

**Performa for Performance Based Appraisal System (PBAS) under
Career Advancement Scheme (CAS)**

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name:
3. Mother's Name:
4. Department:
5. Current Designation & Pay in Academic level & Cell:

6. Date of Joining Present Institution:
7. Date of last Promotion:
8. For which stage and grade pay are you an applicant under CAS?
9. Date of eligibility for promotion:
10. Date and Place of Birth:
11. Sex:
12. Marital Status:
13. Nationality:
14. Do you belong to SC/ST/OBC/PWD category?
15. If yes, mention the category:
16. Address for correspondence (with PIN code):
17. Permanent Address (with PIN code):

18. Telephone No: E-mail:
19. Appointments held prior to joining this institution

Designation	Name of Employer	Salary with Grade Pay/Pay 7 th CPC	Date of Joining/Leaving		Reason of leaving
			Joining	Leaving	

20. Posts held after appointment in this institution:

Designation	Department	Date of actual joining		Name of the Post	Salary with Grade Pay
		From	To		

21. Period of teaching experience (in years): P.G. Classes UG Classes -

22. Research Experience excluding years spent in M.Phil. / Ph.D. (In years):

23. Fields of Specialization under the Subject/Discipline:

24. Areas of Special Interest:

25. Orientation / Refresher Course attended:

Name of the Course / Summer /Winter School	Place	Date	Institution

PART B: ACADEMIC PERFORMANCE INDICATORS

Name and Designation of Teacher:

Department:

Teaching (At Present):

I. Details of Papers presently handling:

Acad. Year	Degree	Titles of Papers Taught	
		Odd Semester	Even Semester

Teaching and Involvement in the students related activities/research activities

1. Teaching:

Score = 100

Good: 80% and above; Satisfactory: 70% and above (below 80%); Not satisfactory: Less than 70%

Academic Year	No. of classes Assigned	No. of classes taught	No. of Laboratory Classes Assigned	No. of Laboratory Classes taught	No. of Tutorials Assigned	No. of Tutorials taught	Score

2. Involvement in the students related activities/research activities:

Good: Involved in at least 3 activities; Satisfactory: Involved in 1-2 activities; Not satisfactory: Not involved in any activity

2.1. Administrative responsibilities such as Dean/Head/Chairperson/Warden etc.

Administrative responsibility	Department/School/Cell/Committee	From	To	Remark
Dean/Director				
Head/Teacher-in charge				
Chairperson/Convener				
Hostel Warden				
Proctor/Provost				
Other				

2.2. Examination/evaluation duties assigned by the University or attending the examination paper Evaluation.

Academic Year	No. of Question Paper Setting/ Moderation	No. of Answer-scripts evaluated	Other examination related duties
2018-2019 (Odd)			
2018-2019 (Even)			

2.3. Student related Co-curricular Extension and Field-based Activities such as student clubs, career counseling, study visits, student seminar and other events, cultural, sports, NSS, NCC and community services (Evidence to be provided for each of the activities)

Academic Year	Student Clubs (in hrs)	Career Counseling (in hrs)	Student Seminar (in hrs)	Study Visit (in hrs)	Cultural (in hrs)	Sports (in hrs)	NSS (in hrs)	NCC (in hrs)	Others (in hrs)

2. 4. Organizing seminars, conferences, workshops and other College activities: (Evidence to be provided)

Academic Year	Seminar/Conference/ Workshop organized	Sponsored by	National /International	Period

2.5. Evidence of actively involved in guiding Ph.D students: (attach a copy of the notification)

Sl. No.	Name of Ph.D students	Registration no. and date	Title of the Ph.D Thesis

2.6. Conducting minor or major research projects sponsored by national or international sponsoring agency: (attach a copy of sanction letter)

Sl. No.	Name of research project	Sponsoring Agency	Duration of Project	Date of award

2.7. No. of single/joint author publication in peer reviewed or UGC listed journal: (attach a copy of first

page)

Sl. No.	Title of research paper(s)	Name of the journal	Sl. No. in UGC list	Publisher of the journal (City/ Country)	Whether Sole Author/ Co author	Month & year of publication, volume, no. & page nos.	ISSN No.	Impact Factor

ACADEMIC/RESEARCH SCORE

1. Research Papers in peer reviewed or UGC listed journals: (attach a copy of first page)

Sl. No.	Title of research paper(s)	Name of the journal	Sl. No. in UGC list	Publisher of the journal (City/ Country)	Whether Sole Author/ Co author	Month & year of publication, volume, no. & page nos.	ISSN No.	Impact Factor	Score

08 per paper for Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences; 10 per paper for Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Commerce/ Management & other disciplines.

Wherever relevant to any specific discipline, the score for paper in peer reviewed or UGC listed journals would be augmented as follows: (i) Refereed journal without impact factor – by 5 points (ii) paper with impact factor less than 1 - by 10 points; (iii) papers with impact factor between 1 and 2 by 15 points; (iv) papers with impact factor between 2 and 5 by 20 points; (v) papers with impact factor between 5 and 10 by 25 points; (vi) papers with impact factor above 10 by 30 points. The score for joint publications shall be calculated in the following manner: (i) Two authors: 70% of total value of publication (ii) More than two authors: 70% of the total value of publication for the First/Principal / corresponding author and 30% of total value of publication for each of the joint authors.

2. Publications other than Research papers (evidence to be provided)

2.1. Books- Self authored/co-authored/edited

Sl. No.	Title	Whether Sole Author/ editor/ Co author	Name of Publisher (with city/ country)	International/ National publisher	Month& year of publication	ISBN No.	Score

2.2. Chapters contributed in edited books

Sl. No.	Title of Chapter (s)	Title of the Book(s)	Whether Sole Author/ Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Month & year of Publication	ISBN No.	Score

Note: 12 (International Publisher) and 10 (National Publisher) per book for single author. 5 per chapter for chapter in edited book. The score for joint publications shall be calculated in the following manner: (i) Two authors: 70% of total value of publication (ii) More than two authors: 70% of the total value of publication for the First/Principal / corresponding author and 30% of total value of publication for each of the joint authors.

Editor of a book: 10 (International Publisher), 8 (National Publisher) per book for editor.

2.3. Translation works in Indian and Foreign languages

Sl. No.	Title	Whether Sole Author/ editor/ Co author	Name of the Journal* and Publisher (with city/ country)	International/ National publisher	Month& year of publication	ISBN No.	Score

* If published in a Journal

Note: 03 per chapter or research paper and 8 per book.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

3.1. Development of Innovative pedagogy:

Sl. No.	Name of the course/module	Subject	Organization for which it is developed	Period of development (with dates)	Level UG/PG/etc.	Score

3.2 Design of New curricula/courses:

Sl. No.	Name of the curricula/course	Subject	Organization for which it is developed	Period of development (with dates)	Level (UG/PG/etc.)	Score

3.3 MOOCS:

i. Development of MOOCs for a complete course/ module (Please attach separate sheet(s)/add rows if necessary)

Sl. No.	Name of the course/module	No. of quadrants (credit)	Subject	Complete MOOCs/module	Organization for which it was developed	Period of development (with dates)	Level UG/PG/etc.	Score

Development of complete MOOCs in 4 quadrants (4credit course):20; In case of lesser credit 5 marks per credit; MOOCs developed in 4 quadrants per module per lecture: 5

ii. Subject Matter expert/course coordinator for MOOCs: (Please attach separate sheet(s)/add rows if necessary)

Sl. No.	Subject matter expert/course coordinator	Name of the course/module	No. of quadrants (credit)	Subject	Organization for which it was developed	Period of development (with dates)	Level UG/PG/etc.	Score

Content writer/ subject matter expert for each module of MOOCs (at least one quadrant): 2 marks; Course coordinator for MOOCs (4 credit course): 8 marks; In case of lesser credit, 2 marks per credit.

3.4. E-content: Development/editing of e-contents for a complete course/ module (Please attach separate sheet(s)/add rows if necessary)

Sl. No.	Name of the course/module	Subject	Development/ editing	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.	Score

Development of e-content (in 4 quadrants) for a complete course/e-book: 12

e-content (developed in 4 quadrants) per module: 5

contribution to development of e-content module in complete course/paper/e-book (at least one quadrant): 2 marks
Editor of e-content for complete course/paper/e-book: 10

4.1. RESEARCH GUIDANCE :(Attach document)

Sl. No.	Programme (PG/M.Phil/PhD)	Name of the Candidate	Title of Research	Year of Registration	Year of Award/ Submission	Score

02 points per M.Phil./PG dissertation candidate awarded; For Ph.D. 10 points per candidate for degree awarded and 05 per candidate for thesis submitted

4.2. Completed Research Projects: (Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Score

For completed research projects: 10 for more than 10 lakh and 05 for less than 10 Lakh. In case of joint projects, PI and co-PI would get 50% each.

4.3 Ongoing Research Projects: (Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Score

For ongoing research projects: 05 for more than 10 lakh and 02 for less than 10 Lakh. In case of joint projects, PI and co PI would get 50% each.

4.4 Consultancy: (Please attach separate sheet, if necessary)

Sl. No.	Title of consultancy Project(s)	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Score

For consultancy: 03 points

5.1. Patents:

Sl. No.	Patent granted	Date	International/National	Score

International Patent: 10; National Patent: 07

5.2. Policy documents: (Evidence to be attached)

Sl. No.	Policy documents	Date of Submission	Name of body/organization to which it is submitted	International / Central Govt. / State Govt.

For International, national and state policy documents score would be 10, 07 and 04 points respectively.

5.3. Award/Fellowship:

Sl. No.	Name of the award/fellowship	Name of academic body/association on given award/fellowship	International/ National/ State body	Award/ Fellowship	Is it Academic body or association	Score

7 points (international), 5 points (National) for award/fellowship.

5.3 Invited Lectures/Resource person/Papers presentation in Seminar/Conference/Full paper in conference proceedings. (Please attach separate sheet(s)/add rows if necessary)

Sl. No.	Title of Lecture delivered	Name of the Seminar/Conference	International/National Conference/Seminar	Name & Place of Institution	Date of Lecture	Duration	Score

Note: 7 points (international, abroad), 5 points (international, within country), 3 points (National) and 2 points (State/University level) per lecture. Paper presented in seminars/conferences and also published in conference proceedings will be counted only once.

Summary of scores

Sl. No.	1	2.1	2.2	2.3	2.4	2.5	2.6	2.7
Remark								

Academic/research score obtained

Sl. No.	1	2	3	4	5	Total
Remark						

List of enclosures:

1. Cover page of the book and first page of the chapter
2. All other relevant documents

Declaration

I Narendra Kharel, hereby declare that the particulars furnished above are true to my knowledge.

**Signature of the faculty with
Designation, Place & Date**

Signature of HOD

Signature of Principal

**Director
Directorate of Higher Education/Education
Department
Government of Sikkim**

SCHEDULE 'B'

(See Rule 6 of the Confidential Roll Rules, 1976)

FORM OF CONFIDENTIAL REPORT ON NON - GAZETTED OFFICIAL

Department

Report for the financial year

PART 1- PERSONAL DATA (To be filled by the Administrative Department)

1. Name of official
2. Date of birth
3. Date of continuous appointment grade, viz
4. Present post and date of appointment thereto
5. Period of absence from duty on leave, training etc. during the year
6. Part II - A brief Statement of the work handled by the official during the year under report.

(To be filled by the Reporting Officer) Part III - Assessment by the Reporting Officer

7. State of Health.

Note: Assessment under columns 8 to 16 below should be expressed clearly in suitable words.

8. Proficiency in Typing (specific works assigned):

Note : Proficiency should be assessed in respect of his work he is required to do.

9. General Intelligence, Industry and keenness to learn.

10. Has he ever been entrusted with work other than routine?

If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.

11. Amenability to discipline:

12. Punctuality in attendance:

13. Relations with fellow Employees and Public.

14. Integrity:

15. Overall grading:

Outstanding

(Please put a ring round the appropriate grading and strike out other gradings)

Very good

Good

Average

Below average

16. Has the official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

17. Has the official done any outstanding or notable work meriting commendation. Briefly mention them?

Signature of the Reporting Officer:

Name in Block letter:

Designation:

Date:

Part IV - Remarks of Reviewing Officer:

18. Length of service under Reviewing Officer.

19. Do you agree with the remarks of the Reporting Officers? If not, indicate extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of official over and above the remarks of the Reporting Officer, please mention them. You may sum up your views here.

Signature of Reviewing Officer:

Name in Block Letter:

Designation:

Date:

Part V - Countersignature by the next higher authority with remarks, if any.

Signature of Countersigning Officer:

Name in Block Letter:

Designation:

Date :

DEPARTMENT:.....

REPORT FOR THE FINANCIAL YEAR:.....

PART I (PERSONAL DATA) (to be filled by the employee reported upon)

NAME:

DESIGNATION:

DATE OF BIRTH:

PRESENT POST:

DATE OF APPOINTMENT:

PERIOD OF ABSENCE FROM DUTY ON LEAVE:

QUALIFICATION:

PART II (Assessment by Reporting Officer)

STATE OF HEALTH:

GENERAL INTELLIGENCE, INDUSTRY & KEENESS TO LEARN:

AMENABILITY TO DISCIPLINE:

PUNCTUALITY IN ATTENDANCE:

RELATION WITH FELLOW EMPLOYEES & PUBLIC:

INTEGRITY:

Has the Employee been reprimanded for indifferent work or for other causes during the period under report?

Has the Employee done any outstanding or notable work meriting commendation?

DATE:

SIGNATURE OF THE REPORTING OFFICER
DESIGNATION

PART III (Remarks of Reviewing Officer)

Length of service under the Reviewing Officer:

Do you agree with the remarks of the Reporting Officer? If no, indicate extent of your disagreement:

DATE:

SIGNATURE OF THE REVIEWING OFFICER
DESIGNATION

PERFORMANCE REPORT
(CLASS IV REGULAR GOVERNMENT EMPLOYEE)

DEPARTMENT:.....

REPORT FOR THE FINANCIAL YEAR:.....

PART I (PERSONAL DATA) (to be filled by the employee reported upon)

NAME:

DESIGNATION:

DATE OF BIRTH:

PRESENT POST:

DATE OF APPOINTMENT:

PERIOD OF ABSENCE FROM DUTY ON LEAVE:

QUALIFICATION:

PART II (Assessment by Reporting Officer)

STATE OF HEALTH:

GENERAL INTELLIGENCE, INDUSTRY & KEENESS TO LEARN:

AMENABILITY TO DISCIPLINE:

PUNCTUALITY IN ATTENDANCE:

RELATION WITH FELLOW EMPLOYEES & PUBLIC:

INTEGRITY:

Has the Employee been reprimanded for indifferent work or for other causes during the period under report?

Has the Employee done any outstanding or notable work meriting commendation?

DATE:

SIGNATURE OF THE REPORTING OFFICER
DESIGNATION

PART III (Remarks of Reviewing Officer)

Length of service under the Reviewing Officer:

Do you agree with the remarks of the Reporting Officer? If no, indicate extent of your disagreement:

DATE:

SIGNATURE OF THE REVIEWING OFFICER
DESIGNATION