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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)

	(Inform	nation prov	rided should	pertain to th	ne academic year	as referred a	bove)
	PART-A	: GENER	AL INFORM	MATION A	AND ACADEMI	C BACKGE	ROUND
1.	Name (in B	lock Letter	rs):				
2.	Father's Naı	me/Mother	's Name:				
3.	Date of Birt	h:					
4.	Sex:						
5.	Marital Stat	us:					
6.	Nationality:						
7.	Department	:					
8.	Current Des	signation a	nd Academic	Level:			
9.	Date of Las	t Appointn	nent/Promoti	on:			
10.	Category (SC/ST/OBC/PWD/General):						
11.	Address for	Correspon	ndence (with	Pin code):			
	Address: Telephone	e No:					
	Mobile No	o:					
12. 13.	Permanent Academic (`		e), in case d	ifferent from Sl.N	Io.l 1:	
Exa	mination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Gra	duation						
Post Gra	t- duation						
Othe Exa	minations, if						

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

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14	I. Research De	egree(s)		
	U	Name of the University	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):
 - a) Undergraduate:
 - b) Postgraduate:

- c) 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

	0		0,	1 0	J 1
S.No.	Details	Place	Period		Sponsoring/Organizing Agency
			From	То	

17.2 MOOCs completed with e-certification

•	1.2 1/16 6 cg completed with a comment on									
	S.No.	Details of MOOC	3	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	Subject	Sponsoring	Level	e-certification
	of		agency	(UG/PG/Other)	no.
	MOOC				

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.I: TEACHING ACTIVITIES

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

Grading Criteria:

- 1. 80% & above Good
- 2. Below 80% but 70% & above Satisfactory
- 3. Less than 70% Not Satisfactory

s. No.	Year/ Semester	,	I eaching Mode	Classes	actical's/	% of Assigned Classes Taught
Gradi	ng	<u>I</u>	l	1		

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.	Noture of Activity			Per	iod
5.110.	Nature of Activity	Designation		From	To

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(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	То

(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	То

(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	0	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/
		From	То		Funding Agency

(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.I and B.2*	

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

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

Certified that	has	been	working	; as
in this Department since				
The particulars given in this application have been checked and verified from	n the	office	records	and

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.

documents enclosed are found to be correct.

Head of the Department/Centre

%dsUnzh; fo'ofo|ky;@A Central University)

Proforma for Application for Promotion Under CAS 2018

(To Assistant Professor Stage II and Stage III)

Assessment Period	
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			Assessmen	t Period _			
	(Inform	nation provi	ded should p	ertain to the	e assessment perio	d as referred a	bove)
	PART	-A: GENER	RAL INFOR	MATION	AND ACADEMI	C BACKGRO	OUND
1.	Name (in	Block Lette	ers):				
2.	Father's 1	Name/Mothe	er's Name:				
3.	Date of B	irth:					
4.	Sex:						
5.	Marital S	tatus:					
6.	Nationali	ty:					
7.	Departme	ent:					
8.	Current I	Designation a	and Academic	c Level:			
9.	Date of L	ast Appoint	ment/Promot	ion:			
10.	Date of e	ligibility:					
11.	Period of	assessment:					
12.	Category	(SC/ST/OB	C/PWD/Gen	eral):			
13.	Address f	for Correspo	ndence (with	Pin code):			
	Address:						
	Telephon	ne No:					
	Mobile N	lo:					
14.	Permaner	nt Address (v	with Pin Code	e), in case o	lifferent from Sl.N	o. 1:	
15.	Academic	c Qualificati	ons:				
Exam	ination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/Grade	Main Subjects
Gradı	Graduation						
Post- Gradı	aation						
Other Exam if any	inations,						

Graduation			
Post- Graduation			
Other Examinations, if any			

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

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16.	Research 1	Degree	(s)

Degrees	Name of the	Title of dissertation/thesis	Date of	Date of
	University		submission	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	То		

19.2 MOOCs completed with e-certification

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

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	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E- certification
	MOOC					no.

20. Period of Teaching experience during the assessment period:

Name of the Institution	with pay scale/Pay	Temporary/	From	То	Total Expe	erience (as o	n)
	Band with Grade pay	Permanent			Years	Months	Days

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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:

- 1. 80% & above Good
- 2. Below 80% but 70% & above Satisfactory
- 3. Less than 70% Not Satisfactory

s. No.	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 DEVELOPPENT 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	То

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

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

 *************************************	•					
S.No.	Year	Nature of Activity	Designation	Department	Peri	iod
					From	То
_						

(c) Student	related	co-cur	ricular,	extension	and f	ield t	pased	activ	ities	such	as	stud	lent	clubs	, ca	reer
counseling,	study	visits,	student	seminars	and	othe	r eve	ents,	cultu	ral,	spoi	rts,	NCC	C, N	SS	and
community	services	S.														

Ξ.	minimumi	y ber vices	•				
	S.No.	Year	Nature of Activity	Level (UG/PG/ Ph.D	Department	Per	
				Course Work		From	То

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

 , - 6	0			,				
S.No.	Year	Details	Place	Period		Period		Sponsoring/Organizing Agency
				From	То			

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

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

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

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	То		

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

•	•		0 3								
	S.	Title	Journal	Year	Vol.	Page	ISSN	Impact	Whether	Authorship	Reference
	No.	of the	Name		No.	No.	No.	Factor	SCOPUS		number of
		Paper							Indexed		UGC-
											CARE List

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Not	e:				•		•						
Imp	act f	factor to	be detern	nined as	s per T	homson	Reuter	's list Th	e Authorsl	ip is	to be fil	led as follo	ws:
•		One of 7	Γwo Auth	ors									
•		For mor	e than tw	o Auth	ors:								
	•	First	/Principa	l/Corre	spondi	ng Autl	hor						
	•	Join	t Author										
OVI	ERA	LL GRA	DING F	OR B.2	2								
	Ye	ear	No. o	of Activ	ities co	overed*	Ov	erall grad	ing as per	Ann	ual Self	Appraisal	
							Rej	ort for th	ne assessm	ent p	eriod for	this sectio	n.
*No	te:												
Nun	nber	of activi	ties can b	e withi	n or ac	ross the	e broad	categorie	s of activit	ies.			
								C					
(Ple	ease	attach s	upportin	g docu	ments	as per	require	ement)					
`			11	C		1		,					
SUN	MMA	ARY OF	GRADIN	NG FOI	R THE	ASSES	SSMEN	T PERIO	D				
										ing t	the assess	sment perio	od)
(As	per t		ıal Self A		sal Rep	ort sub	mitted	by the ap				sment perio	od)
	per t				sal Rep	ort sub	omitted ding for		plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	mitted	by the ap		No	. of gradi		od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As	per t		ıal Self A		sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As S.N	per to.	the Annu	Year	Apprais	sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As S.N	per to.	the Annu	ıal Self A	Apprais	sal Rep	ort sub	omitted ding for	by the ap	plicant du	No	. of gradi	ng as	od)
(As S.N	per to	C - DEC	Year LARAT	ION lare tha	Over	oort subrall Gra	ding for .1-B.2	by the ap	Goo	No d	of gradi	ng as ttisfactory	exed
(As S.N PAI I do with	per to o. RT-(C - DEC	Year LARATI mnly decation for	ION lare tham are	Over	rall Gra B aformatic and tr	ding for .1-B.2	r Section on, the sta	Good	No d	of gradi	ng as ttisfactory ments anne belief. If	exed
(As S.N PAI I do with info	RT-(C - DEC reby solers application give	Year LARATI mnly decation for	ION lare tham are	Over	rall Gra B aformatic and tr	ding for .1-B.2	r Section on, the sta	Good	No d	of gradi	ng as ttisfactory	exed
(As S.N PAI I do with info	RT-(C - DEC	Year LARATI mnly decation for	ION lare tham are	Over	rall Gra B aformatic and tr	ding for .1-B.2	r Section on, the sta	Good	No d	of gradi	ng as ttisfactory ments anne belief. If	exed
(As S.N PAI I do with info	RT-(C - DEC reby solers application give	Year LARATI mnly decation for	ION lare tham are	Over	rall Gra B aformatic and tr	ding for .1-B.2	r Section on, the sta	Good	No d	of gradi	ng as ttisfactory ments anne belief. If	exed
PAI I do with info to be	RT-(her thin thin rmate e rejue:	C - DEC reby solers application give	Year LARATI mnly decation for	ION lare tham are	Over	rall Gra B aformatic and tr	ding for .1-B.2	r Section on, the sta	Good	No d	of gradi	ng as ttisfactory ments anne belief. If	exed

Signature & Designation of the Applicant

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