

Proforma
for
Performance Appraisal Report (PAR)

For
Lifting of Probation of Academics

Assistant Directors / Assistant Regional Directors/ Regional Directors/
Deputy Directors/ Sr Regional Directors



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

**Proforma for Performance Appraisal Report (PAR)
(Academics of the University)**

(To be submitted at the end of Eligibility Period for lifting of probation)

PERIOD OF ASSESSMENT 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/Division/Centre:
8. Designation and Academic Level:
9. Date of Appointment:
(Please enclose copy of appointment 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 Assessment period:

Sl. No.	Activities assigned

Annexure No(s).

17. Details of Course/Programmes/Workshops/Induction meetings/Students orientation /Academic Counsellors orientation at SCs etc. attended or completed during probation period:

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Sl. No.	Course/Programmes/Workshops/Induction meetings/Students orientation /Academic Counsellors orientation at SCs

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme undertaken during the probation period

S. No.	Details	Place	Period		Sponsoring/ Organising Agency
			From	To	
1					
2					

Annexure No.

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.

Annexure No.

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

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

Annexure No.

19.4 Contribution towards conduct of MOOCs

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

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19.5 Period of Academic 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**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.

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

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

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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.	Year	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.	Year	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.	Year	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.	Year	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.	Year	Detail of Activity undertaken	Place (Hqrs/RC/LSC etc.)	Period	
				From	To

Annexure No.

SUMMARY OF B.1 (PROMOTION, COORDINATION, IMPLEMENTATION AND MONITORING OF ODL PROGRAMMES/COURSES)*

S. No.	Year	Details of Regularity of Attendance		Percentage of days attended
		No. of days Assigned (excluding off days and holidays)	No. of days Attended	
Overall Percentage:				

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.

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

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

SECTION B.3

ICT MEDIATED TEACHING-LEARNING PROCESSES, MANAGEMENT OF LEARNER SUPPORT AND ODL SYSTEM.

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

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

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

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

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

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

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

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

SECTION B.4

PROMOTION, COORDINATION, IMPLEMENTATION AND MONITORING OF ODL PROGRAMMES/COURSES AND STUDENT SUPPORT SERVICES

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

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

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		based teaching learning resources; digital repositories; question banks etc. developed/ maintained/ updated					

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

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

(iii) Creating and promoting innovation ecosystem and developing prototypes;

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

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

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

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

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

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

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

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

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

(viii) 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.	Year	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

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

S.	Year	Detail of Activity	Role played	Place/Institution	Period

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No.				(Hqrs/RC/LSC etc.)	From	To

(xi) Training and capacity building of ODL functionaries.

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

SECTION B.5

INNOVATIVE INITIATIVES/SCHEMES AND UPGRADING SERVICES ETC.

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

S. No.	Year	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.	Year	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.	Year	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

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(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.	Year	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.	Year	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

- Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

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):

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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 that..... has been working asin 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 :

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