



Annual Self Appraisal Form for submitting Report

(Assistant Professor Stage-I to Stage-II)

(To be submitted at the end of every academic year)

Academic Year _____

(Information provided should pertain to the academic year as referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

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. Courses taught at various levels during the academic year (Name the course giving details):

- Undergraduate:
- Postgraduate:
- Ph.D. (Course Work)

16. Field of Specialization under the Subject/Discipline:

17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

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/Organizing 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 “Detailed Guidelines” for completing Part B)

SECTION B.1:

TEACHING ACTIVITIES

- Teaching Activity (Details of Lectures, Tutorials, Practicáis, and other teaching related activities)

Grading Criteria:

- 80% & above - Good
- Below 80% but 70% & above - Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/ UG/ Ph.D. Course work)	Teaching Mode	Lectures/ Tutorials/Practical's/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENTS' CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

- Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory- 1-2 activities

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

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/Coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Department	Period	
				From	To



(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Department	Period	
				From	To

(d) Organizing seminars/ conferences/workshops, other college/university activities.

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

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

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			

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

S.No.	Title	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	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	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

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

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

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

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

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

PART C - DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents annexed 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 rejected.

Date:

Place:

Signature & Designation of the Applicant



DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

Certified that has been working as
.....in this Department since.....

The particulars given in this application have been checked and verified from the 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.

Head of the Department/Centre



Proforma for Application for Promotion Under CAS 2018

(To Assistant Professor Stage II and Stage III)

Assessment Period _____

(Information provided should pertain to the assessment period as referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):
Address: _____
Telephone No: _____
Mobile No: _____
14. Permanent Address (with Pin Code), in case different from Sl.No. 1:
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. Courses taught at various levels during the academic year (Name the course giving details):

- (a) Undergraduate:
- (b) Postgraduate:
- (c) Ph.D. Course Work

18. Field of Specialization under the Subject/Discipline :

19. Details of Course/Programmes/Workshop/MOOCs attended or completed

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		Year	Sponsoring/Organizing 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)	Year	e-certification no.

19.3 Contribution towards development of e-content/MOOC's in 4- quadrants

S.No.	Details of e- contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Courses	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)	Year	E-certification no.

20. Period of Teaching experience during the assessment period:

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



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practical's, and other teaching related activities)

Grading Criteria:

- 80% & above - Good
- Below 80% but 70% & above - Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG/ Ph.D. Course Work)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENTS' 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 at least 3 activities

Satisfactory - 1-2 activities

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

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Department	Period	
					From	To



DR. HARISINGH GOUR VISHWA VIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWA VIDYALAYA, SAGAR (M.P.)

A Central University

(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG/ Ph.D Course Work	Department	Period	
					From	To

(d) Organizing seminars/ conferences/workshops, university activities.

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

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

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

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

S.No.	Year	Title	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	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC- CARE List



DR. HARISINGH GOUR VISHWA VIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWA VIDYALAYA, SAGAR (M.P.)

Central University

--	--	--	--	--	--	--	--	--	--	--

Note:

Impact factor to be determined as per Thomson Reuter's 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

Year	No. of Activities covered*	Overall grading as per Annual Self Appraisal Report for the assessment period for this section.

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the **Annual Self Appraisal Report** submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

PART-C - DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents annexed 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 rejected.

Date:

Place:

Signature & Designation of the Applicant



Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

Certified that.....has 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.

Head of the Department/Centre