



Annual Performance Appraisal Report



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***GOVT. M. H. COLLEGE OF HOME SCIENCE
AND SCIENCE FOR WOMEN, JABALPUR***
Session 2019-2024

Department of Higher Education, Madhya Pradesh

Annual Performance Appraisal Report for Assistant Professor/Associate Professor/Professor
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

Employee ID:

Academic Year:

Treasury Employee Code:

Subject:

On each page, please write your name and sign with date.

Part–A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's and Mother's Name :
3. Date of Birth :
4. Gender & Category :
5. Name of the College :
6. Date of Posting in the Present College :
7. Designation & Type of Appointment :
8. Highest Degree with Date/Year of Award :
9. Basic Pay & Academic Level (wef) :
10. Date of Last Promotion, if any :
11. Date of Probation Clearance, if any :
12. Address for Correspondence (with PIN Code):
- Mobile No. :
- E-mail :
13. Permanent Address (with PIN Code) :

14. Research Degrees Obtained in the Current Academic Year:

Degree	Title of Thesis/ Dissertation	Date of Award (Reg. No.)	Discipline/ Subject	University
Ph.D.				
M. Phil.				
Any Other*				

*Professional Qualification

15. Orientation/Refresher & Other Equivalent Courses[#] (Identified in UGC Regulations, 2018 for CAS Promotion) Successfully Completed in the Current Academic Year:

S.N.	Name of the Course	Duration and Period	Organizing Institute/ Sponsoring Agency

[#]Please refer 'Annexure-I' for courses.

Part-B: Assessment

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to Assessment Criteria and Methodology)

Activity-1: Teaching/Attendance

Level (UG/PG)	Mode of Teaching (Theory/ Practical)	Total Classes Assigned	No. of Classes Taught as per Documented Record	$\frac{\text{Total Classes Taught}}{\text{Total Classes Assigned}} \times 100$	Grading Approved by the Principal
TOTAL ⇒					

Grading Criteria: 80% & Above – Good, Below 80% but 70% & Above – Satisfactory, Less than 70% – Not Satisfactory
Classes taught include sessions on tutorials, labs, virtual classes and other teaching related activities.

Activity-2: Involvement in the College Students Related Activities/Research Activities

Activity	Details of Work Done	Total No. of Activities Done	Grading Approved by the Principal
<i>(a) Administrative Responsibilities.</i>	1.		
	2.		
	3.		
<i>(b) Examination and Evaluation Duties Assigned by the College/University.</i>	1.		
	2.		
	3.		
<i>(c) Student Related Co-curricular, Extension and Field Based Activities.</i>	1.		
	2.		
	3.		
<i>(d) Organizing Seminars/ Conferences/Workshops, Other College/University Activities.</i>	1.		
	2.		
	3.		
<i>(e) Evidence of Actively Involved in Guiding Ph.D. Students.</i>	1.		
	2.		
	3.		
<i>(f) Conducting Minor or Major Research Project Sponsored by National or International Agencies.</i>	1.		
	2.		
	3.		
<i>(g) At least One Single or Joint Publication in Peer-Reviewed or UGC List of Journals.</i>	1.		
	2.		
	3.		

Grading Criteria: Good – Involved in at least 3 Activities, Satisfactory – 1 to 2 Activities, Not Satisfactory – Not Involved/Undertaken any of the Activities

Please refer 'Annexure-I' to fill 'Details of Work Done'.

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

Activity-3: Academic/Research Activities in the Current Academic Year (Please refer 'Annexure-I' to fill the Academic/Research Score)

1. Research Papers in Peer-Reviewed or UGC Listed Journals

S.N.	Title with Page Nos./ Year of Publication	Name of Journal	ISSN No.	Impact Factor, if any	No. of Co- Authors	Whether You are the Main Author	A/R Score
TOTAL ⇒							

2. Publications (Other than Research Papers)

(a) Books/Chapters in Edited Book, Authored/Published

S.N.	Title of the Book/ Chapter in Edited Book (No. of Pages & Year of Publication)	Publisher (National/ International)	ISBN No.	No. of Co-Authors/ Co-Editors	Whether You are the Main Author/ Editor	A/R Score
TOTAL ⇒						

(b) Translation Works in Indian and Foreign Languages by Qualified Faculties

S.N.	Title of Book/Chapter/ Research Paper (No. of Pages & Year of Publication)	Editor & Publisher	ISSN/ ISBN No.	No. of Co- Translators	Whether Book/ Chapter/ Research Paper	A/R Score
TOTAL ⇒						

3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula

(a) Development of Innovative Pedagogy

S.N.	Details of New Pedagogy	Pedagogy Designed for Which Class	Assessed and Accredited By Which Institute/Organization	A/R Score
TOTAL ⇒				

(b) Design of New Curricula and Courses

S.N.	Title of New Curricula/ Course	Designed for Which Class	Assessed and Accredited By Which Institute/Organization	A/R Score
TOTAL ⇒				

(c) MOOCs (Massive Open Online Courses)

S.N.	Name of the MOOCs	Development of Complete MOOCs		No. of Module/ Lecture	Whether Content Writer/Subject Matter Expert for Each Module (at least One Quadrant)	Course Co-ordinator for MOOCs		A/R Score
		4 Credits	Lesser Credits			4 Credits	Lesser Credits	
TOTAL ⇒								

(d) E-Content

S.N.	Title of the E-Content	Development of E-Content		Contribution to Development of E-Content Module in Complete Course/Paper/ E-Book (at least One Quadrant)	Whether Editor of E-Content for Complete Course/ Paper/ E-Book	A/R Score
		Complete Course/ E-Book (4 Quadrants)	Single Module			
TOTAL ⇒						

4. Research and Consultancy**(a) Research Guidance**

Level	Number Enrolled	Thesis Submitted	Degree Awarded	Supervisor/ Co-Supervisor	A/R Score
Ph.D.					
*M.Phil./PG Dissertation					
TOTAL ⇒					

*For M.Phil. & PG Dissertation Guidance, Teacher should be at least Ph.D. & M.Phil. degree holder respectively.

(b) Research Projects Completed

S.N.	Title of the Project	Sponsoring Agency	Period	Grant Amount		A/R Score
				10 Lakhs or More	Less than 10 Lakhs	
TOTAL ⇒						

(c) Research Projects Ongoing

S.N.	Title of the Project	Sponsoring Agency	Period	Grant Amount		A/R Score
				10 Lakhs or More	Less than 10 Lakhs	
TOTAL ⇒						

(d) Consultancies

S.N.	Type of Consultancy	Agency/Institute to Which Consultancy is Given	Period	Grant Amount (Lakhs)	A/R Score
TOTAL ⇒					

5. Patents, Policy Documents and Awards/Fellowships**(a) Patents**

S.N.	Title and Type of Patent	Patenting Agency & Patent Registration Number	International/National	Period	A/R Score
TOTAL ⇒					

(b) Policy Document (Submitted to an International Body/Organization Like UNO/UNESCO/WB/IMF etc. or Central Government or State Government)

S.N.	Title of the Document	Body to Which Submitted	International/National/State	Period	A/R Score
TOTAL ⇒					

(c) Awards/Fellowships

S.N.	Name of the Award/ Fellowship	Sponsoring Agency	International/ National	Period	A/R Score
TOTAL ⇒					

6. Invited Lectures/Resource Person/Paper Presentation in Seminars/Conferences/Full Paper in Conference Proceedings (Paper Presented in Seminars/Conferences and also Published as Full Paper in Conference Proceedings will be Counted Only Once)

S.N.	Title of Lecture/ Academic Session	Title of Conference/ Seminar/Training etc.	Organized by	Whether International (Abroad)/ International (Within Country)/ National/ State/University	A/R Score
TOTAL ⇒					

Combined Academic/Research Score

Categories	1	2(a)	2(b)	3(a)	3(b)	3(c)	3(d)	4(a)	4(b)	4(c)	4(d)	5(a)	5(b)	5(c)	6	TOTAL
A/R Score																

Note:

- (a) Research Paper: Two Authors: 70% of total value of publication for each Author.
- (b) Research Paper: More than Two Authors: 70% of total value of publication for the First/Principal/Corresponding Author and 30% of total value of publication for each of the Joint Authors.
- (c) Joint Projects: Principal Investigator and Co-Investigator would get 50% each.
- (d) Paper presented if part of edited book or proceeding then it can be claimed only once.
- (e) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-Supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.
- (f) For the purpose of calculating research score of the teacher, the combined research score from the categories of (5b) Policy Document and (6) Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned.
- (g) The Research Score shall be from the minimum of three categories out of six categories of Activity-3.
- (h) The Research Score for research papers would be augmented as follows:
Peer-Reviewed or UGC-Listed Journals (Impact Factor to be determined as per Thomson Reuters List)
 - (i) Paper in refereed journals without impact factor – 5 Points
 - (ii) Paper with impact factor less than 1 – 10 Points
 - (iii) Paper with impact factor between 1 and 2 – 15 Points
 - (iv) Paper with impact factor between 2 and 5 – 20 Points
 - (v) Paper with impact factor between 5 and 10 – 25 Points
 - (vi) Paper with impact factor > 10 – 30 Points

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. which are not mentioned earlier:

S.N.	Details (Mention Year, Value etc. Where Relevant)

(Attach documentary proof in support of the information)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to Assessment Criteria, Methodology & Placement/Promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place:

Signature of Applicant:

Date:

Name and Designation:

Certified that Mr./Ms./Dr. _____ has been working as _____ Subject _____ in the Higher Education Department, Madhya Pradesh. The particulars given above have been checked and verified from the office records and are found to be correct.

Place:

Date:

I/C Professor (IQAC)

Remarks/Comments of Reporting Officer

Name of Employee:

Post:

Subject:

Details/Particulars	Overall Grading/ Score/Remarks	Justification
Overall Grading by the Principal on the Basis of Activity-1 and Activity-2 of Part-B	Overall Grade:	
Total Academic/Research Score on the Basis of Activity-3 of Part-B	A/R Score:	
Remarks of the Principal on Punctuality and Conduct of the Applicant	Remarks:	

Overall Grading: (Good/Satisfactory/Not Satisfactory) **Remarks:** (Excellent/Very Good/Good/Ordinary/Poor)

Overall Assessment	
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Overall Assessment: (Excellent/Very Good/Good/Ordinary/Poor)

Please refer 'Overall Grading Chart' and 'Overall Assessment Chart' in 'Annexure-I' for Overall Grading and Overall Assessment.

Place:

Reporting Officer

Date:

(Principal with Name Seal)

Remarks/Comments of Reviewing Officer

Overall Assessment:

Academic/Research Score:

Place:

Date:

Additional Director

Remarks/Comments of Accepting Officer

Place:

Date:

Commissioner

Guidelines to fill Annual Performance Appraisal Report (Part-A & Part-B)

Part-A

Courses Identified in UGC Regulations, 2018 for CAS Promotion

- [1] Orientation Course of 21 days duration on Teaching Methodology.
- [2] Refresher Courses/Research Methodology Course/Workshops/Methodology Workshop/Syllabus Up-Gradation Workshop/Teaching-Learning-Evaluation/Technology Programs/Faculty Development Programs of at least two weeks (10 days) duration.
- [3] MOOCs Course in the relevant subject (with e-certification)/Contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a Course/Contribution towards development of at least 10 modules of MOOCs Course/ contribution towards conducting of a MOOCs Course during the period of assessment.
- [4] Any two of the followings: Workshops/Syllabus Up-Gradation Workshop/Trainings/Teaching-Learning-Evaluation/Technology Programs/Faculty Development Programs of at least one week (5 days) duration.

Part-B

Activity-1: Teaching/Attendance

Grading Criteria:

- 80% and Above – Good
- Below 80% But 70% & Above – Satisfactory
- Less than 70% – Not Satisfactory
- Classes taught include sessions on tutorials, lab, virtual classes and other teaching related activities.

Activity-2: Involvement in the College Students Related Activities/Research Activities

Grading Criteria:

- Involved in at least 3 Activities – Good
- Involved in 1 to 2 Activities – Satisfactory
- Not involved in any Activity – Not Satisfactory
- Number of activities can be within or across the broad categories of activities.

(a) Administrative Responsibilities

- Head, Chairperson/Dean/Director/Co-ordinator, Warden etc.
- I/C Principal, HOD, Hostel Warden/Resident Tutor, Chairman/Superintendent/Addl. Supdt. in University/College Exams, Exam Controller/In-Charge/Member Autonomy in Autonomous Colleges.
- IQAC Co-ordinator/Janbhagidari Secretary/In-Charge Janbhagidari, Autonomous College Council Secretary, BOS Chairman/Member, State Public Information Officer (RTI), Nodal Officers – UGC/RUSA/AISHE/NPTEL, I/C Student Beneficiary Schemes like Medhavi Vidyarthi Yojna, Benchmarking, Scholarships etc.
- Janbhagidari/General Council/Executive Committee Members, Governing Body/Executive Committee Members of Autonomous Colleges, University Exam Committee Members in Colleges, Faculty Holding Positions of IQAC/NAAC Affiliation/RUSA/World Bank Projects.
- Faculty Holding Positions of Various Committees like Discipline, Admission, Purchase, Planning Board, Research, Attendance, Time-Table, Ethics, Library and Other Bodies under UGC Plan etc.
- Faculty Involved in the Preparation of Master Time-Table.
- Staff in Charge of College/Departmental Alumni Association, Staff Club, Student's Activity Centers, Botanical Garden etc.

- Faculty Involved in Various Centers in the College like Virtual Class, Language Lab, Digital Resources, Data Repository, Website Management, Centralized Computing Facility, Fitness Centre, Experimentation Centre, Instrumentation Centre, Start-up Units, INFLIBNET etc.
- Faculty Involved in College Union/Parliamentary/Assembly/Local Body Elections, Returning Officer/ARO etc.
- Faculty Involved as Co-ordinator/Member of Committees for Administrative Work such as Admission, Policy Formulations, Rules/Regulations Drafting by Order of the Department of Higher Education, Madhya Pradesh.
- Faculty Involved in any Other Administrative Work Assigned by the College/University/Department.

(b) Examination and Evaluation Duties Assigned by the College/University/Department

- Attending the Examination Paper Evaluation, Valuation of University Answer Scripts as per Allotment – Examiner/Chief Examiner.
- University Exam Invigilation as per Allotment.
- Evaluation of Dissertation (Project Viva) – External Examiner/Chairman.
- University Practical Exam – External Examiner/Internal Examiner.
- Autonomous College Practical Exam – Internal/Skill Based Exam.
- University Examination Squad Duties – External.
- Superintendence/Examination/Invigilation/Question Paper Setting/Moderation/Evaluation in College/University/Other Examinations.
- Valuation of Answer Scripts – College/University/Other Exams.
- Competitive Exam Duties Organized by UPSC, MPPSC, PEB etc.

(c) Student Related Co-curricular, Extension and Field Based Activities

- Student Clubs, Career Counseling, Study Visits, Student Seminars and Other Events, Cultural, Sports, NCC, NSS and Community Services.
- NSS District Co-ordinator, NSS Program Officer, NCC Officer, NCC Care Taker etc.
- Faculty Involved in Various Cells/Clubs such as Anti-Ragging, Placement, Training, Guidance and Counseling, Community Education, Women's Units, Nature Club, Science Club, Tourism Club, Literary Club, Entrepreneurship Club, Health Club, Yoga Club, Sports Club, Arts Club, Film/Drama Club and All Other Clubs/Forums for Promoting Co-curricular Education, Other Bodies under UGC Plan etc.
- Extension Activities Co-ordinator, Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union.
- Staff Accompanying Students for Study Tour/Arts/Sports Events.
- Managers of University Youth Festival.
- Editor/Director – College News Letter/Campus Publications, Convener/Editor/Sub-Editor of College Souvenirs, Faculty in Charge of Extension and Outreach Programs.
- Faculty in Charge of Documentation of Annual Reports, Administrative Reports and Other Such Documents of the College.
- Organization and Conduction of Popularization Programs/Training Courses in Computer Assisted Teaching/Web-based Learning and E-library Skills to Students.
- Faculty Involved in Preparing Participatory Learning Modules/Interactive Course/Case Studies.
- Faculty Involved in Developing and Imparting Soft Skills/Communication Skills/Personality Development Courses/Psychological Counseling Modules.
- Faculty Involved in N-LIST/INFLIBNET/Virtual Class/NPTEL/Usage/Preparation of Digital Library with Seminar Papers, Uploading of Seminar Papers/Resource Materials to the College Website/Scholar Portal, Use of Online Course Management System.
- E-Content (Developed in 4 Quadrants) per Module, MOOCs (Developed) per Module/Lecture.
- Faculty Involved in Mentoring – Internal and External Industrial/Institute Visits.
- Community Work such as Values of National Integration, Environment, Democracy, Socialism, Human Rights, Peace, Scientific Temper, Flood/Drought Relief, Small Family Norms etc.

- Census Work, Waste Management, Organic Farming, Social Forestry, NGO Related Activities.
- Faculty in Charge of Sports Officer/Librarian, if Applicable.

(d) Organizing Seminars/Conferences/Workshops, Other College/University Activities

- Organizing Seminars/Conferences/Workshops/Training Programs.
- Invited Talk in Seminars, Conferences, Workshops, Training Programs, Refresher Course, Orientation Course etc.
- Chairing Sessions in Seminars/Conferences/Workshops/Training Programs/Other Courses.
- Paper/Poster Presentation in Seminars/Conferences/Workshops/Training Programs.
- Subject Expert in Curriculum Preparation/Question Paper Setting/Physical Efficiency Test for Govt. Bodies like PSC, PEB, UPSC, MSM, NCERT, Open School, Saksharata Mission, Distance Education etc. Subject Expert in PSC Interview Board/Other Interview Boards.
- Chairman/Member – Board of Studies, Academic Council, Madhyamik Shiksha Mandal, Scrutiny Board, Curriculum Committee of the University/College, Senate Member, Syndicate Member.
- Faculty Involved in Programs like E–Governance Co–ordinator, Virtual Class Co–ordinator, ICT Nodal Officer, IT Cell Nodal Officer – Institution/State Level.
- Recipients of Internships – International/National.
- Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development.
- Organizing Programs on E–Governance.
- Lectures Delivered in Refresher/Orientation/Faculty Development Courses/Trainings.
- Editors/Co–Editors/Member–Editorial Board of Research Journals.
- Membership in Renowned Professional Associations (as per Current Membership).
- Faculty in Charge for Interaction with Industry, Industrial Experience for Students.
- Faculty Co–ordinator Conducting Bridge Courses, Finishing School (in Polytechnics), Gifted Children (Differently Abled) Program.

(e) Evidence of Actively Involved in Guiding Ph.D. Students

- Each Ph.D. Produced/Year is to be treated as an Activity.
- Guiding All Ongoing Ph.D. Scholars is to be treated as a Single Activity.
- Each M.Phil./PG Dissertation is to be treated as an Activity.
- All UG Project is to be treated as an Activity.

(f) Conducting Minor or Major Research Project Sponsored by National or International Agencies

- Each Ongoing Project (Major/Minor/Consultancy) is to be treated as an Activity.
- Each Submitted Project in a Year is to be treated as an Activity.

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

- Each Publication is to be treated as an Activity.
- Publication can be in the form of Journals, Books, Patents, and Policy Documents.

Note:

For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation/Short Term Deployment shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation/short term deployment was undertaken with the prior approval of the competent authority following all procedures laid down in the UGC regulations and as per the acts, statutes and ordinances of the parent institution.

Overall Grading Chart

Activity-1	Activity-2	Overall Grading
Good	Good	Good
	Satisfactory	
Satisfactory	Good	Satisfactory
	Satisfactory	
Not Satisfactory	Good/Satisfactory	Not Satisfactory
Good/Satisfactory	Not Satisfactory	

Overall Assessment Chart

Overall Grading by the Principal on the Basis of Activity-1 and Activity-2 of Part-B	Remarks of the Principal on Punctuality and Conduct of the Applicant	Overall Assessment
Good	Excellent/Very Good	Excellent
	Good	Very Good
	Ordinary	Good
Satisfactory	Excellent/Very Good/Good/Ordinary	
Good/Satisfactory	Poor	Ordinary
Not Satisfactory	Excellent/Very Good/Good/Ordinary/ Poor	Poor

Activity-3: Academic/Research Activities in the Current Academic Year

The Academic/Research Score of College/University Teachers should be calculated as per Appendix II, Table 2 of UGC Regulations, 2018.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/Education/ Physical Education/ Commerce/Management & Other Related Disciplines
1.	Research Papers in Peer-Reviewed or UGC Listed Journals	08 per Paper	10 per Paper
2.	Publications (other than Research Papers)		
	(a) Books authored which are published by;		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by Qualified Faculties		

	Chapter or Research Paper	03	03
	Book	08	08
3.	Creation of ICT Mediated Teaching Learning Pedagogy and Content and development of New and Innovative Courses and Curricula		
	(a) Development of Innovative Pedagogy	05	05
	(b) Design of New Curricula and Courses	02 per Curricula/Course	02 per Curricula/Course
	(c) MOOCs		
	Development of Complete MOOCs in 4 Quadrants (4 Credit Course) (In Case of MOOCs of Lesser Credits 05 Marks/Credit)	20	20
	MOOCs (Developed in 4 Quadrant) per Module/Lecture	05	05
	Content Writer/Subject Matter Expert for Each Module of MOOCs (at least One Quadrant)	02	02
	Course Coordinator for MOOCs (4 Credit Course) (In Case of MOOCs of Lesser Credits 02 Marks/Credit)	08	08
	(d) E-Content		
	Development of E-Content in 4 Quadrants for a Complete Course/E-Book	12	12
	E-Content (Developed in 4 Quadrants) per Module	05	05
	Contribution to Development of E-Content Module in Complete Course/Paper/E-Book (at least One Quadrant)	02	02
	Editor of E-Content for Complete Course/Paper/E-Book	10	10
4.	(a) Research Guidance		
	Ph.D.	10 per Degree Awarded 05 per Thesis Submitted	10 per Degree Awarded 05 per Thesis Submitted
	M.Phil./PG Dissertation	02 per Degree Awarded	02 per Degree Awarded
	(b) Research Projects Completed		
	More than 10 Lakhs	10	10
	Less than 10 Lakhs	05	05
	(c) Research Projects Ongoing		
	More than 10 Lakhs	05	05
	Less than 10 Lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10

	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited Lectures/Resource Person/Paper Presentation in Seminars/Conferences/Full Paper in Conference Proceedings (Paper Presented in Seminars/Conferences and also Published as Full Paper in Conference Proceedings will be Counted Only Once)		
	International (Abroad)	07	07
	International (Within Country)	05	05
	National	03	03
	State/University	02	02

The Research Score for research papers would be augmented as follows:

Peer-Reviewed or UGC-Listed Journals (Impact Factor to be determined as per Thomson Reuters List)

Paper in refereed journals without impact factor	5 Points
Paper with impact factor less than 1	10 Points
Paper with impact factor between 1 and 2	15 Points
Paper with impact factor between 2 and 5	20 Points
Paper with impact factor between 5 and 10	25 Points
Paper with impact factor > 10	30 Points

Capping:

- Research Paper: Two Authors: 70% of total value of publication for each Author.
- Research Paper: More than Two Authors: 70% of total value of publication for the First/Principal/Corresponding Author and 30% of total value of publication for each of the Joint Authors.
- Joint Projects: Principal Investigator and Co-Investigator would get 50% each.
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-Supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of (5b) Policy Document and (6) Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned.
- The Research Score shall be from the minimum of three categories out of six categories of academic and research activities.

गोपनीय प्रतिवेदन

(तृतीय श्रेणी सहायकों/ उच्च श्रेणी लिपिक एवं अन्य लिपिक वर्गीय कर्मचारियों के गोपनीय प्रतिवेदन लिखे जाने का प्रपत्र)

1. नाम
2. धारित पद मूल/स्थानापन्न/अस्थाई
3. वेतन
4. कर्तव्यों का संक्षिप्त विवरण
5. व्यक्ति एवं व्यवहार
6. आचरण एवं चरित्र
7. प्रारूप एवं टीप लिखने की योग्यता
8. कार्यालय प्रक्रिया और नियमों का ज्ञान
9. प्रकरण के परीक्षण की क्षमता
10. कार्य के निपटारे की तत्परता
11. उपस्थिति में नियमितता
12. उच्च अधिकारियों एवं सहयोगियों से संबंध
13. नित्य कार्य जैसे असिस्टेंट की डायरी का रखरखाव, गार्डफाईले, रिकाडिंग आदि का ध्यान रखा जाना
14. संनिष्ठा
15. कर्मचारी द्वारा यदि कोई असाधारण या उल्लेखनीय कार्य किया गया हो तो वह संक्षेप में बताएं।
16. पदोन्नति की उपयुक्तता
17. श्रेणी करण उत्कृष्ट/बहुत अच्छा/अच्छा/साधारण/घटिया किसी कर्मचारी की उत्कृष्ट श्रेणी में वर्गीकरण नहीं किया जावे जब तक कि असाधारण गुण एवं निष्पादन न देखा गया हो तथा ऐसा वर्गीकरण किये जाने का आधार स्पष्ट रूप से बताया जावे।

प्रतिवेदन अधिकारी का नाम एवं पदनाम

समीक्षक अधिकारी की टिप्पणी

हस्ताक्षर:-

समीक्षक अधिकारी का नाम एवं पदनाम:-

स्वीकारकर्ता अधिकारी की टिप्पणी

हस्ताक्षर:-

चतुर्थ श्रेणी कर्मचारी के शाराकीय कर्मचारी के सम्बंध में प्रति वर्ष
माह अप्रैल के प्रथम साप्ताह में लिखी जानेवाली
चरित्र पंजी का फार्म

1. कर्मचारी का नाम, पिता अथवा पति का नाम :
निवास स्थान और शैक्षणिक योग्यता यदि
कोई हो तो :
2. पदनाम :
3. स्थाई / अस्थाई :
4. नियुक्ति की तिथि :
5. कार्य का स्थान :
6. अवधि जिसके लिये मत अंकित किया जा रहा है :
7. आचरण, व्यवहार तथा आज्ञाकारिता :
8. समय की पाबन्दी :
9. शारीरिक क्षमता :
10. सौंपे गये कार्य को करने की क्षमता और योग्यता :
11. स्थानांतर, दण्ड आदि के सम्बन्ध में सामान्य मत :
12. श्रेणीकरण :
उत्कृष्ट / बहुत अच्छा / अच्छा /
साधारण / घटिया :

टीप:- किसी कर्मचारी को उत्कृष्ट श्रेणी में
वर्गीकृत नहीं किया जावे जब तक कि असाधारण गुण
एवं निष्पादन न देखा गया हो तथा ऐसे वर्गीकरण
किये जाने का आधार स्पष्ट रूप से बताया जावे ।

समीक्षक अधिकारी की टिप्पणी

स्वीकारकर्ता अधिकारी की टिप्पणी

प्रतिवेदन अधिकारी का नाम

हस्ताक्षर

समीक्षक अधिकारी का नाम एवं पदनाम

हस्ताक्षर