

MAHATMA GANDHI UNIVERSITY

**SELF ASSESSMENT CUM PERFORMANCE APPRAISAL PROFORMA FOR
PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME**

(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018-Implemented w.e.f. 18.07.2018 as per the Mahatma Gandhi University Order No: 5020/AC L/2019/MGU Priyadarshini Hills, dated 19.10.2019)

**Promotion from Assistant Professor (Academic Level 10) to Assistant Professor
(Senior scale/Academic Level 11)**

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the Department :
6. Date of Entry in M. G. University service :
7. Current Designation & Academic Level :
8. Date of Last Promotion, if any :
9. Date of Declaration of Probation :
10. Stage for which you are an applicant for
promotion under CAS :
11. Proposed date of eligibility for
promotion as per eligibility conditions
and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
13. Address for Correspondence (with Pin
Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :
15. Non Qualifying period of service,
LWA etc. if any :

16. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
Others					

17. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech.,etc.

18. Field(s) of specialization

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19. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of Joining-Leaving</i>	<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Reason for Leaving</i>

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name & Details of Institution/MOOC</i>

21. Whether service relaxation is eligible for possessing Ph.D./M.Phil. :

22. Published Papers in Journals during assessment period

Sl. No.	Details of the Publication - Authors, Title, Name of the Journal , Issue (month and year) and Page nos	ISSN/ ISBN No.	Whether peer reviewed /UGC CARE list.	International/National / Regional	Impact factor, indexed if any with details
1					
2					
3					

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place:

Signature:

Date:

Name and Designation:

**Year wise Annual Performance Assessment Report as provided in UGC Regulation, 2018
Appendix II, Table 1**

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018)

1. Activity 1: Teaching (Refer Annexure II, Table 1 of UGC Regulations, 2018)

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>Number of Classes taught as per documented record</i>	<i>[No. of classes taught/Total No. of classes assigned]x100 %</i>	<i>% of Grade achieved</i>	<i>Grading (Self)</i>

2. Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1 of UGC Regulations, 2018)

<i>Year</i>	<i>Administrative responsibilities.</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (Self)</i>
	Examination and evaluation duties assigned by the universities in India and abroad		
	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 and community services.		
	Organising seminars/ conferences/ workshops, other university activities.		
	Research Guidance activities		
	Minor/ Major Projects		
	Publications		

3. Overall Grading (Refer Foot note of Annexure II, Table 1 of UGC Regulations, 2018)

Grade of Activity 1	Grade of Activity 2	Overall Grading

List of Enclosures:

(Please attach, copies of certificates, sanction orders, published research papers etc. whichever necessary)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place:

Signature of Applicant:

Date:

Name and Designation:

Certified that Mr./Ms./Dr.....has been working as
.....in this department since.....
The particulars given in this Annual Self Appraisal Report have been checked and verified from the office records and are found to be correct.

Place:

Head of the Department

Date:

(Office seal)

**SUMMARY OF OVERALL GRADING OF SELF ASSESSMENT CUM PERFORMANCE
APPRAISAL FOR PROMOTION OF TEACHERS
UNDER CAREER ADVANCEMENT SCHEME**

Promotion from Assistant Professor (Academic Level 10) to Assistant Professor (Senior scale/Academic Level 11)

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2. Name of the Department :
3. Date of Entry in M. G. University service :
4. Current Designation & Academic Level :
5. Stage for which you are an applicant for
promotion under CAS :
6. Proposed date of eligibility for
promotion as per eligibility conditions
and CAS promotion criteria :

Part A : Eligibility

Sl. No.	Eligibility parameter	Achieved/Not achieved (Yes/No)	Approval by IQAC	Grading *(SEC/SC)
1.	Required years of service completed			
2.	Orientation course (21 days duration)			
3.	Refresher/ other academic training programmes as per UGC Regulation, 2018			
4.	1 Research publication during assessment period			

Part B: CAS promotion criteria

Overall Grading (Refer Foot note of Annexure II, Table 1 of UGC Regulations, 2018)

Year wise	Grade of Activity 1	Grade of Activity 2	Overall Grading claimed	Overall Grading verified by	Grading by *(SEC/SC)

				IQAC	
Cumulative Grading					

**SEC-Screening cum Evaluation Committee/ SC- Selection Committee*

Verified by

Signature :

Name of the IQAC Member :

Place :

Date :

Recommendation by Screening cum Evaluation Committee/ SC- Selection Committee:

Place :

Date :