

# Shyamlal Pandviya Govt. P.G. College Morar



## Criteria: 6

**Governance, Leadership and Management**

**ANNUAL PERFORMANCE RULES &  
PROFARMA FOR TEACHING AND  
NON TEACHING STAFF**

S.L.P. Govt. P.G. College, Morar, Gwalior (M.P.)  
Annual Performance Appraisal Rules as Per UGC Guidelines

**Annexure-I**

**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
<b>3.</b>	<b>Creation of ICT Mediated Teaching Learning Pedagogy and Content and development of New and Innovative Courses and Curricula</b>		
	<b>(a) Development of Innovative Pedagogy</b>	05	05
	<b>(b) Design of New Curricula and Courses</b>	02 per Curricula/Course	02 per Curricula/Course
	<b>(c) MOOCs</b>		
	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
	<b>(d) E-Content</b>		
	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
<b>4.</b>	<b>(a) Research Guidance</b>		
	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>(b) Research Projects Completed</b>		
	More than 10 Lakhs	10	10
	Less than 10 Lakhs	05	05
	<b>(c) Research Projects Ongoing</b>		
	More than 10 Lakhs	05	05
	Less than 10 Lakhs	02	02
	<b>(d) Consultancy</b>	03	03
<b>5.</b>	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10

## 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:

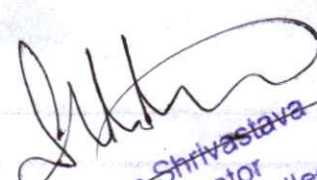
Degree	Title of Thesis/ Dissertation	Date of Award (Reg. No.)	Discipline/ Subject	University
Ph.D.				
M. Phil.				
Any Other*				

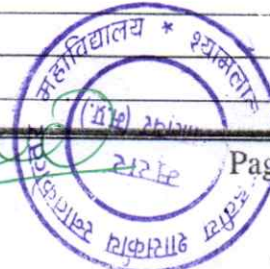
\*Professional Qualification

### 15. Orientation/Refresher & Other Equivalent Courses<sup>#</sup> (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.

  
Dr. Sadhna Shrivastava  
IQAC Co-Ordinator  
S.L.P. Govt. P.G. College  
Morar, Gwalior





**Part-B: Assessment**

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

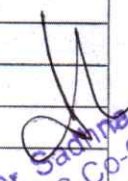
**Activity-1: Teaching/Attendance**

Level (UG/PG)	Mode of Teaching (Theory/ Practical)	Total Classes Assigned	No. of Classes Taught as per Documented Record	Total Classes Taught / Total Classes Assigned × 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
(a) Administrative Responsibilities.	1.		
	2.		
	3.		
(b) Examination and Evaluation Duties Assigned by the College/University.	1.		
	2.		
	3.		
(c) Student Related Co-curricular, Extension and Field Based Activities.	1.		
	2.		
	3.		
(d) Organizing Seminars/ Conferences/Workshops, Other College/University Activities.	1.		
	2.		
	3.		
(e) Evidence of Actively Involved in Guiding Ph.D. Students.	1.		
	2.		
	3.		
(f) Conducting Minor or Major Research Project Sponsored by National or International Agencies.	1.		
	2.		
	3.		
(g) At least One Single or Joint Publication in Peer-Reviewed or UGC List of Journals.	1.		
	2.		
	3.		

  
 Dr. Sachina Shrivastava  
 IQAC Co-Ordinator  
 S.L.P. Govt. P.G. College  
 Morar, Gwalior

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) 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:

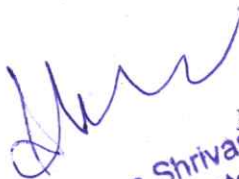
Date:

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:

  
IQAC Professor (IQAC)  
Dr. Sadhna Shrivastava  
IQAC Co-Ordinator  
S.L.P. Govt. P.G. College  
Morar, Gwalior

**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
--------------------

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:

Date:

Reporting Officer  
(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:

*Dr. Sadhna Shrivastava*  
AC Co-Ordinator  
Govt. P.G. College  
Gwalior



Commissioner



# Department of Higher Education, Madhya Pradesh

## Annual Performance Appraisal Report for Librarian/Assistant Librarian

(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:

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.

*Sadhna Shrivastava*  
IQAC Coordinator  
S.L.P. Govt. P.G. College  
Morar, Gwalior



## Part-B: Assessment

(Applicant are required to refer the relevant provisions, 2018 relating to Assessment Criteria Methodology)

**Activity-1: Regularity of attending Library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)**

S. No.	Item of Work	Days Attended	Total number of days he/she expected attended	$\frac{\text{Days attended}}{\text{Total No. of Days Expected to attend}} \times 100$	Grading Approved by the Principal
1	Maintenance of Library Resource, organization, books, journals and reports				
2	Provision of Library reader services such as literature retrieval services to researchers and analysis of Report.				
3	Assistance in updating institutional website				

**Grading Criteria-** 90% and above- Good, Below 90% but 80% and above -Satisfactory, Less than 80% not Satisfactory.

**Activity-2:**

Activity	Details of Work done	Number	Grading Approved by the Principal
Conduct of Seminars/Workshops related to library activity or specific books or general books.	National level Seminar/ Workshop		
	State/Institution level Seminar/ Workshop		

**Grading Criteria-**

**Good** - 1 National level Seminar/ Workshop + 1 State/ Institution level Seminar/ Workshop

**Satisfactory** - 1 National level Seminar/ Workshop or 1 State Seminar/ Workshop + 1 Institution level Seminar/ Workshop or 4 Institution level Seminar/ Workshop

**Not Satisfactory** - Not falling above two Categories.

**Activity-3:**

Activity	Details of Work done	Number	Grading Approved by the Principal
If library has a computerized database,	100 % physical books and journals in computerized database.		
	At least 90% physical books and journals in computerized database		
OR			
If library does not have a computerized database	At least 90% physical books and journals in Computerized database.		
	90% Catalogue database up to date		
	Catalogue database not up to date		

\* To be verified in random by CAS Promotion Committee.



**Grading Criteria-**

- Good** - 100% physical books and journals in computerized database  
**Satisfactory** - At least 90% physical books and journals in computerized database.  
**Not Satisfactory** - Not falling under good or Satisfactory.  
 OR

**Grading Criteria-**

- Good** - 100% Catalogue database up to date  
**Satisfactory** - 90% catalogue database up to date  
**Not Satisfactory** - Catalogue database not up to mark.

**Activity-4:**

Activity	Details of Work done	Missing Books %	Grading Approved by the Principal
Checking inventory and extent of missing books	Checked inventory and missing books less than 0.5%		
	Checked inventory and missing books less than 1%		
	Did not check inventory Or Checked inventory and missing books 1% or more		

**Grading Criteria-**

- Good** - Checked inventory and missing books less than 0.5%  
**Satisfactory** - Checked inventory and missing books less than 1%  
**Not Satisfactory** - Did not check inventory Or Checked inventory and missing books 1% or more.

**Activity-5:**

Activity	Tick the Activity done	Total Numbers of Activity done	Grading . Approved by the Principal
(i) Digitisation of books database in institution having no computerized database.			
(ii) Promotion of library network.			
(iii) Systems in place for dissemination of information relating to books and other resources.			
(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.			
(v) Design and offer short-term courses for users.			
(vi) Publications of at least one research paper in UGC approved journals.			

**Grading Criteria-**

- Good** - Involved in any two activities  
**Satisfactory** - At least one activity  
**Not Satisfactory** - Not involved/ undertaken any of the activities.

**Activity-6: Evaluation of the works accomplished in the current academic session.****1. Publication of research papers in peer reviewed journals or journals listed in UGC :**

S. No.	Publication in year with page number and title	Name of the journal	ISSN number	Impact of factor if any	Number of co-authors	Are you in the main authors	API score
(*Maximum API Marks as per Page No.-10 Note)							<b>Total Score</b>

## 2. Integration of ICT in a Library-

### (A) Software based automation work in use of ICT

S. No.	Activity	Details of Work done	API score
1	Activities related to promotion of Library services like, automation of library catalogue		
2	Operation of circulation services with membership record and entry		
3	Serial membership system/ reference and information service		
4	Providing OPAC /Web OPAC services to users		
5	Entry of missing, damaged and written off books in software		
6	Library Security (Installation of technology –based equipment like RFIS, CCTV camera, etc.)		
(* Maximum Marks 10) Total Score			

### (B) Management of E-Library-

S. No.	Activity	Details of Work done	AR Score
1	Development, management, and availability of e-resources		
2	Online consortium membership of library		
3	Offline database of library		
4	Digitalisation of library resources		
5	Facilitating the use of intranet and internet for the users		
6	Availability of Wi Fi services for the User		
(* Maximum Marks 10) Score			Total

### (c). MOOCs (On line Courses available in large scale)

S. NO.	Name of MOOCs course	Development of MOOCs		No. of Module/Lectures	Writer for matter of every module/ Subject Expert (At least one fourth)	Course Coordinator for MOOCs		AR Score
		4 credit	Lower credit			4 credit	Lower credit	
1								
2								
3								
(* Maximum Marks 6)						Total Score		

### (D) Integration of ICT in Institute and Cooperation

S. No.	Activity	Details of Work done	AR Score
1	Updating library information on website of the Institution		
2	Maintenance of library website		
3	Participation in the publication of e-newsletter of the Institute		
4	Participation in checking e-admission, e-examination, application forms of students		
(* Maximum Marks 10)			Total Score



### 3. Users Awareness Services:

S. No.	Activity	Details of Work done	AR Score
1	Display of new arrival books for users		
2	Providing information about library resources and conducting orientation programmes about use of library for new users		
3	Organising book fairs		
4	Organising book exhibitions on special occasions		
5	Making available old question papers and current syllabus for students		
6	Other activities for students like; library reading club/ employment consultancy/study tours etc.		
(* Maximum Marks 7)			Total Score

### 4. (A) Invited lectures/ Resource person/ paper presentations 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).

Title of lecture/ research paper and academic session	Title of programmes /seminar/conference	Organising institute	Whether International/ National/State level / University level	AR Score
(* Maximum Marks 10)				Total Score

### (B) Invited subject expert/ participation in university/ State/ National level Workshop

Level of Workshop and title	Nature of participation in Workshop (As subject expert /only participation)	Organising institute	Whether International/ National/State/ University level	AR Score
(* Maximum Marks 10)				Total Score

### 5. Participation in activities related to Students and Research -

#### (A) Activities related to Students -

S. No.	Activity	Description of the work done	Number of the Activity	AR Score
1	Examination work given by the College and University			
2	Paper Setting and Evaluation work given by the University.			
3	Responsibility given by the College in Student Union			
4	work related to Gams and Sports Competition on various level given by College			
5	work related to Cultural Competition on various level given by College			
6	Miscellaneous work related to students.			
(* Maximum Marks 10)				Total Score

**(B) Academic Support to Users:**

S. No.	Activity	Number of Benefited Users	AR Score
1	Relevant study material was made available to the researchers		
2	Assistance to the faculty in Minor and Major Research projects		
3	Assistance to the students in their projects.		
4	Photocopy of material made available to the users		
5	Books made available to the user from Inter Library Loan		
(* Maximum Marks 10)			Total
Score			

\* Attach the relevant documents for proof.

**6. Participation in Library development activities in National/ State / Division / University Level.**

S. No.	Activity	Name of Institution	Convinor/ Member	AR Score
1	National Level			
2	State Level			
3	Division/ University Level			
(* Maximum Marks 10)			Total Score	

**7. Participation in Committees of the Institution as Coordinator, Member-**

S.No.	Detsil of Committee	Coordinator / Member	AR Score
1	Adminisation Committee		
2	Discipline committee		
3	College development Committee		
4	P.D./A.F. Committee		
5	Other Committee		
(* Maximum Marks 8 )		Total Score	

(Mention the participation as convener, member in any of the above 5 committee)

**Joint Research Number**

	1	2A	2B	2C	2D	3	4A	4B	5A	5B	6	7	Total Number
Number													

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessments.
- (2) The librarian must submit evidence of published paper, participation certificate for refresher or methodology course , successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system or tracking user grievances and the extent of grievances redressal details may also be made available in the CAS promotion committee.



## Capping:

1. Research Paper: Two Authors: 70% of total value of publication for each Author.
2. 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.
3. Joint Projects: Principal Investigator and Co-Investigator would get 50% each.
4. Paper presented if part of edited book or proceeding then it can be claimed only once.
5. \*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.
6. The Research Score shall be from the minimum of three categories out of six categories of academic and research activities.

## 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

## 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 under 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 at \_\_\_\_\_ as Librarian/Assistant Librarian 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:

Dr. Sadhna Shrivastava  
IQAC Co-Ordinator  
S.P. Govt. P.G. College  
Morton Gwalior  
I/C Professor (IQAC)

**Remarks/Comments of Reporting Officer**

Name of Employee:.....

Post:.....

Details/Particulars	Overall Grading/ Score / Remarks	Justification
Overall Grading by the Principal on the Basis of Activity-1 and Activity-2,3,4&5 of Part-B	Overall Grade:	
Total Academic/Research Score on the Basis of Activity-6 to 7 Part-B	A/R Score:	
Remarks of the Principal on Punctuality and Conduct of the Applicant	Remarks:	

Overall Grading :( Good/Satisfactory/Not Satisfactory)

- **Good** : Good in activity 1 and satisfactory/good in any two other items including activity 4.
- **Satisfactory** : Satisfactory in activity 1 and satisfactory /good in any other two items including activity 4.
- **Not satisfactory**: If neither good nor satisfactory in overall grading.

Overall Assessment:

(Excellent/Very Good/Good/Ordinary/Poor) Please refer 'Overall Grading Chart' and 'Overall Assessment Chart' in 'Part-B' for Overall Grading and Overall Assessment.

Place:

Date:

**Reporting Officer**  
(Principal with Name Seal)

**Remarks/Comments of Reviewing Officer**

Overall Assessment:

---

---

---

Place:

Date:

**Additional Director**

**Remarks/Comments of Accepting Officer**

---

---

---

Place:

Date:

*(Signature)*  
Dr. Sadhna Shrivastava  
IQAC Co-Ordinator  
S.L.P. Govt. P.G. College  
Morar, Gwalior





# Department of Higher Education, Madhya Pradesh

## Annual Performance Appraisal Report for Sports Officer

(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:.....

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-1' 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: Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend**

Sr. No.	Items of work	Days attended	Total number of days he/she is expected to attend	Days attended	Grading Approved by the Principal
				$\frac{\text{Total No. of Days Expected to attend}}{\text{Total No. of Days Expected to attend}} \times 100$	
1	Managing regular Physical Education & Sports activities in Institution/College.				

- **Good** -90% & Above
- **Satisfactory** -Below 90% but 80% & Above
- **Not Satisfactory** -Less than 80%

**Activity-2: Organizing intra- college competition**

Activity	Details of Work Done	Number	Grading Approved by the Principal
Organizing intra college competition (intramural competition)	Number of Disciplines in which Intra college competitions were organised		

- **Good** - Intra college competition in more than 5 disciplines.
- **Satisfactory** - Intra college competition in 3-5 disciplines.
- **Unsatisfactory** - Neither good nor satisfactory.

(Please attach list of activities organized with discipline on separate sheet duly signed)

**Activity-3: Institution participating in external competitions**

Activity	Level of external competitions	Name of Disciplines	Grading Approved by the Principal
Institution participating in external competitions	National Level		
	1.		
	2.		
	3.		
	Inter University level		
	1.		
	2.		
	3.		
	State Level		
	1.		
	2.		
	3.		
	Division level		
	1.		
	2.		
3.			
District level/ Inter College			
1.			
2.			
3.			

- **Good** - National / Inter University level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- **Satisfactory** - State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines.
- **Unsatisfactory** - Neither good nor satisfactory.

(Please attach list of activities organized with discipline on separate sheet duly signed)



**Activity-4: Up-gradation of sports and physical training infrastructure**

Activity	Grading Approved by the Principal/Promotion committee
Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Name of Item-	
Development and maintenance of playfields and sports and physical Education facilities. Name of work-	

**Good/Satisfactory/Not-Satisfactory** to be assessed by the Promotion committee.

(Please attach list of work done under this activity on separate sheet duly signed)

**Activity-5:**

Activity	Grading Approved by the Principal
<b>Total Number of activities done</b>	
(i) (a) At least one student of the institution participating in National- State- University teams- (b) Organizing competition- National level- Inter University level- Inter College level-	
(ii) Being invited,for coaching at State level- National level- University level-	
(iii) Organizing at least three workshops in a year.	
(iv) Publications of at least one research paper in UGC approved journal.	
(v) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	

- **Good** : Involved in any two activities.
- **Satisfactory** : 1 activity
- **Not Satisfactory** : Not involved/ undertaken any of the activities.

(Please attach list of activities organized with discipline on separate sheet duly signed)

**Activity-6: Academic/Research Activities in the Current Academic Year (Category - III)**

**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)**

**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 =						

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

**(a) 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 =								

**(b) E-Content**

S.N.	Title of the E-Content	Development of E-Content		Contribution Development of Content Module Complete Course/Paper/ E-Book (at least One Quadrant)	to E- Content in Complete Course/ Paper/ E- Book	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. Awards/Fellowships

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

6. Research Methodology/Training /Coaching Program( Firstly take the permission from head of institution and after completion of program kindly submit the report and feedback given in point (a) and (b) respectively.)

(a). Organizing training Program (such as self defense i.e. judo karate training program for girls, physical fitness and yoga training program etc. [not less than 15 days])  
(Analyzing the utility of this program using feedback /questionnaire)

S.N.	Name of training program	Duration of training program	Organized by	10 marks per training program	A/R Score Max-20 marks
TOTAL =					

(b). Organizing specific coaching program for sports team [ not less than 7 days] (Analyzing the effect of coaching /training program using test & measurement /statistical method)

S.N.	Name of specific coaching program	Level of program	Marks	Maximum 20 marks	A/R Score
		1. National	10		
		2. State	08		
		3. University	08		
		4. Division	05		
		5. District	03		
		6. College level	02		
TOTAL =					

7. 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	3(a)	3(b)	4(a)	4(b)	4(c)	4(d)	5	6(a)	6(b)	7	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 Sports officer 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:

  
 Dr. Sadhna Shrivastava  
 IQAC Co-Ordinator  
 S.L.P. Govt. P.G. College  
 Morar, Gwalior  
 I/C Professor (IQAC)

**Remarks/Comments of Reporting Officer**

Name of Employee:

Post:

Details/Particulars	Overall Grading/ Score/Remarks	Justification
Overall Grading by the Principal on the Basis of Activity-1 and Activity-2,3,4,5,6 & 7 of Part-B	Overall Grade:	
Total Academic/Research Score on the Basis of Activity-6 of Part-B	A/R Score:	
Remarks of the Principal on Punctuality and Conduct of the Applicant	Remarks:	

Overall Grading: (Good/Satisfactory/Not Satisfactory)

Overall Grading Criteria

- Good:** Good in Item 1 and satisfactory/good in any two other items.  
**Satisfactory:** Satisfactory in Item 1 and satisfactory/good in any other two items.  
**Not Satisfactory:** If neither good nor satisfactory in overall grading.

Overall Assessment	

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:

Date:

Reporting Officer  
(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:

*Dr. Sadhna Shrivastava*  
IQAC Co-Ordinator  
S.L.P. Govt. P.G. College  
Prar, Gwalior

