



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(A Haryana State Government University)
(Established by the State Legislature Act 28 of 2014 and
recognized u/s 2 (f) & 12-B of UGC Act, 1956)

Annexure-A

**APPLICATION FORM FOR PROMOTION OF TEACHERS UNDER
CAREER ADVANCEMENT SCHEME**

(As per revised guidelines on minimum qualifications for appointment of teachers and other academic staff including Librarians and Directors of Physical Education and sports in Universities and Colleges and measures for the maintenance of Standards in Higher Education, 2022 based on University Grants Commission Regulation 2018 notified by State Government of Haryana vide Memo No. 7/79-2017 C-IV (3) dated 11.11.2022 and subsequent letters received vide Memo no. KW 7/79-2017 C-IV (3) dated 05.12.2022 and 2/1-2023 C-4(3) dated 03.07.2023)

Important Note: The candidate is required to fill in this form along with Annual Performance Assessment Reports (**Annexure-B**).

1. For Promotion /upgradation to _____

Department _____

2. Name of the Candidate (in Capital Letters) _____

3. Father's Name _____ Mother's Name _____

4. Gender _____ Marital Status _____ Nationality _____

5. Are you a Person with Disability (Yes/No), If yes, provide detail:

6. Category (Gen/SC/DSC/BC-A/BC-B/ESM/etc.) _____

7. Date and Place of Birth _____

8. Date of Joining in the University _____

9. Present Designation _____

10. Date of Placement in **Stage -II** _____ **Stage-III** _____

Associate Professor _____ **Professor** _____

11. Date of Eligibility for Promotion to Post/Academic Level applied for (As per CAS Promotion Criteria) _____

Paste a latest
Passport size
photograph

12. Grading and Academic / Research Score (for promotion upto level of Professor)

[Not applicable for promotion to Senior Professor]

i) Grading as per **Table-1 (Annexure-B)** _____

Sr.	Year	Academic Year	Grading			Period & kind of Leave, if any	Period spent on paid leave
			Activity at Sr. No. 1	Activity at Sr. No. 2	Overall Grading		
1.	I Year						
2.	II Year						
3.	III Year						
4.	IV Year						
5.	V Year						
6.	VI Year						

For promotion from Assistant Professor (Academic Level 10)/ Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor to Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor / Professor, '**Satisfactory**' or '**Good**' grade in at least 'n-1' of the last 'n' years of the assessment period is required for consideration of promotion.

ii) Academic/ Research Score as per **Table -2 (Annexure-B)**: _____

- [Note:** 1. For Librarians assessment criteria and methodology will be as per **Table-3 of Annexure-B (Contd.)**.
 2. For ADPE / Deputy Director Physical Education who are not involved in teaching, Assessment Criteria and Methodology will be as per **Table-4 of Annexure-B (Contd.)**]

13. Period spent by the Teacher on different kinds of leaves:

Type of Leave	Designation	Pay Level	Duration	
			From	To
Maternity Leave				
Child Care Leave				
Study Leave				
Medical Leave				
Extraordinary Leave (without Pay)				
Deputation				
Others (Please specify)				

14. Mention the Education Qualification(s), if acquired after joining the University:

Exam. Passed	University/Board	Year of Passing	% of Marks	Division	Subject studied including options	Awards/ Medals/ Prize/ Merit if any

15. Teaching Experience (full time) in College/University:

Undergraduate _____ Post Graduate _____ Total _____

16. Total Research Experience _____

17. Field(s) of Specialization _____

18. Employment Details (in Chronological Order, only if past service has been counted by the University):

Sr. No.	Name of Institution	Designation	From	To
1.				
2.				
3.				
4.				

19. Guidance/Supervision of Ph.D. Theses:

a. Number of Candidates registered at present _____

b. Number of Candidates who have submitted theses _____

c. Number of candidates who have successfully awarded Ph.D. _____

20.

Language(s) known	Read (Y/N)	Write (Y/N)	Speak (Y/N)

21. Present Basic Pay _____ in the Academic Level _____

22. Orientation / Refresher or any other course / workshop to be considerable for promotion:

Name of the Course	Period		Ograniser
	From	To	

23. Detail of Development of MOOCs / e-contents in 4 quadrants:

24. Publications :

Publications		Total (Attach with the list of publication with details)	During the period under consideration for promotion (Attach 8 copies of first page of the publications with details)	Major Publications as per requirement (Attach 8 copies of the reprints)
Papers in Journals	(i) Web of Science / SCOPUS			
	(ii) UGC Care Listed			
	(iii) Other peer reviewed journals upto 02.07.2023 and in Journals of UGC CARE List w.e.f. 03.07.2023			
Books	Authored			
	Edited			
Chapters in Edited Books				
Papers in Proceedings of the Conference				
Research Projects	Completed			
	On Going			
Patents	Granted			
	Published			
Consultancy				

25. Awards / Recognition: _____

26. Additional Information if Any: _____

27. List of Enclosures (Give supportive documents of the claims made in the application):

i) _____	ii) _____
iii) _____	iv) _____
v) _____	vi) _____

Note: Please attach a separate list of all the enclosures with index and page numbers. All the attached documents must be sequentially numbered and self-attested.

Undertaking

I certify that the reserach paper(s)/document(s) submitted by me has/have been prepared by me and the document(s) is/are my original work and free from plagiarism. The UGC (Promotion of Academic Integrity & Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018 are followed in letter and spirit.

Declaration

I certify that the foregoing information given by me is correct, complete to be best of my knowledge and belief and no material information has been concealed.

Date: ____/____/____

Permanent Address (in capital letters)

_____ Pin _____

Forwarded by
Head/Dean

Signature of the Candidate

Correspondence address (in capital letters)

_____ Pin _____

Email : _____
Mobile No. _____

Note:-

1. Printing should be preferably on both sides.
2. Only first page of the publication should be attached along with proof of Peer Reviewed / UGC Listed/Scopus/Web of Science/ Journal impact factor. However, for promotion to the post of Associate Professor / Professor / Senior Professors, copies (all pages) of requisite numbers of publications (only major / best) are required to be attached.



**ANNUAL PERFORMANCE ASSESSMENT REPORT
FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)
(Table 1)**

Name:

Designation:

Department:

Faculty:

Academic Session/Period:

Sr. No.	Name of Activity	Activities actually undertaken	Verification as per record by HOD/Director/In-charge	Grading	Page No. of supporting document(s)
1.	Teaching: (Number of classes taught/total classes assigned) × 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory				
2.	Involvement in the students related activities and research activities: a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden or any other Administrative responsibility assigned by the Vice-Chancellor / Executive Council for a period of not less than 6 months in assessment year under consideration. b. Examination and evaluation duties assigned by the university or attending the examination paper evaluation.				

	<p>c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC and other community services/outreach activities.</p> <p>d. Organising seminars/ conferences/ workshops, other academic activities.</p> <p>e. Evidence of actively involved in guiding Ph.D. students.</p> <p>f. Conducting minor or major research project sponsored by national or international agencies.</p> <p>g. At least one single or joint publication in Peer-reviewed Journals up to 02.07.2023 and in Journals of UGC CARE list w.e.f. 03.07.2023.</p> <p>Grading Criteria: Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p>				
	<p>Overall Grading:</p> <ul style="list-style-type: none">• Good: Good in teaching and satisfactory or good in activity at Sr. No.2.• Satisfactory: Satisfactory in teaching and satisfactory or good in activity at Sr.No.2.• Not Satisfactory: If neither good nor satisfactory in overall grading				

Note:

- Number of activities can be within or across the broad categories of activities.
- At the time of Internal Screening Committee, all the original records related to claims must be produced before the convener of the committee.
- If a candidate claims score for an item not covered in the above, the claims for the same shall be settled by a committee constituted for purpose.

- For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.



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Annexure-B

ASSESSMENT OF ACADEMIC/RESEARCH SCORE
(Table 2)

Name: _____ **Designation:** _____
Department: _____ **Faculty:** _____
Academic Session/Period: _____

Sr. No.	Academic/Research Activity	Academic/ Research Score as prescribed		Total (in number)	Self-Appraisal Score	Verified Score	Page No. of supporting document(s)
1.	Research Papers in Peer-Reviewed Journals up to 02.07.2023 and in Journals of UGC CARE list w.e.f. 03.07.2023 (Annexure-1)	Paper in refereed journals without impact factor					
		Paper with impct factor less than 1					
		Paper with impct factor between 1 and 2					
		Paper with impct factor between 2 and 5					
		Paper with impct factor between 5 and 10					
		Paper with impct factor > 10					
2.	Publications (other than Research papers) (Annexure-2)						
	<i>(a) Books authored which are published by ;</i>						
	International publishers	12/Book					
	National Publishers	10/Book					
	Chapter in Edited Book	05/Chapter					
	Editor of Book by	10/Book					

4.	(a) Research guidance (Annexure-4)					
	Ph.D. (10 per degree awarded and 05 per thesis submitted)					
	M.Phil./P.G. dissertation (02 per degree awarded)					
	(b) Research Projects Completed					
	More than 10 lakhs	10				
	Less than 10 lakhs (Extramural/External Funding)	05				
	(c) Research Projects Ongoing					
	More than 10 lakhs	05				
	Less than 10 lakhs (Extramural/External Funding)	02				
	(d) Consultancy	03				
5.	(a) Patents (Annexure-5) (Only those patents for which CRSU is the applicant/beneficiary)					
	International	10				
	National	07				
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)					
	International	10				
	National	07				
	State	04				
	(c) Awards/Fellowship					
	International	07				
	National	05				
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) (Annexure-6)					

	International (Abroad)	07				
	International (within country)	05				
	National	03				
	State/University	02				

Every claim should be supported by the certified documentary proof(s).

The Research score for research papers would be as follows:

Sr. No.	Research Papers in Peer-Reviewed Journals up to 02.07.2023 and in Journals of UGC CARE list w.e.f. 03.07.2023	Faculty of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
1.	Paper in refereed journals without impact factor	13	15
	Paper with impact factor less than 1	18	20
	Paper with impact factor between 1 and 2	23	25
	Paper with impact factor between 2 and 5	28	30
	Paper with impact factor between 5 and 10	33	35
	Paper with impact factor >10	38	40

Note:

- Impact factor to be determined as per Thomson Reuters / Clarivate list
- For two authors:** 70% of total value of publication for each author.
 - For more than two authors:** 70% of total value of publication for the First / Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.
- For Joint Projects:** Principal Investigator and Co-investigator would get 50% each.
- Paper presented if part of edited book or proceeding then it can be claimed only once.
 - For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each
- The research score shall be from the minimum of three categories out of six categories.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

For example:

Suppose, the total score obtained is 400 which includes the score from the category 5(b) and 6 as 140 i.e. the score from other categories is 260. Find 30% of the total score, which in this case is $30\% \times 400 = 120$. Due to upper capping of 30% of the total research score, 120 score will be counted and not 140. The effective total score will be $260 + 120 = 380$.

*** Score to be filled by the Candidate / Teacher in following manner:**

Summary of Academic/ Research Score

Category	Particulars	Academic/ Research Score	Remarks
1.	Research papers Web of Science / SCOPUS / UGC listed / Peer-reviewed Journals		
2.	Publications (other than Research papers) a) Books authored b) Translation works		
3.	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula a) Development of innovative pedagogy b) Design of new Curricula and Courses c) MOOCs d) e-content		
4.	(a) Research guidance (b) Research Project(s) completed (c) Research Project(s) ongoing (d) Consultancy		
5.	(a) Patent		
	(b) *Policy Document		
	(c) Awards/Fellowship		
6.	*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)		
7.	Total Research Score		

****Combined score of 5(b) and 6 shall have upper capping of 30% of total research score***

Name and Signature of the Candidate



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Annexure-1

1. RESEARCH PAPERS IN PEER-REVIEWED JOURNALS UP TO 02.07.2023 AND IN JOURNALS OF UGC CARE LIST W.E.F. 03.07.2023

S. No.	Title of Paper with volume no., page nos. and date/year of publication	Name of Journal	ISSN/ ISBN No.	Whether peer reviewed or listed in UGC CARE list	Impact Factor as per Thomson Reuters/ Clarivate list	No. of co-authors	Whether First/ Principal /Corresponding Author	Score		Page No. of supporting document(s)
								Self Assessment*	Verified#	

* To be filled by candidate.

To be verified by the Internal Screening Committee.

Name and Signature of the Candidate



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Annexure-2

2. PUBLICATION (OTHER THAN RESEARCH PAPERS)

(a) Text/Reference books Published by International/National Publishers or State/Central Govt. Publications/Local Publishers with ISBN/ISSN number/Chapters published in Books/Edited Books with ISBN/ISSN number:

S. No.	Title of Book	Whether you are Sole Author/First Author/Co-author/Editor	Publisher	International/National	ISSN/ISBN No	No. of co-authors	Score		Page No. of supporting document(s)
							Self Assessment*	Verified#	

(b) Translation work in Indian and Foreign Languages by Qualified faculties:

S. No.	Title of Book/Chapter or Research Paper	Whether you are Sole Author/First Author/Co-author/Editor	Publisher	International/National	ISSN/ISBN No	No. of co-authors	Score		Page No. of supporting document(s)
							Self Assessment*	Verified#	

* To be filled by candidate.

To be verified by the Internal Screening Committee.

Name and Signature of the Candidate

[illegible]

d) **E-Content:**

- i) *Development of e-Content in 4 quadrants for a complete course/e-book and*
- ii) *e-Content (developed in 4 quadrants) per module and*
- iii) *Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) and*
- iv) *Editor of e-content for complete course/paper/e-book*

S. No.	Title of e-content course / e-Book	Whether you are Developer/Contribution/Editor	Quadrant(s)/Module(s)	Publisher	International /National	ISSN/ISBN No.	Score		Page No. of supporting document(s)
							Self Assessment*	Verified#	

* To be filled by candidate.

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Annexure-4

4 (a) Research Guidance:

S. No.	Degree	Number Enrolled, particulars of researcher with Name of University	Supervisor/ Co-Supervisor	Thesis Submitted (with date)	Degree awarded (with date)	Score		Page No. of supporting document(s)
						Self Assessment*	Verified#	
1	M. Phil/ PG dissertation							
2	Ph. D.							

(b) Research Projects Completed:

S. No.	Title of Research Project (with specific period)	Name of Funding Agency	Grant/Amount Mobilized (Rs. Lakhs)	Independent/ Joint	Whether you are PI/Co-PI	Score		Page No. of supporting document(s)
						Self Assessment*	Verified#	

(c) Research Project Ongoing:

S. No.	Title of Research Project (with specific period)	Name of Funding Agency	Grant/Amount Mobilized (Rs. Lakhs)	Independent/ Joint	Whether you are PI/Co-PI	Score		Page No. of supporting document(s)
						Self Assessment*	Verified#	

(d) Consultancy:

S. No.	Title of Consultancy Project (with specific period/date)	Name of Funding Agency	Amount Mobilized (Rs. Lakhs)	Whether you are the Main/co-consultant	Status Ongoing/ Completed	Score		Page No. of supporting document(s)
						Self Assessment*	Verified#	

** To be filled by candidate.*

To be verified by the Internal Screening Committee.

Name and Signature of the Candidate



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Annexure-5

5 (a) Patents (Only those patents for which CRSU is the applicant/beneficiary)

- i) Details of International Patent and
- ii) Details of National Patent

S. No.	Patent Number	Title of Patent	Name of Inventors	Date of Award	Awarding Agency	International /National	Score		Page No. of supporting document(s)
							Self Assessment*	Verified#	

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

S. No.	Title of Policy Document (with specific period/date)	Name of Authors	Agency/Body/ Organization to which it is submitted	Date of Submission/ Publication	International/ National /State level	Score		Page No. of supporting document(s)
						Self Assessment*	Verified#	

c) Awards/ Fellowship:

S. No.	Title of the Award/ Fellowship	Date(s) of the Event	Awarding Agency	Whether Award/Fellowship is International/National	Score		Page No. of supporting document(s)
					Self Assessment*	Verified#	

** To be filled by candidate.*

To be verified by the Internal Screening Committee.

Name and Signature of the Candidate



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Annexure-6

6. INVITED LECTURES/ RESOURCE PERSON/PAPER PRESENTATION IN SEMINARS/CONFERENCES/FULL PAPER IN CONFERENCE PROCEEDINGS (PAPER PRESENTED IN PAPER IN SEMINARS/CONFERENCE AND ALSO PUBLISHED AS FULL PAPER IN CONFERENCE PROCEEDINGS WILL BE COUNTED ONLY ONCE):

S. No.	Title of Invited Lecture/ Paper Presented	Presentation as Invited Talk/ Resource Person/ Paper Presentation	Title of the Conference/S eminar etc. and Organizer	Date(s) of the Event	Whether International (Abroad)/International (Within Country)/National/ State/ University	Whether published as full paper in Conference Proceedings	Score		Page No. of supporting document(s)
							Self Assessment*	Verified#	

* To be filled by candidate.

To be verified by the Internal Screening Committee.

Name and Signature of the Candidate



ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRARIANS

(Table 3)

S.No.	Activity	Activities Actually undertaken	Verification as per record by HOD / Director / Incharge	Grading	Page No. of supporting document(s)
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website <p>Grading Criteria: 90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% – Not satisfactory</p>				
2.	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p> <p>Grading Criteria: Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p>				

	<p>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>				
3.	<p>If library has a computerized database</p> <p>OR</p> <p>If library does not have a computerized database</p> <p>Grading Criteria: Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling in above two categories</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date Satisfactory – 90% Catalogue database made up to date Unsatisfactory – Catalogue database not upto mark.</p> <p><i>(To be verified in random by the CAS Promotion Committee)</i></p>				
4.	<p>Checking inventory and extent of missing books</p> <p>Grading Criteria: Good - Checked inventory and missing book less than 0.5% Satisfactory – Checked inventory and missing book less than 1% Unsatisfactory – Did not check inventory Or Checked inventory and missing books 1% or more.</p>				

5.	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p> <p>Grading Criteria: Good - Involved in any two activities Satisfactory - At least one activity Not Satisfactory - Not involved / undertaken any of the activities.</p>				
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>				
<p>Note:</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>					



**ASSESSMENT CRITERIA AND METHODOLOGY FOR ASSISTANT DIRECTOR / DEPUTY
 DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (FOR THOSE WHO ARE NOT
 INVOLVED IN TEACHING PHYSICAL EDUCATION AND SPORTS)**

(Table 4)

S. No.	Activity	Activities Actually undertaken	Verification as per record by HOD/Director / Incharge	Grading	Page No. of supporting document(s)
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. Grading Criteria: 90 and above – Good Above 80 but below 90 – Satisfactory Less than 80 – Not Satisfactory				
2.	Organizing intra college competition Grading Criteria: Good – Intra college competition in more than 5 disciplines Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory				
3.	Institution participating in external competitions Grading Criteria: Good – National level competition in at least one discipline plus State / District level competition in at least 3 disciplines Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines.				

	Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory				
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. Grading Criteria: Good / Satisfactory / Not-Satisfactory to be assessed by the Promotion Committee				
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular college activities. Grading Criteria: Good - Involved in any two activities. Satisfactory - 1 activity Not Satisfactory - Not involved/ undertaken any of the activities				
Overall Grading	Good: Good in item 1 and satisfactory / good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory / good in any other two items. Not satisfactory: If neither good nor satisfactory in overall grading.				

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical Education and Sports and also the CAS Promotion committee.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.



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recognized u/s 2 (f) & 12-B of UGC Act, 1956)

Annexure-C

**PROFORMA FOR ANNUAL SELF APPRAISAL REPORT
FOR THE ACADEMIC YEAR _____**

1. General Information

- a) Name : _____
- b) Designation : _____
- c) Department: _____
- d) Faculty: _____
- e) Mobile No.: _____
- f) Email ID: _____
- g) Residential Address: _____

2. Teaching

a) Class Taught:

Sr. No.	Name of Class	Workload assigned in the Year (Both Semesters)				Workload taken in the Year				Percentage of workload undertaken	Steps taken for the deficit teaching workload, if any due to leave etc.
		L	T	P	Total	L	T	P	Total		
1											
2											
3											
4											
5											
										Average % - __	

*Lecture (L), Tutorial (T), Practical (P)

b) Details of examination related duties / responsibilities / assignment in CRSU, Jind:

i. Evaluation of answer script:

ii. Internal Evaluation: _____

iii. Paper Setting: _____

iv. Assessment of Assignments: _____

v. Conduct of Examinations:

vi. Evaluation of dissertations/project reports/summer training reports etc.:

3. Professional Competences

a) Details regarding Refresher Course/Orientation Programme or other courses / workshops attended:

b) Administrative assignment(s):

c) Membership / Participation in bodies / committees on education and national development:

d) Any other:

4. Research Contributions

a) Research Supervision:

	At the beginning of the Academic year	Registered during the Academic year	Completed During the year
PG (Dissertation, Project Report etc.)			
Ph.D.			

b) Publications:

i. Research Articles published:

Sr. No.	Title	Journals in which published	No./Vol./Date of Publication	Co-authors, if any	Web of Science / SCOPUS / UGC CARE Listed	Thomson Reuter / Clarivate Impact Factor

ii. Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iii. Chapter in Edited Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iv. Books Edited:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

- v. Translation work in Indian and Foreign languages by qualified faculty:

Sr. No.	Title	Publisher	Authors

- vi. Research Projects:

Sr. No.	Title	Funding Agency	Month of Commencement	Whether completed during the year	If not completed, expected date of completion

- vii. Consultancy: _____

- viii. Patents:

Sr. No.	Name of Patent	Details of registration	Level

- ix. Policy Document:

Sr. No.	Name of Policy Document	Name of Agency to whom submitted	Level

- x. Details of Seminars, Conferences and Symposia organized:

- xi. Membership of Professional/Academic bodies, editor-ship of journals etc.:

5. Creation of ICT - mediated Teaching Learning Pedagogy, Content Development of Innovative courses and curricula

Sr. No.	Particulars	Author(s)

6. MOOCs / e-contents development _____

7. a) Awards / Fellowship _____

b) Other Achievements _____

8. Invited Lectures/Resource Person/Paper presentation in Seminars / Conferences / full papers in Conference Proceedings

Sr. No.	Title of the Paper/lecture	Organized by (with dates)	Level

9. Extension work/Social/Community outreach activities:-

Please give a short account of your contribution to:

a. Co-Curricular Activities:

b. Enrichment of campus life (Hostels, Sports, and Cultural activities):

c. Student welfare and discipline:

10. Brief assessment of performance

a. Contribution to University/Department activities / Corporate governance:

b. Any other:

11. Any other information about contribution not covered above and which is relevant to a proper assessment of activities.

Note: Please attach separate sheet wherever necessary

I certify that the information given above is correct and factual to the best of my knowledge and belief.

Signature of the Faculty Member

Date___/___/___

Forwarded

Date ___/___/___

Signature of the Head of the Department*

*(In case, the teacher happens to be senior to the Head of the Department and/ or the Dean, the report will be forwarded / countersigned by the Dean/ Vice-Chancellor).

Observation of the Vice-Chancellor

Date___/___/___

Signature of the Vice-Chancellor