

परिशिष्ट ब

(भाग - ७)

(गट 'अ' ते गट 'क' च्या अधिकार्यांनी/कर्मचाऱ्यांनी सर्वसाधारण योग्यता व चारित्र्य संबंधी अभिप्राय)
(Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers and Employees)



1. Name :-
१. नाव
2. Period of Report :-
२. प्रतिवेदनाचा कालावधी
3. Post or Posts held :-
३. धारण केलेले पद/पदे
4. Industry and Application :-
४. उद्योगप्रियता व कार्यतत्परता
5. Capacity to get work done by subordinates. :-
५. हाताखालील व्यक्तींकडून काम करून घेण्याची क्षमता
6. Relations with colleagues and the public :-
६. सहकारी व जनता यांच्याशी असलेले संबंध
7. General intelligence :-
७. सर्वसाधारण बुद्धीमत्ता
8. Technical ability (where relevant) :-
८. तांत्रिक कार्यक्षमता
(जेथे संबंधित असले तेथे)
9. Special aptitude :-
९. विशेष कल
10. Administrative ability :-
including judgement initiative and drive
१०. निर्णयशक्ती, उपक्रमशिलता व धडाडी यातून
प्रशासनिक कार्यक्षमता

11. Integrity and character :-

११. सचाटी व धारित्र्य
(संशयास्पद असल्यास अहवाल सोबत देयावा)

12. Whether powers delegated
are fully utilised? :-

१२. प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर
करतात काय?

13. General Assessment :-

१३. सर्वसाधारण मूल्यमापन

Date :-

दिनांक

Place :-

ठिकाण

Signature, Name and Designation
of the Reporting Officer.

प्रतिवेदन अधिकार्याची सही, नांव व पत्ता

General Roll for the year

कार्याकारिता कच्चे टिपण



Office of the

यांचे कार्यालय

Full Name

पूर्ण नांव

(In Block Letters)

टक्क अक्षरात

Post held

धारण केलेले पद

Date of joining the Office.

पदावर आल्याची तारीख

Part-5

(भाग ५)

Remarks of the Reviewing officer.

पुनर्विलोकन अधिकार्याचे अभिप्राय

1. Length of service under Reviewing officer. :-

१. पुनर्विलोकन अधिकार्यांच्या हाताखालील सेवावधी

2. Do you agree with the reporting Officer (If not, state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment? :-

२. आपण प्रतिवेदन अधिकार्याशी सहमत आहात? (सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही) ती त्याच्या मूल्यमापनामध्ये काही बदलकार करण्याची किंवा भर घालण्याची आपली इच्छा आहे?

Date :-

दिनांक

Place :-

ठिकाण

Signature, Name and Designation of Reviewing Officer

पुनर्विलोकन अधिकार्यांची सही, नांव व पदनाम

(4)

| Date तारीख | Brief remarks regarding Officer's work, character or conduct deserving to be noted including commendations, warnings, rewards or punishments अधिकार्यांचे काम, चरित्र किंवा वर्तवणूक यासंदर्भात प्रशंसा, ताकीद, बक्षिसे किंवा शिक्षा यासह नमूद करण्यासारखे संक्षिप्त अभिप्राय | Reference to files or case if any. संदर्भ किंवा प्रकरण यांचा सही संदर्भ असल्यास | Signature |
|---------------|--|--|-----------|
| 1 | 2 | 3 | 4 |

जर गोपनीय अहवालात प्रतिकूल शेर दिले नसतील तर हे कसे टिपण पाठवणे अहवाल पाडविल्यानंतर एक वर्षानंतर नष्ट करावे व जर या कच्च्या टिपणाच्या आधारे गोपनीय अहवालात प्रतिकूल शेर आगामी 12 महिन्यांमध्ये प्रतिकूल शेर तसेच प्रतिकूल शेरवर्ती अधिकाऱ्यांच्या अधिवेदनाने निर्णय झाल्यानंतर हे कसे टिपण नष्ट करावे.

To be destroyed one year after the Confidential Report for the period has been sent, if no adverse remarks are given in the Confidential Reports. If adverse remarks are given on the basis of the Ephoreral roll, then the Ephoreral roll shall be kept relevant confidential report till representation is any against the advance remarks is decided.

SHIVAJI UNIVERSITY, KOLHAPUR
Annual Self Appraisal Report (ASAR)

As per 7th Pay UGC Regulation 18th July, 2018 and

Govt. of Maharashtra Resolution 8th March, 2019

**For College Assistant / Associate Professor /
University Assistant Professor**

Academic Year : 20 - 20

(Duration : From To)

A. General Information

- a) Name (Surname first) : Dr./Shri./Smt.
- b) Designation :
- c) College / University :
- d) Department :
- e) Date of Birth :
- f) Date of Appointment :
- g) Total Teaching Experience : UG: PG:
- h) Permanent Address (with Pin code) :
- Mobile No. :
- Email :

B. Academic Qualifications :

| Sr. No. | Exam. Passed | University | Subject | Year | Grade / Class |
|---------|--------------|------------|---------|------|---------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

C. Research / Fellowship / Research Training Program :

| Sr. No. | Research | Title of Work / Thesis | University / Institute |
|----------------|---------------------------|-------------------------------|-------------------------------|
| 1 | JRF/ SRF etc. | | |
| 2 | M.Phil. | | |
| 3 | Ph.D. | | |
| 4 | Research Training Program | | |
| 5 | | | |

D. Orientation / Refresher / Short Term Course Completed :

| Sr. No. | Course | Duration | University / Institute |
|----------------|---------------|-----------------|-------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Appendix II

Table 1
Assessment Criteria and Methodology for University/College Teachers

Table 1.1: **Teaching** –

| Activity | Percentage Obtained | Grade Claimed | Grade Verified |
|---|---------------------|--|---|
| Teaching- $\frac{A}{B} \times 100 = \text{-----} \%$ Where A: Number of classes (Lectures) taught B: Total classes (Lectures) assigned (Classes taught includes sessions on tutorials, lab and other teaching related activities) | | Good / Satisfactory / Not satisfactory | Good / Satisfactory/ Not satisfactory |

Grading Criteria : 80% & above - Good, Below 80% but 70% & above - Satisfactory
 Less than 70% - Not satisfactory.

Note : Strike out whichever is not applicable.

Table 1.2: Involvement in the University / College students related activities / research activities:

| Sr. No. | Activity | Grade Claimed | Grade Verified | Page No. |
|---------|--|--|---|----------|
| (a) | Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. Number of activities : | Good / Satisfactory / Not satisfactory | Good / Satisfactory/ Not satisfactory | |
| (b) | Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. Number of activities :..... | | | |
| (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. | | | |

| | | | | |
|-----|---|--|--|--|
| | Number of activities :..... | | | |
| (d) | Organizing seminars/ conferences/ workshops, other college/university activities. Number of activities :..... | | | |
| (e) | Evidence of actively involved in guiding Ph.D students. Number of Students :..... | | | |
| (f) | Conducting minor or major research project sponsored by national or international agencies. Number of Projects : Major : Minor : | | | |
| (g) | At least one single or joint publication in peer reviewed or UGC list of Journals. Number of Publications : | | | |

Grading Criteria : Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

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

Note: i) Number of activities can be within or across the broad categories of activities

ii) Strike out whichever is not applicable.

Overall Grading:

| Sr. No. | Grade | Criteria |
|---------|------------------|---|
| 1 | Good | Good in teaching (Table 1.1) and satisfactory or good in activity at Table 1.2. |
| 2 | Satisfactory | Satisfactory in teaching (Table 1.1) and good or satisfactory in activity at Table 1.2. |
| 3 | Not Satisfactory | If neither good nor satisfactory in overall grading |

Note: For the purpose of assessing the grading of Activity at Table 1.1 and Table 1.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment

to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

| Overall Grading | | | | |
|------------------------|--|--|--|--|
| Sr. No. | Grade Claimed | Overall Grade Claimed | Grade Verified | Overall Grade Verified |
| Table – 1.1 | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory | Good / Satisfactory / Not satisfactory |
| Table – 1.2 | Good / Satisfactory / Not satisfactory | | Good / Satisfactory / Not satisfactory | |

Signature of the Faculty

Signature of HOD/Director/Co-ordinator

Signature of Principal/ Director/ Vice Chancellor