports are written by the Principal based on various kinds of inputs. These inputs include the personal observations of the Principal, feedback from teaching staff and students. In case of any serious issues about performance the concerned staffs is personally addressed by the principal. Some serious issues are taken to the Local management Committee or even the Management of the parent managing trust. But this is extremely rare.


Principal,
Priyadarshini Mahila
Mahavidyalaya, WARDHA

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

ANNUAL PERFORMANCE ASSESSMENT REPORT

Under CAS Promotion for Academic Level -14 / Professor.

For

Faculty of Humanities

- References:** i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018.
ii) Govt of Maharashtra Higher & Technical Education Department Government Resolution No. Misc-2018/C.R.56/18/UNI-1, Dated 08 March, 2019.
iii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 10th May, 2019.

Academic Year:

(Assessment Period: From to)

PART ONE

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Current Designation & Pay	:	
3	Name of College	:	
4	Department	:	
5	Date & place of Birth	:	
6	Date of Appointment	:	
7	Date of last Promotion	:	
8	Which position and pay are you an applicant under CAS	:	
9	Date of eligibility for promotion	:	
10	Sex	:	
11	Nationality	:	
12	Address (with Pin code)	:	
	Permanent Address (with Pin code)	:	
13	Mobile No.	:	
14	Email	:	

15. Academic Qualification (Matric onwards till post graduation):

Sr. No.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s
1						
2						
3						
4						
5						
6						

16. Research Degree(s):

Degrees	Titles/ Topic	Date of award	University
Ph.D.			

17. Appointment held prior to this institution:

Sr. No.	Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
			Joining	leaving		
1						

18. Posts held after appointment at this institution:

Sr. no	Designation	Dept.	Date of Actual Joining		Pay Grade / Scale
			From	To	
1)					
2)					

19. Period of teaching experience:

i)	P.G. Classes (in years)	
ii)	U.G Classes (in years)	

20. Research Experience excluding years spent in M. Phil/ Ph.D. (in years): Nil

21. Fields of Specialization under the Subject / Discipline:

(a)

22. Academic Staff College Orientation / Refresher / Short Term Course attended:

Sr No	Name of the Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

Date:

Signature of teacher

Appendix II

Table 1
Assessment Criteria and Methodology for College Teachers

Session

Table 1.1: Teaching

Activity	Courses taught	Number of classes taught	Percentage Obtained	Grade Claimed	Grade Verified	Page No.
Number of classes taught						
Total classes assigned						

Table 1.2: Involvement in the College students related activities /research activities:

S. N.	Activity	Involvement Yes / No	Grade Claimed	Grade Verified	Page No.
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as				
	b) Examination & Evaluation Duties				
	c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, Sports, NCC, NSS and Community Services.				
	d) Organizing seminars/ conferences/ Workshops, other college/university activities.				
	(e) Evidence of actively involved in guiding Ph.D. students.				
	(f) Conducting minor or major research project sponsored by National or International agencies.				
	(g) At least one single or joint publication in Peer- reviewed or UGC list of Journals.				

According to the above table the teacher is eligible / not eligible in Table 1: -----

Signature of Faculty

Verified and found correct:

Signature of Principal

Chairman / Coordinator
College IQAC Committee

Overall Grading approved by the screening / selection committee: (For Table 1)

Priyadarshini Mahila Mahavidyalaya, Wardha
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Research Score Sheet under CAS for Professor

(Govt of Maharashtra Higher & Technical Education Department Government Resolution No. Misc-2018/C.R.56/18/UNI-1, Dated 08 March, 2019)

Appendix –II

Table – 2

(Methodology for University and College Teachers for calculating Academic/Research Score)

1. Research Papers in Peer Reviewed or UGC Listed Journals :

S. N.	Title with Page Nos.	Journal Name, Vol. no., Issue no., Year of publication	ISSN / ISBN No.	Whether peer reviewed. Impact factor, if any	Whether you are the main author	Self-Appraisal Score	Score Verified	Page No.
1.								
2.								
Total (1.)								

2. Publications (Other than Research Papers)

a) (i) Books Published with ISSN / ISBN number

Sr. No.	Title of Book with no. of pages	Type of Book & Authorship	Publisher & ISSN/ISBN No.	International / National Publisher	No. of co-authors	Whether you are the main author	Score	Score Verified	Page No.
1.									
Sub Total (2.) (a) (i)									

2. (a) (ii) Chapter in Edited Book with ISSN / ISBN

Sr. No.	Title	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	Score	Score Verified	Page No.
1.									
2.									
Sub Total (2.) (a) (ii)									

(2) (a) (iii) Editor of Book with ISSN / ISBN number

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No.
1								
Sub Total (2)(a)(iii)								

(2) (b) Translation works in Indian and Foreign Languages by qualified faculties

Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN / ISBN NO.	Name Of Original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN NO.	No. of Translated Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	Score Verified	Page No. of Relevant Documents
1								
Sub Total (2)(b)								
Total (2) : (2)(a)(i) + (2)(a)(ii) + (2)(a)(iii) + (2)(b)								

(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(3)(a) Development of Innovative pedagogy: (5 points per Innovative pedagogy)

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories / Telecast / Picture / Models /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1	Digital Class Room Project	UGC	Face-to-face/ Networked/ Virtual	Smart Classroom					
Subtotal (3)(a)									

(3) (b) Design of new curricula and courses: (02 points per curricula / Course)

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	Score Verified	Page No.
1								
2								
3								
Subtotal (3)(b)								

(3) (c) MOOCs, (3) (d) E-Content:

Sr.	Activity	Response	Score	Score Verified	Page
3. c					
3. d					
Subtotal (3)(c) + (3)(d)					
Total: (3) (a) + (3) (b) + (3)(c) + (3)(d)					

4. (a) Research Guidance:

(a)	Research Guidance: Ph. D., M. Phil / PG Dissertation				
(b)	Research Projects –Completed:				
(c)	Research Projects Ongoing :				
(d)	Consultancy:				
Total:					

5.**(a) Patents:****(b) Policy Document** (Submitted To An International Body/ Organisation Like UNO/ UNESCO/ World Bank / International Monetary Fund etc. or Central Government or State Government):
..... I**(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):

Full Papers in Conference Proceedings:							
Sr. No.	Title with page Nos.	Details of Conference Publication	ISSN/ISBN No.	Whether you are the main author	Score	Score Verified	Page No.

Paper Presentations:							
Sr. No.	Title of the Invited lecture/paper presentations	Title of Conference / seminar	Organized by	Level International/ National/State/ University	Score	Score Verified	Page No.
Invited Lectures:							
					Total Score		
					30% of total score in category No. 6:		

Summary of APPENDIX- II, TABLE-2

<u>ACADEMIC / RESEARCH SCORE</u>			
Sr. No.	Academic and Research Activity	Total Research Score	API Score Verified by Committee
1.	Research Published papers in Journals (12 Research papers)		
2.	Publications (Other Than Research Papers)		
	(a) Books Authored which are published by National Publisher with ISBN.		
	(c) Chapter in Edited Books		
	(d) Translation works in Indian and Foreign Languages by faculties		
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 for Ph. D (students)		
	for PG dissertation (03 students)		
	(b) Research Project Completed (1-Minor)		
	(c) Research Project ongoing		
5.	(a) Patent		
	(b) Policy Document (Submitted To An International Body/ Organisation Like UNO/UNESCO/World Bank /International Monetary Fund etc. or Central Government or State Government)	Nil	
	(c) Awards/Fellowship)	Nil	
6.	Invited Lecture /Paper presented at National/ International seminar/conferences/Proceedings (– papers presented)		

	Total Score of Table 2		
--	-------------------------------	--	--

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

**Forwarded through:
Chairman, IQAC Committee**

Formats to be verified by Head/Director/ Principal:

Signature of the Principal

IV SUMMARY OF API SCORES:

Category	Criteria	Annual API Score
Appendix II Table 1	Activities: Overall Grading 1. Teaching 2. Involvement in the University / College students related activities / research activities	
Appendix II Table 2	Academic/Research Score	

List of Enclosures:

(Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary)

UNDERTAKING

I ----- undertake that the information provided is correct as per records submitted by me to Institute and documents enclosed along with the duly filled in PBAS Proforma.

Date:

Place :

**Signature of the faculty with
Designation**

Verified by IQAC

Date :

Place :

**Signature
Coordinator - IQAC**

Date :

Place :

Signature of the Principal

CONFIDENTIAL

FORM NO.6
(See rule 12)

University of College :
Confidential Assessment and Self-Assessment Report of Non-Teaching/Non Technical
Employees.

Serial No.....

Year ending 31st March 20

File No.....

NAME: SHRI/SMT:

Department of office (including Section): PRIYADARSHINI MAHILA MAHAVIDYALAYA,WARDHA

Personal information
(To be filled in by the employee concerned)

NAME:.....FATHER'S NAME..... SURNAME.....

Date of Birth as recurred in the service book/
S.S.C. Certificate/ School Leaving certificate :.....

Place of Birth :

Village / Town / Taluka / district / State

Nationality and Religion :.....

Whether longs to scheduled caste/
Scheduled Tribes/ Nomadic Tribes/
Other Backward classes etc.

Home Town :

(With residential address)

Permanent Address (Local) :

.....

Date of joining college Services and :

Designation at the time of first :

Appointment.

Intermediary positions held :

Between initial appointment and

Present position if any. Position Period from

1. Peon
2. Peon
3. Peon

Mother Tongue : Marathi

Language Know : Marathi. Hindi

Qualification and Degrees :.....

Board/University :

Year :

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER.

Name :

Period of Report :

Post or posts held during : **Peon**
The period of report

Department /Office/Section : PRIYADARSHINI MAHILA MAHAVIDYALAYA, WARDHA

Leave taken during the period : EL..... CL
EL/CL/Other Leave

Performance Assessment

Sr.No.	Item	Good A	Good B	Fair C	Average D	Below E
--------	------	-----------	-----------	-----------	--------------	------------

- I. Technical Adequacy :
 - 1. Industry
 - 2. Application
 - 3. Initiative
 - 4. Neatness
 - 5. Accuracy
 - 6. Punctuality in work
 - 7. Methodical and systematic working
 - 8. Promptness in disposal
 - 9. Regularity in attendance
 - 10. Relations with superiors
 - 11. Relations with colleagues
 - 12. Relations with members of public
 - 13. Dependability
 - 14. Capacity to get work done
- II. General Impression :
 - 1. General Impression and grasp :
 - 2. Leadership qualities :
 - 3. Level of knowledge :
(related to the section /Department)
 - 4. Tech. ability (Wherever relevant) :
 - 5. Spl. Complementary aptitude qualities etc. :.....
Other than job requirements.

Sr.No.	Item	Good A	Good B	Fair C	Average D	Below E
--------	------	-----------	-----------	-----------	--------------	------------

III. Recommendation :

(A) Administrative ability
Including judgment, initiative
Promptness and drive.

(B) Fitness to continue in the present post :

(C) Fitness for promotion :

(D) Any other item not covered :
But which you would like
To record. Please specify the aspect.

(E) Recommendation observation of the :
Reporting Officer

Date :

Place : Wardha

(Signature)
Name and Designation of the
Reviewing Officer.
(DR. RAMBHA SONAYE)

Note : Items covered by I , II , III may not be applicable to all categories of employee all cases.

Where assessment in respect of particular item is not necessary , the Report should
state in the column as NA (Not applicable)

Assessment has to be done in five points scale i.e. very good

OBSERVATION OF REVIEWING OFFICE ON THE REPORT

(To be filled in by the Reviewing Officer)

.....
.....
.....
.....

1. Length of service under Reviewing :
Officer during the period under report.

2. Do you agree with the Reporting
Officer or do you wish to modify
Of add to his assessment.

3. Observation of remarks to the
Employees clarification from
The Reporting officer sought. If any.

4. Communication of remarks to the
Employees and clarification from
The Reporting officer sought , if any.

Date :

Place : Wardha

(Signature)

Name and Designation of the
Reviewing Officer.

(DR. RAMBHA SONAYE)