

Proforma
for
Performance Based Appraisal System (PBAS)
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



Proforma for Performance Based Appraisal System (PBAS)**[Assistant Professor Academic level 10 to 11 and 11 to 12]****As per CAS 2018**

(To be submitted for complete eligibility period)

ASSESSMENT PERIOD FROM _____ TO _____**(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)****STAGE OF PROMOTION : FROM _____ TO _____****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. Date of eligibility:
11. Stage/Academic level for which Promotion applied:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

15. 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						

16. 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.				

17. Field of Specialization under the Subject/Discipline:

18. 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.	Year	Name of the Course taught/coordinated	Level (Undergraduate/ Postgraduate)

Annexure No.

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

19.1 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	

19.2 MOOCs completed with e-certification

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

19.3 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)

19.4 Contribution towards conduct of MOOCs

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

20. Appointments as faculty member/Teacher/academic in HEIs held prior to joining the Indira Gandhi National Open University:

S.No.	Designation	Name of the Employer	Ad- hoc/ Temporary/	Date of		Pay Band with Grade Pay	Reasons for Leaving
				Joining	Leaving		

21. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience		
					Years	Months	Days

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.)

1.1 Details of Course Planning & Designing activities

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

1.2 Details of Course Development activities

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

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

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

1.4 Details of Programme/Course Coordination and Course Maintenance

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

1.5 Details of Academic Support to Students

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

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

Sl. No.	Year	No. of Activities covered	Grading as per Annual Performance Appraisal Report for the assessment period	Grading by Screening cum Evaluation Committee

Overall Grading (To be filled by Screening cum Evaluation Committee)				

**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

(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.	Year	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
					From	To

(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.	Year	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
					From	To

(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.	Year	Nature of Activity	Designation	Institution/ School/	Period
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				Division/ Centre etc.	From	To

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

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

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

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

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

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

(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

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 (ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.)*

Sl. No.	Year	No. of Activities covered	Grading as per Annual Performance Appraisal Report for the assessment period	Grading for Annual Performance Appraisal Report by Screening cum Evaluation Committee
Overall Grading*				
(To be filled by Screening cum Evaluation Committee)				

*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)

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):

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD**Grading (Section B.1 and B.2)**

S. No.	Year	Overall Grading for Section B.1	Overall Grading for Section B.2	No. of grading in the whole assessment period as	
				Good	Satisfactory
	Overall Grading in the whole assessment Period by Screening cum Evaluation Committee				

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 Senior most Teacher
in the Discipline/ Discipline Coordinator

Signature of the Director
of the School

Date :

