6.3.5

Performance Appraisal System for Teaching Staff

University of Mumbai

Name & Address of the College:

REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS (FOR COLLEGES & UNIVERSITIES)
(As per University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016)

Application for promotion from: Annual Self-Assessment for the year: _____

Direct Recruitment: _____

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6). _____

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____.
Period of Assessment for the purpose of Self-Assessment / Promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	Department	
4.	Current Designation & Grade Pay	
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS?	
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
14.a.	Telephone No.	
14.b.	Email	

15. Academic Qualifications (Metric till Post Graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Metric/ S.S.C.					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com/B.Music					
M.A./M.Sc./ M.Com/M.Music					
Other examination, if any					

16. Research Degree(s):

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

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

Please indicate whether in previous service:
   a.   The essential qualification of the post <u>held</u> was not lower than the qualification prescribed by the UGC/University.
   b.   The post is/was in an equivalent grade or of the pre-revised scale of pay.

c. Whether applied through proper channel
d. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
f. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

18. Record of academic service in this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

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

20. Research Experience excluding years spent in M.Phil./Ph.D. (in years): ☐

21. Fields of specialization under the Subject/Discipline

a.

b.

22. Academic Staff College Orientation/Refresher course attended:

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

_____

_____

_____

_____

_____

25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date: Signature of the staff

Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date: Signature of the Head or
                                                           Senior most teacher
                                                           Of the Department

Place:

Date: Name & Signature of the applicant

Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide G.R. No. Sankirna-2017 / Pra. Kra. 33 / (17) / Vi. Shi. - 1/ dated March 4, 2017 and _VCD_____.

Part (B) (I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B (II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B (III) is based on Category III of the table. Detailed information _for the entire assessment period_ is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indictors/activities given below.

N.B. The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

PART B: ACADEMIC PERFORMANCE INDICATORS
(Applicable to all categories except fresh applicants to the post of assistant professor in case of direc recruitment)
(Please see detailed instructions of the PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching L / P / T / F / PS*	No. of lectures / Hours allotted per week**	% of L / P / T / F / PS taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visit includes Excursions, Field Trips, Industrial Visit etc. as prescribed in the syllabus, (PS): Project Supervision if prescribed in the syllabus.

** Convert number of lectures to hours.

8

Category	Nature of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening Cum Evaluation / Selection Committee
a	**Direct Teaching *:**				
	1. Stage 1 to Stage 2 and Stage 2 to Stage 3 *(Maximum API Score = 70 points)* API Score = (Actual time spend per academic year) / 7.5				
	2. Stage 3 to Stage 4 and Stage 4 to Stage 5 *(Maximum API Score = 60 points)* API Score = (Actual time spend per academic year) / 7.75				
b	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor *(Maximum API Score = 10 points)* API Score = (Actual time spend per academic year) / 10				
	2. Professor *(Maximum API Score = 15 points)* API Score = (Actual time spend per academic year) / 10				
c	Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material,				

	bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc.				
	1. Assistant Professor *(Maximum API Score = 10 points)* API Score = (Actual time spend per academic year) / 10				
	2. Associate Professor *(Maximum API Score = 15 points)* API Score = (Actual time spend per academic year) / 10				
	3. Professor *(Maximum API Score = 20 points)* API Score = (Actual time spend per academic year) / 10				

Note: *: 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.

2. Teachers are required to engage at least 80% of the lectures allotted to be eligible to score under Direct Teaching.

3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.

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

➢ For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contri
➢ Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may
➢ Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
a.	Students related co-curricular, extension and field based activities. *(Maximum API Score = 15 points)*				
	i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student's seminar, and other activities) *API Score = (Actual hours spend per academic year) / 10*				
	ii. Other co-curricular activities (Cultural, Sports, NCC, NSS, industry-implant training and placement activity etc.) *API Score = (Actual hours spend per academic year) / 10*				
	iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc.) *API Score = (Actual hours spend per academic year) / 10*				
b	Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities, *(Maximum API Score = 15 points)*				
	i. Administrative responsibility (including Dean / Principal / Vice Principal/ Chairperson / Convener / Teacher-in-Charge / Coordinator / similar other duties that require regular office hours for its discharge) *API Score = (Actual hours spend per academic year) / 10*				
	ii. Participation in Board of Studies, Academic and Administrative Committees like admission committee, campus development committee, library committee, Responsible for or participation in committee for student's welfare, counseling and Discipline, Organization of Conference /Training Programmes of International / national / State / regional / Local level or as a member of the organizing committee etc. *API Score = (Actual hours spend per academic year) / 10*				

c.	Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes) *(Maximum API Score = 15 points)* *API Score = (Actual hours spend per academic year) / 10*					

<u>Note:</u> Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:
(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)

<u>Part B</u> of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 and *this VCD: _____.*

    ✓ **Part (B) (I)** is based on API scoring for Category I of the table.
    ✓ **Part B (II)** is based on Category II of the table.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table II(A), II (B), and Table III of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indictors/activities given below.

N.B. The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Research papers published in Journals

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Impact Factor	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

B (i) Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

III. C (i) Research Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

C (ii). Consultancy Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

C (iii). Project Outcomes / Outputs:

Sr. No.	Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt. / Local bodies	Agency	Period	Whether policy document / patents as outcome	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
M.Phil. or equivalent						
Ph. D or equivalent						

(E) (i) Fellowships / Awards

Sr. No.	Title of the Fellowship / Award	Awarded by	Is the awarding body an academic body	Is the awarding body recognized as International / National / State / University Level?	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the Paper presented / lecture delivered	Title of Conference/ Seminar	Date of the event	Organized by	Whether international/ national/state/ regional / university level	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

(F) Development of e-learning delivery process / material

Sr. No.	Title of the e-learning process / material developed.	Institution for which the material / process was developed.	Used by	Period of development	Whether international/ national/state/ regional / university level	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
I	Teaching, Learning and Evaluation related activities					
II	Co-curricular, Extension, Professional development etc.					
III	Research and Academic Contribution					

PART C: OTHER RELEVANT INFORMATION

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

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

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 university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE INDICATORS DEVELOPED BY THE UGC.

SECTION I: GENERAL

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
3.	Department / Subject Applied for	
4.	Designation	Assistant Professor / Associate Professor / Professor
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
	Telephone No.	
	Email	

Cat.	Nature of Activity	Max. Score	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
	Direct Teaching *:				
a	1. Stage 1 to Stage 2 and Stage 2 to Stage 3 API Score = (Actual time spend per academic year) / 7.5	70			
	2. Stage 3 to Stage 4 and Stage 4 to Stage 5 API Score = (Actual time spend per academic year) / 7.75	60			
	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
b	1. Assistant Professor & Associate Professor API Score = (Actual time spend per academic year) / 10	10			
	2. Professor API Score = (Actual time spend per academic year) / 10	15			
	Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc.				
c	1. Assistant Professor & API Score = (Actual time spend per academic year) / 10	10			
	2. Associate Professor API Score = (Actual time spend per academic year) / 10	15			
	3. Professor API Score = (Actual time spend per academic year) / 10	20			

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Type of Activity	Max. Score	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
a.	Students related co-curricular, extension and field based activities.	15			
B	Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,	15			
c.	Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)	15			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
Iii(a)	Research papers published in			
Iii (b)	Research publications (books, chapters in books other than refereed journal articles)			

Iii (c)	Research projects			
Iii(d)	Research guidance			
Iii(e)	Fellowships, awards and invited lectures delivered in conferences / seminars			
Iii(f)	Development of e-learning delivery process / material			

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

Place & Date   Signature of the Applicant with Designation

Observations and remarks of the Head / senior most staff of the Department.

Date   Signature of HOD / Senior most
                                                        teacher of the Department

Observation and remark of the Principal.

Date: Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date: Signature of the Chairperson of the Screening cum Evaluation
                                         Committee   or Selection Committee

Performance Appraisal System for Non-teaching Staff

<u>*CONFIDENTIAL*</u>

Form No. 6 (*See Rule 12*)

University or College :   Patpanhale Arts, Commerce & Science College

Confidential Assessment and Self-Assessment Report of Non-Teaching / Non-Technical/ Technical Employees

Serial No. ....   Year ending 31st March 20....

File No. ....

Name : Shri. / Smt. / Kumari ....

Department or Office (including Section) ....

Instructions :

1. Report should be submitted annually and for the period ending 31st March of every year.
2. Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
4. If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how for and reports of other officers.
5. Anything specially meritorious or adverse to the employee should be sanctioned, even if not specially provided for.
6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
7. All adverse / outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.

Personal Information
(To be filled by the employee concerned)

Name...................................Father's Name................................ Surname ....

Date of Birth as recorded in the service Book /

S.S.C. Certificate / School Leaving Certificate ....

Place of Birth .-- -- - -- -- -- -- -- -- : ....

(Village / Town / Taluka/ District / State)

Nationality and Religion -- -- -- - -- -- -- : ....

Whether belongs to Scheduled Castes /

Scheduled Tribes / Nomadic Tribes / Other

Backward Classes etc. -- -- - -- -- -- -- : ....

Home Town (with residential Address) -- -- : ....
....

Permanent Address (Local) -- -- -- -- : ....
....

Date of joining University Services and
designation at the time of Firs Appointment -- : ....

Intermediary positions held between initial   **Position**   **Period from**

appointment and present if any -- -- -- - (i) ....

                           (ii) ....

                           (iii) ....

Mother Tongue -- -- -- -- -- ....

Language known -- -- -- -- -- -- -- -- ....
....

Qualification and degrees -- --- -- --- -- ....

University -- -- -- -- --- -- -- -- -- --- ....

Year -- --- -- -- --- -- -- -- : ....

Confidential Assessment Report regarding ability and charachter

Name -- -- --- --- -- -- : ....

Period of report -- -- -- : ....

Post or Posts held during the period of report : ....

Department / Office /Section --- --- --- : ....

Leave taken during the period E.L./C.L./Other Leave : ....

Performance Assessment

Sr. No.	Item	V.Good	Good	Fair	Average	Bellow Average
		A	B	C	D	E

I. Technical Adequacy

1. Industry — — — — — — : ....
2. Application — — — — — — : ....
3. Initiative — — — — — — : ....
4. Neatness — — — — — — : ....
5. Accuracy — — — — — — : ....
6. Punctuality in work — — — — — : ....
7. Methodical & Systematic working — — : ....
8. Promptness in disposal — — — : ....
9. Regularity in attendance — — — — — : ....
10. Relations to Superiors — — — — : ....
11. Relations to Colleagues — — — — : ....
12 Relations with members of public — — : ....
13. Dependability — — — — — — — : ....
14. Capacity to get work done — — — : ....

II. General Impression

1. General Impressions and grasp — — : ....
2. Leadership Qualities — — — — : ....
3. Level of Knowledge — — — — — : ....
   (related to the section/ department)
4. Tech. Ability (wherever relevant) — — : ....
5. Spl. Complementary (aptitude qualities — : ....
   etc. other than job requirements)

III. Recommendations

a. Administrative ability including — — : ....
   judgement, initiative, promptness and drive

b. Fitness to continue in the present post — : ....

c. Fitness for promotion — — — — — : ....

d. Any other item not covered but which
   you would like to record. Please specify
   the aspect — — — — — — — — : ....

e. Recommendation - Observation of the
   Reporting Officer — — — — — — — : ....

Date :

Place : **RATNAGIRI**

(Signature) ....
Name and Designation of the Reviewing Officer

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

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

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

....

....

....

1. Length of Service under Reviewing Officer
   during the period under report

2. Do you agree with the Reporting Officer
   or do you wish to modify or add to his assessment

3. Observation of remarks to the employees and
   clarification from the reporting Officer sought, if any

4. Communication of remarks to the employees and
   clarification from the reporting officer sought, if any

Date :

Place : **RATNAGIRI**

(Signature) ....

Name and Designation of the
Reviewing Officer

(Dr. R. G. Jadhav)
Principal
Patpanhale Education Society's
Patpanhale Arts, Commerce & Science College,
Patpanhale, Tal. Guhagar, Dist. Ratnagiri(M.S.)