



# **GOVERNMENT COLLEGE SEEMA (ROHRU)**

**District Shimla, Himachal Pradesh – 171207**

**A NAAC accredited B++ Co – educational Institution**

**Affiliated to Himachal Pradesh University, Shimla**

[www.ggcseema.edu.in](http://www.ggcseema.edu.in) Email: [gcseema-hp@nic.in](mailto:gcseema-hp@nic.in), [gcseemahp@gmail.com](mailto:gcseemahp@gmail.com) Telefax: 01781-240167

## **1.4 FEEDBACK FROM STAKEHOLDERS**

### **A Report on Feedback Survey Academic Session: 2023-2024**

**On Teaching, Learning, and Infrastructure Facilities**  
(based on Students, Alumni, Teachers and Parents Feedback)

# SURVEY REPORT ON FEEDBACK ANALYSIS: 2023-24

## Survey Sample Composition and Size:

This report provides a detailed analysis of feedback collected from various stakeholders at Government College Seema (Rohru) for the academic session 2023-24. As per official records, the college enrolled **1,969 students** across undergraduate and postgraduate programs. A randomized sample of **641 students**, representing **33%** of the total enrollment, was surveyed to ensure a balanced representation from all streams and programs. Feedback was also gathered from **37 teachers and 32 alumni**, reflecting the diverse perspectives of faculty and past students. The student, teacher, and alumni surveys were conducted online using Google Forms, ensuring a seamless and efficient data collection process. To capture parental feedback, a structured questionnaire was used, with **94 parents** participating during the PTA General House Meeting. The physical survey with parents allowed for more in-depth responses, as it facilitated direct interaction and clarification of queries. The feedback collected from these stakeholders is essential for assessing the institution's performance and identifying areas for improvement. Insights derived from this data will inform future planning and help enhance the quality of education, infrastructure, and support services. This comprehensive stakeholder engagement reflects the institution's commitment to continuous improvement through active participation and collaboration.

**Table: Profile of the Overall Respondents**

Respondents	Frequency	%age to Total Respondents
<b>Students</b>	641	79.73
<b>Alumni</b>	32	3.98
<b>Teachers</b>	37	4.60
<b>Parents</b>	94	11.69
<b>Total</b>	<b>804</b>	<b>100</b>

## Objectives of the Survey:

The primary goal of the survey was to assess the level of satisfaction and collect constructive feedback from students, alumni, teachers, and parents, to evaluate the quality of education, infrastructure, and overall academic environment of the institution. The data for this report was collected using **well-structured questionnaires** designed on a **five-point rating scale** (ranging from "Strongly Disagree" to "Strongly Agree"), ensuring consistency and reliability in measuring perceptions and feedback. The collected information was analyzed using appropriate **statistical tools** to draw meaningful insights and identify areas of improvement.

## **Overview of Statistical Tools Used:**

- The data have been analyzed using the simple percentage method and the results are presented through bar charts for better clarity and understanding.

## **Discussion and Findings:**

- **Part A: Analysis of Student Feedback**

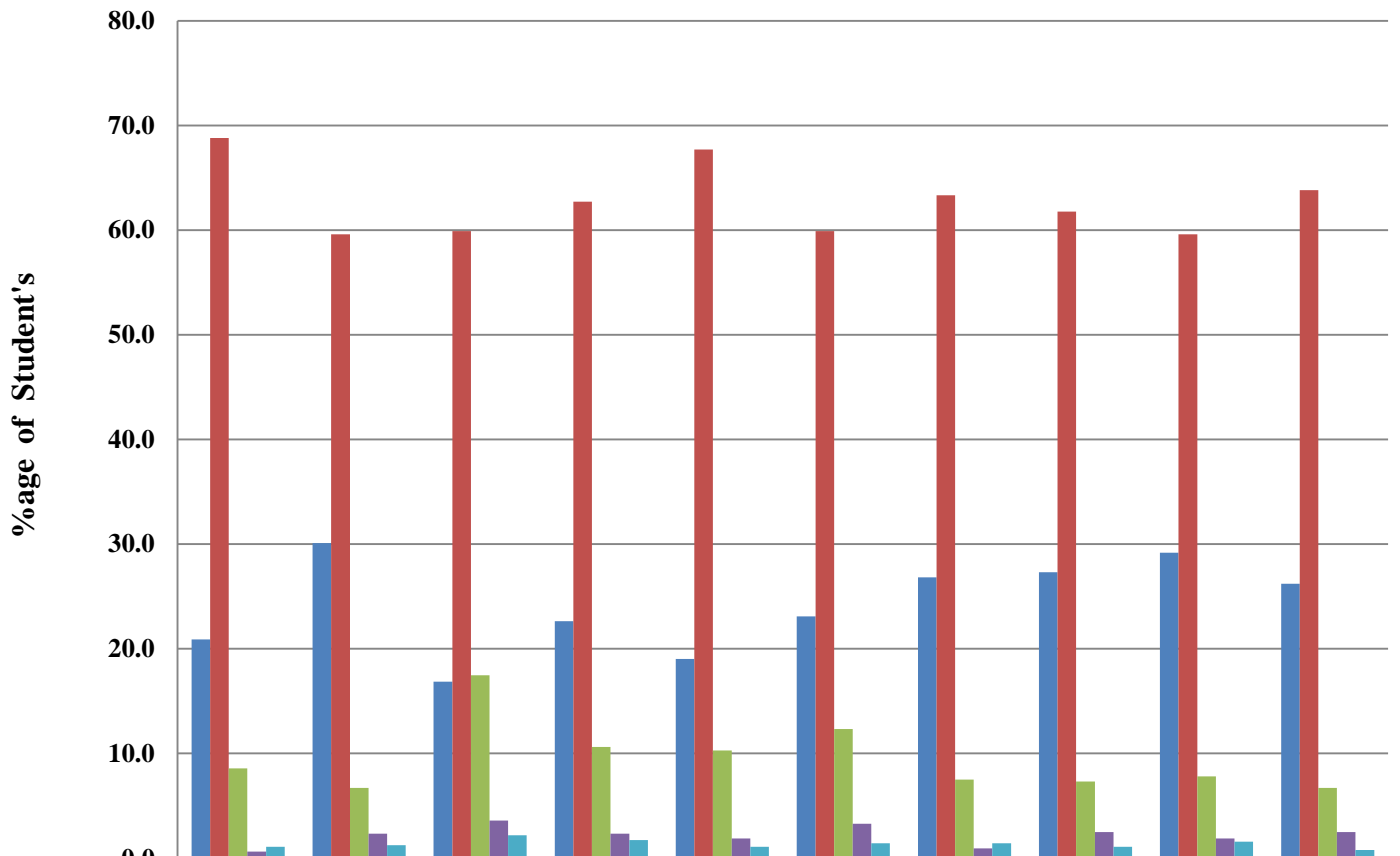
This section analyzes student feedback on curriculum delivery, faculty performance, infrastructure, extracurricular activities, and other facilities. The majority of students express satisfaction with the curriculum and syllabi, appreciating the effective delivery of courses throughout the academic session. They find the quality of teaching satisfactory, noting that teachers return checked class tests and assignments promptly. Additionally, students view the assessment and evaluation systems as fair, transparent, and effective. However, some students express dissatisfaction with the limited opportunities for experiential learning, such as internships, student exchanges, and field trips. They suggest increasing such opportunities to enhance practical exposure. Other recommendations include upgrading sports facilities and infrastructure, improving canteen services, and introducing more skill-based, job-oriented courses to enhance employability. Overall, while students are pleased with the academic experience, they believe that these enhancements would further enrich their learning environment and better prepare them for future career challenges.

- **Part B: Alumni Feedback Analysis**

Alumni feedback helps the institution assess its long-term impact on students' careers and personal growth. This section evaluates how effectively Government College Seema prepared alumni for employment, higher education, and other life challenges, while also highlighting suggestions for improvement. Feedback from alumni across different years reveals notable variations, with contrasting perspectives between earlier and recent graduates. Most alumni appreciate the relevance of the syllabi, acknowledging its role in enhancing livelihood opportunities. They also value the college's extracurricular activities, crediting them for fostering holistic development and life skills. Alumni express satisfaction with the campus infrastructure, academic culture, and the supportive learning environment. Additionally, they regard the institution's academic processes as transparent and student-centric in all initiatives. Suggestions for improvement include introducing more postgraduate programs to expand academic opportunities and strengthening hostel facilities to enhance student accommodation. Overall, alumni feedback reflects a positive experience, with recommendations aimed at further enriching the college's offerings and infrastructure.

PART: A

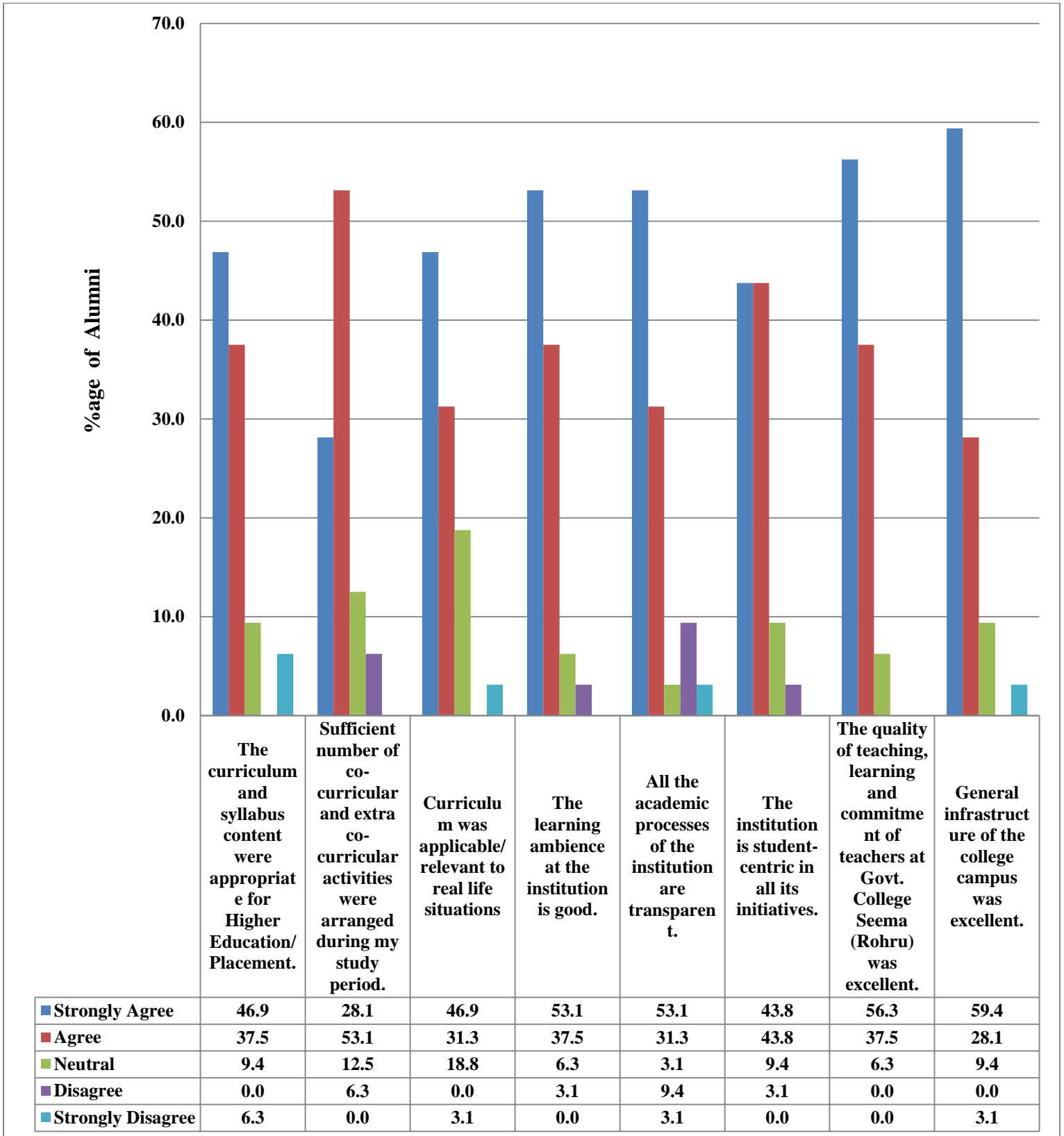
STUDENT'S FEEDBACK ANALYSIS: 2023-24



	Curriculum is comprehensive, relevant and has good balance between theory and application.	Sufficient reference material and books are available in the college library for the topics mentioned in the curriculum.	The curriculum promotes internship, student exchange and field visit opportunities.	The Curriculum inculcates soft skills, life skills and employability skills to make you ready for the world of work.	Curriculum is effective in developing analytical and problem solving skills.	Timely coverage of curriculum is possible in the mentioned number of hours.	Course delivery by teachers in the class is up to the mark.	Teachers make good usage of teaching aids in the class to facilitate teaching.	Teachers are always fair in the assessment process (assignments, class-tests, presentations, quiz etc.).	Teachers return checked class tests and assignments timely.
Strongly Agree	20.9	30.1	16.8	22.6	19.0	23.1	26.8	27.3	29.2	26.2
Agree	68.8	59.6	59.9	62.7	67.7	59.9	63.3	61.8	59.6	63.8
Neutral	8.6	6.7	17.5	10.6	10.3	12.3	7.5	7.3	7.8	6.7
Disagree	0.6	2.3	3.6	2.3	1.9	3.3	0.9	2.5	1.9	2.5
Strongly Disagree	1.1	1.2	2.2	1.7	1.1	1.4	1.4	1.1	1.6	0.8

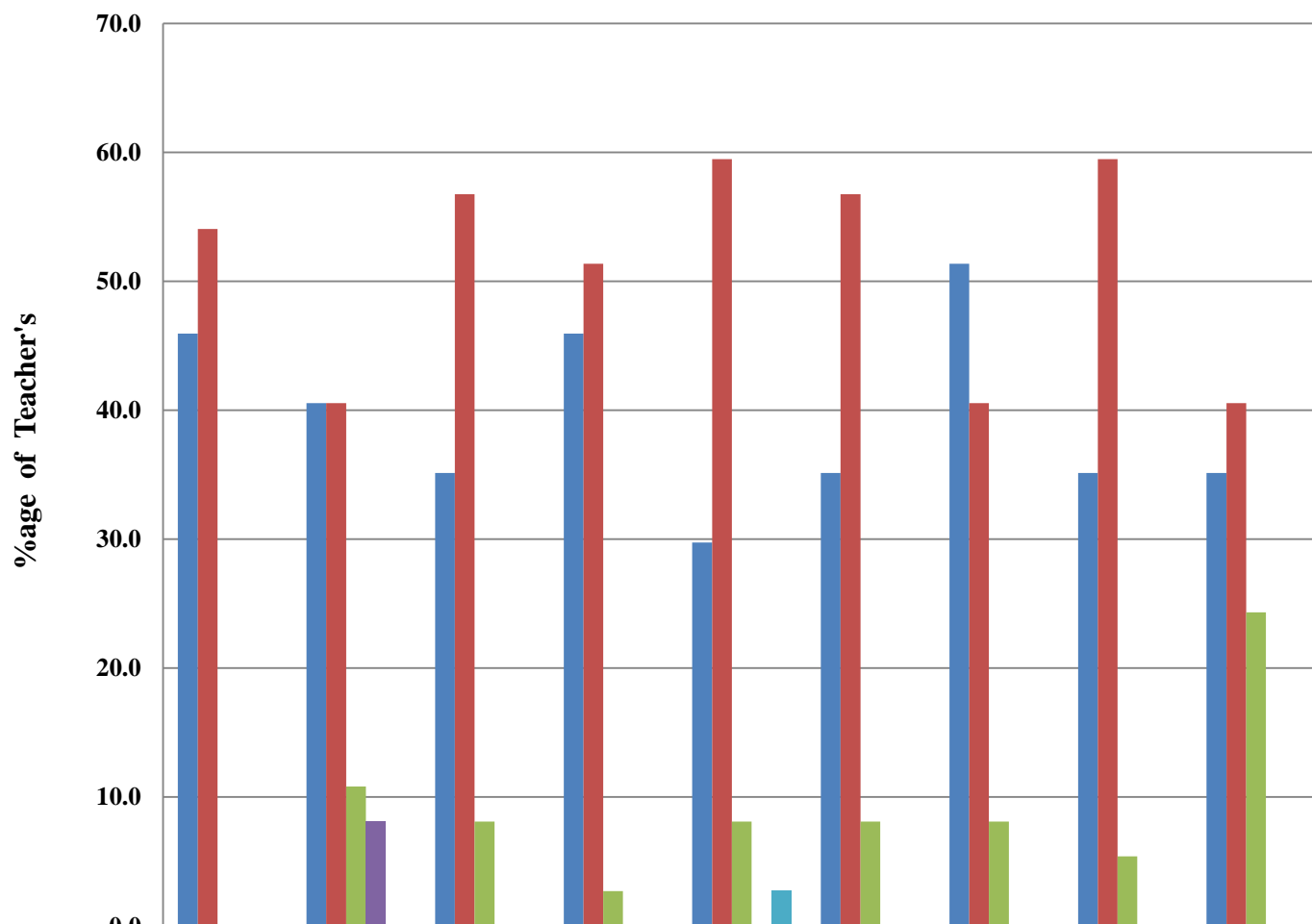
**PART: B**

**ALUMNI FEEDBACK ANALYSIS: 2023-24**



PART: C

TEACHER'S FEEDBACK ANALYSIS: 2023-24



Strongly Agree	45.9	40.5	35.1	45.9	29.7	35.1	51.4	35.1	35.1
Agree	54.1	40.5	56.8	51.4	59.5	56.8	40.5	59.5	40.5
Neutral	0.0	10.8	8.1	2.7	8.1	8.1	8.1	5.4	24.3
Disagree	0.0	8.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Strongly Disagree	0.0	0.0	0.0	0.0	2.7	0.0	0.0	0.0	0.0



- **Part C: Teacher Feedback Analysis**

Faculty feedback provides valuable insights into their experience with the curriculum, teaching resources, and professional development. It sheds light on the challenges faced by teachers and offers suggestions for enhancing teaching practices and curriculum planning. Teachers play a crucial role in shaping human character and contributing to the peace and development of a progressive society. Their perspectives on key subjects influence the opinions and values of students. Recognizing the importance of teachers for students and the institution, an effort was made to assess their perceptions of the current curriculum at Government College Seema (Rohru) and gather suggestions for improvement. Overall, teachers express moderate satisfaction with the prescribed syllabi for their respective programs. However, opinions are mixed regarding the flexibility and time management involved in content delivery. Some teachers feel that several skill-based courses lack sufficient practical components, emphasizing the need for syllabus revisions. Additionally, faculty members recommend the swift implementation of the NEP 2020 to foster holistic development of the students.

**Part D: Parent Feedback Analysis**

Parents offer valuable insights into their children's academic progress, safety, and the institution's support systems. This section evaluates parental satisfaction with the academic environment and services at Government College Seema. Parents and guardians of enrolled students actively provided feedback on the college's curriculum, facilities, and overall operations. Overall, parents are satisfied with the academic and extracurricular activities their children engage in. They appreciate the effective content delivery, comprehensive syllabus coverage, and the smooth, student-friendly admission process. Many parents also observed notable improvements in their children's soft skills, knowledge, and ethical values throughout their time at the college, reflecting the institution's positive impact on personal development. However, parents have made a few suggestions for improvement. These include enhancing career guidance programs to better prepare students for future opportunities and addressing issues with water quality, particularly in the hostel facilities. Their feedback reflects general satisfaction, with targeted recommendations to further improve student welfare and support systems.

**Action Taken Report (ATR) Based on Feedback Analysis (2023-24):**

To maintain transparency and demonstrate its commitment to continuous improvement, Government College Seema conducted an analysis of feedback collected from students, alumni, faculty, and parents. The findings were presented to the Principal and later discussed with the staff council during the session-end meeting. The IQAC also reviewed the feedback outcomes during its inaugural meeting for the 2024-25 session, integrating them into its action plan for the upcoming academic year. Below are the specific actions taken based on the key issues identified:



### 1. Enhancing Experiential Learning Opportunities

**Issue Identified:** Students expressed the need for more internships, student exchanges, invited lectures, and field trips to improve practical exposure.

**Action Taken:**

- In the IQAC meeting, it was agreed that, alongside other initiatives, teachers would submit departmental plans for activities aimed at fostering student-centered learning. The IQAC instructed all departments to organize more invited lectures, field trips, and collaborative projects to enrich students' experiential learning.

### 2. Upgrading Sports Facilities and Infrastructure

**Issue Identified:** Students suggested improving sports infrastructure and facilities.

**Action Taken:**

- The administration has allocated funds for the maintenance and up-gradation of the sports grounds and indoor facilities.
- The Sports Department was tasked with organizing more inter-college and intra-college annual sports meet to promote sports engagement.

### 3. Improving Canteen Infrastructure and Services

**Issue Identified:** Students raised concerns about the infrastructure and services of the college canteen.

**Action Taken:**

- Under infrastructural development we are planning construction of a Multipurpose Hall that will be used as a student activity complex. The foundation for this Hall has already been laid down. Along with this, we have plans of building a spacious canteen.
- The Canteen Regulation-cum-Refreshment Committee ensures periodic monitoring of cleanliness and food hygiene.

### 4. Introduction of New Skill-Based Ad-on Courses

**Issue Identified:** Recommendations were made to introduce more skill-oriented courses to boost employability.

**Action Taken:**

- In addition to the certificate courses like *Tally Essentials*, *Beekeeping Training*, and short-term training course on *post-harvest processing*, a new Ad-on course on *Domestic Data Entry Operator* was introduced.
- The IQAC is planning to introduce more industry-relevant courses to further enhance student employability.

### 5. Expanding Postgraduate Programs and Strengthening Hostel Facilities

**Issue Identified:** Stakeholders suggested offering more postgraduate programs and improving hostel facilities, especially water quality.

**Action Taken:**

- A proposal to construct a new girls' hostel is currently under review to enhance accommodation facilities for female students. This initiative is intended to address the increasing demand for on-campus accommodation, particularly for female students (accounts for around 70% of total strength) coming from remote/distant rural areas.
- Water and electricity maintenance committee ensures high water quality in the campus. Water quality in campus was enhanced with installation and maintenance of purification systems.

**6. Syllabus Revisions and Swift Implementation of NEP 2020**

**Issue Identified:** Teachers emphasized the need to revise skill-based course syllabi and expedite the implementation of NEP 2020.

**Action Taken:**

- Feedback on curriculum gaps will be shared with Himachal Pradesh University for consideration during syllabus revisions.
- The IQAC has initiated to align institutional activities with the NEP 2020 framework, focusing on multidisciplinary learning and student development initiatives.

**7. Enhancing Career Guidance Program**

**Issue Identified:** Parents recommended enhancing career guidance programs to better prepare students for the job market.

**Action Taken:**

- A career counseling cell was strengthened to provide regular sessions on resume writing, interview preparation, personality development and general study.
- Alumni working in diverse fields will be invited to mentor students through interactive sessions and talks.

**Summary and Conclusion:**

This feedback survey has been an essential exercise to gain insights from key stakeholders and use the findings for enhancing the academic experience at Government College Seema. The institution remains committed to delivering quality education and fostering a positive learning environment through proactive interventions based on the feedback collected. This detailed analysis aims to provide a clear picture of the perceptions of various stakeholders and serve as a blueprint for future initiatives and improvements. The recommendations emerging from this report will guide the college in maintaining academic excellence and meeting the expectations of its diverse stakeholders effectively.

35  
Regd  
Confidential



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www.ggcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

No. GCSMA-ACR - 35-284

Date: 01-11-2024

To

The Director (HE)  
Himachal Pradesh Lalpani Shimla-171001

Subject: Submission of ACRs in r/o Laboratory Staff

Sir

In compliance of the orders from your office, the ACRs for the year 2023-24 in r/o Laboratory Staff of this institution are being submitted for your further action please.

The detail of the Employee is as under: -

S.No.	Dossier No.	Designation	Name	DOB
1		SLA	Devinder Kumar	03.03.1969
2		SLA	Pradeep Kumar	04.07.1975
3		JLA	Amrit Kumar	19.07.1968
4		JLA	Chaman Lal	20.03.1970

Principal  
(Dr. Lakha Rawat)  
Principal  
Govt. College Seema  
Distt. Shimla H.P.

**GOVT. POST GRADUATE COLLEGE SEEMA(ROHRU) DISTT. SHIMLA HP**  
No.-GCSMA-ACR-35--716

Dated 09.10.2024

To

Dr. Amarjeet Singh  
The Director (HE) Himachal Pradesh  
Shimla-171001

Subject: Submission of ACRs in r/o Teachers (College Cadre) for 2023-24.

Sir

Please find enclosed herewith ACRs for the Academic Year 2023-24 after completion for further evaluation of Screening Committee and Reviewing Officer please.

SN	Name- Dr./Sh./Smt/Miss	Subject	SN	Name- Dr./Sh./Smt.Miss	Subject
1	Rai Singh Negi	Pol.Sc.	13	Kiran Kumari	Sociology
2.	Anil Chauhan	Pub Admn	14	Sandhira Devi	Commerce
3	Ravi Kiran Sharma	Zoology	15	Prince Mohan	Geography
4	Ashwani Kumar Sharma	Chemistry	16	Deepak Negi	Computer Sc.
5	Umesh Kumar Narta	Botany	17	Digvijay Chauhan	Physical Edu.
6	Naresh Kumar Chauhan	Geography	18	Varun	Pol.Sc.
7	Mahinder Singh	Mathematics	19	Navneet	Hindi
8	Sunil Negi	Chemistry	20	Nalin Chaman	Public Admn.
9	Vandana Bhandari	Engilsh	21	Vandana Devi	Sanskrit
10	Ravi Prakash	Hindi	22	Hapinder Singh	Tourism
11	Surender Singh	Economics	23	Om Sharma	From GC Sarswatinagar
12	Bharat Singh	Sociology	24.	Harish Sanjta -	Already submitted by previous Principal.

(Dr. Lalita Rawat)  
Principal

Principal  
Govt. College Seema (Rohru)  
Distt. Shimla H.P.

2/10/24

**HIMACHAL PRADESH GOVERNMENT  
EDUCATION DEPARTMENT**

**ANNUAL PERFORMANCE BASED APPRAISAL**

(with API scores bases on PBAS as per UGC Regulations 2010)

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS IN COLLEGE CADRE)

Name of the College through which ACR is submitted .....

Appraisal of work and conduct of Dr./Shri/Smt/Kumari .....  
Submitted for the year/session .....

**PART-I**

**PERSONAL DATA**

(To be filled up by the Assistant Professor/ Associate Professor)

1. **Full Name (in Capital letter)** .....
2. Father/Husband name .....
3. Employee Code .....
4. **Subject for which Appointed** .....
5. Date of appointment(in College Cadre) .....
6. Current Designation .....
7. Present Pay Band with Grade Pay .....
8. Date of Promotion ( if any, during past one year) .....
9. Qualification:
  - (a) Academic Division .....
  - (b) Professional .....
  - (c) Research Degree .....
10. Date of Birth    D   D   M   M   Y   Y   Y   Y    In words .....  

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11. Permanent/Quasi-permanent/ Temporary/ Contract .....
12. College/Colleges in which served during the year with specific duration. ....
- 13 a). Roll no ( with session) & Date of passing of Departmental Exam. ....  
 b) Hindi subject : Cleared / exempted (mention details) .....
14. Any other major assignment in addition to Teaching. (e.g. Offi. Principal, etc.) .....
15. Permanent Address(With Pin code) .....
16. Land line telephone No. .... Mobile No.. ....  
Email: .....

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**PART-II : SECTION-I  
( SELF APPRAISAL )**

(Brief resume should bring out any significant achievement during the period under report)

17. What do you think has been your most important contribution this year any way ?

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18. Have you made any contribution in the area of work not assigned to you ?

--

19. (a) Weekly time table (whole Academic year):-

Sr. No.	Class	Name of the College	Number of Lectures allocated ( per week )	Total Lectures actually delivered during session	State % age of syllabus completed for each class / course
<b>Total periods per week</b>					

(b) Any special effort made to improve class room instructions.

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(c) How many assignments and class tests did you give this year.

Sr. No	Class	Number of assignments given to students	Number of class tests given to students	Refer the verifiable record available in the College Office

(d) Give details of Academic Activities organised in the college.

Title of the activity	Brief Detail of activity

(f) Which new books relating to your subject did you read during the year?  
..... **(Must attach a brief extract of about 50 words on the value content of the book.)**

(g) What are the vital problems of teaching before you, in order of importance.

--

20 **DETAIL OF LAST YEAR ANNUAL EXAMINATION RESULTS :**

Class	Duration for which taught	Total No. of students appeared	Passed	College pass %age	University pass %age	Variation (+ / - ) <b>( col. 5-6)</b>	Details of pass students				Reasons for Low %age, if any
							Div.I	Div.II	Div.III	Failed	
1	2	3	4	5	6	7	8	9	10	11	12



21. i) Whether acquired any degrees or fresh academic / professional qualifications during the year ? If “ **YES** ” mention the name of the degree, year of passing, institution from which passed etc.

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- ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

22. Are you doing any Research work ? If “ **YES** ” provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work / Project

23. Did you receive any honour, prize or award during the year ? If “ **YES** ” give details.

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24. Are you satisfied with your present position / pay ? .....  
If not, do you want to change the profession ? Give reasons.

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25. Any other significant point which is not covered above

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**PART-II : SECTION-II**

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM**

(PBAS) FOR THE SESSION/ YEAR .....

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

**Part-A: Academic Performance Indicators**

(Please see detailed instructions of this PBAS Proforma before filling out this section)

**26. CATEGORY: I, TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lecturers, Seminars, Tutorials, Practicals, Contact Hours(give semester-wise details, where necessary)

S.No	Course/ Paper	Level	Mode of Teaching	No. of Classes per Week allotted	No. of classes conducted	% of classes/ practicals taken as per documented record.

**Lecture (L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)**

		API Score
<b>(a)</b>	Classes Taken ( <b>max. 50 for 100% performance</b> & proportionate score up to 80% performance, <b>below which no score may be</b>	

	given)	
(b)	Teaching load in excess of UGC norm (max. score:10)	

(ii) Reading / instructional material consulted and additional knowledge resources provided to students.

Sr.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score

(iii) Use of Participatory and innovative Teaching-learning Methodologies, Updating of Subject content, Course Improvement etc.

S.No.	Short Description	API Score
	<b>Total Score ( Max: 20 )</b>	

(iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties.	Duties Assigned	Extent to which carried out(%)	API Score
	<b>Total Score (Max. 25)</b>			

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

Please mention your contribution to any of the following:-

S.No.	Type of Activity	Average Hours/week	API Score
	(i) Extension, Co-curricular & field based Activities.		
	<b>Total (Max.20)</b>		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly/ Semester wise responsibilities.	<b>API Score</b>
	<b>Total (Max.15)</b>		
	(iii) Professional Development Activities		
	<b>Total (Max.15)</b>		
	<b>Total Score (I+II+III) (Max. 25)</b>		

## 28. CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note 1:- This is to be filled as per Appendix-III Table-I, Category-III of the Regulations 2010

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-I.

Note 2 :- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

Note 3 :- The minimum point norms of the APIS as provided in **Appendix -III Table - II (B)**

### A Published Papers in Journals

S.No.	Title with Page nos.	Journal	ISSN/ ISBN No.	Whether peer	No. of Co-	Whether you are the main	API Score
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				reviewed. Impact Factor, if any	authors	author	

**B (i) Articles / Chapters published in Books**

S.No	Title with Page nos.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	API Score

**(ii) Full Papers in Conference Proceedings**

S.No	Title with Page Nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API Score

**(iii) Books Published as single / co-author or as editor**

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**C. Ongoing and Completed Research Projects and Consultancies**

**(c) (i & ii) Ongoing Projects/ Consultancies**

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

**(c) (iii&iv) Completed Projects/ Consultancies**

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	Whether policy document/ patent as outcome	API Score

**D Research Guidance**

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

**E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes(Not less than one week duration)**

S.No	Programme	Duration	Organised by	API Score

**E (ii) Papers presented in Conferences, Seminars, Workshops, symposia**

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ National/ State/ Regional/ College or University level	API Score


**E (iii) Invited Lectures and Chairmanships at national or international conference/ seminar etc.**

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international/ National	API Score

**29. SUMMARY OF API SCORES**

	Criteria	Last Academic Year	Total- API Score for Assessment Period
<b>I</b>	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>		
<b>II</b>	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>		
	<b>Total I+II</b> <b>Min. Total Annual Score under categories I &amp; II= 100</b>		
<b>III</b>	Research and Academic Contribution For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).		

**30. PART B: OTHER RELEVANT INFORMATION**

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

S.No.	

**LIST OF ENCLOSURES:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled PBAS Proforma.

Place: Signature of the reported on officer  
Date: Designation,

*I certify that the information mentioned by the teacher in the self appraisal ( Section I & II ) above is correct and all the relevant records, documents are available and maintained properly in the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 19 (a) to 19 (d) and 20 of Part-II ( Section-I ), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.*

-----  
Date: Signature (with stamp) of Principal  
Place: Govt. Degree College.  
Name of the Principal.....

**In case the Principal is not satisfied with the reporting by the teacher in the self appraisal and thus not willing to certify ( as mentioned above ), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II ( serial number 17 to serial number 30 ).**

-----  
Signature (with stamp) of Principal  
Govt. Degree College.  
Name of the Principal.....

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

**PART- III  
(Section-I)**



## ASSESSMENT OF REPORTING OFFICER

With the reporting made by the teacher in self appraisal ( Part-I & II ) as well as the record maintained in the college office as well as API scores based on PBAS system of ( Reporting Officer must acquaint him / her self fully UGC regulations 2010 as adopted by the Government of Himachal Pradesh. )

**Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.**

31.

Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

32. **STAGE OF HEALTH:**

(a) **Physical:**

(i) Energetic

(ii) Major Ailment, if any .....

(b) **Mental:**

(i) Alert

(ii) Ailment, if any .....

(c) **Emotional balance:**

(i) Is he claim and retains poise ?

(ii) Does he get provoked easily ?

(iii) Is he able to tolerate difference of Opinion ? .....

33. **INTELLIGENCE AND UNDERSTANDING:**

(a) Exceptional, has clear grasp of any matter

(b) Intelligent and grasps a point correctly

(c) Just good enough. ....

34. **QUALITY OF WORK:**

(i) **ATTENTION TO DETAILS:**

---Accuracy in presentation

---Thoroughness in analysis

(a) Most reliable and comprehensive

(b) Considers all relevant details.

(c) Just good enough. ....

(ii) **ABILITY IN DISCUSSION AND CONVERSATION:**

- (a) Very effective and convincing
- (b) Good and puts across his points clearly.
- (c) Just good enough. ....

**35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:**

- (a) Shows exceptional zeal and devotion with excellent initiative.
- (b) Hard working and conscientious
- (c) Reasonably diligent with average initiative .....

**36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:**

- (a) Very Good
- (b) Good.
- (c) Average. ....

**37. (a) PUNCTUALITY AND ATTENDANCE: .....**

**(b) Period of absence from duty of the teacher :**

- i) Period of EOL (if any) during the year ( with dates ) .....
- ii) Period of all other leave except casual leave (excluding EOL)(with dates ) .....
- iii) Period of wilful absence ( if any ) ( with dates ) .....

**38. OTHER OBSERVATIONS:**

(This space may be utilised for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

**39. INTEGRITY:**

- (a) Nothing has come to my knowledge Which casts any reflection on his integrity. His general reputation for honest is good

and I certify his integrity.

(b) His reputation is of doubtful nature.

(c) He has yet to establish his reputation. ....

40. **Does he/she take interest in use of Hindi language in official work ?**

41. **His/her attitude towards the members of S.C. and S.T. community.** .....

**Signature of Reporting Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

**N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II**

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**PART-III**

**(Section-II : API Score Evaluation)**

**ASSESSMENT OF REPORTING OFFICER**

**42. CATEGORY-I ( of PART-II SECTION-II, Part – A )**

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
				If Agreed	If Dis-agreed	
				Principal must reproduce the score reported by the teacher in the previous column as self assessment / appraisal.	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
(i) a	Classes Taken(max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	50				
(i) b	Teaching load in excess of UGC norm(max. score:10)	10				
(ii)	Imparting of knowledge / instructions as per co-curriculum and syllabus enrichment by providing additional resources to students.	20				
(iii)	Use of participatory and innovative teaching learning methodologies, Updating of Subject content, course improvement etc. .	20				
(iv)	Examination duties assigned and preformed.	25				
	<b>Total Score</b> (Minimum API Score required is <b>75</b> )	<b>125</b>				

**43. CATEGORY-II ( of PART-II SECTION-II, Part – A )**

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
				Agree	Dis-agree	
				No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
(i)	Extension, Co-curricular & field based Activities	20				
(ii)	Contribution to Corporate life and Management of the Institution.	15				
(iii)	Professional Development Activities	15				
	<b>Total Score ( I + ii + iii )= ( Max. 25)</b> (Minimum API Score required is <b>15</b> )	<b>25</b>				

44. CATEGORY-III ( of PART-II SECTION-II, Part – A )

Criteria Serial Number	Criteria Head	Criteria Head details	Max. Score	API Score reported in self appraisal.	REMARKS		
					Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II ( Section-II ), also mentioned in the previous column.		
					Agree	Dis-agree	
					No API score to be assessed by the Principal. (Simply write agree )	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
A	Research Papers published in	Refereed Journals (*)	15 / publication				
		Non-refereed but recognised and reputed journals and periodicals having ISBN / ISSN numbers	10 / publication				
B (i)	Articles / Chapters published in Books	Chapters contributed to edited knowledge based volumes published by International publishers.	10 / chapter				

		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 / chapter				
--	--	--	-------------	--	--	--	--

ii)	Full papers in conference proceedings	Conference proceedings as full papers etc. (Abstracts not to be included )	10 / publication				
B (iii)	Books published as single / co-author or as editor	Text or Reference Books published by international publishers with established peer review system.	50 / sole author,  10 / chapter in an edited book.				
		Subject books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.	25 / sole author,  and 5 / chapter in edited books				
		Subject books by other local publishers with ISBN / ISSN numbers	15 / sole author and 3 / chapter in edited books				
C (i)	Sponsored projects carried out / ongoing	Major Projects amount mobilised with grants above 30 lakhs for science and above 5 lakhs for arts / humanities / social sciences.	20 / each project				
		Major Projects amount mobilised with grants above 5 lakhs upto 30 lakhs for science and Rs. 3 lakhs upto 5 lakhs for arts / humanities / social sciences.	15 / each project				
		Minor Projects (Amount mobilised with grants above Rs. 50,000 up to 5 lakh for science and Rs 25000 up to 3 lakh for arts /humanities / social sciences.	10 / each project				

C (ii)	Consultancy Projects carried out / ongoing	Amount mobilised with minimum of Rs 10 lakh for	10 / every Rs.10 lakhs and Rs. 2 lakhs respectively.				
--------	--	---	--	--	--	--	--



		science and Rs 2 lakh for arts / humanities / social sciences.					
C (iii)	Completed Projects quality evaluation	Completed Project Report ( Acceptance from funding agency )	20 / each major project and 10 / each minor project.				
C (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	30 / each national level output or patent / 50 / each for international level.				
D (i)	Research Guidance <b>M.Phil</b>	Degree awarded only	3 / each candidate				
D (ii)	Research Guidance <b>Ph.D</b>	Degree awarded	10 / each candidate				
		Thesis Submitted	7 / each candidate				
E (i)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Refresher courses, Methodology, workshops, Training, Teacher Learning, Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	(a) Not less than two weeks	20 / each				
		(b) One week duration	10 / each				

E (ii)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Papers in Conferences / Seminars / Workshops etc. (**) <b>Participation and presentation of research papers ( oral / posters )</b>	(a) International conference	10 / each				
		(b) National	7.5 / each				
		(c) Regional / State Level	5 / each				
		(d) Local-University / College level	3 / each				
E (iii)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS,</b> Invited lectures or presentations for conferences / symposia	International	10 / each				
		National level	5 / each				
	<b>Total</b>					*****	

**NOTE:- (\*), (\*\*).. Please refer to clarification mentioned on page7950 of UGC Regulations ( THE GAZETTEE OF INDIA , September 18, 2010).**

**45. SUMMARY OF API SCORES BY PRINCIPAL**

	<b>Criteria</b>	<b>Last Academic Year</b>	Total- API Score for Assessment Period  <b>reported in self appraisal</b>	Total- API Score reported by Principal <b>( total of agreed score + total score assessed by Principal after disagreeing )</b>
<b>I</b>	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>			
<b>II</b>	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>			
	<b>Total I+II</b> <b>Min. Total Annual Score under categories I &amp; II= 100</b>			
<b>III</b>	Research and Academic Contribution  For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).			

N.B. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

**46 OVERALL ASSESSMENT OF PART-III**

Name of Employee / Teacher .....

Designation .....

Subject for which approved .....

Employee Code .....

The remarks are being made on the basis of self appraisal reported by the teacher in PART-III: Section-I and subsequent assessment recorded by me in PART-III: Section-II of the ACR. I especially certify that I am fully aware of the reporting made by the teacher in self appraisal as well as the certifications made by me in PART-B ( of PART-II: Section-II ) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is .....  
( Below Average / Average / Good / Very Good / Excellent )

**Signature of Reporting Officer**  
**Name in block letter.....**  
**Designation.....**  
**Date.....**

**PART IV – SEC. I**

**47. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE**

On API score of the Teacher after **Screening and Evaluation** of the Self Appraisal (under PART-II Sec.-I & Sec.-II) as well as Assessment of Principal (under PART-III Sec.-I & Sec.-II).

Teacher Name .....Desig.....
Employee Code.....Subject for which appointed:..... Present Basic Pay..... Present AGP..... Date from which the present AGP has been awarded .....

**FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION**

	Criteria	Last Academic year	Total-API score for Assessment period  Reported in self appraisal	Total- API Score  Reported by the Principal	Total API Score for Assessment period  by Screening cum Evaluation Committee
I	Teaching, Learning and Evaluation related activities. <b>Total Max. Score = 125 ; Min. Score required= 75</b>				
II	Co-curricular, Extension, Professional development etc. <b>Total Max. Score = 25 ; Min. Score required= 15</b>				
	<b>Total I+II Min. Total Annual Score under categories I &amp; II= 100</b>				
III	Research and Academic Contribution For stage 1 to stage 2 : <b>min.5 / year</b> , For stage 2 to stage 3 : <b>min. 10 / year</b> , For stage 3 to stage 4 : <b>min.15 / year</b> , For stage 4 to stage 5 : <b>min.20 / year</b> (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).				

<b>Overall performance in percentage</b>
<p><b>Note:-</b></p> <ol style="list-style-type: none"> <li>1. Any performance of the teacher in category I + II with API score as <b>150</b> (the Maximum allowed) and the score in category III is <b>at least 20 more</b> than the minimum required (at the stage of Grade Pay, the concerned teacher is getting ) shall be considered as <b>PERFORMANCE more than 100%</b></li> <li>2. Any performance of the teacher in category I + II with API score as <b>150</b> (the Maximum allowed) and the score in category III is <b>at least 10 to 19 more</b> than the minimum required (at the stage of</li> </ol>

Grade Pay, the concerned teacher is getting ) shall be considered as **PERFORMANCE 100%**

- 3. Any performance of the teacher in category I + II with API score as **100** (the Minimum required) and score in category III is **also the minimum** as required to be achieved ( at the stage of Grade Pay the teacher concerned is getting) shall be considered as **PERFORMANCE 60%**
- 4. Any performance of the teacher with API score which is **more than** what is mentioned in **Note 3** above but **less than** what is mentioned in **Note 2** above shall be considered as **PERFORMANCE more than 60%**
- 5. Any performance of the teacher with API score **less than** what is mentioned in Note 3 above shall be considered as **PERFORMANCE less than 60%**

**6. The performance % will be recorded as mentioned below:**

- i) PERFORMANCE is **less than 60%**
- ii) PERFORMANCE is **60%**
- iii) PERFORMANCE is **more than 60%**
- iv) PERFORMANCE is **100%**
- v) PERFORMANCE is **more than 100%**

The overall performance of the teacher is ..... percent

**Report of Screening-cum-Evaluation Committee:**

**REMARKS**

1) The API score of the teacher in category I, II & III .....**QUALIFIES / FAILS TO QUALIFY**  
the minimum standard of UGC regulation 2010

2) The Committee ..... **AGREE / PARTIALLY AGREE/ DO NOT AGREE**  
With the Self Assessment Report ( If "do not agree" reasons may be recorded below)  
( in PART-II Sec.-II) by the Teacher

3) The Assessment Report mentioned in  
( in PART-III Sec.-II) by the Principal, has been  
considered and the Committee ..... **AGREE / PARTIALLY AGREE/ DO NOT AGREE**  
with the remarks of the Principal  
( If "do not agree" reasons may be recorded below)

4) The overall performance of the teacher: **The overall performance of the teacher is .....**  
**percent** ( As per performance criteria on previous page)

The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per this screening and assessment report for the academic year.....,the teacher is ELIGIBLE / NOT ELIGIBLE for promotion to the post of ..... / placement in next higher grade of pay....., subject to the fulfilment of all eligibility conditions mentioned in UGC regulations ( THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 ) as well as all other Govt. norms and conditions.

Name and Designation of the Committee Member	Signature of the Committee Member
1.	
2.	
3.	
4.	
5.	
6.	

.....  
**Signature of the Chairperson of the Committee  
 ( with Stamp)**

**Name** : .....  
**Designation** : .....  
**Date** : .....

**PART-IV : Section-II**

**REMARKS OF THE REVIEWING OFFICER**

**48.** Length of service under the Reviewing Officer.....

**49** Do you agree with the Reporting Officer in regard .....  
 to his remarks in the resume of the work done by  
 the Officer as contained in Part-II of the report ? If  
 not indicate briefly the reasons for disagreeing with  
 the Reporting Officer and the extent of your disagreement.

**50 OVER ALL PERFORMANCE AND QUALITIES**  
**( Excellent / Very Good / Good / Average / Below Average ) .....**

**On the basis of :**

(i) Performance on the basis of PART-II (Sec.-I ) .....  
 and PART-III (Sec.-I)

(ii) Performance on PBAS System (with API score )  
 as per Review Report of screening-

cum-evaluation committee.

51

Has the Officer special characteristics and / or any outstanding merits or abilities which would Justify his advancement and special selection for higher appointment out of turn ? If so, mention these characteristics briefly.

--

**Signature of Reviewing Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

52. Countersignature by the next higher officer with remarks, if any.

**Signature of Countersigning Officer**

**Name in block letter.....**

**Designation.....**

**Date.....**

**Instructions for filling up Part B of the PBAS Proforma**

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-I.

**NB. The self assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.**

1. **Teaching and Evaluation Related Performances**

(i) a

Lectures/ Practicals/ Tutorials/ Contract classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned teaching Universities may give allowance for periods of leave where alternative Maximum score if there is 100% achievement.	Max. Score: 50
---	----------------

b

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes.	Max. Score: 10
--	----------------

(ii)

Imparting of knowledge/ instruction vis a vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum(100% compliance=20 points)	Max. Score:20
---	---------------

(iii) **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.**

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each. b. Interactive Course: 5 points/ each. c. Participatory Learning modules: 5 points/ each	10

Developing and imparting Remedial/ Bridge Courses and Counselling modules (Each activity: 5 points)	10
Developing and imparting soft skills/ communication skills/ personality development courses/ modules(Each activity: 5 points)	10
Developing and imparting specialised teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas(Each activity: 5 points)	10
Organising and conduction of popularisation programmes/ training courses in computer assisted teaching/ web-based learning and e-library skills to students. (h) Workshop/ Training course: 10 points each (i) Popularisation program: 5 points each.	10
<b>Maximum Aggregate Limit</b>	20

(iv) **Examination Related Work.**

Indicators	Maximum Score
College/ University end semester/ Annual Examination work as per duties allotted. (Invigilation- 10 points, Evaluation of answer scripts- 5 points; Question paper setting- 5 points). (100% compliance= 20 points)	20
College/ University examination/ Evaluation responsibilities for internal / continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance= 10 points)	10
<b>Maximum Aggregate Limit B (iv)</b>	25

II: **Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.**

(i) **Extension and Co-curricular Related Activities**

Institutional co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/ Leadership role played in organisation linked with Extension Work	10



and National service Scheme (NSS), NCCC or any other similar activity (Each activity 10 points).	
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate limit	20

**(ii) Contribution to Corporate Life and Management of the Institution**

Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Warden, Bursar, IQAC coordinator(10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee(5 points each).	10
Responsibility for ,or participation in committees for Students Welfare, Counselling and Discipline (5 points each)	10
Organisation of Conference/ Training: International (10 points); National/regional (5 points).	10
<b>Maximum Aggregate Limit</b>	15

**(iii) Professional Development Related Activities.**

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance (Each activity: 5 points)	10
Membership/ participation in Bodies/ Committees on Education and National Development ( 5 points each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
<b>Maximum Aggregate Limit</b>	15

**CATEGORY: III. Research and Publications and Academic Contributions**

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010 as adopted by the Government of Himachal Pradesh.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-1.

**III. Summary of API Scores**

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No. EDN-A-Kha(15)13/2010  
Government of Himachal Pradesh  
“Higher Education Department”

From

The Pr. Secretary (Hr. Education) to the  
Government of Himachal Pradesh.

To

The Director of Higher Education,  
Himachal Pradesh, Shimla-1

Dated, Shimla-2, the

6<sup>th</sup> June 2011

**Subject:** Regarding adoption of Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) proforma as notified by the UGC in its Regularion dated 30<sup>th</sup> June 2010 and holding of meeting of Departmental Promotion Committee.

Sir,

I am directed to refer to the subject cited above and to say that the UGC has notified the Regulations 2010 on 30<sup>th</sup> June 2010 vide which the stages of promotion under CAS of incumbent and newly appointed Assistant Professors / Associate Professors has also been notified. Now, the Government has decided to adopt the Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) for holding the meeting of DPC for the grant of scales under CAS. It is, therefore, requested to send the proposal to the Government to hold the DPC of the incumbents who are becoming eligible on or after 1-1-2009 to be placed in Pay Band-IV. In addition to this it has also been decided that the action in the letter No. EDN-H(8)B(7)34-2/2009 (Sr. Sel.) dated 18<sup>th</sup> May 2011 be deferred till further order.

You are therefore, requested to send the proposal to the Government after collecting the API and PBAS proforma from the eligible incumbents to hold the meeting of DPC so that the eligible lecturer be placed in Pay Band –IV.

Yours faithfully,

**Additional Secretary(Hr.Edu.) to the  
Government of Himachal Pradesh.**

**FORM OF CONFIDENTIAL REPORT OF LABORATORY STAFF.**

Ministry / Department /Office. ....

Report for the year /period ending. ....

**PART-I PERSONAL DATA**

(To be filled by the Administrative section concerned of the Ministry / Department/Office)

1. Name of the official.
2. Date of birth.
3. Date of continuous appointment to the present grade viz.
4. Whether permanent, quasi permanent, temporary.
5. Sections in which served during the year under report, and period of service in each.
6. Period of absence from duty on leave, training etc.
7. Previous three stations along with exact date.  

(1)	(2)	(3)
-----	-----	-----
8. Permanent home address of the employee.  
(Give complete details of address.)
9. Whether he/she has worked in tribal/sub cadre/hard area if yes, mention period.

**PART-II**

A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL  
DURING THE YEAR/PERIOD UNDER REPORT.

**(To be filled by the Reporting officer)**

**PART-III**

**ASSESSMENT BY THE REPORTING OFFICER**

(Note: Assessment of this part should not be indicated by tick marking but should be clearly expressed in suitable words. No. column of the proforma be left blank.)

10. State of Health.
11. General intelligence and keenness to learn.
12. Proficiency in his work viz. maintain of prescribed Registers and charts etc.
  - (a) Excellent.
  - (b) Very good.
  - (c) Good.
  - (d) Average.
  - (e) Poor.
13. Industry and keenness:
  - (a) Puts in hard work and is keen to do his job thoroughly .
  - (b) Is indifferent and required prompting and constant supervision to ensure completion of his work.
14. Has he ever been entrusted with work other than routine?  
If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts
15. Amenability to discipline.
16. Punctuality in attendance.
17. Relations with fellow employees.
18. Integrity.  
(This column should be filled as per instructions issued Under Ministry of home Affairs O.M. No.51/4/64-Estt.(A) dated 21-6-1965.)
19. Has the officer been reprimanded for indifferent work Or for other causes during the period under report?  
If so, please give brief particulars.
20. Has the officer done any outstanding or notable work Meriting commendation ? Briefly mention them.
21. Whether departmental enquiry/court case/vigilance case is pending against the employee,if yes brief details be given.

Remarks on overall assessment of part –III.

**Below Average/Average/Good/Very Good/Excellent.**

Date.

Signature of Reporting officer

Name in block letter.....

Designation.....

**PART- IV-REMARKS BY REVIEWING OFFICER**

- 22. Length of service under Reviewing officer.
- 23. Do you agree with the remarks of the Reporting officer? If not, indicate the extent of your disagreement if you wish to add anything specific with regard to work and conduct of the official over and above the remarks of the reporting officer, please mention them .You may also sum up your views here.
- 24. Has the officer any special characteristics and /or any outstanding Merits or abilities which would justify his advancement and special Selection for higher appointment out of turn? if so, mention these characteristics briefly.

Date.

Signature of Reviewing officer  
Name in block letter.....  
Designation.....

**PART- V**

COUNTER SIGNATURE BY THE HIGHER AUTHORITY WITH REMARKS IF ANY

Date.

Signature of countersigning officer  
Name in block letter.....  
Designation.....

-----  
H.P.Edu./A.C.R./Laboratory staff.

अनुभाग अधिकारी/राजपत्रित अधिकारी की गोपनीय रिपोर्ट का प्रारूप  
मन्त्रालय/विभाग/कार्यालय का नाम ..... से .....  
तक की अवधि/वर्ष के लिए रिपोर्ट

प्रथम भाग

व्यक्तिगत विवरण

(मन्त्रालय/विभाग/कार्यालय द्वारा भरा जाएगा)

1. अधिकारी का नाम और पद नाम .....
2. जन्म तिथि .....
3. प्रथम नियुक्ति की तिथि .....
4. वर्तमान पद पर नियुक्ति की तिथि .....
5. स्थाई/अर्धस्थायी/अस्थायी .....
6. विचाराधीन वर्ष/ अवधि के दौरान किस अनुभाग/  
विभाग/मन्त्रालय में सेवा की है और प्रत्येक में सेवा  
की कालावधि .....
7. रिपोर्ट के वर्ष/अवधि के दौरान अवकाश पर गए/  
रहने की कालावधि .....
8. रिपोर्ट की अवधि/वर्ष के दौरान लिए गए प्रशिक्षण  
का विवरण, पाठ्यक्रम, पाठ्यक्रम की अवधि और  
संस्थान का नाम भी बताएं .....
9. पूर्व तीन नियुक्ति स्थान अवधि सहित  
(क) .....
- (ख) .....
- (ग) .....
10. कर्मचारी का स्थाई पता .....
11. क्या कर्मचारी जनजातीय क्षेत्रा/दुर्गम क्षेत्रा संवर्ग में  
कार्यरत रहा है यदि हां, तो अवधि दर्शाएं .....
12. क्या विभागीय परीक्षा उत्तीर्ण की है अथवा नहीं .....

द्वितीय भाग

(प्रतिवेदन अधिकारी द्वारा भरा जाएगा)

13. कर्तव्यों और उत्तरदायित्वों का संक्षिप्त सार  
(50 शब्दों से अधिक में न हो)
  
  
  
  
  
  
  
  
  
  
14. प्राथमिकता के आधार पर कार्य की उन आवश्यक मुद्दों को विनिर्दिष्ट करें जिनमें रिपोर्ट की अवधि या  
वर्ष के दौरान परिमाणात्मक/वास्तविक/वित्तीय लक्ष्य/उद्देश्य/ध्येय आपके लिए  
निर्धारित किया गया था या आपने स्वयं निर्धारित किया था।

कार्य की मदद	वास्तविक या वित्तीय लक्ष्य या उद्देश्य या ध्येय	उपलब्धियां
1.		
2.		
3.		
4.		
5.		

15 (क) कार्य की प्रत्याशित गुणवत्ता या परिणाम में .....  
आई कमी की दशा में कारण स्पष्ट करें।

(ख) लक्ष्य/ध्येय/उद्देश्य में अत्याधिक प्रभावशाली .....  
उपलब्धि होने की स्थिति में आपका क्या  
योगदान रहा ? स्पष्ट करें ।

स्थान ..... हस्ताक्षर .....  
तारीख ..... पूरा नाम .....  
पदनाम .....

### तृतीय भाग

(रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन)

नोट: रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक खाने के समक्ष अपना मूल्यांकन रेखांकन  
द्वारा नहीं दर्शाया जाना चाहिए अपितु समस्त खानों के समक्ष सुस्पष्ट शब्दों में सारगर्भित  
टिप्पणी की जानी चाहिए ।

16. क्या आप अधिकारी द्वारा रिपोर्ट के द्वितीय  
भाग में दर्शाए गए कार्य के सार और विशेषतः .....  
अधिकारी द्वारा उल्लेखित विशिष्ट उपलब्धि  
के विवरण से, यदि कोई हो, सहमत हैं ? यदि  
नहीं, तो अपनी असहमति का कारण और  
उसकी मात्रा भी बताएं।

17. स्वास्थ्य की स्थिति :  
कृपया दर्शाए कि क्या:-  
(क) अधिकारी शारीरिक रूप से सक्रिय है और .....  
(ख) मानसिक रूप से सतर्क है .....

18. बुद्धिमत्ता और ग्रहण शक्ति :  
(क) असामान्य और चाहे कितना भी जटिल  
मामला हो स्पष्ट ग्राहता रखता है .....  
(ख) विवेकशील है और शीघ्रता से मामले  
को सही रूप में परिग्रहण करता है .....

- (ग) कठिनता से परिग्रहण करता है .....  
 (घ) अत्याधिक मन्दबुद्धि और / या प्रायः  
 मामले में चूक करता है .....
19. नियमों, संहिताओं, नियमावलियों, निदेशों और  
 प्रक्रियाओं का ज्ञान  
 (क) असामान्यतः सम्पूर्ण कार्यालय के कार्य की  
 और प्रायः नियमों, संहिताओं, नियमावलियों  
 की अच्छी ग्राहता है और शाखा/स्कन्ध के  
 कार्य का पर्याप्त व प्रगाढ़ ज्ञान है .....
- (ख) शाखा और सम्पूर्ण कार्यालय दोनों का ही  
 अच्छा ज्ञान है .....
- (ग) यथोचित पर्याप्त .....
- (घ) पर्याप्त नहीं .....
- (ङ) अच्छा नहीं .....
20. कार्य क्षमता :  
 (1) वर्णन की एकाग्रता, तथ्यों की प्रस्तुति  
 में परिशुद्धता और परीक्षण की सम्पूर्णता :  
 (क) अत्यधिक विश्वसनीय और कुशाग्रबुद्धि .....
- (ख) समस्त सुसंगत वर्णनों पर विचारण करता है .....
- (ग) लघु वर्णनों में भी अतिचिन्तित होने का  
 उन्मुख है और दृष्टिकोण खो बैठता है .....
- (घ) छिछलेपन की ओर रुझान है .....
- (2) विनिश्चय :  
 (क) उसके प्रस्ताव सदैव ठोस और  
 सुविचारित होते हैं । .....
- (ख) विश्वसनीय .....
- (ग) युक्तियुक्त दृष्टिकोण रखता है .....
- (घ) अविश्वसनीय अनिश्चित या अपरिवर्तनीय  
 या छिछला या भ्रांत .....
- (3) मामलों का प्रस्तुतिकरण और लिखित रूप में अभिव्यक्ति :  
 (क) अत्यधिक स्पष्ट, निश्चायक और तर्कसंगत .....
- (ख) बहुत अच्छा और स्पष्ट व संक्षेप में अपने  
 विचारों को अभिव्यक्त करता है .....
- (ग) कुछ अच्छा .....
- (घ) मामलों को उचित रूप से प्रस्तुत करने की  
 योग्यता नहीं रखता है .....



- (4) टिप्पण और प्रारूपण की योग्यता :
- (क) अत्युत्तम .....
- (ख) बहुत अच्छा .....
- (ग) अच्छा .....
- (घ) औसतन .....
- (ङ) कमजोर .....
- (5) कार्य निपटाने की स्फूर्ति
- (क) बहुत स्फूर्ति .....
- (ख) उचित रूप में स्फूर्ति .....
- (ग) मन्दगति है और विलम्ब करने की ओर झुकाव रखता है .....
- (6) विभिन्न संगठन और प्रणाली विवरणियों, बकाया और लम्बित मामलों की विवरणियों को प्रस्तुत करना और नस्तियों के अभिलेखन, अनुक्रमणिका और छंटाई की ओर ध्यान :
- (क) ठीक रूप से इन्हें तैयार करने और यथासमय प्रस्तुत करने का ध्यान रखता है .....
- (ख) युक्तियुक्त रूप से अच्छा और स्फूर्त .....
- (ग) अधिक नियमित नहीं है और निरन्तर स्मरण करवाना और पर्यवेक्षण करना पड़ता है .....
- (घ) इन विषयों में उदासीन है .....
21. उत्साह, परिश्रमशीलता और उत्तरदायित्व की भावना :
- (क) असाधारण उत्साह और कार्यनिष्ठता दिखाता है और अत्युत्तम पहल करता है .....
- (ख) परिश्रमी और कर्तव्यनिष्ठ है और यथेष्ट उत्साह और कार्यनिष्ठा और अच्छी पहल दिखाता है .....
- (ग) युक्तियुक्त रूप से कर्मिष्ठ और औसतन पहल सहित अपने काम में रुचि रखता है .....
- (घ) उत्तरदायित्व की भावना की कमी है और काम के प्रति उदासीन है .....
22. कर्मचारीवृन्द का नियन्त्राण और प्रबन्ध :
- (1) व्यवस्था और अनुशासन का अनुरक्षण और विलम्ब अनुपस्थिति की जांच :
- (क) अत्युत्तम .....
- (ख) बहुत अच्छा .....
- (ग) अच्छा .....
- (घ) औसतन .....
- (ङ) निकृष्ट .....
- (2) आत्मविश्वास की प्रेरणा देने और कर्मचारीवृन्द से श्रेष्ठ कार्य करवाने की योग्यता :
- (क) अत्युत्तम .....
- (ख) बहुत अच्छा .....

- (ग) अच्छा .....  
 (घ) औसतन .....  
 (ङ) निकृष्ट .....
- (3) कर्मचारीवृन्द को प्रशिक्षित करने, उनकी सहायता करने और उन्हें परामर्श देने तथा अधीनस्थ कर्मचारियों को नियन्त्रित करने की योग्यता :
- (क) अत्युत्तम .....  
 (ख) बहुत अच्छा .....  
 (ग) अच्छा .....  
 (घ) औसतन .....  
 (ङ) निकृष्ट .....
23. समय निष्ठा और उपस्थिति
24. अन्य टिप्पण :  
 ( इस भाग को ऐसी अभियुक्तियों के लिए प्रयुक्त किया जाए जो उपर्युक्त को पूर्ण करने वाली या उससे सम्बन्धित या आनुपूर्ति करने वाली हो यहां पहले ऊपर कही गई बात को संदिग्ध रूप से दोहराने का प्रयास न किया जाए । यहां उन्हीं तथ्यों को निर्दिष्ट किया जाए जिनका रिपोर्ट करने वाला रिपोर्ट की अवधि के दौरान विशेष रूप से उल्लेख करना चाहे किन्तु उनका कोई पहलू प्रपत्रा में कहीं लक्षित न हुआ हो)
25. सत्यनिष्ठा (ईमानदारी) : .....  
 (गृह मन्त्रालय के कार्यालय ज्ञापन संख्या 51/4/64-ऐस्ट (ए), तारीख 21 जून, 1965 में अन्तर्विष्ट अनुदेशों को ध्यान में रखा जाए )
26. अनुसूचित जातियों और अनुसूचित जनजातियों के प्रति अधिकारी का आचार-व्यवहार .....
27. क्या अधिकारी राजभाषा (हिन्दी) के प्रयोग में अपनी रुचि रखता है ? .....

28. क्या कर्मचारी के बिरुद्ध कोई विभागीय जांच/न्यायालय मामला/सतर्कता मामला आदि लम्बित है । यदि हां,तो संक्षिप्त विवरण दिया जाए ।

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर  
नाम .....  
पद.....  
तिथि.....

चतुर्थ भाग  
(पुनर्विलोकन अधिकारी द्वारा मुल्यांकन)

29. पुनर्विलोकन अधिकारी के नियन्त्रणाधीन की सेवा अवधि .....
30. क्या आप अधिकारी द्वारा रिपोर्ट के द्वितीय भाग में दर्शाए गए कार्य के सार के सम्बन्ध में रिपोर्ट करने वाले अधिकारी की अभियुक्तियों से सहमत हैं,यदि नहीं, तो रिपोर्ट करने वाले अधिकारी से अपनी असहमति का कारण और उसकी मात्रा भी बताएं .....
31. कार्य निष्पादन और गुणवत्ता का सर्वोपरि मुल्यांकन(अत्युत्तम/बहुत अच्छा/अच्छा /सन्तोष जनक/निकृष्ट .....
32. क्या अधिकारी में ऐसी विशिष्ट विशेषताएं हैं और/या कोई उत्कृष्ट गुण या योग्यता है जिनके कारण वह बिना अपनी बारी के उच्च. नियुक्ति के लिए उन्नत और विशेष रूप से चयनित किए जाने का औचित्य रखता है, यदि हां, तो उन विशेषताओं का संक्षेप में उल्लेख करें .....

पुनर्विलोकन अधिकारी के हस्ताक्षर  
नाम .....  
पद .....  
तिथि .....

पंचम भाग

(अग्रिम ज्येष्ठ अधिकारी, यदि कोई हो, के हस्ताक्षर)

प्रतिहस्ताक्षर करने वाले अधिकारी के हस्ताक्षर  
नाम .....  
पद .....  
तिथि .....

हि.प्र.शिक्षा वा.गो.रि. अनुभाग अधिकारी/राजपत्रिता अधिकारी वर्ग .....