

# GURU GOBIND SINGH COLLEGE FOR WOMEN SECTOR 26 CHANDIGARH

## ANNUAL CONFIDENTIAL REPORT

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS IN COLLEGE CADRE)

Appraisal of work and conduct of Dr./Shri/Smt/Kumari .....  
Submitted for the year/session .....

### PART-I PERSONAL DATA

(To be filled up by the Assistant Professor/ Associate Professor)

1. Full Name (in capital letter) .....
  2. Father/Husband name .....
  3. Library Card No. ....
  4. Subject for which Appointed. ....
  5. Date of appointment(in College Cadre) .....
  6. Current Designation .....
  7. Present Pay Band with Grade Pay .....
  8. Date of Promotion ( if any, during past one year) .....
  9. Qualification:  
(a) Academic Division .....
  - (b) Professional .....
  - (c) Research Degree .....
10. Date of Birth:    D   D   M   M   Y   Y   Y   Y    In words .....
- |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
11. Permanent/Grant-in-Aid/Self Finance .....
  12. a) Permanent Address(With Pin code) .....
  - b) Land line telephone No. .... Mobile No. ....  
Email: .....

**PART-II**  
**(SELF APPRAISAL)**

(Brief resume should bring out any significant achievement during the period under report)

13. Weekly time table (whole Academic year):-

Class/Section	Number of Lectures allocated (per week)	Total Lectures actually delivered during session	State % age of syllabus of completed for each class/course
<b>Total periods per week</b>			

14. Online/Offline Teaching methods adopted in Teaching methodology (Provide Details).

15. E-Learning Resources developed during the year (Provide Details).

16. DETAIL OF LAST YEAR ANNUAL EXAMINATION RESULTS :

Class	Total No. of students appeared.	Passed	College pass %age	University pass %age	Variation (+ / - ) ( col. 5-4)	Details of pass students				Reasons for Low %age, if any
						Div. I	Div. II	Div. III	Failed	
1	2	3	4	5	6	7	8	9	10	

17. Whether acquired any degrees or fresh academic / professional qualifications during the year? If “ YES ” mention the name of the degree, year of passing, institution from which passed etc.

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18. Orientation/ Refresher Course / Summer School/Workshops/FDPs attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

19. Are you doing any Research work? If yes, provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work / Project

20. Papers published in Journals notified on UGC website/CARE List (Attach List).
21. Number of Books/Chapters in Edited Books/Papers published in National/International Conference Proceedings (Attach List).
22. Papers presented / Special Invitee in National/International Conferences (Attach List).
23. Number of PhDs registered under you. Provide Details.
24. Any membership of Academic/Professional Bodies/Associations.
25. Examination Duties assigned and performed during assessment year (Provide Details).
26. Contribution to Extracurricular Activities/Committees/Cultural/Sports Activities (Provide Details).
27. Any other significant point which is not covered above

I certify that the information provided is correct as per records available with the college.

Place:  
Date:

Signature of the reported on officer  
Designation

**PART- III**  
**ASSESSMENT OF REPORTING OFFICER**

With the reporting made by the teacher in self-appraisal (Part-I &II) as well as the record maintained in the college office.

Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

28. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the officer. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

29. STAGE OF PERSONAL HEALTH:

- (a) **Physical:**
  - (i) Energetic
  - (ii) Major Ailment, if any
- (b) **Mental:**
  - (i) Alert
  - (ii) Ailment, if any
- (c) **Emotional balance:**
  - (i) Is he/she calm and retains poise?
  - (ii) Does he/she get provoked easily?
  - (iii) Is he able to tolerate difference of Opinion?

30. PUNCTUALITY AND ATTENDANCE:

- (i) Period of EOL (if any) during the year (with dates) .....
- (ii) Period of all other leave except casual leave (excluding EOL) (with dates) .....
- (iii) Period of wilful absence (if any) (with dates) .....

31. INTELLIGENCE AND PROFESSIONAL COMPETENCE:

- (i) Very Good
- (ii) Good
- (iii) Average

32. PLANNING AND ANALYTICAL ABILITY:

- (i) Very Good
- (ii) Good
- (iii) Average

33. ABILITY TO COMMUNICATE AND CONVERSE:

- (i) Very Good
- (ii) Good
- (iii) Average

34. TEAM SPIRIT, HUMAN RELATION SKILLS

- (i) Very Good
- (ii) Good
- (iii) Average

35. CONTRIBUTION TOWARDS IMPROVING THE ORGANISATION IMAGE

- (i) Very Good
- (ii) Good
- (iii) Average

36. COST CONSCIOUSNESS

- (i) Very Good
- (ii) Good
- (iii) Average

37. Does he/she take interest in use of Punjabi Language in official work?

38. His/Her attitude towards the members of SC and ST Community.

Signature of Initiating Officer  
 Name in block letter .....  
 Designation .....

**OVER ALL ASSEMENT OF PART-III**

Name of Employee / Teacher .....  
 Designation .....  
 Subject for which approved .....

The remarks are being made on the basis of self-appraisal reported by the teacher in PART-II and subsequent assessment recorded by me in PART-III of the ACR. I especially certify that I am fully aware of the reporting made by the teacher in self-appraisal of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is .....  
(Below Average / Average / Good / Very Good / Outstanding)

Remarks by the Principal .....

Signature of Initiating Officer  
 Name in block letter .....  
 Designation .....

Date .....

**PART-IV**  
**Remarks of the Reviewing Officer /Senior Reviewing Officer**

39. Do you agree with the Initiating Officer in regard .....  
to his remarks in the resume of the work done  
by the Officer as contained in Part-II of the  
report ? If not indicate briefly the reasons for  
disagreeing with the Initiating Officer  
and the extent of your disagreement.

40. **OVER ALL PERFORMANCE AND QUALITIES**  
(Outstanding / Very Good / Good / Average / Below Average).....  
Performance on the basis of Part-II and Part-III

Date.....

**Signature of Reviewing Officer**  
**Name in block letter**.....  
**Designation** .....

41. Countersignature by the  
**Senior Reviewing Officer**  
with remarks, if any

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Date.....

**Signature of Senior Reviewing Officer**  
**Name in block letter**.....  
**Designation**.....

**GURU GOBIND SINGH COLLEGE FOR WOMEN**  
**Sector 26, Chandigarh**

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR \_\_\_\_\_**

General & Other Staff

**Part-I**

(to be filled by Personnel Department)

1. Name of the Employee : \_\_\_\_\_  
(in block letters)
2. Employee's Code : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
3. Designation and grade : \_\_\_\_\_
4. Department/ Section : \_\_\_\_\_
5. Date of Appointment : \_\_\_\_\_
6. Date of Joining GGSCW : \_\_\_\_\_
7. Present status
  - a. Designation : \_\_\_\_\_
  - b. Group & Grade : \_\_\_\_\_
  - c. Date of joining to the present post : \_\_\_\_\_
8. Reporting Officer : \_\_\_\_\_
9. Reviewing Officer : \_\_\_\_\_
10. Accepting Officer : \_\_\_\_\_

**Superintendent**

## INSTRUCTIONS

1. Overall gradation is to be given as per the scheme given below. First by totaling the marks in every column and then taking the grade total :-

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

2. Reviewing Officer can change the rating of Reporting Officer and Accepting Officer can change the rating of Reviewing Officer and/or Reporting Officer in any column at his discretion by putting his initials.
3. The assessing officer should be only those under whom the employees have worked for at least three months.
4. Judgment should be based on performance during the entire period and not only on isolated incidents.
5. Each factor has to be assessed independently without influence of any other factor.

## PART II

### PERFORMANCE APPRAISAL

#### SELF ASSESSMENT REPORT BY THE EMPLOYEE

(From ..... to.....)

1. Any improvement in qualification during the period under report

Degree /Diploma / Certificate	Year	University/ Institute	Subject / Specialization

2. Course(s)/Seminar(s)/Training(s) attended, if any during the period under report (give detail)

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3. Brief description of duties / jobs performed during the period under report (give detail on separate sheet).

4. Honours/awards / distinctions received during the period (give details)

5. Any other (give detail)

Signature of the employee with date

**Guru Gobind Singh College for Women**  
Sector 26, Chandigarh

**Annual Confidential Report – Self Assessment to be filled by Individual**

Name \_\_\_\_\_ Designation \_\_\_\_\_

Department/Section \_\_\_\_\_

Description of Duties  
Self Assessment (Please attached extra page if required)

Signature

Dated : \_\_\_\_\_

**PART-III**

**(to be filled by the Reporting Officer)**

**I. Personnel Assessment**

	Outstanding	Excellent	Good	Average	Below Average
1. How effectively the employee is performing the assigned work ?	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 2
2. Is he/she resourceful to get the Job done	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3
3. Is he/she industrious and having good conduct	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
4. Competence	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 3
5. Commercial and service aptitude	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 1
6. Is he/she obedient	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
7. Compliance to Audit observation & office instructions	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
8. Cooperation from others / social attitude	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
9. Honesty	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 4	<input type="checkbox"/> 0

10.	Punctuality	<input type="checkbox"/>				
		5	4	3	2	1
11.	Quality, promptness, disposal of work and sense of responsibility	<input type="checkbox"/>				
		8	6	5	3	1
12.	Neatness of work	<input type="checkbox"/>				
		4	3	2	1	0
13.	Fitness and shouldering higher responsibilities	<input type="checkbox"/>				
		4	3	2	1	0

**POINTS FOR SPECIFIC CATEGORIES OF ADMINISTRATION STAFF ONLY (a to e)**

**a. Accounts**

i.	Is he/she upto date	<input type="checkbox"/>				
		5	3	2	1	0
ii.	Preparation of Statements	<input type="checkbox"/>				
		4	3	2	1	0
iii.	Figure work	<input type="checkbox"/>				
		4	3	2	1	0
iv.	Compliance to the Different statutory requirements	<input type="checkbox"/>				
		5	3	2	1	0

b. Assistants/Jr. Asstt.

i. Competency in noting and drafting	<input type="checkbox"/>				
	5	3	2	1	0
ii. Clarity in presentation	<input type="checkbox"/>				
	4	3	2	1	0
iii. Brevity	<input type="checkbox"/>				
	4	3	2	1	0
iv. Follow up	<input type="checkbox"/>				
	5	3	2	1	0

c. Clerk/Typists / Data Entry Operator

i. Speed	<input type="checkbox"/>				
	4	3	2	1	0
ii. Filing	<input type="checkbox"/>				
	5	3	2	1	0
iii. Follow up	<input type="checkbox"/>				
	4	3	2	1	0
iv. Secrecy	<input type="checkbox"/>				
	5	3	2	1	0

d. Telephone Operators/ Receptionist

i. Courtesy	<input type="checkbox"/>				
	5	3	2	1	0
ii. Promptness	<input type="checkbox"/>				
	5	3	2	1	0
iii. Deportment	<input type="checkbox"/>				
	4	3	2	1	0
iv. Sense of responsibility	<input type="checkbox"/>				
	4	3	2	1	0

e. Purchase / Store Officials

i.	Is the vender cards / Stock ledger uptodate ?	<input type="checkbox"/>				
		5	3	2	1	0
ii.	Promptness in arranging / issuing of material	<input type="checkbox"/>				
		4	3	2	1	0
iii.	Knowledge of work	<input type="checkbox"/>				
		4	3	2	1	0
iv.	Compliance to the concerned guidelines for storage of materials and general maintenance of store	<input type="checkbox"/>				
		5	3	2	1	0

f. Other General / Non Technical Staff

Assessment would be carried out based on their job performance during the period under report	<input type="checkbox"/>				
	18	12	8	4	0

Total Points

Grand Points

Overall grading

II. Training Needs

(Mention the areas in which employee needs further training for career developments/better performance of existing duties)

III. Job Rotation

(Mention the areas where official can give better performance by providing alternative job)

IV. Was any punishment inflicted or disciplinary action initiated or was any Audit/Vigilance enquiry proceeding against the employee during the year under report ? If so, give details, (If any disciplinary action has been initiated or if any Audit/Vigilance case is proceeding against the employee, the final order when passed in the case should be stated here.)

Name..... Signature.....

Designation of Reporting Officer..... Date.....

**PART III**  
**(To be filled in by Reviewing Officer)**

Assessment

Gradation

	Outstanding	Very Good	Good	Average	Below average
Points / Marks required	90 and above	80 but less than 90	60 but less than 80	40 but less than 60	Less than 40
Tick mark the applicable rating (✓)					

Name..... Signature.....

Designation of Reviewing Officer..... Date.....

**PART IV**  
**(To be filled in by Accepting Officer)**

Remarks

Gradation

	Outstanding	Very Good	Good	Average	Below average
Points / Marks required	90 and above	80 but less than 90	60 but less than 80	40 but less than 60	Less than 40
Tick mark the applicable rating (✓)					

Signature.....Designation.....

Name.....Date.....

## DEPARTMENT OF HIGHER EDUCATION

## CHANDIGARH ADMINISTRATION, CHANDIGARH

## PBAS Performa (Based on UGC 4th Amendment, Regulations, 11th July, 2016) for promotion under UGC Career Advancement Scheme

Application for promotion:     Assistant Professor (Stage-1) to Assistant Professor (Stage-2)  
    Assistant Professor (Stage-2) to Assistant Professor (Stage-3)  
    Assistant Professor (Stage-3) to Associate Professor (Stage-4)

Assessment Period: From     27 <sup>th</sup> March 2015 to 27 <sup>th</sup> March 2020					
<b>Session</b>					
<b>Category-I</b>					
<b>Category-II</b>					
<b>(Cumulative) Category-III</b>					
<b>(Cumulative) Total(Cat.-II + Cat.-III) (period of assessment)</b>					

1	<b>Name (in Block Letters)</b>	
2	<b>Father's Name/Mother's Name</b>	
3	<b>Name of College</b>	
4	<b>Current Designation &amp; Grade Pay</b>	
5	<b>Date of Last Promotion</b>	
6	<b>Which position and grade pay are you an applicant under CAS?</b>	
7	<b>Date of eligibility for promotion</b>	
8	<b>Date and Place of Birth</b>	
9	<b>Sex</b>	
10	<b>Marital Status</b>	
11	<b>Nationality</b>	
12	<b>Indicate whether belongs to PH/ SC/ ST/ OBC category</b>	
13	<b>Address for correspondence (with Pincode)</b>	

<b>14.</b>	<b>Contact Number and Email</b>	
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**15. Academic Qualifications (Matric onwards) (Please attach relevant certificates for Academic Qualification):**

Examination	University	Year	% of marks obtained	Division & Distinction
Matric				
Intermediate (10+2)				
B.A.				
M.A.				
M.Phil.				
Ph.D.				
Other Exams (if any)				
UGC/ NET				

**(Enclosure:)**





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18. **Period of teaching Experience: P.G. Classes (in Years) :**

**U.G. Classes (in Years) :**

19. **Research Experience excluding years spent in M.Phil./Ph.D. (in Years):**

20. **Fields of Specialization and Subject/Discipline:**

21. **UGC- HRDC/MHRD/ Orientation/ Refresher Course/ Training Courses/ FDP/ Capacity Building programmes attended:**

S.No	Nature of the Course	Place	Duration
1			
2			

**(Enclosure: ) (Attach certificates)**

23. **Any other relevant information (Attach annexure):**

**Signature**

**Date** \_\_\_\_\_

**COUNTERSIGNED**

**Principal (Office Stamp)**

**PART-B ACADEMIC PERFORMANCE INDICATORS**

**Category I: TEACHING, LEARNING AND EVALUATION Related ACTIVITIES**

Category	Max	Nature of activity	Notes	Score
<b>Category-I</b>	<b>Score</b>	TEACHING, LEEARNING AND EVALUATION RELATED		
1	70	a. Direct Teaching	Actual Score (Year wise/ paper/ class) to be filled	Final Score (Year wise) verified by Screening Committee
	20	b. Examinations duties (Question Paper setting, invigilation, Evaluation of answer scripts, flying and related Any examination duty )	Actual Score (Year wise) to be filled	Final Score (Year wise) verified by Screening Committee
	10	c. Innovative Teaching-Learning methodologies,	Actual Score (Year wise) to be filled	Final Score (Year wise) verified by Screening Committee

	updating of subject contents/ power point presentation, case studies and any relevant detail etc.												

**Enclosure:**

**Total Score in Category – 1 (a+b+c)**

Year	Score	Total

**Eligibility under category-I**

**80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;**

**80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;**

**75/year: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4)**

**Category II: PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND EXTENSION ACTIVITIES –**

Category	Max Marks	Nature of Activity	Actual hours spent per year	API Score (Hours/10) Maximum 15 Marks Per Year	Final score (Year wise) Verified by Screening Committee
A	15	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visa ,student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			

		(iii) Extension and dissemination activities (Public/Popular lectures/talks/seminars etc.)																
B	15	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (i) Administrative responsibility (including as Dean/Principal/ Chairperson/Convener/Teacher-in-Charge/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative																
C	15	Professional Development activities (such as participation in seminars, conference, short term training course, industrial experience, lectures )																

**Total Score in Category – II (a+b+c)**

Year	Score	Total

**Grand Total =**

**Enclosure:**

**Eligibility under category-II**

**50 Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;**

**50 Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;**

**50 Assessment period: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4)**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Area of Specialization, if any:

**III. (A) Research papers published in Journals**

S.N.	Title with page number	Name of the Journal with UGC List No.	Refereed/Reputed	Impact factor	No. of co-authors	Whether you are the first and principal author/corresponding author/supervisor/mentor	Enclosures: Pl. Mention page numbers(s) of application from where proof is attached	API Score claimed	API Score to be given by screening committee
<b>Total API Score</b>									

Enclosure:

**III. B Publications other than journal articles (Book, chapters in books)**

S.N	Title with page no.	Book title & Publishers	ISSN/ISBN No.	International/National /Local Publication	No. Of Co-authors and date of publication	Enclosure: Pl. Mention page numbers(s) of application form where proof is attached	API Score claimed	API Score to be given by screening committee
	---	---	---	---	---	---	---	---
<b>Total API Score</b>								

### III (C) Research Projects

#### III. C (i) Sponsored Projects

S.N.	Title	Agency	Period		Grant/Amount Mobilized (Rs Lakhs)	Enclosures: Pl. mention page number(s) or Application form where proof is attached	API Score claimed	API score to be given by screening committee
			From	To				
--	--	--	--	--	--	--	--	--
<b>Total Score</b>							<b>NIL</b>	

#### III. C (ii) Consultancy Projects

S.N.	Title	Agency	Period		Grant/Amount Mobilized (Rs Lakhs)	Whether Policy Document/ Patent as outcome	Enclosures: PI. mention page number(s) or Application form where proof is attached	API Score claimed	API score to be given by screening committee
			From	To					
--	--	--	--	--	--	--	--	--	--
<b>Total Score</b>								<b>NIL</b>	

### III. C (iii) Projects outcome/output

S.N.	Project output/ outcome	Agency	International/ National /State/ Local bodies		Enclosures: PI mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening committee
			From	To			
--	--	--	--	--	--	--	--
<b>Total Score</b>						<b>NIL</b>	

Total API scores in Table III (C (I + ii + iii)) = NIL

III. (D) Research Guidance

III(D) (i)

S.N.	Total Number of students Enrolled	No of Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening committee
M. Phil					

## III (D) (ii)

S.N.	Total Number of students Enrolled	No of Thesis Submitted	No of Degree Awarded	Enclosures: Pl. mention A page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening Committee
Ph.D						

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Total API scores in Table III (D (I + ii)) =       NIL      

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**III.(E) Fellowships, awards and Invited lecturers delivered in conferences / seminars**

S.N.	Title		Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
<b>III(E)(i)</b>	Fellowship/ Awards	International Award/ Fellowship			
		National Award/ Fellowship			
		State / University Level Award			
<b>III(E)(ii)</b>	Invited Lecturers/ papers	International			
		National Level			
		State/ University Level			

The Score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.  
For Example: Stage 1 to Stage 2: 20% of 20 =04 per Assessment Period

Stage 2 to 3: 20% of 50 = 10 per Assessment Period

Stage 3 to 4: 20% of 75 = 15 per Assessment Period



**III (F)** Development of E-Learning delivery process/ material/ courses (10 per module)

S.N.	Title	Enclosures: Pl. mention page number(s) of application form where proof is attached
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**Total Score in Category III**

A	B	C (i)	C (ii)	C (iii)	D (i)	D (ii)	E (i)	E (ii)	F	Total

**Eligibility under category-III**

**20 Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;**

**50 Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;**

**75 Assessment period: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4)**

**Minimum total API score required for promotion under category II & III (combined):**

90/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;

120/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;

150/Assessment period: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres, (Stage-4)

**Teacher may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+ III**

Summary of API Score						
	Score Claimed by the Candidate					Score Verified by the Screening Committee
	Year Wise					Year Wise
API Score during the assessment in category I						
Cumulative API Score during the assessment period in category II						
Cumulative API Score during the assessment period in Category III						
Cumulative Total API Score during the assessment period in Category II & III (Combined )						

Certified that information given above is true and correct to the best of my knowledge and I shall be responsible for any misrepresentation of the facts.

**Signature**

**Date** \_\_\_\_\_

Signatures of the members of Pre- Screening committee of the college

Remarks by the Screening Committee	Eligible	Not eligible	Date of eligibility to be mentioned as per norms

*Guidelines for category I, II, III may be strictly followed as per details given in UGC 4th Amendment, Regulations, 11th July, 2016, for promotion under UGC Career Advancement Scheme*