



**Annual Performance Appraisal Report
(Assistant Professor Stage I and Stage II)**

As per CAS 2018
(To be submitted at the end of every academic year)

Academic Year _____
(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –
११००९५
VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095
NAAC Accredited Grade – “A+”

13. Academic Qualifications:

| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/ Class/ Grade | Main Subjects |
|----------------------------|--------------|------------|-----------------|------------------------------|------------------------|---------------|
| Graduation | | | | | | |
| Post-Graduation | | | | | | |
| Other Examinations, if any | | | | | | |

14. Research Degree (s)

| Degrees | Name of the University | Title of dissertation/thesis | Date of submission | Date of award |
|---------------|------------------------|------------------------------|--------------------|---------------|
| M.Phil. | | | | |
| Ph.D/ D.Phil. | | | | |
| D.Sc/D.Lit. | | | | |

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –

११००९५

VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095

NAAC Accredited Grade – “A+”

17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

| S.No. | Details | Place | Period | | Sponsoring/Organising Agency |
|-------|---------|-------|--------|----|------------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |

17.2 MOOCs completed with e-certification

| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level (UG/PG/Other) | E-certification no. |
|-------|-----------------|---------|--------------------------------|-----------------------|---------------------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

| S.No. | Details of E-contents/ MOOCs in 4-quadrants | Quadrants developed | No. of Modules | Course | Sponsoring agency | Year | Level (UG/PG/Other) |
|-------|---|---------------------|----------------|--------|-------------------|------|---------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

17.4 Contribution towards conduct of MOOCs

| S.No. | Details of MOOC | Subject | Sponsoring agency | Level (UG/PG/Other) | E-certification no. |
|-------|-----------------|---------|-------------------|---------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

| S. No. | Year/ Semester | Course/ paper | Level (PG/UG) | Teaching Mode | Lectures/ Tutorials/Practicals/ Other related activities | | % of Assigned Classes Taught |
|---------|----------------|---------------|---------------|---------------|--|----------------|------------------------------|
| | | | | | Classes Assigned | Classes Taught | |
| | | | | | | | |
| | | | | | | | |
| Grading | | | | | | | |

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

| S.No. | Nature of Activity | Designation | Institution/Department | Period | |
|-------|--------------------|-------------|------------------------|--------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –

११००९५

VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095

NAAC Accredited Grade – “A+”

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

| S.No. | Nature of Activity | Designation | Institution/Department | Period | |
|-------|--------------------|-------------|------------------------|--------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |

(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 and community services.

| S.No. | Nature of Activity | Level (UG/PG) | Institution/Department | Period | |
|-------|--------------------|---------------|------------------------|--------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |

(d) Organising seminars/ conferences/workshops, other college/university activities.

| S.No. | Details | Place | Period | | Sponsoring/Organising Agency |
|-------|---------|-------|--------|----|------------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |

(e) Evidence of actively involved in guiding Ph.D students.

| Level of Guidance | Registered | Thesis/ Dissertation Submitted | Degree Awarded |
|-------------------|------------|--------------------------------|----------------|
| Ph.D. | | | |

(f) Conducting minor or major research project sponsored by national or international agencies.

| S.No. | Title | Period | | Major/Minor | Sponsoring/ Funding Agency |
|-------|-------|--------|----|-------------|----------------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –

११००९५

VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095

NAAC Accredited Grade – “A+”

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

| S. No. | Title of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | Whether SCOPUS Indexed | Authorship | Reference number of UGC - CARE List |
|--------|--------------------|--------------|------|----------|----------|----------|---------------|------------------------|------------|-------------------------------------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

| | |
|----------------------------|--|
| No. of Activities covered* | |
| Overall grading | |

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

| S.No. | Activity | Section | Gradation (To be given/verified by HoD) |
|-------|------------------------------------|---------|--|
| 1. | Teaching Activity | B.1 | |
| 2. | Student Related /Research Activity | B.2 | |

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –

११००९५

VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095

NAAC Accredited Grade – “A+”

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |



विवेकानन्द महाविद्यालय : दिल्ली विश्वविद्यालय : दिल्ली –

११००९५

VIVEKANANDA COLLEGE: UNIVERSITY OF DELHI : DELHI – 110095

NAAC Accredited Grade – “A+”

9. 19

10. 20

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre