

# MORAN COLLEGE

Moranhat, Charaideo, Assam – 785670

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## THIRD CYCLE NAAC ACCREDITATION

### **CRITERION VI** **GOVERNANCE, LEADERSHIP AND** **MANAGEMENT**

#### **6.3: Faculty Empowerment Strategies**

**6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**Submitted to**



**National Assessment and Accreditation Council (NAAC)**

## Mass Vaccination Program



Moran  
16/3/23

Principal  
**MORAN COLLEGE**  
Moranhat



## 2. Vending Machine

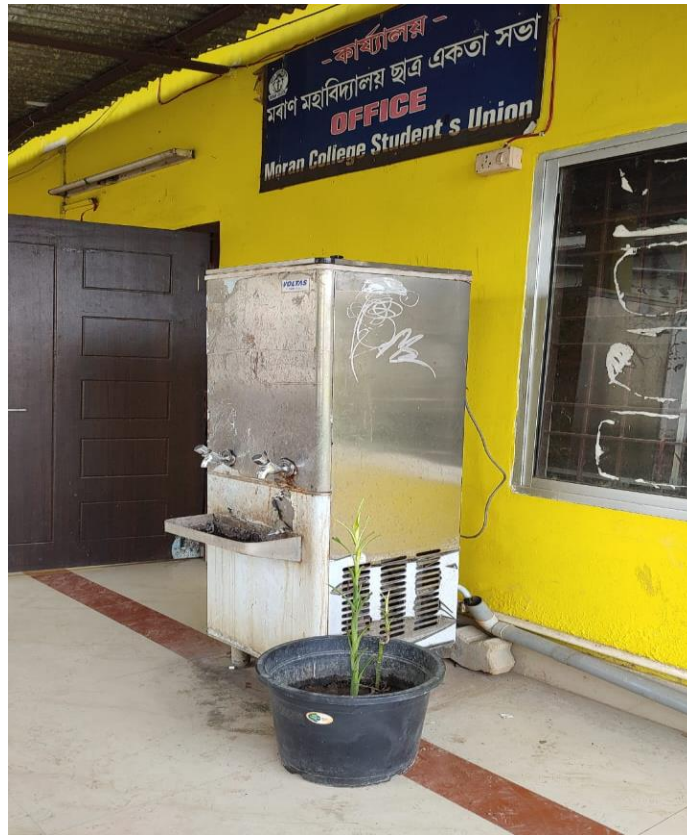


## 3. Incinerator



Moran  
16/3/23  
Principal  
MORAN COLLEGE  
Moranhat

#### 4. Water Cooler



#### 5. Common Hand Washing Centre



Moran  
16/3/23

Principal  
MORAN COLLEGE  
Moranhat



## 6. Child Care Leave

**APPLICATION FORM FOR CHILD CARE LEAVE**  
**(FOR WOMEN EMPLOYEES OF STATE GOVT.)**

1. Name of Applicant : RINI SONOWAL

2. Designation : ASSISTANT PROFESSOR

3. Department/Office/Section : DEPARTMENT OF EDUCATION, MORAN COLLEGE

4. Detail of the Children : SL No. Name Date of Birth  
1. KHIANSH RAJ BORAH (27/09/2020)  
2. \_\_\_\_\_

5. Name of Child for whom Child Care Leave is required and applied for : KHIANSH RAJ BORAH

6. Date of Birth of the Child (Attested copy of Birth Certificate to be enclosed) : 27/09/2020

7. Date on which child will be Attaining 18 Years : 28/09/2038

8. Is the Child among the two eldest Children (Yes/No) : YES (FIRST CHILD)

9. Period of Leave.....60.....Days  
Prefix/Suffix of holidays, if any : From 1/02/2022 to 1/04/2022

10. Reason (s) for leave applied for : To take care and spend time with the child

11. Total child Care Leave availed till date  
a) In the current year (separated for each spell) : NO  
b) Cumulative total in service till date : \_\_\_\_\_

12. Whether permission to leave station is required (Yes/No) : YES  
• If yes, Address during leave Period : \_\_\_\_\_

13. Date of return from last leave & nature and period of that leave : \_\_\_\_\_

Date : 27/01/2022 Rini Sonowal  
SIGNATURE OF APPLICANT

**Remarks of Controlling Officer**  
Leave recommended / Leave not recommended

Date : \_\_\_\_\_ Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Office : \_\_\_\_\_

===== # =====

Moran  
16/3/23  
Principal  
MORAN COLLEGE  
Moranhat

## 7. Maternity Leave

To  
The Principal  
Moran College  
Moranhat, Charaideo

Date: 07.10.2022

Subject: Application Seeking Maternity Leave (ML)

Respected Madam,

With due share of honour I, Gongutree Gogoi, Asst. Professor of English Department would like to inform you about my pregnancy and my intention to take the allotted 180 days of maternity leave which is available to me. Since I am entering the ninth month of pregnancy my doctor advised me to have adequate rest. My due date is 30.10.2022 and I want to take my maternity leave from 10.10.2022 (about 20 days prior to the due date) to 07.04.2023. I will resume my duties from 08.04.2023.

I request you to kindly approve and sanction the leave of 180 days at the earliest. Your approval will be highly obliged.

Thank you for your kind consideration.

Yours Sincerely

Gongutree Gogoi  
Asst. Professor  
Dept. of English

M Moran  
16/3/23

Principal  
MORAN COLLEGE  
Moranhat

## 8. Moran College Teachers Co-Operative Thrift Society for Teachers' Welfare

The Constitution Link

<http://www.morancollege.com/wp-content/uploads/2023/03/Adobe-Scan-27-Aug-2022-1.pdf>

M Moran  
16/3/23  
Principal  
MORAN COLLEGE  
Moranhat

### 6.3.1 Performance Appraisal System for Teaching and Non-Teaching Staff

পঞ্জীকৃত নম্বৰ-৭৬৮/৯৭

Registered No.-768/97



অসম ৰাজপত্ৰ  
সত্যমেব জয়তে

## THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘোণ, 1932 (শক)  
No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
EDUCATION (HIGHER) DEPARTMENT, DISPUR

### NOTIFICATION

The 15th November, 2010

**No. B(2)H.12/2003/Pt-II/113 :-** In exercise of Powers conferred under sub-section (I) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely :-

- |  |   |
|--|---|
| <b>Short title, extent and commencement.</b> | 1. (1) These Rules may be called the " <b>Assam College Employees (Provincialisation) Rules 2010</b> ".<br>(2) They shall come into force on the date of their publication in the Official Gazette.<br>(3) They shall extend to the areas to which the Act applies.   |
| <b>Definitions</b>                           | 2. In these Rules unless the context otherwise requires.<br>(a) "Constitution" means the "Constitution of India";<br>(b) "Governor" means the "Governor of Assam";<br>(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);<br>(d) "Board" means the "State Selection Board";<br>(e) "Selection Committee" means the Selection Committee Constituted under these Rules.<br>(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.<br>(g) "Director" means the Director of Higher Education, Assam";<br>(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956). |
| <b>Class and Cadre.</b>                      | 3. Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges.   |



<b>Strength of Service.</b>	4.	The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.
<b>Method of Recruitment.</b>	5.	<p>Recruitment shall be made in the manner prescribed hereinafter;</p> <p>(1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.</p> <p>(2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.</p> <p>(3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.</p> <p>(4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.</p> <p>(5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.</p> <p>(6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.</p> <p>(7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.</p>
<b>Assessment of Vacancies.</b>	6.	Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;
<b>Direct Recruitment.</b>	7.	<p>(a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;</p> <p>(b) The Director shall communicate his orders within thirty days;</p> <p>(c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;</p> <p>(d) All fresh appointments shall be made on receipt of police verification report.</p>
<b>Age Limit and Qualification.</b>	8.	The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.
<b>General Procedure for Promotion.</b>	9.	<p>(i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;</p> <p>(a) The number of vacancies with reservations;</p>

**Selection  
Committee/  
Departmental  
Promotion  
Committee.**

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;
- (v) The Select list shall remain valid for 12 months;
- (vi) The promotion shall be in according with the list prepared by the Departmental Promotion Committee;

10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following :-
- (i) President of the Governing Body - Chairman
  - (ii) Head of Department (Concerned) - Member
  - (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
  - (iv) Secretary of the Governing Body - Member Secretary.
  - (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;
- Two third majority will constitute the quorum with mandatory presence of University expert nominee;
- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
  - (ii) Secretary of the Governing Body - Member Secretary
  - (iii) Two heads of Department to be nominated by the President, Governing Body. - Member
- (C) Departmental Promotion Committee for all posts shall consists of the following :-
- (i) President of the Governing Body - Chairman
  - (ii) Principal of the College - Member Secretary
  - (iii) One senior most Head of the Department of the College. - Member

**Disqualification**

11. No person shall be eligible for appointment :-
- (a) Unless he is a citizen of India, and ;
  - (b) If he/she is practicing bigamy Provided that Government may, if it is satisfied that there are special grounds for doing so exempt any person from the operation of this Rule ;
  - (c) No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

- |  |     |   |
|--|-----|---|
| <b>Reservation</b>                           | 12. | In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre separately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules.   |
| <b>Probation &amp; Confirmation.</b>         | 13. | Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed.   |
| <b>Training</b>                              | 14. | A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe.  |
| <b>Discipline &amp; Appeal</b>               | 15. | All employees of the Assam Provincialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder.   |
| <b>Scale of Pay</b>                          | 16. | All appointment shall be made in the time scale of pay as may be prescribed by the Government from time to time.  |
| <b>Seniority</b>                             | 17. | <p>(a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months;</p> <p>Provided that if a candidate is prevented from joining within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;</p> <p>(b) If two persons are appointed on the recommendation of the selection committee in different batches, then the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch;</p> <p>(c) If two or more persons are bracketed in the merit list by the selection committee, the inter-se-seniority of these persons shall be determined according to the date of birth;</p> <p>(d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.</p> |
| <b>Gradation List</b>                        | 18. | The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee.   |
| <b>Transfer</b>                              | 19. | There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.  |
| <b>Maintenance of Registers and Records.</b> | 20. | The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees.  |
| <b>GPF and Pension.</b>                      | 21. | (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave, TA etc. will be applicable in case of Provincialised College Employees.   |



- (ii) The existing employees shall be governed by the existing pension Rules of the Government ;
- Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;
- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calendar year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;
- Leave** 22. The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees.
- Lien/deputation and Study Leave.** 23. Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case.
- No Objection Certificate for Higher Studies and applying for jobs.** 24. The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs.
- Authority for acceptance of Resignation/ Voluntary Retirement.** 25. The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement.
- A.C.R.** 26. The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority.
- Residual power of Appointing Authority** 27. The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

**H. M. CAIRAE,**

Additional Chief Secretary to the Government of Assam,  
Education (Higher) Department, Dispur, Guwahati-6.

### WEBSITE NOTIFICATION

It is hereby notified that a copy each of the templates Annual Self- Assessment for the Performance Based Appraisal System (PBAS) and PBAS Proforma for Promotion under CAS as indicated in Clause 6.0.2 under schedule <sup>b.o.o</sup> of "UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Univesites and Colleges and Measures for the Maintenance of Standards in Higher Education,2010."may be read along with the above regulations.



Financial Advisor  
UGC

10/10/2019  
10/10/2019  
10/10/2019  
10/10/2019  
10/10/2019

**University of \_\_\_\_\_**  
**PBAS Proforma for Promotion under CAS**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

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 to SC/ST/OBC category:
13. Address for correspondence (with Pincode)
14. Permanent Address (with Pincode)

**Telephone No:**

**Email:**



**15. Academic Qualifications (Matric till post graduation):**

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

**16. Research Degree(s)**

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

**17. Appointments held prior to joining this institution**

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

**18. Posts held after appointment at this institution:**

Designation	Department	Date of actual Joining		Grade
		From	To	

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

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

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

(a) ..

(b) ..

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

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

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

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

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

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

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

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

S. 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 Score : 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>			

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

Please mention your contribution to any of the following:

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

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A) Published Papers in Journals**

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

**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-authors	Whether you are the main author	API Score

iii) Books Published as single 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

III 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

**IV. SUMMARY OF API SCORES**

	Criteria	Last Academic. Year	Total – API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I + II			
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

Signature of HOD / School  
Chairperson/Principal

N:B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.



## 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.

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

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

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 avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

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 1.

**NB.** 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.

### **CATEGORY: I. Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. <b>Maximum score of 50 if there is 100 % performance.</b>	Max Score: 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score : 10
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(ii)

Imparting of knowledge / instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students <b>(100% compliance = 20 points)</b>	Max Score: 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

publications (departmental level 2 points, institutional level 5 points).	
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. ( 5 points each)	10
<b>Maximum Aggregate Limit</b>	<b>20</b>

(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, Dean, Director, Warden, Bursar, School Chairperson, 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 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training as Chairman/Organizational Secretary/Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

(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 point)	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 State/Central Bodies/Committees on Education, Research and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes ( 1 point each).	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

**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.  
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**

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

- IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC-Regulations, 2010.

**CONFIDENTIAL**

**PERFORMANCE APPRAISAL REPORT**

**(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)**

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

**(To be submitted under sealed Cover)**

**PART-A**

*(Personal Data)*

1. Name of the Employee :
2. Name of service to which belongs :
3. Educational Qualification :
4. Professional Qualification :
5. Name of the Institution/College  
with full Address :
6. Date of Birth :
7. Date from which appointment has approved  
as Teacher/ Librarian by the D.H.E Assam :
  - a. In the UGC Scale of pay :
  - b. In the fixed pay(if any) :
  - c. Without condition/with condition :
8. Date of confirmation :
9. Whether the Teacher/Librarian had any  
break in service or granted extra-ordinary  
leave without pay in the service period :
10. Any special knowledge/experience/training  
which facilities to discharge the all allotted  
Work of the officer/employee :
11. Date of obtaining Senior Scale/Selection  
Grade Scale of pay :
12. Date of eligible for placement in the senior  
Scale/selection Grade Scale/associate Scale  
of pay :

*Certified that the particulars furnished above are correct.*

*Signature of Recording Authority*

*(Principal)*

## PART-II

### (ASSESSMENT BY THE RECORDING AUTHORITY)

- 1) Name (s) and Designation of the Recording authority:
- 2) Period of service of the incumbent under the Recording Authority :  
Separate forms to be used by different recording officer
- 3) State of Health :  
What is your opinion about his/her :
  - (a) Aptitude, initiative, drive and efficiency for
    - (i) Arrangement for works
    - (ii) Exception of work
  - (b) Intelligence :
  - (c) Attendance/conduct and amenability to discipline :
  - (d) Character with particular reference to reliability and integrity :
  - (e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
  - (f) General remarks, if any :
- 4) Character and conduct of the Lecturer/Librarian :
- 5) Relationship with
  - a. Principal :
  - b. Teaching Staff :
  - c. Library staff :
  - d. Office staff :
  - e. Students :
  - f. Others :
- 6) Regularity and punctuality in attending college as well as classes :
- 7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :
  - (b) Involvement in University and College examinations :
  - (c) Spirit of obedience to the higher authorities :
- 8) Comments on the Performance of the Senior Lecturer as well as a teacher :
- 9) Special academic achievement of the Teacher/Librarian, if any :
- 10) Performance of duties (as per UGC Regulation,2010) year wise

Year	Total Working days	Class Allotted	Class Taken
- 11) Recommendation about his/her fitness or otherwise for advancement for next higher stage :

Signature of Recording Authority  
(Principal)



**PART-III**

**OPINION OF THE REVIEWING AUTHORITY**

- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority :

Signature of Reviewing Authority  
(President of G.B)

**PART-IV**

**REMARKS OF THE ACCEPTING AUTHORITY:**

*Signature.....*  
*Name & Designation of Accepting Authority*  
*(President of G.B)*