

Annual Performance Appraisal Report Proforma

For

Promotion of Teachers

[Assistant Professor (Academic Level 10) to Assistant Professor (Sr Scale/ Academic Level 11); and Assistant Professor (Sr Scale/ Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)]

Under

Career Advancement Scheme (CAS) 2018



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068



Annual Performance Appraisal Report
[Assistant Professor Academic level 10 to 11 and 11 to 12]
As per CAS 2018

(To be submitted at the end of every completed Year in the grade)

PERIOD FROM _____ TO _____

(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
(Please enclose copy of appointment/last promotion order) (Annexure No..)
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

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

13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Field of Specialization under the Subject/Discipline:

16. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

Sl. No.	Name of the Course taught/coordinated	Level (Undergraduate/ Postgraduate)

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Annexure No.

17. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

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	

17.2 MOOCs completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/ Other)

17.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/ Other)	E-certification no.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “University Ordinance & UGC Regulations 2018” for completing Part B)

SECTION B.1:

TEACHING, LEARNING RELATED ACTIVITIES

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

Grading Criteria:

- (i) 80% & above – Good (*involved in four activities*)
- (ii) Below 80% but 70% & above – Satisfactory (*involved in three activities*)
- (iii) Less than 70% - Not Satisfactory (*involved in less than three activities*)

1.1 Details of Course Planning & Designing activities

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.2 Details of Course Development activities

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.4 Details of Programme/Course Coordination and Course Maintenance

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

1.5 Details of Academic Support to Students

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

GRADING FOR B.1 (TEACHING, LEARNING RELATED ACTIVITIES)*

No. of Activities covered	
Grading	

**Note: Good (80% and above) - involved in four activities*

Satisfactory (Below 80% but 70% and above) – involved in three activities

Not satisfactory (Less than 70%) -involved in less than three activities

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 any three activities

Satisfactory - involved in 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

- (b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

- (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 and student support services.

S. No.	Nature of Activity	Level (PG/UG/ Diploma/ Certificate)	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

- (d) Organising seminars/ conferences/workshops, other University activities.

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

Annexure No.

- (e) Evidence of actively involved in guiding Ph.D students.

Details	Status of PhD students (during the period)		
	Registered	Thesis/ Dissertation submitted	Degree Awarded
Name of student			

Annexure No.

- (f) Conducting minor or major research project sponsored by national or international agencies.

S. No.	Title of Research Project	Period		Major/ Minor	Sponsoring/ Funding Agency
		From	To		

Annexure No.

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Impact Factor	Authorship (single/joint/ no. of authors)	Whether peer reviewed	Reference number of UGC - CARE List

Annexure No.

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: Grading criteria:

*Good - Involved in any three activities**Satisfactory - involved in 1-2 activities*

Not-satisfactory - Not involved / undertaken any of the activities
 (Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE PERIOD (Complete One Year)

S.No.	Activity	Section	Grade claimed by the Teacher	Grade given/ verified by Director/Head
1.	Teaching Activity	B.1		
2.	Administrative/Student Related Activity	B.2		

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

*Note: Overall Grading for the Year is to be defined as follows:

Good: Good in teaching, learning (Section B.1) and Satisfactory or good in activities in Section B.2.

Satisfactory: Satisfactory in teaching, learning activities (Section B.1) and satisfactory or good in activities Section B.2.

Not satisfactory: If neither good nor satisfactory in overall grading.

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies /Societies:

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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

(d) Future Plans (In approximately 150 words):

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

S. No.	Annexure No.	Detail of Annexure	Serial Number of Section referred

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. If 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 disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified thathas 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 by the applicant.

Signature of Seniormost Teacher in the Discipline/Discipline Coordinator

Signature of the Director
 of the School/Division/Centre etc.

Date :

