

Annual Performance Appraisal Report Proforma

For

Promotion of Academics

[Assistant Director/Assistant Regional Director/Equivalent (Academic Level 10) to Assistant Director/Assistant Regional Director/Equivalent (Sr Scale/ Academic Level 11); Assistant Director/Assistant Regional Director/Equivalent (Sr Scale/ Academic Level 11) to Assistant Director/Assistant Regional Director/Equivalent (Selection Grade / Academic Level 12); Assistant Director/Assistant Regional Director/Equivalent (Selection Grade/Academic Level 12) to Deputy Director /Regional Director (Academic Level 13A); Deputy Director/Regional Director (Academic Level 13A) to Senior Regional Director/Additional Director (Academic Level 14)]

Under

Career Advancement Scheme (CAS) 2018



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



Annual Performance Appraisal Report**[Academics]****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. Academic activities assigned during the period:

Sl. No.	Activities assigned

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	

Annexure No.

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.

Annexure 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)

Annexure No.

17.4 Contribution towards conduct of MOOCs

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

Annexure No.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.1:

PROMOTION, COORDINATION, IMPLEMENTATION AND MONITORING OF ODL PROGRAMMES/COURSES

1. Academic Activities undertaken for Promotion, Coordination, Implementation and Monitoring of ODL programmes/courses, curriculum transaction, enrichment and programme delivery through multiple modes, etc.

Grading Criteria: Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend

- (i) 90% & above – Good
- (ii) Below 90% but 80% & above – Satisfactory
- (iii) Less than 80% - Not Satisfactory

1.1. Rendering instructions, guidance and student support to students for pursuing courses of study.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.2 Promoting innovations through curriculum development, transaction, students support and ICT and communication technology using multiple media.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.3 Organizing and managing broadcasting, telecasting, webcasting, web conferencing and other educational mass media.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.4 Development and maintenance of University databases pertaining to multifarious activities; web applications and e- platforms including LMS, CMS, MOOCS and other ICT enabled teaching-learning & support solutions.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.5 Planning and formulation of ODL policies, projects and schemes; and their regular evaluation and monitoring.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.6 Benchmarking and Quality assurance of ODL activities including devising norms, parameters and standards.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.7 Establishment and monitoring of ODL system at three tier levels- Headquarters, Regional Centres and Learner Support Centres/Study Centres

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

1.8 Training and capacity building of ODL functionaries including teachers, academics, policy planners and other staff and evaluation of Learning Resources.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

Annexure No.

GRADING FOR B.1 (Promotion, Coordination, Implementation and Monitoring of ODL Programmes/Courses)*

Details of Regularity of Attendance		Percentage of days attended
No. of days Assigned (excluding off days and holidays)	No. of days Attended (excluding off days and holidays)	
Overall Grading*		

**Note: Grading Criteria : Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend*

(iv) 90% & above – Good

(v) Below 90% but 80% & above – Satisfactory

(vi) Less than 80% - Not Satisfactory

Note: ICT technology is to be used to monitor the attendance of the staff and compute the criteria of assessment.

SECTION B.2

ACTIVITIES RELATED TO ORGANIZING WORKSHOPS/ SEMINARS/ CONFERENCES/ ETC.

Grading criteria:

Good – 1 National level + 1 State/institution level activity

Or

Satisfactory - 1 National level or 1 state level activity + 1 institution level activity or 4 institution level activities

Unsatisfactory – Not falling in above two categories

- (i) Details of workshops/ seminars/ conferences/ organized; and preparing proposals/ /reports/ manuals/ policy papers etc.

S. No.	Details	Place (Hqrs/RC/ LSC etc.)	Period		Sponsoring/ Organising Agency
			From	To	
	Overall Grade*				

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GRADING FOR B.2. (Activities related to Organizing Workshops/ Seminars/ Conferences/ Etc.)*

S. No.	Number of National level activities	Number of State/institutional level activities
	Overall Grade*	

**Note: Grading criteria:*

Good – 1 National level + 1 State/institution level activity

Or

Satisfactory - 1 National level or 1 state level activity + 1 institution level activity or 4 institution level activities

Unsatisfactory – Not falling in above two categories

SECTION B.3**ICT MEDIATED TEACHING-LEARNING PROCESSES, MANAGEMENT OF LEARNER SUPPORT AND ODL SYSTEM.**

(i) Implementation and management of learner support system/ODL.

S. No.	Details	Place (Hqrs/RC/ LSC etc.)	Period	
			From	To

(ii) Development and implementation of e-resources/ multimedia/audio-video resources/ EduSat/Webcast lectures/ MOOCs/OERs/e-innovations/online resources in 4 quadrant approach; development and management of MIS.

S. No.	Details of e-resources/ multimedia/audio-video resources/ EduSat/Webcast	Weightage in terms of Credits/hours	Programme/ Course/ Subject	Organization for which it was developed	Level (UG/PG/ Other)	Weblink

	lectures/ MOOCs/ OERs/e- innovations/ online resources/ MIS developed					

(iii) Monitoring/evaluating performance of Learner Support Centres/ examination Centres/ Regional Centres, and other Units at headquarters.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/LSC/EC)	Period	
			From	To

(iv) Conduct of feedback and learning analytics, and impact assessment studies.

S. No.	Detail of Activity undertaken	Place (Hqrs/RC/LSC/EC)	Period	
			From	To

(v) Creating and maintaining ICT-based institutional databases and records, blogs, social media, newsletters, e-journals, etc.

S. No.	Detail of Activity undertaken	Place/ organization for which developed (Hqrs/RC/LSC/EC etc.)	Period	
			From	To

(vi) Devising policies for marginalized sections and their implementation and monitoring.

S. No.	Detail of Policy developed/contributed	Organization for which developed	Period	
			From	To

OVERALL GRADING FOR B.3 (ICT mediated Teaching-Learning Processes, Management of Learner Support and ODL System)*

No. of Activities covered	
Overall Grading*	

**Note: Grading criteria:*

Good: Involved in any two activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities.

(To be verified in random by the CAS Promotion Committee)

SECTION B.4
PROMOTION, COORDINATION, IMPLEMENTATION AND MONITORING OF ODL PROGRAMMES/COURSES AND STUDENT SUPPORT SERVICES

Grading criteria:

Good: Involved in any two- three activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities.

- (i) Organising Pre-Admission counselling; induction/ orientation/training programmes; conduct of admission and examination related activities and grievance redressal;

S. No.	Detail of Activity	Role played	Place/organization (Hqrs/RC/LSC/EC etc.)	Period	
				From	To

- (ii) Designing and developing (production) Audio/Video programmes, multimedia programmes; e-content and OER, other web based teaching learning resources, digital repositories, question banks including their periodic maintenance and updation;

S. No.	Details Audio/Video programmes; multimedia programmes; e-content/OER; other web based teaching learning resources; digital	Weightage in terms of Credits/hours etc (if any)	Programme/ Course/ Subject	Organization for which activity undertaken	Level (UG/PG/ Other)	Weblink

	repositories; question banks etc. developed/ maintained/ updated					

- (iii) Transacting the curriculum using self learning and multimedia materials; Management of Electronic Media Production and Online programmes;

S. No.	Detail of Activity	Role played	Place/organization (Hqrs/RC/LSC etc.)	Period	
				From	To

- (iv) Creating and promoting innovation ecosystem and developing prototypes;

S. No.	Detail of Activity	Role played	Place/organization (Hqrs/RC/LSC etc.)	Period	
				From	To

- (v) Development of Standard Operating Procedures (SOPs) and ensuring maintenance of standards;

S. No.	Detail of Activity	Role played	Place/organization (Hqrs/RC/LSC etc.)	Period	
				From	To

- (vi) Collaboration, liaisoning and networking with Academic Institutions/Universities/RCs/LSCs, Government bodies, Industry, electronic media centres, etc.

S. No.	Detail of Activity	Role played	Place/organization (Hqrs/RC/LSC etc.)	Period	
				From	To

- (vii) Admission related activities including pre- and post-admission counselling, online admission;

S.	Detail of Activity	Role played	Place/Institution	Period
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No.			(Hqrs/RC/LSC etc.)	From	To

(viii) examination duties such as observer, invigilation and supervision of exam centres; etc.

S. No.	Detail of Activity	Role played	Place/Institution (Hqrs/RC/LSC/EC etc.)	Period	
				From	To

(ix) Activities related to development of e-platforms for On-demand and online examination; handling assignments; conduct of skill tests/viva-voce etc.; evaluation of assignments, projects and answer scripts etc.

S. No.	Details of activities (e-platforms for On-demand and online examination developed; assignments handled; skill tests/viva-voce conducted; assignments/projects/answer scripts evaluated)	Role played	Place/Institution (Hqrs/RC/LSC/EC etc.)	Period	
				From	To

(x) Activities related to Assessment and Accreditation; Academic audit of ODL activities;

S. No.	Detail of Activity	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

(xi) Training and capacity building of ODL functionaries.

S. No.	Detail of Activity	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

OVERALL GRADING FOR B.4. (Promotion, Coordination, Implementation and Monitoring of ODL Programmes/Courses and Student Support Services)*

No. of Activities covered	
Overall Grading*	

**Note: Grading criteria:*

Good: Involved in any two- three activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities.

SECTION B.5
INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC.

Grading criteria:

Good: Involved in any two activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities.

(i) Digitization of Academic Unit's database and its regular maintenance;

S. No.	Details of activities related to digitization / maintenance	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

(ii) Promotion and implementation of ODL system through institutional network across the country and abroad;

S. No.	Detail of Activity	Role played	Place/ Institution/ Organization etc.	Level (National/State/ international)	Period	
					From	To

(iii) Details of systems in place for dissemination of information relating to ODL programmes including through academic channels/Gyanvani/gyandarsan/ gyandhara/Online platform

S. No.	Details of activities related to development of system/its maintenance for disseminating information about ODL	Role played	Place/Institution (Hqrs/RC/LSC etc.)	Period	
				From	To

- (iv) Activities related to University administration and governance including work done during admissions, examinations, participation in Statutory/academic/administrative committees, and extracurricular activities.

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

- (v) Design and offer short-term courses for users.

S. No.	Details of activity	Role played	Place/Institution (School/Division/Centre/ Unit /RC etc.)	Period	
				From	To

- (vi) Creating industry-academia linkages; setting up innovation clubs and incubation centres; extending CSR activities, creating avenues for mentoring and peer group learning, creating and maintaining blogs/social media , newsletters, e-journals etc;

S. No.	Details of industry-academia linkage created; innovation clubs/ incubation centres set up; CSR activities undertaken; avenues created for mentoring and peer group learning; blogs on social media created/ maintained; newsletters/ e-journal etc. developed/ maintained.	Role played	Place/Institution (School/Division/ Centre/Unit /RC etc.)	Period	
				From	To

- (vii) Publications of at least one research paper in UGC approved journals.

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

Annexure No.

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.5. (Innovative Initiatives/Schemes and Upgrading Services Etc.)

No. of Activities covered	
Overall Grading*	

**Note: Grading criteria:*

Good: Involved in any two activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities.

SUMMARY OF GRADING FOR THE PERIOD (Complete One Year)

S. No.	Activity	Section	Grade Claimed By the Academic	Grade Given/ Verified by Director/Head of Division/ Centre/Unit/ etc.
1.	Promotion, Coordination, Implementation And Monitoring of ODL Programmes/Courses	B.1		
2.	Organizing Workshops/ Seminars/ Conferences/ etc.	B.2		
3.	ICT Mediated Teaching-Learning Processes, Management of Learner Support and ODL System	B.3		

4.	Promotion, Coordination, Implementation and Monitoring of ODL Programmes/ Courses and Student Support Services	B.4		
5.	Innovative Initiatives/ Schemes and Upgrading Services etc.	B.5		

Overall Grading for the Year for the Section B.1, B.2, B.3, B.4 and B.5*

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

Good: Good in Item B.1 and Satisfactory/Good in any other two items including Item B.4.

Satisfactory: Satisfactory in Item B.1 and Satisfactory /Good in any other Two items including Item B.4.

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

PART-C: OTHER RELEVANT INFORMATION

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

(b) Literary, cultural or other activities (e.g. books/chapters authored /edited/translated, policy documents/reports/publicity material etc. prepared, academic attainment etc.) undertaken by the the applicant:

S. No.	Title of Book/Chapter authored/ edited/ translated; Policy document/report prepared	Authorship/ Editorship etc	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

(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 Academic in the Division/Centre/Unit

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

Date:

