

*** Form No.6 ***

(Under rule 12 of the standard code of University of Mumbai)

University of College.....

**Confidential Assessment and Self-Assessment Reports of Non-Teaching/
Non-Technical/Technical Employees**

Serial No Year:

File No.....

Name: Shri/Smt./Kumari

Department or Office (including Section).....

Instructions

1. Report should be submitted annually.
2. Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
4. If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
5. Anything specially meritorious or adverse to the employee should be mentioned, even if not specifically provided for.
6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
7. All adverse/outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.

Personal information

(To be filled in by the employee concerned)

1. Name: Father's Name: Surname:
2. Date of Birth as recorded in the
service-book/S.S.C. Certificate/ (DD/MM/YYYY)
School Leaving Certificate.
3. Place of Birth:
Village/Town/Taluka/District/State
4. Nationality and Religion
5. Whether belongs to Schedule
Castes / Schedule Tribes/ Nomadic
Tribes / Other Backward Classes
etc.
6. Home Town
(With residential address)
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.....
7. Permanent Address (Local)
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.....
8. Date of joining College/ Institute
Services and designation at the
time of first appointment Positions Period from
Intermediary positions held (i)
between initial appointment and (ii)
Present position if any, (iii)
9. Mother Tongue
10. Language known
11. Qualifications and Degrees
12. University Year

Confidential Assessment Report regarding ability and character

1. Name :
2. Period of Report :
3. Post or Posts held during the Period of report :
4. Department/Office/Section :
5. Leave taken during the period E.L. / C.L. / Other Leave :
6. No. of days leave taken during teaching days :

Performance Assessment

Sr. No.	Item	Very Good A	Good B	Fair C	Average D	Below Average E
I.	Technical Adequacy -					
	1. Industry					
	2. Application					
	3. Initiative					
	4. Neatness					
	5. Accuracy					
	6. Punctuality in work					
	7. Methodical and systematic working					
	8. Promptness in disposal					
	9. Regularity in attendance					
	10. Relations with Superiors					
	11. Relations with Colleagues					
	12. Relations with members of public.					
	13. Dependability					
	14. Capacity to get work done					
II.	General Impression -					
	1. General impression and grasp.					
	2. Leadership qualities					
	3. Level of knowledge (related to the Section /Department)					
	4. Technical ability (wherever relevant)					
	5. Spl. Complementary aptitude qualities etc. other than job requirements.					

Sr. No.	Item	Very Good A	Good B	Fair C	Average D	Below Average E
III.	Recommendation -					
	a. Administrative ability including judgment, initiative, promptness and drive.					
	b. Fitness to continue in the present post.					
	c. Fitness for promotion					
	d. Any other item not covered but which you would like to record. Please specify the aspect.					
e. Recommendation-observation of the Reporting Officer.						

Date:

(Signature)

Place:

Name and Designation of the
Reporting officer

Note – Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column as NA (Not Applicable). Assessment has to be done in five points scale. i.e. Good, Very good, Fair, Average and Below Average.

Please mark '✓' in appropriate columns to arrive at final assessment.

Observation of Reviewing Officer on the Report
(To be filled in by the Reviewing Officer)

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1. Length of service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: (Signature)

Place: Name and Designation of the Reviewing officer

Performance Based Appraisal System (PBAS)

1. General Information and Academic Background

Name :

Designation : Deptt.:

Date of joining: Teaching Exp. (In Yrs.): Industrial Exp. (In Yrs.):
(DD/MM/YYYY)

Qualifications: UG: Year: PG: Year: Ph.D. – Year:

Performance Based Appraisal System (PBAS) Proforma – I

Performance Based Appraisal System (PBAS) proforma based on Academic Performance Indicators (APIs) in recruitments and Career Advancement Scheme (CAS) promotions of University / College Teachers.

Category I : Teaching, Learning and Evaluation Related Activities

The teacher is required to give scores based on one's self – assessment for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses, etc.

Sr. No.	Nature of Activity	Maximum Score	Self-assessment	HoD assessment
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken as per percentage of lectures allocated <i>(regular teaching load)</i>	50		
2.	Lectures or other teaching duties in excess of the UGC norms <i>Tutorials - other than included in 1, assignments</i>	10		
3.	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students, <i>Seminars – other than included in 1 updating E-learning resources, arranging lectures of experts</i>	20		
4.	Use of participatory and innovative teaching-learning methodologies: updating of subject content, course improvement, <i>Group discussions, industrial visits/ trainings etc.</i>	20		
5.	Examination duties (Invigilation: question paper setting, evaluation / assessment of answer scripts) as per allotment.	25		
	Total Score	125		

Note: Lectures and tutorials allocation to add up to the UGC norm for particular category of Teacher.

Category II : Co-curricular, Extension and Professional Development related activities

Brief Explanation: The teacher is required to give scores based on one's self-assessment for co-curricular and extension activities; and Professional development related contributions.

Sr. No.	Nature of Activity	Maximum Score	Self-assessment	HoD assessment
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Total Score	50		

Category – III : Research and Academic contributions

Brief Explanation: The teacher is required to give scores based on one's self assessment for research and academic contributions.

Sr. No.	APIs	Engineering & Applied Sciences & Humanities	Max. points for University & college teacher position	Self-assessment	HoD assessment	
III (A)	Research papers published in:	Referred Journals*	15 / publication			
		Non-referred but recognized and reputable journals and periodicals having ISBN / ISSN numbers.	10 / Publication			
		Conference proceedings as full papers, etc. (Abstracts not to be included.)	10 / Publication			
III (B)	Research publications (books, chapters in books, other than referred journal article.)	Text or reference books published by international publishers with an established peer review system.	50 / sole author; 10 / chapter in an edited book			
		Subjects books by National level publisher / state and central govt. publications with ISBN / ISSN numbers	25 / sole author; 5 / chapter in edited book			
		Subject books by other local publishers with ISBN / ISSN numbers.	15 / sole author; 3 / chapter in edited book			
		Chapters contributed to edited knowledge based volumes published by international publishers	10 / Chapter			
		Chapter in knowledge based volumes by Indian / National level publisher with ISBN / ISSN number and with number of national and international directories	5 / Chapter			
III (C)	Research Projects					
III (C) (i)	Sponsored projects carried out / ongoing	(a) Major projects amount mobilized with grants above 30 lakhs	20 / each project			
		(b) Major projects amount mobilized with grants above 5 lakhs up to 30 lakhs	15 / each project			
		(c) Minor projects (amount mobilized with grants above Rs.50,000 up to Rs.5 lakhs)	10 / each project			
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs	10 per every Rs.10 lakhs & 2 per every Rs.2 lakhs respectively			
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project			
III (C) (iv)	Projects outcome / outputs	Patent / Technology transfer / products / process	30 / each national level output or patent / 50 each for International level.			
III (D)	Research Guidance					
III (D) (i)	M.Phil.	Degree awarded only	3 / each candidate			
III (D) (ii)	Ph.D.	Degree awarded	10 / each candidate			
		Thesis submitted	7 / each candidate			
III (E)	Training Courses and conference / seminar / workshop papers					
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching – Learning – Evaluation Technology programmes, soft skills development programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20 / each			
		(b) One week duration	10 / each			
III (E) (ii)	Papers in Conferences / seminars / workshops etc.**	Participation and presentation of research papers (oral / poster) in				
		a) International conference	10 / each			
		b) National	7.5 / each			
		c) Regional / State level	5 / each			
III (E) (iv)	Invited lectures or presentations for conferences / symposia	(a) International	10 / each			
		(b) National level	5			

**Note: Score for multiple author
70% for first author & remaining equal to all authors**

Students Feed-back (Maximum Score)

Mid Term	End Term	Average	Remarks	Score

Result Analysis of University Exams of previous semester (Maximum Score)

Name of Course	Appeared	Passed	% passing	Remarks	Score

Average Attainment (% wise Course Outcomes) (Maximum Score)

Subject Name	% outcome attainment	Score

Academic Audit Remarks

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Penalty

Reasons/Memos	Authority	Remarks	Reduction in score

Remarks conveyed to staff

Date	Subject	Remarks

Sign of Staff

Sign of HoD

Sign of GIT Authority

Name:

Name:

Desgn.:

Date:

Name :

Administrative work done because of position held (and not included in Category II)

- (i) HoD
- (ii) T & P Officer
- (iii) University Committee Assignments
- (iv)
- (v)
- (vi)

List of enclosures

- (i)
- (ii)
- (iii)
- (iv)

APPENDIX 'D-2'

(Under Statute 422 of University of Mumbai)

FORM FOR ASSESSMENT OF WORK OF COLLEGE FACULTIES

Year of Assessment:

I. Basic Information:-

- i. Name of the college (in full) : **Gharda Foundation's**
Gharda Institute of Technology
- ii. Region in which situated (Urban/Rural)
- iii. Name of the Faculty (in full) Shri/Smt./Kumari.....
(Beginning with surname).....
- iv. Date of birth.....
- v. Qualifications of the Faculty:-

Degree and post-graduate degree examination	Special/ Principal subject offered	Allied Additional/ subordinate subjects offered	Class obtained	Year of passing	University

- vi. Subjects taught and faculty
- vii. Designation.....
- viii. (a) Date of joining the present college.....
(b) Date of approval of appointment by the University.....
- ix. Teaching experience at the college level.....years,.....months.

Names of the institutions where employed previously	Period of Service with dates	Designation	Classes taught	Subjects taught	Scale of pay

II. Courses taught and work-load

Number of periods per work

	Lectures	Tutorials	Practicals	Subjects and paper taught
(i) Under-graduate				
(ii) Post-graduate				
(iii) M.Phil.				

III. Teaching Methods applied:

Name and describe new teaching methods used, if any, besides lecture method, i.e.

- (i) Distributing lecture synopsis and bibliography.....
- (ii) Encouraging questions in class.....
- (iii) Announcing topics for discussion in advance.....
- (iv) Holding Seminars.....
- (v) Use of audio-visual aids.....
(wherever facilities exist)
- (vi) Any other method used:-.....
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IV. Remark about effectiveness of teaching methodology used:

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V. Any other contribution in:-

- (i) Teaching Methods
- (ii) Evaluation Techniques.....
- (iii) Course Development etc.....

VI. Academic and Professional Growth (During the preceding three years):-

- (i) Research qualifications acquired.....
- (ii) Research projects undertaken.....
- (iii) Research papers published indicating titles and names of journals
in which published.....
- (iv) Guidance rendered to Research Scholars.....
- (v) Participation in Seminars, Workshops
and Conferences.....
- (vi) Participation in orientation
Programmes, refresher courses etc.....
- (vii) Faculty improvement programme.....
- (viii) Any other type of training.....

VII. Participation in Extra-mural Activities:-

- (i) Extra-curricular activities-debates, cultural activities, counseling to
students, Planning Forums, Union, NSS, NCC, Scouting etc.
- (ii) Service to community—Adult Education, Extension Service etc.

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VIII. Help rendered in college administration by membership of various committees such as Discipline Committee, Admission Committee, Students' Welfare Committee, etc.

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IX. Any other information about contribution (not conveyed above) relevant to a proper assessment of activities.....

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X. General Observations:-

(i) Attendance

(a) Regularity.....

(b) Punctuality.....

(c) No. of days of leave during teaching days

(ii) Student-teacher relationship.....

(iii) Colleague relationship.....

(iv) Class control.....

(v) Reading Habits and other matters.....

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Place:.....

Date:.....

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Signature of the Faculty

*** Evaluation by the Secretary of the Governing Body.**

Item	Factual Verification		Evaluation				
	Correct	Exaggerated	Excellent	Very good	Good	Average	Poor
** I							
** II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

Date:

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Signature of Secretary of the
Governing Body

Observation of the Secretary
of the Governing Body

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Signature of Secretary of
the Governing Body

Date:

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(Seal of the College)