

Annual Performance Appraisal Report Proforma

For

Promotion of Teachers

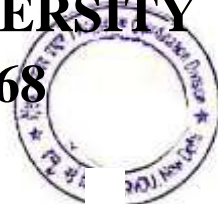
[Assistant Professor (Academic Level 10) to Assistant Professor (Sr Scale/
Academic Level 11)]

Under

Career Advancement Scheme (CAS) 2018



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



Annual Performance Appraisal Report
[Assistant Professor Academic level 10 to 11]

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. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

| Sl. No. | Name of the Course taught/coordinated | Level (Undergraduate/ Postgraduate) |
|---------|---------------------------------------|--|
| | | |
| | | |

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Annexure No.

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 | |
| | | | | | |
| | | | | | |

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. |
|--------|-----------------|---------|-------------------|----------------------|---------------------|
| | | | | | |
| | | | | | |
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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.1:**TEACHING, LEARNING RELATED ACTIVITIES**

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

Grading Criteria:

- (i) 80% & above – Good (*involved in four activities*)
- (ii) Below 80% but 70% & above – Satisfactory (*involved in three activities*)
- (iii) Less than 70% - Not Satisfactory (*involved in less than three activities*)

1.1 Details of Course Planning & Designing activities

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |
| | | | |

Annexure No.

1.2 Details of Course Development activities

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

1.4 Details of Programme/Course Coordination and Course Maintenance

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

1.5 Details of Academic Support to Students

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

GRADING FOR B.1 (TEACHING, LEARNING RELATED ACTIVITIES)*

| | |
|---------------------------|--|
| No. of Activities covered | |
| Grading | |

**Note: Good (80% and above) - involved in four activities*

Satisfactory (Below 80% but 70% and above) – involved in three activities

Not satisfactory (Less than 70%) -involved in less than three activities

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S 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 any three activities

Satisfactory - involved in 1-2 activities

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

(a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

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

Annexure No.

- (b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

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

Annexure No.

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

| S. No. | Nature of Activity | Level (PG/UG/ Diploma/ Certificate) | Institution/ School/ Division/ Centre etc. | Period | |
|--------|--------------------|--------------------------------------|--|--------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |

Annexure No.

- (d) Organising seminars/ conferences/workshops, other University activities.

| S. No. | Details | Place | Period | | Sponsoring/ Organising Agency |
|--------|---------|-------|--------|----|-------------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |

Annexure No.

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

| Details | Status of PhD students (during the period) | | |
|-----------------|--|--------------------------------|----------------|
| | Registered | Thesis/ Dissertation submitted | Degree Awarded |
| Name of student | | | |

Annexure No.

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

| S. No. | Title of Research Project | Period | | Major/ Minor | Sponsoring/ Funding Agency |
|--------|---------------------------|--------|----|--------------|----------------------------|
| | | From | To | | |
| | | | | | |
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Annexure No.

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.during the assessment period
(Academic Level 10-11)

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

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: *Grading criteria:*

Good - Involved in any three activities

Satisfactory - involved in 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities
 (Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE PERIOD (Complete One Year)

| S.No. | Activity | Section | Grade claimed by the Teacher | Grade given/ verified by Director/Head |
|-------|---|---------|------------------------------|--|
| 1. | Teaching Activity | B.1 | | |
| 2. | Administrative/Student Related Activity | B.2 | | |

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

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

Good: Good in teaching, learning (Section B.1) and Satisfactory or good in activities in Section B.2.

Satisfactory: Satisfactory in teaching, learning activities (Section B.1) and satisfactory or good in activities Section B.2.

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

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

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

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(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 |
|--------|--------------|--------------------|-----------------------------------|
| | | | |
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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 Teacher in the Discipline/Discipline Coordinator

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

Date :



Proforma
for
Performance Based Appraisal System (PBAS)
For
Promotion of Teachers

[Assistant Professor (Sr Scale/ Academic Level 11) to Assistant Professor
(Selection Grade / Academic Level 12)]

Under
Career Advancement Scheme (CAS) 2018



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



Proforma for Performance Based Appraisal System (PBAS)**[Assistant Professor Academic level 11 to 12]****As per CAS 2018**

(To be submitted for complete eligibility period)

ASSESSMENT PERIOD FROM _____ TO _____**(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)****STAGE OF PROMOTION : FROM _____ TO _____****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. Date of eligibility:
11. Stage/Academic level for which Promotion applied:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

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. Field of Specialization under the Subject/Discipline:

18. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

| Sl. No. | Year | Name of the Course taught/coordinated | Level (Undergraduate/ Postgraduate) |
|---------|------|---------------------------------------|-------------------------------------|
| | | | |

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|--|--|--|--|
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Annexure No.

19. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

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 | | Sponsoring/ Organising 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) | E-certification no. |
|--------|-----------------|---------|--------------------------------|-----------------------|----------------------|---------------------|
| | | | | | | |
| | | | | | | |

19.3 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) |
|--------|---|---------------------|----------------|--------|-------------------|------|----------------------|
| | | | | | | | |
| | | | | | | | |

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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20. Appointments as faculty member/Teacher/academic in HEIs held prior to joining the Indira Gandhi National Open University:

| S.No. | Designation | Name of the Employer | Ad- hoc/ Temporary/ | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
|-------|-------------|----------------------|------------------------|---------|---------|-------------------------|---------------------|
| | | | | Joining | Leaving | | |
| | | | | | | | |

21. Period of Teaching 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 |
| | | | | | | | |
| | | | | | | | |
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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.1:

TEACHING, LEARNING RELATED ACTIVITIES

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

1.1 Details of Course Planning & Designing activities

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
| | | | | |
| | | | | |
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1.2 Details of Course Development activities

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
| | | | | |
| | | | | |

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
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1.4 Details of Programme/Course Coordination and Course Maintenance

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|-------------------------------------|---------------------|
| | | | | |
| | | | | |

1.5 Details of Academic Support to Students

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|-------------------------------------|---------------------|
| | | | | |
| | | | | |

OVERALL GRADING FOR B.1 (TEACHING, LEARNING RELATED ACTIVITIES)*

| Sl. No. | Year | No. of Activities covered | Grading as per Annual Performance Appraisal Report for the assessment period | Grading by Screening cum Evaluation Committee |
|---------|------|---------------------------|--|---|
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|---|--|--|--|--|
| | | | | |
| Overall Grading (To be filled by Screening cum Evaluation Committee) | | | | |

**Note: Good (80% and above) - involved in four activities*

Satisfactory (Below 80% but 70% and above) – involved in three activities

Not satisfactory (Less than 70%) -involved in less than three activities

SECTION B.2

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

2. Student related activities/ Research Activities

(a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ Division/ Centre etc. | Period | |
|--------|------|--------------------|-------------|--|--------|----|
| | | | | | From | To |
| | | | | | | |
| | | | | | | |

(b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ Division/ Centre etc. | Period | |
|--------|------|--------------------|-------------|--|--------|----|
| | | | | | From | To |
| | | | | | | |
| | | | | | | |

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

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ | Period |
|--------|------|--------------------|-------------|----------------------|--------|
|--------|------|--------------------|-------------|----------------------|--------|

| | | | | Division/ Centre etc. | From | To |
|--|--|--|--|-----------------------|------|----|
| | | | | | | |
| | | | | | | |

(d) Organising seminars/ conferences/workshops, other University activities.

| S. No. | Year | Details | Place | Period | | Sponsoring/ Organising Agency |
|--------|------|---------|-------|--------|----|-------------------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |

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

| Year | Details | Status of PhD students (during the period) | | |
|------|-----------------|--|--------------------------------|----------------|
| | | Registered | Thesis/ Dissertation submitted | Degree Awarded |
| | Name of student | | | |

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

| S. No. | Year | Title of Research Project | Period | | Major/ Minor | Sponsoring/ Funding Agency |
|--------|------|---------------------------|--------|----|--------------|----------------------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
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(g) At least three publications in peer-reviewed journals or UGC list of Journals during the assessment period (Academic Level 11-12)

| S. No. | Title of the Paper | Journal Name & ISSN No. | Year | Vol. No. | Page No. | Impact Factor | Authorship (single/joint/ no. of authors) | Whether peer reviewed | Reference number of UGC - CARE List |
|--------|--------------------|-------------------------|------|----------|----------|---------------|---|-----------------------|-------------------------------------|
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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 (ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES).*

| Sl. No. | Year | No. of Activities covered | Grading as per Annual Performance Appraisal Report for the assessment period | Grading for Annual Performance Appraisal Report by Screening cum Evaluation Committee |
|--|------|---------------------------|--|---|
| | | | | |
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| | | | | |
| | | | | |
| Overall Grading* | | | | |
| (To be filled by Screening cum Evaluation Committee) | | | | |

*Note: Grading criteria:

Good - Involved in any three activities

Satisfactory - involved in 1-2 activities

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

(Please attach supporting documents as per requirement)

PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies /Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD**Grading (Section B.1 and B.2)**

| S. No. | Year | Overall Grading for Section B.1 | Overall Grading for Section B.2 | No. of grading in the whole assessment period as | |
|--------|--|---------------------------------|---------------------------------|--|--------------|
| | | | | Good | Satisfactory |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Overall Grading in the whole assessment Period by Screening cum Evaluation Committee | | | | |

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 |
|--------|--------------|--------------------|-----------------------------------|
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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

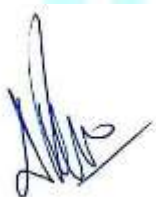
The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

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 Senior most Teacher
in the Discipline/ Discipline Coordinator

Signature of the Director
of the School

Date :



Annual Performance Appraisal Report Proforma

For

Promotion of Teachers

[Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor
(Academic Level 13A)]

Under

Career Advancement Scheme (CAS) 2018



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



Annual Performance Appraisal Report
[Assistant Professor Academic level 12 to Associate Professor]

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. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

| Sl. No. | Name of the Course taught/coordinated | Level (Undergraduate/ Postgraduate) |
|---------|---------------------------------------|--|
| | | |
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Annexure No.

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 | |
| | | | | | |
| | | | | | |

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. |
|--------|-----------------|---------|-------------------|----------------------|---------------------|
| | | | | | |
| | | | | | |
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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.1:

TEACHING, LEARNING RELATED ACTIVITIES

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

Grading Criteria:

- (i) 80% & above – Good (*involved in four activities*)
- (ii) Below 80% but 70% & above – Satisfactory (*involved in three activities*)
- (iii) Less than 70% - Not Satisfactory (*involved in less than three activities*)

1.1 Details of Course Planning & Designing activities

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |
| | | | |

Annexure No.

1.2 Details of Course Development activities

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

1.4 Details of Programme/Course Coordination and Course Maintenance

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

1.5 Details of Academic Support to Students

| S. No. | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|----------------|-------------------------------------|---------------------|
| | | | |

Annexure No.

GRADING FOR B.1 (TEACHING, LEARNING RELATED ACTIVITIES)*

| | |
|---------------------------|--|
| No. of Activities covered | |
| Grading | |

**Note: Good (80% and above) - involved in four activities*

Satisfactory (Below 80% but 70% and above) – involved in three activities

Not satisfactory (Less than 70%) -involved in less than three activities

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S 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 any three activities

Satisfactory - involved in 1-2 activities

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

(a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

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

Annexure No.

- (b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

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

Annexure No.

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

| S. No. | Nature of Activity | Level (PG/UG/ Diploma/ Certificate) | Institution/ School/ Division/ Centre etc. | Period | |
|--------|--------------------|--|---|--------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |

Annexure No.

- (d) Organising seminars/ conferences/workshops, other University activities.

| S. No. | Details | Place | Period | | Sponsoring/ Organising Agency |
|--------|---------|-------|--------|----|----------------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |

Annexure No.

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

| Details | Status of PhD students (during the period) | | |
|-----------------|--|-----------------------------------|----------------|
| | Registered | Thesis/ Dissertation submitted | Degree Awarded |
| Name of student | | | |

Annexure No.

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

| S. No. | Title of Research Project | Period | | Major/ Minor | Sponsoring/ Funding Agency |
|--------|---------------------------|--------|----|--------------|----------------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |

Annexure No.

(g) At least seven single or joint publications in peer in peer-reviewed journals or UGC list of Journals with at least 3 publications during the assessment period and with a research score at least 70 (Academic Level 13 A-14)

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

Annexure No.

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: *Grading criteria:*

Good - Involved in any three activities

Satisfactory - involved in 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities
(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE PERIOD (Complete One Year)

| S.No. | Activity | Section | Grade claimed by the Teacher | Grade given/ verified by Director/Head |
|-------|---|---------|------------------------------|--|
| 1. | Teaching Activity | B.1 | | |
| 2. | Administrative/Student Related Activity | B.2 | | |

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

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

Good: Good in teaching, learning (Section B.1) and Satisfactory or good in activities in Section B.2.

Satisfactory: Satisfactory in teaching, learning activities (Section B.1) and satisfactory or good in activities Section B.2.

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

SECTION B.3:**RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. At least seven Published Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals

| S. No. | Title of the Paper | Journal Name & ISSN No. | Year | Vol. No. | Page No. | Impact Factor | Authorship (single/joint/ no. of authors) | Whether peer reviewed | 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*

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/ Corresponding Author/ Joint Author

| S. No. | Title of the Book | Authorship* | Level of Publisher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|--------|-------------------|-------------|---|--|------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

*The Authorship is to be filled as follows:

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

a.(ii) Chapter in Edited Books

| S. No. | Title of Edited Book | Title of Chapter | Authorship* | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|--------|----------------------|------------------|-------------|--|------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

**The Authorship is to be filled as follows:*

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

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

| S. No. | Title of the Book | Editorship* | Level of Publisher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|--------|-------------------|-------------|---|--|------|------------------|
| | | | | | | |
| | | | | | | |

**The Editorship is to be filled as follows:*

- *One of Two Editors*
- *For more than two Editors:*
 - *First/Principal/Corresponding Editors*
 - *Joint Editors*

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

| S. No. | Title of the Research | Journal/ Book Name with | Year | Vol. No. | Page No. | Authorship* | Whether Peer | Reference number of UGC - |
|--------|-----------------------|-------------------------|------|----------|----------|-------------|--------------|---------------------------|
| | | | | | | | | |

| | Paper/ Chapter | ISSN/ISBN No. | | | | | Reviewed | CARE List |
|--|-------------------|------------------|--|--|--|--|----------|--------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**The Authorship is to be filled as follows:*

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

b.(ii) Books Translated

| S. No. | Title of the Book | Authorship* | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|-----------|-------------------|-------------|--|------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |

**The Authorship is to be filled as follows:*

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

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. No. | Name of the Module | Subject | Stream | Organization for which it was developed | Year | Level (UG/PG/ Other) | Weblink |
|-----------|--------------------------|---------|--------|--|------|----------------------------|---------|
| | | | | | | | |
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(b) Design of new Curricula and Courses

| S. No. | Name of the Curricula/Course | Subject | Organization for which it was developed | Year | Level (UG/PG/ Other) | Weblink |
|--------|------------------------------|---------|---|------|----------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

| S. No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|--|---------|--------|---------|---|---------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

| S. No. | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|--|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

| S.No. | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|-------|--|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | |
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|--|--|--|--|--|--|--|--|

c.4. Course Coordinator for MOOCs (4 credit course)

| S.No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|-------|--|---------|--------|---------|---|---------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

| S.No. | Details of E-Content (with no. of quadrant) | Course/E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|-------|---|---------------|---------|---|---------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

d.2. E-content (developed in 4 quadrants) per module

| S. No. | Details of E-Content (with no. of quadrant) | Module | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|---|--------|---------|---|---------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

| S. No. | Details of E-content (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|---|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | |

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|--|--|--|--|--|--|--|--|
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d.4.Editor of e-content for complete course/paper/e-book

| S. No. | Details of E-Content (with no. of quadrant) | Course/Paper/E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|---|---------------------|---------|---|---------------------|---------|
| | | | | | | |
| | | | | | | |
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3. (a) Research Guidance

| Level of Guidance | Registered | Thesis/ Dissertation Submitted | Degree Awarded |
|--------------------------|------------|--------------------------------|----------------|
| Ph.D. | | | |
| MPhil./P.G. Dissertation | | | |

(b) Research Projects Completed

| S.No. | Title | Status of PI* | Duration (in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project |
|-------|-------|---------------|----------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

| S.No. | Title | Status of PI* | Duration (in months) | Period (From-to) Dates to be | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project |
|-------|-------|---------------|----------------------|------------------------------|------------------------------------|------------------------------------|------------------------|
| | | | | | | | |

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| | | | | given | | | |
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| | | | | | | | |

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

| S.No. | Title | Duration (in months) | Period (From- to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Whether routed through Parent University/College |
|-------|-------|----------------------------|--|--|---|--|
| | | | | | | |
| | | | | | | |

5. (a) Patents

| S.No. | Title* | Area/Subject | Date of Award | Level (International National/) | Reference Number | Sponsoring Agency |
|-------|--------|--------------|------------------|---------------------------------------|---------------------|----------------------|
| | | | | | | |
| | | | | | | |

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)

| S. No. | Title* | Area/ Subject | Date of publication/ Submission | Level (International National/ State) | Reference Number | Sponsoring Agency |
|--------|--------|------------------|------------------------------------|--|---------------------|----------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

| S.No. | Name of Award/Honor * | Area/Subject | Name of Awarding Body | Level (International National) | Date |
|-------|--------------------------|--------------|-----------------------------|--------------------------------------|------|
| | | | | | |
| | | | | | |

* In respect of fellowships entries in this section should be from post graduation (PDF etc) onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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 o. | Title of Lecture/Paper | Invited Lecutre/Resource Person/Paper presented | Nature of Programme* | Details | Level ** | Date of presentation | Durati on (in minutes) | Sponsoring Agency |
|--------|------------------------|---|----------------------|---------|----------|----------------------|------------------------|-------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

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

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(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 |
|--------|--------------|--------------------|-----------------------------------|
| | | | |

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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 Discipline Coordinator

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

Date :



Proforma
for
Performance Based Appraisal System (PBAS)
For
Promotion of Teachers

[Associate Professor (Academic Level 13A) to Professor (Academic Level 14)]

Under
Career Advancement Scheme (CAS) 2018



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



Proforma for Performance Based Appraisal System (PBAS)**[Associate Professor to Professor]****As per CAS 2018**

(To be submitted for complete eligibility period)

ASSESSMENT PERIOD FROM _____ TO _____**(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* REFERRED ABOVE)****STAGE OF PROMOTION: FROM _____ TO _____****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. Date of eligibility:
11. Stage/Academic level for which Promotion applied:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pincode):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

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. Field of Specialization under the Subject/Discipline:

18. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

| Sl. No. | Year | Name of the Course taught/coordinated | Level (Undergraduate/ Postgraduate) |
|---------|------|---------------------------------------|-------------------------------------|
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Annexure No.

19. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

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 | | Sponsoring/ Organising 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) | E-certification no. |
|--------|-----------------|---------|--------------------------------|-----------------------|----------------------|---------------------|
| | | | | | | |
| | | | | | | |

19.3 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) |
|--------|---|---------------------|----------------|--------|-------------------|------|----------------------|
| | | | | | | | |
| | | | | | | | |

19.4 Contribution towards conduct of MOOCs

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

20. Experience as faculty member/Teacher in HEIs held prior to joining the Indira Gandhi National Open University:

| S. No. | Designation | Name of the Employer | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
|--------|-------------|----------------------|---------|---------|-------------------------|---------------------|
| | | | Joining | Leaving | | |
| | | | | | | |

21. Period of Teaching 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 (as on date of eligibility) | | |
|-------------------------|--|-------------------------------|------|----|---|--------|------|
| | | | | | Years | Months | Days |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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

SECTION B.1:

TEACHING, LEARNING RELATED ACTIVITIES

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

1.1 Details of Course Planning & Designing activities

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
| | | | | |
| | | | | |
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1.2 Details of Course Development activities

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
| | | | | |
| | | | | |

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|--|---------------------|
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1.4 Details of Programme/Course Coordination and Course Maintenance

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|-------------------------------------|---------------------|
| | | | | |
| | | | | |

1.5 Details of Academic Support to Students

| S. No. | Year | Name of Course | Level (PG/UG/ Diploma/ Certificate) | Activity undertaken |
|--------|------|----------------|-------------------------------------|---------------------|
| | | | | |
| | | | | |

GRADING FOR B.1 (TEACHING, LEARNING RELATED ACTIVITIES)*

| Sl. No. | Year | No. of Activities covered | Grading as per Annual Performance Appraisal Report for the assessment period |
|---------|------|---------------------------|--|
| | | | |
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|---|--|--|--|
| | | | |
| Overall Grading (To be filled by Screening cum Evaluation Committee/ Selection Committee) | | | |

**Note: Good (80% and above) - involved in four activities*

Satisfactory (Below 80% but 70% and above) – involved in three activities

Not satisfactory (Less than 70%) -involved in less than three activities

SECTION B.2

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

2. Student related activities/ Research Activities

- (a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ Division/ Centre etc. | Period | |
|--------|------|--------------------|-------------|---|--------|----|
| | | | | | From | To |
| | | | | | | |
| | | | | | | |

- (b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ Division/ Centre etc. | Period | |
|--------|------|--------------------|-------------|---|--------|----|
| | | | | | From | To |
| | | | | | | |
| | | | | | | |

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

| S. No. | Year | Nature of Activity | Designation | Institution/ School/ | Period |
|--------|------|--------------------|-------------|----------------------|--------|
|--------|------|--------------------|-------------|----------------------|--------|

| | | | | Division/ Centre etc. | From | To |
|--|--|--|--|-----------------------|------|----|
| | | | | | | |
| | | | | | | |

(d) Organising seminars/ conferences/workshops, other University activities.

| S. No. | Year | Details | Place | Period | | Sponsoring/ Organising Agency |
|--------|------|---------|-------|--------|----|-------------------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |

(e) Evidence of actively involved in guiding Ph.D students (PhD degree awarded to at least 1 candidate under his/her supervision).

| Year | Details | Status of PhD students (during the period) | | |
|------|-----------------|--|--------------------------------|----------------|
| | | Registered | Thesis/ Dissertation submitted | Degree Awarded |
| | Name of student | | | |

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

| S. No. | Year | Title of Research Project | Period | | Major/ Minor | Sponsoring/ Funding Agency |
|--------|------|---------------------------|--------|----|--------------|----------------------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(g) At least ten publications in peer-reviewed journals or UGC list of Journals of which three should have been published during assessment period and a minimum research score of 110 (Academic Level 13A-14)

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

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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 (ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES)

| Sl. No. | Year | No. of Activities covered | Grading as per Annual Performance Appraisal Report for the assessment period |
|---|------|---------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Overall Grading* | | | |
| (To be filled by Screening cum Evaluation Committee/ Selection Committee) | | | |

*Note: Grading criteria:

Good - Involved in any three activities

Satisfactory - involved in 1-2 activities

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

(Please attach supporting documents as per requirement)

SECTION B.3: RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Published Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals

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

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/ Corresponding Author/ Joint Author

| S. No. | Year | Title of the Book | Authorship* | Level of Publisher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed |
|--------|------|-------------------|-------------|---|--|------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*The Authorship is to be filled as follows:

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

a.(ii) Chapter in Edited Books

| S. No. | Title of Edited Book | Title of Chapter | Authorship* | Publisher (with city/ country) | Year of Publication | ISBN | Whether Refereed |
|--------|----------------------|------------------|-------------|--------------------------------|---------------------|------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**The Authorship is to be filled as follows:*

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

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

| S. No. | Title of the Book | Editorship* | Level of Publisher (National / International) | Publisher (with city/ country) | Year of Publication | ISBN | Whether Refereed |
|--------|-------------------|-------------|---|--------------------------------|---------------------|------|------------------|
| | | | | | | | |
| | | | | | | | |

**The Editorship is to be filled as follows:*

- *One of Two Editors*
- *For more than two Editors:*
 - *First/Principal/Corresponding Editors*
 - *Joint Editors*

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

| S. No. | Title of the Research Paper/ | Journal/ Book Name with ISSN/ISBN | Year | Vol. No. | Page No. | Authorship* | Whether Peer Reviewed | Reference number of UGC - CARE |
|--------|------------------------------|-----------------------------------|------|----------|----------|-------------|-----------------------|--------------------------------|
| | | | | | | | | |

| | Chapter | No. | | | | | | List |
|--|---------|-----|--|--|--|--|--|------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**The Authorship is to be filled as follows:*

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

b.(ii) Books Translated

| S. No. | Title of the Book | Authorship* | Publisher (with city/ country) | Year of Publication | ISBN | Whether Refereed |
|--------|-------------------|-------------|--------------------------------|---------------------|------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

**The Authorship is to be filled as follows:*

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

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. No. | Name of the Module | Subject | Stream | Organization for which it was developed | Year | Level (UG/PG/ Other) | Weblink |
|--------|--------------------|---------|--------|---|------|----------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(b) Design of new Curricula and Courses

| S. No. | Name of the Curricula/Course | Subject | Organization for which it was developed | Year | Level (UG/PG/ Other) | Weblink |
|--------|------------------------------|---------|---|------|----------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

| S. No. | Year | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|---------|--------|---------|---|---------------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

| S. No. | Year | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

| S. No. | Year | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

c.4. Course Coordinator for MOOCs (4 credit course)

| S. No. | Year | Details of | Credits | Course | Subject | Organization for which it | Level (UG/PG/Other) | Weblink |
|--------|------|------------|---------|--------|---------|---------------------------|---------------------|---------|
|--------|------|------------|---------|--------|---------|---------------------------|---------------------|---------|

| | | | | | | | | |
|--|--|--------------------------------------|--|--|--|------------------|--|--|
| | | MOOC (with no. of quadrant) | | | | was developed | | |
| | | | | | | | | |
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(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

| S. No. | Year | Details of E-Content (with no. of quadrant) | Course/E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|---------------|---------|---|---------------------|---------|
| | | | | | | | |
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d.2. E-content (developed in 4 quadrants) per module

| S. No. | Year | Details of E-Content (with no. of quadrant) | Module | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|--------|---------|---|---------------------|---------|
| | | | | | | | |
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| | | | | | | | |

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

| S. No. | Year | Details of E-content (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|--------|------|--|-------------------|--------|---------|---|---------------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

d.4. Editor of e-content for complete course/paper/e-book

| S. No. | Year | Details of E-Content | Course/Paper/E-book | Subject | Organization for which it | Level (UG/PG/Other) | Weblink |
|--------|------|----------------------|---------------------|---------|---------------------------|---------------------|---------|
|--------|------|----------------------|---------------------|---------|---------------------------|---------------------|---------|

| | | | | | | | |
|--|--|------------------------|--|--|---------------|--|--|
| | | (with no. of quadrant) | | | was developed | | |
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3. (a) Research Guidance

| Year | Level of Guidance | Registered | Thesis/ Dissertation Submitted | Degree Awarded |
|------|--------------------------|------------|--------------------------------|----------------|
| | Ph.D. | | | |
| | MPhil./P.G. Dissertation | | | |

(b) Research Projects Completed

| S. No. | Title | Status of PI* | Duration (in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project |
|--------|-------|---------------|----------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

| S. No. | Title | Status of PI* | Duration (in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project |
|--------|-------|---------------|----------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|
| | | | | | | | |
| | | | | | | | |

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

| S. | Title | Duration | Period | Total | Name of | Whether routed |
|----|-------|----------|--------|-------|---------|----------------|
|----|-------|----------|--------|-------|---------|----------------|

| No. | | (in months) | (From-to) Dates to be given | Grant/Funding received (Rs.) | Sponsoring/Funding Agency | through Parent University/College |
|-----|--|-------------|-----------------------------|------------------------------|---------------------------|-----------------------------------|
| | | | | | | |
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5. (a) Patents

| S. No. | Title* | Area/Subject | Date of Award | Level (International National/) | Reference Number | Sponsoring Agency |
|--------|--------|--------------|---------------|---------------------------------|------------------|-------------------|
| | | | | | | |
| | | | | | | |

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)

| S. No. | Title* | Area/ Subject | Date of publication/ Submission | Level (International National/ State) | Reference Number | Sponsoring Agency |
|--------|--------|---------------|---------------------------------|---------------------------------------|------------------|-------------------|
| | | | | | | |
| | | | | | | |
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*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

| S. No. | Name of Award/Honor * | Area/Subject | Name of Awarding Body | Level (International National) | Date |
|--------|-----------------------|--------------|-----------------------|--------------------------------|------|
| | | | | | |
| | | | | | |

* In respect of fellowships entries in this section should be from post graduation (PDF etc) onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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. No. | Title of Lecture/ Paper | Invited Lecutre/Resource | Nature of Programme* | Details | Level* | Date of presentation | Duration (in minute) | Sponsoring Agency |
|--------|-------------------------|--------------------------|----------------------|---------|--------|----------------------|----------------------|-------------------|
| | | | | | | | | |

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|--|--|------------------------|--|--|--|--|----|--|
| | | Person/Paper presented | | | | | s) | |
| | | | | | | | | |
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*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

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

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(d) Future Plans (In approximately 150 words):

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

| S. No | Year | Overall Grading for Section B.1 | Overall Grading for Section B.2 | No. of grading in the whole assessment period as | |
|-------|------|---------------------------------|---------------------------------|--|--------------|
| | | | | Good | Satisfactory |
| | | | | | |
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| | Overall Grading in the whole assessment Period | | | | |

Research Score (Section B.3)

| Section B.3 | Details of Research Activity | Academic/Research Score |
|---|---|-------------------------|
| 1. | Published Research Papers | |
| 2. | Publications (other than Research papers) | |
| 2.a.(i) | Books authored | |
| 2.a.(ii) | Chapter in Edited Books | |
| 2.a.(iii) | Books Edited | |
| 2.b. | Translation works in Indian and Foreign Languages | |
| 2.b.(i) | Chapter or Research Paper | |
| 2.b.(ii) | Books Translated | |
| Sub total of Publications (other than Research Papers) | | |
| 3. | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula | |
| 3.(a) | Development of Innovative Pedagogy | |
| 3.(b) | Design of new Curricula and Courses | |
| 3.(c) | Development of MOOCs | |
| 3.c.1 | Development of complete MOOCs in 4 quadrant for a course with credits | |
| 3.c.2 | MOOCs (developed in 4 quadrant) per module/Lecture | |
| 3.c.3 | Content writer/subject matter expert | |
| 3.c.4 | Course Coordinator for MOOCs | |
| 3.(d) | Development of E-Content | |
| 3.d.1. | Development of E-Content in 4 quadrants for a complete course/e-book | |
| 3.d.2 | E-content (developed in 4 quadrants) per module | |
| 3.d.3 | Contribution to development of e-content | |
| 3.d.4 | Editor of e-content for complete course/paper/e-book | |
| Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula | | |
| 4.(a) | Research Guidance | |
| 4.(b) | Research Projects Completed | |
| 4.(c) | Research Projects ongoing | |
| 4.(d) | Consultancy | |

| | | |
|---|--------------------------------------|--|
| Sub total of Research related activities | | |
| 5.(a) | Patents | |
| 5.(b) | Policy Document | |
| 5.(c) | Awards/Fellowship | |
| Sub total of Patents | | |
| 6. | Invited lectures/ paper presentation | |
| TOTAL ACADEMIC/RESARCH SCORE | | |

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 |
|--------|--------------|--------------------|-----------------------------------|
| | | | |
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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 Senior most Teacher
in the Discipline/ Discipline Coordinator

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

Date :

