



1961

Shiksha Mandal's
**Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya,
Pipri, Wardha – 442001**

Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur

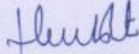
Accredited by NAAC with 'A' Grade

Index No.
Sr. College:659

Date : 26/04/2021

This is to certify that college follows the Performance Appraisal System for teaching and non-teaching staff for their career advancement. The Performance Appraisal format enclosed here.




Dr. P. M. Kalbhut

Principal

PRINCIPAL
Shrikrishnadas Jajoo
Grameen Seva Mahavidyalaya
PIPRI (WARDHA)

श्रीकृष्णदास जाजू ग्रामीण सेवा महाविद्यालय, पिपरी—वर्धा

शिक्षकेतर कर्मचारी — गोपनीय अहवाल प्रपत्र

गोपनीय अहवाल वर्ष

(स्वतः कर्मचार्याने भरावयाचे प्रपत्र)

१. तुमच्यातील उच्चमशिलता प्रदर्शित :
करण्यासाठी तुम्ही विशेष कार्य केले आहे काय? (त्याची माहिती)
२. मुल्यांकन वर्षात एखादी गोष्ट तुमच्या :
पुढाकाराने तुम्ही केली आहे काय? (त्याची माहिती)
३. तुमच्याकडे सोपविलेली कामे तुम्ही :
वक्तशिरपणे दिलेल्या मुदतीत व बिनचूक करता काय? (त्याविषयी माहिती)
४. तुम्ही कोणतेही काम पध्दतशीरपणे व जलद :
गतीने करता काय? केल्यास वर्षातील कामाची संक्षिप्त यादी द्यावी.
५. खालील व्यक्तीशी तुमचे संबंध कसे आहेत? :
त्याची माहिती.
- अ. वरिष्ठ अधिकारी :

ब. तुमचे सहकारी मित्र :

क. विद्यार्थी—पालक :

६. एखाद्या कामासाठी दुसऱ्याच्या मदतीची गरज भासली काय? गरज भासली असल्यास सूची द्या.

७. मुल्यांकन वर्षात तुम्ही तुमच्या सहकाऱ्याकडून कोणकोणती कामे करवून घेतली. सूची द्या.

८. वरिल अधिकाऱ्याने तुमच्या कामाबाबत काही लेखी पत्र किंवा तोंडी सूचना दिली असल्यास त्याची माहिती.

जसे —

अ. अनियमितपणे हजर राहणे. :

ब. पूर्वसंमती शिवाय गैरहजर राहणे. :

क. संस्थेच्या कामात टाळाटाळ करणे. :

ड. दिलेले काम समाधानकारक रितीने वेळेवर न करणे. :

य. सहकाऱ्यांशी चांगले न वागणे. :

र. संस्था विरोधी कार्यात सहभागी होणे. :

ल. इतर :

९. तुमच्यातील नेतृत्वगुणांचे प्रकटीकरण :
करण्यासाठी तुम्ही केलेल्या कामाची माहिती.

१०. तुमच्या विशेष अभिरूची बाबत थोडक्यात :
माहिती.

११. तुम्हांस तुमच्या खात्याबाबत संपूर्ण माहिती :
आहे काय? माहिती द्या.

.....
(कर्मचार्याची सही)

CONFIDENTIAL ASSESSMENT & SELF ASSESSMENT NON-TEACHING STAFF

Personal Information

(To be filled in by the employee concerned)

Name ----- Father's Name ----- Surname -----

Date of Birth as recorded in the service book : -----
S.S.C. Certificate/ School Leaving Certificate.

Place of Birth : -----
Village/Town/Taluka/District/State

Nationality and Religion : -----

Whether belongs to Scheduled Castes/ Scheduled Tribes/ Nodadic Tribes/ Other Back-ward classes etc. : -----

Home Town : -----
(with Residential address) -----

Permanent Address (Local) : -----

Date of Joining University Services and designation at the time of first appointment. : -----

Intermediary positions held between initial appointment and present position if any : -----

Positions Period from

: i) -----

: ii) -----

: iii) -----

Mother Tongue : -----

Language known : -----

Qualification and degrees : -----

University : -----

Year : -----

(Signature of Employee)

CONFIDENTIAL REPORT (NON-TEACHING STAFF)

(To be filled in by Head of the Deptt.)

Every Question to be answered. If the space to inadequate please attach a separate sheet.

College : **Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha** Year : _____

Name of the Employee : _____

Designation : _____

Department : _____

Qualification : _____

Date of Birth : _____

Scale of Pay : _____

Basic Salary as on 01/07/ :

Date of Appointment : _____

Details of Service :

Period	Designation	Employee

Job description : _____

Leave Record :

	CL	EL	Medical	Special Leave
Availed				

01. Work Knowledge :

		Reply by Initials				
		Poor	Below Average	Average	Above Average	Outstanding
a)	Knowledge of the procedure and regulation within the range of his present work.					
b)	Ability and willingness to learn					
c)	Retention of Knowledge and ability to improve from past mistake					
d)	Expression of ideas both orally and in writing in logical and coherent manner.					

02. Personal traits :

		Reply by Initials				
		Poor	Below Average	Average	Above Average	Outstanding

a)	Integrity					
b)	Dependability					
c)	Sincerity and devotion to duty					
d)	Amenability to discipline					
e)	Self confidence					
f)	Innovational ability					
g)	Punctuality					
h)	Relationship with - Colleges - Superiors					
i)	Ability to work under pressure					
j)	Capacity for prompt disposal.					

Please elaborate your assessment when the rating is poor or outstanding in the traits above.

03.

a)	Did he/ she every day the orders of the superior/ Head/ Principal ? If so, give details	:	
b)	Did he / she received any warning, verble or in writing ? Yes/ No If yes give details	:	
	- Arrears of work	:	
	- Inaccuracy in work	:	
	- Indiscipline	:	
	- (Non-Acceptance of official orders) Insubordination	:	
	- Irregularity	:	
	- Leave matter	:	
	- Any other	:	
c)	Had he / she been observed non-cooperative in the college activities a give details	:	
d)	Has he/ she been asked any explanation. (Give details)	:	
e)	Did he/ she always, sought prior permission for the leave. If no action taken	:	

04.

a)	Any other comments on out-standing qualities or deficiency	:	
b)	Does he offer help and expresses willingness in	:	
	- Anything beyond his/ her defined duty.	:	
	- Participation in revenue generation.	:	

	- Participation in Community Polytechnique activities, development activities, Social activities etc.	:	
	- Institutes/ Shiksha Mandal's programmes.	:	

05. Please mention the steps you have taken to bring the defects to his / her notice and the guidance you have given ?

06. Considering the ability and performance of the employee do you consider any change in his post/ department, confirmation, promotion ?

Please given your suggestions with reasons.

Date :

Principal

REVIEW BY PRINCIPAL

01 Please state how for you agree with the :
above assessment and comments? Where
do you differ ?

02. Please indicate opportunities you had :
during the period of report to watch and
assess the performance and qualities of the
employee, specially where performance
had been above average or below average ?

03. Please indicate your overall rating ? :

Principal

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

PBAS Proforma for Promotion under

CAS (PART A, PART B & PART C)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department/College :
4. Current Designation & Grade Pay :
5. Date of last Promotion: :
6. Which position and grade pay are you an applicant under CAS?
:
7. Date of eligibility for promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with pincode)
:
14. Permanent address (with Pin code) :
Telephone No :
Email :

15. Academic Qualifications (Metric till post graduation)

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject
High School/ Matric					
Intermediate/HSSC					
B.A./B.Sc./B.Com /B. Mus.					
M.A./M.Sc./M.Co m./M. Mus.					
Others examination, if Any					

16. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.			
Ph.D. /D.Phil.			
D.Sc./D.Litt.			

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. **Period of teaching experience** : P.G. Classes (in years) :
: U.G. Classes (in years) :

20. **Research Experience excluding years spent in M.Phil / Ph.D. (in years) - Nil**

21. **Fields of Specialization under the Subject/Discipline**

(a) Community Development & Extension under Extension Education

22. **Academic Staff College Orientation/Refresher Course attended: Yes**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date:

Signature of the teacher

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

(PART A, PART B & PART C)

(For Teachers other than Physical Education Persons and Librarians)

Session / Year

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

15. Name (in Block Letters) :
16. Father's Name/Mother's Name/
Husband's Name :
17. Department/College:
18. Current Designation & Grade Pay :
19. Date of last Promotion: :
20. Address for correspondence (with pin code) :
21. Permanent address (with Pincode) :
Telephone No :
Email :
22. Whether acquired any degrees or fresh academic qualifications during the year :No
23. Academic Staff College Orientation/Refresher Course attended during year :Yes

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

Date :

Signature of teacher

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I a. Direct Teaching (Lectures/ Practical's/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr No	Course/Paper	Level	Mode of teaching	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
1							
2							
3							
4							
5							
6							
7							
Total Score							

* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS) Max. API Score: 70, 60, 60 for Assistant Professor, Associate Professor and Professor respectively

I b. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total				

Max. API Score: 20, 20, 10 for Assistant Professor Associate Professor and Professor respectively

I C. Innovative Teaching:

Sr. No.	Innovative methods in teaching	Total number of hours	Actual Score Claimed	Proof Document
1				
2				
3				
4				
5				
6				
7				
Total				
Maximum API Score :				
Max. API Score: 10, 15, 20 for Assistant Professor Associate Professor and Professor respectively				

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

Total Score (Category : I) :-	
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Signature of Teacher

Verified and found correct :

Signature of V.C./Principal/H.O.D

**Final Score approved by the Screening / Selection Committee:
(For Category: I)**

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**Signature of Chairman
Screening / Selection Committee**

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

II a. Student related co-curricular, extension and field based activities:

Sr N	Type of Activity	Total number of hrs	Actual Score Claimed	Proof Document**
	Total . Score			
	Max. Score			

II b. Contribution to corporate life and management of the and Department institution through participation in academic and administrative committees and responsibilities

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document
	Max. Score : 15			

II C Professional Development Activities

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document
	Total score			
	Total (Max: 15)			

Total Score (Category : II) :-

Signature of Teacher

Varified and found correct :

Signature of V.C./Principal/H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: II)

Signature of Chairman
Screening / Selection Committee

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals -

Sr. No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether Peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed/other Journal as notified by the UGC	Augmented API Score	Proof Document
1									
2									
Total									

III B. Publications other than journal articles (books, chapters in books)-

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of coauthors	Whether you are the main author	API Score	Proof Document
1									
Total								Nil	

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document*
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
Total					

III D. RESEARCH GUIDANCE:

Sr.	No. Number Enrolled	Thesis Submitted	Degree awarded	API	Proof Document**
1	M. Phil.				
2	Ph. D.				

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state/ regional / College or university level	API Score	Proof Document*
1						
Total						

III E.(i) Fellowships and Awards:**III E(ii). Invited lectures / Paper delivered in conferences / seminar**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state/ regional / college or university level	API Score	Proof Document
Total						

III F. Development of e-learning delivery process/material:

Note: e-learning module shall be approved by the head of the Institution/ Department

Sr. No	Title of Document/ Module	Whether modules Web based or offline	Beneficiary	API Score	Proof Document**
Total					

**As per table under the document ANNEXURE III (B)

Total Score (Category: III) :-	
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Signature of Teacher

Verified and found correct:	
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Signature of Principal

Final Score approved by the Screening / Selection Committee :(For Category :III)	
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**Signature of Chairman
Screening / Selection Committee**

Category	Criteria	Total - API
I	Teaching, learning and Evaluation related activities	
II	Co-curricular, Extension, Related Professional Development Activities.	
	Total I+II	
III	Research, Publications and Academic Contributions (For entire period)	

IV. SUMMARY OF API SCORES:

Category	Criteria	Last Academic year	Total API Score	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
II	Co-curricular, Extension, Related Professional Development Activities.			
	Total I+II			
III	Research, Publications and Academic Contributions (For entire period)			

Verified and found Correct:

Signature of Teacher

Signature of Principal

Signature of Chairman
Screening /Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES:

Sr.No	Details of Enclosures
.	
1	
2	
3	
4	
5	

I certify that the information provided is correct as per records available with the University/College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty

Signature of Principal

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Assessment Year:

Name:-

Designation:-

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL

a) State whether the facts stated above are correct, if not, state the correct facts.

b) Do you agree with the Performance based appraisal done by the teacher? If not, give reasons why you do not agree.

I) Verification & Evaluation in respects of APL.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence	
B) Capacity to get work in Respect of research & teaching	
C) Technical Ability	
D) Administrative ability including Judgment initiative and drive (if applicable)	
E) Integrity and Character	
F) Whether powers delegated are Fully utilized:	
G) General Assessment* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory	

Date:

Signature of Reporting Officer

Observation of the Reviewing Officer (Principal):

Date :	Signature of Reviewing Officer
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