

HIMACHAL PRADESH GOVERNMENT  
EDUCATION DEPARTMENT

ANNUAL PERFORMANCE BASED APPRAISAL

(with API scores bases on PBAS as per UGC Regulations 2010)

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS IN COLLEGE CADRE)

Name of the College through which ACR is submitted .....

Appraisal of work and conduct of Dr./Shri/Smt/Kumari .....  
Submitted for the year/session .....

PART-I

PERSONAL DATA

(To be filled up by the Assistant Professor/ Associate Professor)

1. Full Name (in Capital letter) .....
2. Father/Husband name .....
3. Employee Code .....
4. Subject for which Appointed .....
5. Date of appointment(in College Cadre) .....
6. Current Designation .....
7. Present Pay Band with Grade Pay .....
8. Date of Promotion ( if any, during past one year) .....
9. Qualification:
  - (a) Academic Division .....
  - (b) Professional .....
  - (c) Research Degree .....
10. Date of Birth    D   D   M   M   Y   Y   Y   Y    In words .....  

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11. Permanent/Quasi-permanent/ Temporary/ Contract .....
12. College/Colleges in which served during the year with specific duration. ....
- 13 a). Roll no ( with session) & Date of passing of Departmental Exam. ....  
 b) Hindi subject : Cleared / exempted (mention details) .....
14. Any other major assignment in addition to Teaching. (e.g. Offi. Principal, etc.) .....
15. Permanent Address(With Pin code) .....
16. Land line telephone No. .... Mobile No.. ....  
Email: .....

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**PART-II : SECTION-I  
( SELF APPRAISAL )**

(Brief resume should bring out any significant achievement during the period under report)

17. What do you think has been your most important contribution this year any way ?

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18. Have you made any contribution in the area of work not assigned to you ?

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19. (a) Weekly time table (whole Academic year):-

Sr. No.	Class	Name of the College	Number of Lectures allocated ( per week )	Total Lectures actually delivered during session	State % age of syllabus completed for each class / course
<b>Total periods per week</b>					

(b)Any special effort made to improve class room instructions.

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(c) How many assignments and class tests did you give this year.

Sr. No	Class	Number of assignments given to students	Number of class tests given to students	Refer the verifiable record available in the College Office

(d) Give details of Academic Activities organised in the college.

Title of the activity	Brief Detail of activity

(f) Which new books relating to your subject did you read during the year?  
..... **(Must attach a brief extract of about 50 words on the value content of the book.)**

(g) What are the vital problems of teaching before you, in order of importance.

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20 **DETAIL OF LAST YEAR ANNUAL EXAMINATION RESULTS :**

Class	Duration for which taught	Total No. of students appeared	Passed	College pass %age	University pass %age	Variation (+ / - ) ( col. 5-6)	Details of pass students				Reasons for Low %age, if any
							Div.I	Div.II	Div.III	Failed	
1	2	3	4	5	6	7	8	9	10	11	12

21. i) Whether acquired any degrees or fresh academic / professional qualifications during the year ? If “ **YES** ” mention the name of the degree, year of passing, institution from which passed etc.

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- ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

22. Are you doing any Research work ? If “ **YES** ” provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work / Project

23. Did you receive any honour, prize or award during the year ? If “ **YES** ” give details.

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24. Are you satisfied with your present position / pay ? .....  
If not, do you want to change the profession ? Give reasons.

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25. Any other significant point which is not covered above

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**PART-II : SECTION-II**

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM**

(PBAS) FOR THE SESSION/ YEAR .....

(To be completed and submitted at the end of each academic year)

**Part-A: Academic Performance Indicators**

(Please see detailed instructions of this PBAS Proforma before filling out this section)

**26. CATEGORY: I, TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lecturers, Seminars, Tutorials, Practicals, Contact Hours(give semester-wise details, where necessary)

S.No	Course/ Paper	Level	Mode of Teaching	No. of Classes per Week allotted	No. of classes conducted	% of classes/ practicals taken as per documented record.

**Lecture (L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)**

		API Score
<b>(a)</b>	Classes Taken ( <b>max. 50 for 100% performance</b> & proportionate score up to 80% performance, <b>below which no score may be</b>	

	given)	
(b)	Teaching load in excess of UGC norm (max. score:10)	

(ii) Reading / instructional material consulted and additional knowledge resources provided to students.

Sr.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score

(iii) Use of Participatory and innovative Teaching-learning Methodologies, Updating of Subject content, Course Improvement etc.

S.No.	Short Description	API Score
	<b>Total Score ( Max: 20 )</b>	

(iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties.	Duties Assigned	Extent to which carried out(%)	API Score
	<b>Total Score (Max. 25)</b>			

## 27. CATEGORY:II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:-

S.No.	Type of Activity	Average Hours/week	API Score
	(i) Extension, Co-curricular & field based Activities.		
	<b>Total (Max.20)</b>		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly/ Semester wise responsibilities.	<b>API Score</b>
	<b>Total (Max.15)</b>		
	(iii) Professional Development Activities		
	<b>Total (Max.15)</b>		
	<b>Total Score (I+II+III) (Max. 25)</b>		

## 28. CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note 1:- This is to be filled as per Appendix-III Table-I, Category-III of the Regulations 2010

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-I.

Note 2 :- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

Note 3 :- The minimum point norms of the APIS as provided in **Appendix -III Table - II (B)**

### A Published Papers in Journals

S.No.	Title with Page nos.	Journal	ISSN/ ISBN No.	Whether peer	No. of Co-	Whether you are the main	API Score
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				reviewed. Impact Factor, if any	authors	author	

**B (i) Articles / Chapters published in Books**

S.No	Title with Page nos.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	API Score

**(ii) Full Papers in Conference Proceedings**

S.No	Title with Page Nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API Score

**(iii) Books Published as single / co-author or as editor**

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**C. Ongoing and Completed Research Projects and Consultancies**

**(c) (i & ii) Ongoing Projects/ Consultancies**

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

**(c) (iii&iv) Completed Projects/ Consultancies**

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	Whether policy document/ patent as outcome	API Score

**D Research Guidance**

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

**E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes(Not less than one week duration)**

S.No	Programme	Duration	Organised by	API Score

**E (ii) Papers presented in Conferences, Seminars, Workshops, symposia**

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ National/ State/ Regional/ College or University level	API Score


**E (iii) Invited Lectures and Chairmanships at national or international conference/ seminar etc.**

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international/ National	API Score

**29. SUMMARY OF API SCORES**

	Criteria	Last Academic Year	Total- API Score for Assessment Period
<b>I</b>	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>		
<b>II</b>	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>		
	<b>Total I+II</b> <b>Min. Total Annual Score under categories I &amp; II= 100</b>		
<b>III</b>	Research and Academic Contribution For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).		

**30. PART B: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	

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

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled PBAS Proforma.

Place: \_\_\_\_\_ Signature of the reported on officer  
 Date: \_\_\_\_\_ Designation,

***I certify that the information mentioned by the teacher in the self appraisal ( Section I & II ) above is correct and all the relevant records, documents are available and maintained properly in the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 19 (a) to 19 (d) and 20 of Part-II ( Section-I ), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.***

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 Date: \_\_\_\_\_ Signature (with stamp) of Principal  
 Place: \_\_\_\_\_ Govt. Degree College.  
 Name of the Principal.....

**In case the Principal is not satisfied with the reporting by the teacher in the self appraisal and thus not willing to certify ( as mentioned above ), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II ( serial number 17 to serial number 30 ).**

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 Place: \_\_\_\_\_ Signature (with stamp) of Principal  
 Date: \_\_\_\_\_ Govt. Degree College.  
 Name of the Principal.....

N.B: The Annual Self- Assessment Proforma duly filled alongwith all enclosures, submitted for CAS promotions will be verified by the college and information filed with the IQAC.

**PART- III  
 (Section-I)**

## ASSESSMENT OF REPORTING OFFICER

With the reporting made by the teacher in self appraisal ( Part-I & II ) as well as the record maintained in the college office as well as API scores based on PBAS system of ( Reporting Officer must acquaint him / her self fully UGC regulations 2010 as adopted by the Government of Himachal Pradesh. )

**Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.**

31.

Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the officer. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

32. **STAGE OF HEALTH:**

(a) **Physical:**

(i) Energetic

(ii) Major Ailment, if any .....

(b) **Mental:**

(i) Alert

(ii) Ailment, if any .....

(c) **Emotional balance:**

(i) Is he claim and retains poise ?

(ii) Does he get provoked easily ?

(iii) Is he able to tolerate difference of Opinion ? .....

33. **INTELLIGENCE AND UNDERSTANDING:**

(a) Exceptional, has clear grasp of any matter

(b) Intelligent and grasps a point correctly

(c) Just good enough. ....

34. **QUALITY OF WORK:**

(i) **ATTENTION TO DETAILS:**

---Accuracy in presentation

---Thoroughness in analysis

(a) Most reliable and comprehensive

(b) Considers all relevant details.

(c) Just good enough. ....

(ii) **ABILITY IN DISCUSSION AND CONVERSATION:**

- (a) Very effective and convincing
- (b) Good and puts across his points clearly.
- (c) Just good enough. ....

**35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:**

- (a) Shows exceptional zeal and devotion with excellent initiative.
- (b) Hard working and conscientious
- (c) Reasonably diligent with average initiative .....

**36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:**

- (a) Very Good
- (b) Good.
- (c) Average. ....

**37. (a) PUNCTUALITY AND ATTENDANCE: .....**

**(b) Period of absence from duty of the teacher :**

- i) Period of EOL (if any) during the year ( with dates ) .....
- ii) Period of all other leave except casual leave (excluding EOL)(with dates ) .....
- iii) Period of wilful absence ( if any ) ( with dates ) .....

**38. OTHER OBSERVATIONS:**

(This space may be utilised for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

**39. INTEGRITY:**

- (a) Nothing has come to my knowledge Which casts any reflection on his integrity. His general reputation for honest is good

and I certify his integrity.

(b) His reputation is of doubtful nature.

(c) He has yet to establish his reputation. ....

40. **Does he/she take interest in use of Hindi language in official work ?**

41. **His/her attitude towards the members of S.C. and S.T. community.** .....

**Signature of Reporting Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

**N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II**

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**PART-III**

**(Section-II : API Score Evaluation)**

**ASSESSMENT OF REPORTING OFFICER**

**42. CATEGORY-I ( of PART-II SECTION-II, Part – A )**

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
				If Agreed	If Dis-agreed	
				Principal must reproduce the score reported by the teacher in the previous column as self assessment / appraisal.	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
(i) a	Classes Taken(max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	50				
(i) b	Teaching load in excess of UGC norm(max. score:10)	10				
(ii)	Imparting of knowledge / instructions as per co-curriculum and syllabus enrichment by providing additional resources to students.	20				
(iii)	Use of participatory and innovative teaching learning methodologies, Updating of Subject content, course improvement etc. .	20				
(iv)	Examination duties assigned and preformed.	25				
	<b>Total Score</b> (Minimum API Score required is <b>75</b> )	<b>125</b>				



**43. CATEGORY-II ( of PART-II SECTION-II, Part – A )**

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
				Agree	Dis-agree	
			No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.	
(i)	Extension, Co-curricular & field based Activities	20				
(ii)	Contribution to Corporate life and Management of the Institution.	15				
(iii)	Professional Development Activities	15				
	<b>Total Score ( I + ii + iii )= ( Max. 25)</b> (Minimum API Score required is <b>15</b> )	<b>25</b>				

44. CATEGORY-III ( of PART-II SECTION-II, Part – A )

Criteria Serial Number	Criteria Head	Criteria Head details	Max. Score	API Score reported in self appraisal.	REMARKS		
					Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
					Agree	Dis-agree	
					No API score to be assessed by the Principal. (Simply write agree )	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
A	Research Papers published in	Refereed Journals (*)	15 / publication				
		Non-refereed but recognised and reputed journals and periodicals having ISBN / ISSN numbers	10 / publication				
B (i)	Articles / Chapters published in Books	Chapters contributed to edited knowledge based volumes published by International publishers.	10 / chapter				

		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 / chapter				
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ii)	Full papers in conference proceedings	Conference proceedings as full papers etc. (Abstracts not to be included )	10 / publication				
B (iii)	Books published as single / co-author or as editor	Text or Reference Books published by international publishers with established peer review system.	50 / sole author,  10 / chapter in an edited book.				
		Subject books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.	25 / sole author,  and 5 / chapter in edited books				
		Subject books by other local publishers with ISBN / ISSN numbers	15 / sole author and 3 / chapter in edited books				
C (i)	Sponsored projects carried out / ongoing	Major Projects amount mobilised with grants above 30 lakhs for science and above 5 lakhs for arts / humanities / social sciences.	20 / each project				
		Major Projects amount mobilised with grants above 5 lakhs upto 30 lakhs for science and Rs. 3 lakhs upto 5 lakhs for arts / humanities / social sciences.	15 / each project				
		Minor Projects (Amount mobilised with grants above Rs. 50,000 up to 5 lakh for science and Rs 25000 up to 3 lakh for arts /humanities / social sciences.	10 / each project				

C (ii)	Consultancy Projects carried out / ongoing	Amount mobilised with minimum of Rs 10 lakh for	10 / every Rs.10 lakhs and Rs. 2 lakhs respectively.				
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		science and Rs 2 lakh for arts / humanities / social sciences.					
C (iii)	Completed Projects quality evaluation	Completed Project Report ( Acceptance from funding agency )	20 / each major project and 10 / each minor project.				
C (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	30 / each national level output or patent / 50 / each for international level.				
D (i)	Research Guidance <b>M.Phil</b>	Degree awarded only	3 / each candidate				
D (ii)	Research Guidance <b>Ph.D</b>	Degree awarded	10 / each candidate				
		Thesis Submitted	7 / each candidate				
E (i)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Refresher courses, Methodology, workshops, Training, Teacher Learning, Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	(a) Not less than two weeks	20 / each				
		(b) One week duration	10 / each				

E (ii)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Papers in Conferences / Seminars / Workshops etc. (**) <b>Participation and presentation of research papers ( oral / posters )</b>	(a) International conference	10 / each				
		(b) National	7.5 / each				
		(c) Regional / State Level	5 / each				
		(d) Local-University / College level	3 / each				
E (iii)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Invited lectures or presentations for conferences / symposia	International	10 / each				
		National level	5 / each				
	<b>Total</b>					*****	

**NOTE:- (\*), (\*\*).. Please refer to clarification mentioned on page7950 of UGC Regulations ( THE GAZETTEE OF INDIA , September 18, 2010).**

**45. SUMMARY OF API SCORES BY PRINCIPAL**

	<b>Criteria</b>	<b>Last Academic Year</b>	Total- API Score for Assessment Period  <b>reported in self appraisal</b>	Total- API Score reported by Principal <b>( total of agreed score + total score assessed by Principal after disagreeing )</b>
<b>I</b>	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>			
<b>II</b>	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>			
	<b>Total I+II</b> <b>Min. Total Annual Score under categories I &amp; II= 100</b>			
<b>III</b>	Research and Academic Contribution  For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).			

N.B. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

**46 OVERALL ASSESSMENT OF PART-III**

Name of Employee / Teacher .....

Designation .....

Subject for which approved .....

Employee Code .....

The remarks are being made on the basis of self appraisal reported by the teacher in PART-III: Section-I and subsequent assessment recorded by me in PART-III: Section-II of the ACR. I especially certify that I am fully aware of the reporting made by the teacher in self appraisal as well as the certifications made by me in PART-B ( of PART-II: Section-II ) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is .....  
( Below Average / Average / Good / Very Good / Excellent )

**Signature of Reporting Officer**  
**Name in block letter.....**  
**Designation.....**  
**Date.....**

**PART IV – SEC. I**

#### 47. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE

On API score of the Teacher after **Screening and Evaluation** of the Self Appraisal (under PART-II Sec.-I & Sec.-II) as well as Assessment of Principal (under PART-III Sec.-I & Sec.-II).

Teacher Name .....Desig.....
Employee Code.....Subject for which appointed:..... Present Basic Pay..... Present AGP..... Date from which the present AGP has been awarded .....

#### FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

	Criteria	Last Academic year	Total-API score for Assessment period  Reported in self appraisal	Total- API Score  Reported by the Principal	Total API Score for Assessment period  by Screening cum Evaluation Committee
I	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>				
II	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>				
	<b>Total I+II Min. Total Annual Score under categories I &amp; II= 100</b>				
III	Research and Academic Contribution For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).				

#### Overall performance in percentage

**Note:-**

1. Any performance of the teacher in category I + II with API score as **150** (the Maximum allowed) and the score in category III is **at least 20 more** than the minimum required (at the stage of Grade Pay, the concerned teacher is getting ) shall be considered as **PERFORMANCE more than 100%**
2. Any performance of the teacher in category I + II with API score as **150** (the Maximum allowed) and the score in category III is **at least 10 to 19 more** than the minimum required (at the stage of



Grade Pay, the concerned teacher is getting ) shall be considered as **PERFORMANCE 100%**

3. Any performance of the teacher in category I + II with API score as **100** (the Minimum required) and score in category III is **also the minimum** as required to be achieved ( at the stage of Grade Pay the teacher concerned is getting) shall be considered as **PERFORMANCE 60%**
4. Any performance of the teacher with API score which is **more than** what is mentioned in **Note 3** above but **less than** what is mentioned in **Note 2** above shall be considered as **PERFORMANCE more than 60%**
5. Any performance of the teacher with API score **less than** what is mentioned in Note 3 above shall be considered as **PERFORMANCE less than 60%**

**6. The performance % will be recorded as mentioned below:**

- |  |   |
|--|---|
| i) PERFORMANCE is <b>less than 60%</b>   | iv) PERFORMANCE is <b>100%</b>          |
| ii) PERFORMANCE is <b>60%</b>            | v) PERFORMANCE is <b>more than 100%</b> |
| iii) PERFORMANCE is <b>more than 60%</b> |   |

The overall performance of the teacher is ..... percent

**Report of Screening-cum-Evaluation Committee:**

**REMARKS**

1) The API score of the teacher in category I, II & III .....**QUALIFIES / FAILS TO QUALIFY**  
the minimum standard of UGC regulation 2010

2) The Committee ..... **AGREE / PARTIALLY AGREE/ DO NOT AGREE**  
With the Self Assessment Report ( If "do not agree" reasons may be recorded below)  
( in PART-II Sec.-II) by the Teacher

3) The Assessment Report mentioned in  
( in PART-III Sec.-II) by the Principal, has been  
considered and the Committee ..... **AGREE / PARTIALLY AGREE/ DO NOT AGREE**  
with the remarks of the Principal  
( If "do not agree" reasons may be recorded below)

.....  
.....

4) The overall performance of the teacher: **The overall performance of the teacher is .....**  
**percent** ( As per performance criteria on previous page)

The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per this screening and assessment report for the academic year.....,the teacher is ELIGIBLE / NOT ELIGIBLE for promotion to the post of ..... / placement in next higher grade of pay....., subject to the fulfilment of all eligibility conditions mentioned in UGC regulations ( THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 ) as well as all other Govt. norms and conditions.

Name and Designation of the Committee Member	Signature of the Committee Member
1.	
2.	
3.	
4.	
5.	
6.	

.....

**Signature of the Chairperson of the Committee  
( with Stamp)**

**Name** : .....  
**Designation** : .....  
**Date** : .....

**PART-IV : Section-II**

**REMARKS OF THE REVIEWING OFFICER**

**48.** Length of service under the Reviewing Officer.....

**49** Do you agree with the Reporting Officer in regard .....  
to his remarks in the resume of the work done by  
the Officer as contained in Part-II of the report ? If  
not indicate briefly the reasons for disagreeing with  
the Reporting Officer and the extent of your disagreement.

**50** **OVER ALL PERFORMANCE AND QUALITIES**  
**( Excellent / Very Good / Good / Average / Below Average ) .....**

.....

**On the basis of :**

.....

(i) Performance on the basis of PART-II (Sec.-I ) .....  
and PART-III (Sec.-I)

(ii) Performance on PBAS System (with API score )  
as per Review Report of screening-

cum-evaluation committee.

51

Has the Officer special characteristics and / or any outstanding merits or abilities which would Justify his advancement and special selection for higher appointment out of turn ? If so, mention these characteristics briefly.

--

**Signature of Reviewing Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

52. Countersignature by the next higher officer with remarks, if any.

**Signature of Countersigning Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

**Instructions for filling up Part B of the PBAS Proforma**

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-I.

**NB. The self assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.**

1. **Teaching and Evaluation Related Performances**

(i) a

Lectures/ Practicals/ Tutorials/ Contract classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned teaching Universities may give allowance for periods of leave where alternative Maximum score if there is 100% achievement.	Max. Score: 50
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b

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes.	Max. Score: 10
--	----------------

(ii)

Imparting of knowledge/ instruction vis a vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum(100% compliance=20 points)	Max. Score:20
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(iii) **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.**

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each. b. Interactive Course: 5 points/ each. c. Participatory Learning modules: 5 points/ each	10

Developing and imparting Remedial/ Bridge Courses and Counselling modules (Each activity: 5 points)	10
Developing and imparting soft skills/ communication skills/ personality development courses/ modules(Each activity: 5 points)	10
Developing and imparting specialised teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas(Each activity: 5 points)	10
Organising and conduction of popularisation programmes/ training courses in computer assisted teaching/ web-based learning and e-library skills to students. (h) Workshop/ Training course: 10 points each (i) Popularisation program: 5 points each.	10
<b>Maximum Aggregate Limit</b>	20

(iv) **Examination Related Work.**

Indicators	Maximum Score
College/ University end semester/ Annual Examination work as per duties allotted. (Invigilation- 10 points, Evaluation of answer scripts- 5 points; Question paper setting- 5 points). (100% compliance= 20 points)	20
College/ University examination/ Evaluation responsibilities for internal / continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance= 10 points)	10
<b>Maximum Aggregate Limit B (iv)</b>	25

II: **Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.**

(i) **Extension and Co-curricular Related Activities**

Institutional co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/ Leadership role played in organisation linked with Extension Work	10

and National service Scheme (NSS), NCCC or any other similar activity (Each activity 10 points).	
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate limit	20

**(ii) Contribution to Corporate Life and Management of the Institution**

Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Warden, Bursar, IQAC coordinator(10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee(5 points each).	10
Responsibility for ,or participation in committees for Students Welfare, Counselling and Discipline (5 points each)	10
Organisation of Conference/ Training: International (10 points); National/regional (5 points).	10
<b>Maximum Aggregate Limit</b>	15

**(iii) Professional Development Related Activities.**

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance (Each activity: 5 points)	10
Membership/ participation in Bodies/ Committees on Education and National Development ( 5 points each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
<b>Maximum Aggregate Limit</b>	15

**CATEGORY: III. Research and Publications and Academic Contributions**

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010 as adopted by the Government of Himachal Pradesh.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-1.

**III. Summary of API Scores**

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No. EDN-A-Kha(15)13/2010  
Government of Himachal Pradesh  
“Higher Education Department”

From

The Pr. Secretary (Hr. Education) to the  
Government of Himachal Pradesh.

To

The Director of Higher Education,  
Himachal Pradesh, Shimla-1

Dated, Shimla-2, the

6<sup>th</sup> June 2011

**Subject:** Regarding adoption of Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) proforma as notified by the UGC in its Regularion dated 30<sup>th</sup> June 2010 and holding of meeting of Departmental Promotion Committee.

Sir,

I am directed to refer to the subject cited above and to say that the UGC has notified the Regulations 2010 on 30<sup>th</sup> June 2010 vide which the stages of promotion under CAS of incumbent and newly appointed Assistant Professors / Associate Professors has also been notified. Now, the Government has decided to adopt the Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) for holding the meeting of DPC for the grant of scales under CAS. It is, therefore, requested to send the proposal to the Government to hold the DPC of the incumbents who are becoming eligible on or after 1-1-2009 to be placed in Pay Band-IV. In addition to this it has also been decided that the action in the letter No. EDN-H(8)B(7)34-2/2009 (Sr. Sel.) dated 18<sup>th</sup> May 2011 be deferred till further order.

You are therefore, requested to send the proposal to the Government after collecting the API and PBAS proforma from the eligible incumbents to hold the meeting of DPC so that the eligible lecturer be placed in Pay Band –IV.

Yours faithfully,

**Additional Secretary(Hr.Edu.) to the  
Government of Himachal Pradesh.**

## WORK & CONDUCT CERTIFICATE (TEACHING / NON TEACHING)

This is to certify that the work and conduct of  
Sh./Smt. .... (.....) for the  
session.....has been found good / very good/ Excellent  
/satisfactory / Non Satisfactory.

He / She is eligible / ineligible for  
further.....

Place:- SV GC Ghumarwin

Date :-

Principal  
SV GC Ghumarwin  
Distt. Bilaspur (HP)





- अ) उत्कृष्ट .....
- ब) अत्युत्तम .....
- स) उत्तम .....
- द) औसत .....
- ध) निकृष्ट .....

टिप्पणी: दक्षता का मुल्यांकन गति एवं शुद्धता दोनों चार्टों को ध्यान में रख कर किया जाना चाहिए।

14. अपने कार्य में दक्षता यथा-निर्धारित रजिस्ट्रों तथा चार्टों आदि

- को ठीक तरह से बनाए रखना: .....
- अ) उत्कृष्ट .....
- ब) अत्युत्तम .....
- स) उत्तम .....
- द) औसत .....
- ध) निकृष्ट .....

15. निष्ठा तथा उत्सुकता: .....

- अ) परिश्रमी तथा अपने कार्य को पूर्णतया करने में उत्सुक है .....
- ब) क्या अपने कार्य की उपेक्षा करता है और उसके काम का पूर्ण होना सुनिश्चित करने के लिए निरन्तर प्रेरणा तथा देखभाल अपेक्षित है। .....

16. क्या उसे कभी नेमी प्रकार के कार्य के अतिरिक्त कोई और कार्य दिया है? यदि हां तो उसकी टिप्पणियों और प्रारूपों में स्पष्टता एवं पूर्णता अभिव्यक्त करने की क्षमता प्रकट करें। .....

17. अनुशासन के प्रति उत्तरदायित्व .....

18. उपस्थिति में समयनिष्ठा .....

19. सह – कर्मचारियों के साथ सम्पर्क .....

20. सत्यनिष्ठा .....

(यह खाना गृह मंत्रालय के कार्यालय ज्ञापन संख्या 61/4  
/64 इस्ट (अ), दिनांक 21.6.65 के अधीनजारी किए अनुदेशों  
के अनुसार भरा जाना चाहिए)

21. क्या रिपोर्टाधीन वर्ष के दौरान अधिकारी की कार्य  
उपेक्षा के लिए या और किसी अन्य कारणों के लिए  
भर्त्सना की गई है? यदि ऐसा है तो कृपया संक्षिप्त  
विवरण दीजिए। .....
22. क्या अधिकारी ने कोई उत्कृष्ट या उल्लेखनीय कार्य  
किया है जिसके लिए वह प्रशंसा का पात्र है? संक्षेप  
में उनका विवरण दें। .....
23. अनुसूचित जातियों और अनुसूचित जनजातियों के  
प्रति अधिकारी का आचार व्यवहार .....
24. क्या अधिकारी राजभाषा (हिन्दी) के प्रयोग में अपनी  
रुचि रखता है? .....
25. क्या कर्मचारी के विरुद्ध कोई विभागीय जांच/न्यायालय  
मामला/सतर्कता मामला आदि लम्बित है। यदि हां, तो  
संक्षिप्त विवरण दिया जाए।

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर  
नाम .....

पद .....

तिथि .....

#### भाग-4- पुनर्विलोकन अधिकारी द्वारा विशेष कथन

26. पुनरीक्षण अधिकारी के अधीन सेवा की अवधि .....
27. क्या आप रिपोर्ट लिखने वाले अधिकारी के विशेष कथन  
से सहमत हैं? यदि नहीं, तो अपनी असहमती की सीमा  
ब्यक्त करें। यदि आप रिपोर्ट लिखने वाले अधिकारी के  
विशेष के अतिरिक्त और अधिक कोई विशिष्ट बात लिखना  
चाहते हैं तो कृपया उनका विवरण दें। आप यहां अपने  
विचारों को भी संक्षेप में दे सकते हैं। .....

28. क्या अधिकारी कोई विशिष्ट गुण और/ या उत्कृष्ट गुण या योग्यता रखता है जो उसे बिना पारी के उच्चतम पद पर नियुक्ति के लिए विशेष चयन के लिए उचित ठहराते हैं। यदि ऐसा है तो इन गुणों का संक्षिप्त में वर्णन करें।

.....

पुनर्विलोकन अधिकारी के हस्ताक्षर

नाम .....

पद .....

तिथि .....

अगामी उच्च अधिकारी के प्रति हस्ताक्षर

**भाग-5- विशेष कथन सहित यदि कोई हो।**

प्रतिहस्ताक्षर करने वाले अधिकारी के हस्ताक्षर

नाम .....

पद .....

तिथि .....

**FORM OF CONFIDENTIAL REPORT OF LABORATORY STAFF.**

Ministry / Department /Office. ....

Report for the year /period ending. ....

**PART-I PERSONAL DATA**

(To be filled by the Administrative section concerned of the Ministry / Department/Office)

1. Name of the official.
2. Date of birth.
3. Date of continuous appointment to the present grade viz.
4. Whether permanent, quasi permanent, temporary.
5. Sections in which served during the year under report, and period of service in each.
6. Period of absence from duty on leave, training etc.
7. Previous three stations along with exact date.  

(1)	(2)	(3)
-----	-----	-----
8. Permanent home address of the employee.  
(Give complete details of address.)
9. Whether he/she has worked in tribal/sub cadre/hard area if yes, mention period.

**PART-II**

A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL  
DURING THE YEAR/PERIOD UNDER REPORT.

**(To be filled by the Reporting officer)**

**PART-III**

**ASSESSMENT BY THE REPORTING OFFICER**

(Note: Assessment of this part should not be indicated by tick marking but should be clearly expressed in suitable words. No. column of the proforma be left blank.)

10. State of Health.
11. General intelligence and keenness to learn.
12. Proficiency in his work viz. maintain of prescribed Registers and charts etc.
  - (a) Excellent.
  - (b) Very good.
  - (c) Good.
  - (d) Average.
  - (e) Poor.
13. Industry and keenness:
  - (a) Puts in hard work and is keen to do his job thoroughly .
  - (b) Is indifferent and required prompting and constant supervision to ensure completion of his work.
14. Has he ever been entrusted with work other than routine?  
If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts
15. Amenability to discipline.
16. Punctuality in attendance.
17. Relations with fellow employees.
18. Integrity.  
(This column should be filled as per instructions issued Under Ministry of home Affairs O.M. No.51/4/64-Estt.(A) dated 21-6-1965.)
19. Has the officer been reprimanded for indifferent work Or for other causes during the period under report?  
If so, please give brief particulars.
20. Has the officer done any outstanding or notable work Meriting commendation ? Briefly mention them.
21. Whether departmental enquiry/court case/vigilance case is pending against the employee,if yes brief details be given.

Remarks on overall assessment of part –III.

**Below Average/Average/Good/Very Good/Excellent.**

Date.

Signature of Reporting officer  
Name in block letter.....  
Designation.....

**PART- IV-REMARKS BY REVIEWING OFFICER**

- 22. Length of service under Reviewing officer.
- 23. Do you agree with the remarks of the Reporting officer? If not, indicate the extent of your disagreement if you wish to add anything specific with regard to work and conduct of the official over and above the remarks of the reporting officer, please mention them .You may also sum up your views here.
- 24. Has the officer any special characteristics and /or any outstanding Merits or abilities which would justify his advancement and special Selection for higher appointment out of turn? if so, mention these characteristics briefly.

Date.

Signature of Reviewing officer  
 Name in block letter.....  
 Designation.....

**PART- V**

**COUNTER SIGNATURE BY THE HIGHER AUTHORITY WITH REMARKS IF ANY**

Date.

Signature of countersigning officer  
 Name in block letter.....  
 Designation.....

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H.P.Edu./A.C.R./Laboratory staff.