

**DEPARTMENT OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION, CHANDIGARH**

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

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

Assessment Period: From _____ to _____					
	Session				
	Category-I				
	Category-II (Cumulative)				
	Category-III (Cumulative)				
	Total(Cat.-II + Cat.-III) (period of assessment)				

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

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./B.Sc./B.Com.					
M.A./M.Sc./M.Com.					
M.Phil.					
Ph.D.					
Other Exams (if any)					

16. Record of academic service prior to joining Present Institution/ College (please attach relevant certificates of service experience)

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Date of Leaving	Reasons of Leaving

Please Indicate, whether in previous service (attach certificate from previous employer):

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.
- Whether applied through proper channel.
- Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of Concerned Institution, for such appointments.
- The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration.

17. Record of service in Present College

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days

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:

Nature of the Course	Place	Duration	Sponsoring Agency

(Attach certificates)

23. Any other relevant information (Attach annexure):

Date _____

Signature

COUNTERSIGNED
Principal (Office Stamp)

PART-B ACADEMIC PERFORMANCE INDICATORS**Category I: TEACHING, LEARNING AND EVALUATION Related ACTIVITIES**

Category	Max Score	Nature of activity	Note	Score
Category-I		TEACHING, LEARNING 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 squad 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, updating of subject contents/ power point presentation, case studies and any relevant detail etc.	Actual Score (Year wise) to be filled	Final Score (Year wise) verified by Screening Committee

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 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. field work, study visit, student seminar, group discussion , career and guidance counseling and other events etc.)			
		ii) Other co-curricular activities (cultural, Sports, NSS, NCC, outreach activities, subject and extension societies etc.)			
		iii) Extension and dissemination Activities (public/ popular lectures/ talks/seminars/ programmes organized pertaining to Govt. initiatives relevant to the academics and students etc.)			

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Area of Specialization, if any: _____

III. (A) Research papers published in Journals

S.N.	Title with page no.	Name of Journal with UGC List No	Refereed/ Reputed	Impact factor	No. of Co-authors	Whether you are the First and Principal/ corresponding author/ supervisor/ mentor	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening committee
				Total API Score					

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

S.N.	Title with page no.	Book Title & Publisher	ISSN/ ISBN No.	International/ National/ Local Publisher	No. of Co-authors and Date of Publication	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening committee
				Total API score				

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) of application form where proof is attached	API Score claimed	API score to be given by screening committee
			From	To				
			Total score					

III. C (ii) Consultancy Projects

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents / Patent as outcome	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by Screening Committee
			From	To					
			Total score						

III. C (iii) Projects outcome /outputs

S.N.	Project Output/ Outcome	Agency	International/ National /State/ Local bodies	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed	API score to be given by screening committee
			Total Score			

Total API scores in Table III (C) (I , II & III) =

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						

Total API scores in Table III (D(i+ii)) = _____

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
III(E)(i)	Fellowship/ Awards	International Award/ Fellowship			
		National Award/ Fellowship			
		State / University Level Award			
III(E)(ii)	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 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	API Score claimed	API score to be given by screening committee

Minimum Required API score in category wise:Category I: Eligibility for promotion from Assistant Professor (Stage 3) to Associate Professor (Stage-4): **75/ year**Category II: Eligibility for promotion from Assistant Professor (Stage 3) to Associate Professor (Stage-4): **50/ Assessment period**Category III: Eligibility for promotion from Assistant Professor (Stage 3) to Associate Professor (Stage-4): **75/ Assessment period****Minimum total API score under category II & III (combined):**Eligibility for promotion as Assistant Professor (Stage 3) to Associate Professor (Stage-4): **150/Assessment period****NOTE:**

The period of active service spent on pursuing research degree i.e. for acquiring Ph.D degree simultaneously without taking any kind of leave, will be counted as teaching experience for the purpose of direct recruitment/promotion to the post of Associate Professor.

Summary of API Score					
API Score during the assessment period in category I	Score Claimed by the Candidate			Score Verified by the Screening Committee	
	Year Wise			Year wise	
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)					

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

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 _____

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.



**HIGHER EDUCATION
CHANDIGARH
Annual Performance Appraisal Report**



PART - I (PERSONAL DATA)

Name	4522-DEPINDER KAUR
Designation at the time of APAR Submission/Current Designation	ASSOCIATE PROFESSOR / ASSOCIATE PROFESSOR
Office Name at the time of APAR Submission/Current Office	POST GRADUATE GOVT COLLEGE / POST GRADUATE GOVT COLLEGE
Date of Birth	05/01/1968
APAR Year	2020-2021
APAR Period	11/08/2020-31/03/2021
APAR No.	SECOND

DETAILS TO BE FILLED BY OFFICE

1. Date of Appointment in the present grade and at present grade

2. Period of absence from the duty during the year (Period of training also be given)

3. Date of submission of Annual property return

28/01/2021

	Name and Designation
Reporting Officer	4582-> SANGAM KAPOOR- (DIR)- POST GRADUATE GOVT COLLEGE- PRINCIPAL
Reviewing Officer	20516-> RUBINDERJIT SINGH BRAR- (DIR)- DHE OFFICE- DIRECTOR SCHOOL EDUCATION
Accepting Authority	24455-> SARPREET SINGH GILL- (UTS)- UT SECRETARIAT- SECRETARY ESTABLISHMENT

PART - 2 (PERSONAL EVALUATION) (TO BE FILLED BY THE OFFICER / OFFICIAL WHOSE REPORT IS BEING WRITTEN)

1. Brief description of duties

1. TEACHING UG AND PG CLASSES
2. CO - CONVENER PROCTORIAL DUTIES
3. CONVENER COLLEGE IQAC COMMITTEE
4. MEMBER ADVISORY COMMITTEE
5. INCHARGE SCIENCE TIME TABLE
6. MEMBER TECHNICAL COMMITTEE
7. CONVENER ADMISSION (NON MEDICAL)
8. CONVENER ADMISSION COMMITTEE M.Sc. CHEMISTRY
9. EXAMINER FOR M.Sc. PHYSICAL CHEMISTRY PRACTICAL EXAMS

2. Brief Explanation of work done

TEACHING WORKLOAD OF 20 HOURS PER WEEK (UG AND PG CLASSES) PERFORMED SATISFACTORILY . ALL CURRICULAR AND CO - CURRICULAR DUTIES ASSIGNED BY HIGHER AUTHORITIES ARE PERFORMED .

3. Date on which property return submitted(Date Format: DD/MM/YYYY)

28/01/2021

Depinder

Signature of officer reported upon

Name : 4522-DEPINDER KAUR

Department Name : HIGHER EDUCATION

Designation : ASSOCIATE PROFESSOR

Submitted Date : 17/08/2021



Verified Through OTP

PART - 3(EVALUATION BY REPORT WRITING OFFICER / REPORTING AUTHORITY)

1. Relations with General Public (where it is applicable)(Please give Comments of the officer's accessibility to the general public and his responsiveness towards their necessities)

Very Good

2. Training (Training be recommended keeping in view officer's work in future and to bring reforms in his ability of doing the work)

Yes

3. Condition of Health

Very Good

4. Integrity (Comments be given about the integrity of officer/ officials)

Beyond doubt

5. Reporting Officer will explain in 100 words about the ability & inability , extraordinary achievements , important failures and his behaviour towards weaker section.

She presents her opinions and instructions in a clear and objective manner as a leader. Presently leading very important committee of IQAC. Her ability to build positive relationships with team members has helped the team work better together and stay focused. She is dedicated and knowledgeable teacher. She maintains good relations with colleagues and is very helpful to the students.

Reporting / Reviewing Officer will give numerical grading and gradation (outstanding / very good / average) on every point as follows :-

A) Evaluation of the work done (40 % weightage to be given to this part)

Grading Text		Numerical Grading and gradation given by Reporting Officer	Amended gradation by Reviewing Officer, if he is not agreed to column No . 3
1	1. Achievements of the allotted subject	8	8
2	2. Whether officer does his work in English	7	7
3	3. Efficiency/Quality of work	8	8
4	4. Expertise in Computer (Speed and efficiency)	6	6
5	5. Performance in the assigned works (Performance in Keeping of Registers , charts, etc.)	7	7
Over all grading of work done. Grand Total col. 1 to 5:		36	36

B) Evaluation of individuals qualities (30 % weightage will be given to this part)

Grading Text		Numerical Grading and gradation given by Reporting Officer	Amended gradation by Reviewing Officer , if he is not agreed to column No .3
1	1. Approach towards work	4	4
2	2. Spirit of responsibility	3	3
3	3. Ability of discharge the work in time	4	4
4	4. Stating ability (ability to give statements)	3	3
5	5. Explaining ability	3	3
6	6. Ability to work as a team	4	4
7	7. To maintain discipline	2	2
8	8. Internal mutual relations	3	3
Over all grading on the basis of personal qualities. Grand Total 1 to 8:		26	26

C) Evaluation of working ability of the officer / official (30 % weightage to be given to this part)

Grading Text		Numerical Grading and gradation given by Reporting Officer	Amended gradation by Reviewing Officer , if he is not agreed to column No. 3
1	1. Knowledge of rules / instructions / procedure and its proper implementation in the field of their work	7	7
2	2. Coordination ability	7	7
3	3. Ability to initiate (Initiation)	7	7
4	4. Efficiency on working of computers	6	6
Overall Grading on the working ability Grand Total 1 to 4.:		27	27

Grading Content	Combined Grading of Reporting Officer
A) Evaluation of the work done (40 % weightage to be given to this part)	36
B) Evaluation of individuals qualities (30 % weightage will be given to this part)	26
C) Evaluation of working ability of the officer / official (30 % weightage to be given to this part)	27
Overall Numerical Grading and gradation on the basis of weightage given in (A) (B) & (C) in Part - C of the report:	89
Grading to be given:	Outstanding

Sangam

Signature of Reporting Officer :

Name:4582-SANGAM KAPOOR

Department:HIGHER EDUCATION

Designation:PRINCIPAL

Dated : 28/09/2021



Verified Through OTP

PART - 4(COMMENTS OF REVIEWING OFFICER)

1. Period of work done under the Reviewing Officer

11/08/2020-31/03/2021

2.Are you Agree with the gradation of the work done and qualities of the concerned officer / officials as given by the Reporting Officer in Part-3 & 4 (If not , then record Your evaluations against the relevant column in the concerned part and put your signatures)

YES



3. Give Reasons , if not agreed ? Do you want to add or correct something in that.

N.A

4. Remarks of Reviewing Officer(Please explain in 100 words about the over- all qualities , along with abilities , inabilities and behaviour towards weaker section)

I agree with the grading and remarks of the Reporting Officer.

Grading Content	Combined Grading of Reviewing Officer
A) Evaluation of the work done (40 % weightage to be given to this part)	36
B) Evaluation of individuals qualities (30 % weightage will be given to this part)	26
C) Evaluation of working ability of the officer / official (30 % weightage to be given to this part)	27
Overall Numerical Grading and gradation on the basis of weightage given in (A) (B) & (C) in Part - C of the report:	89
Grading to be given:	Outstanding


Signature of Reviewing Officer :
Name: 20516-RUBINDERJIT SINGH BRAR
Department: HIGHER EDUCATION
Designation: DIRECTOR SCHOOL EDUCATION
Dated : 25/10/2021
 Verified Through OTP

Accepting Authority

Grading to be given: Outstanding

Remarks :



Signature of Accepting Authority :

Name: 24455-SARPREET SINGH GILL

Department: UT SECRETARIAT

Designation: SECRETARY ESTABLISHMENT

Dated : 14/12/2021



HIGHER EDUCATION
CHANDIGARH
Annual Performance Appraisal Report



PART - I (PERSONAL DATA)

Name	7871-VEENU
Designation at the time of APAR Submission/Current Designation	SENIOR LECTURE ASSISTANT / SENIOR LECTURE ASSISTANT
Office Name at the time of APAR Submission/Current Office	POST GRADUATE GOVT COLLEGE / POST GRADUATE GOVT COLLEGE
Date of Birth	27/05/1965
APAR Year	2020-2021
APAR Period	01/04/2020-31/03/2021
APAR No.	FIRST

DETAILS TO BE FILLED BY OFFICE

1. Date of Appointment in the present grade and at present grade

2. Period of absence from the duty during the year (Period of training also be given)

3. Date of submission of Annual property return

19/01/2021

	Name and Designation
Reporting Officer	4522-> DEPINDER KAUR- (DIR)- POST GRADUATE GOVT COLLEGE- ASSOCIATE PROFESSOR
Reviewing Officer	4582-> SANGAM KAPOOR- (DIR)- POST GRADUATE GOVT COLLEGE- PRINCIPAL
Accepting Authority	20516-> RUBINDERJIT SINGH BRAR- (DIR)- DHE OFFICE- DIRECTOR SCHOOL EDUCATION

PART - 2 (PERSONAL EVALUATION) (TO BE FILLED BY THE OFFICER / OFFICIAL WHOSE REPORT IS BEING WRITTEN)

1. Brief description of duties

In-charge of the stores of the department concerned, Maintain the stock register of the department, Do all the correspondence regarding the purchase the equipment, Appratus, undertake the annual stock taking with the help of other members of the Lab. Staff where necessary, all over

incharge of the general cleanliness of the entire labs. expected to look after the cleanliness every day, responsible for the preparation and the supply of all the necessary material for the next day practical and supervise in general the working of the practical, assist the Junior Lecture Assistant in caring Appratus etc. required for the lecture work and practical work. All over incharge of all the laboratory staff.



2. Brief Explanation of work done

All above mentioned duties were performed with sincerity and diligently.

3. Date on which property return submitted(Date Format: DD/MM/YYYY)

The above APAR was verified through SMS based OTP sent on mobile numberXXXXXXXX00 and entered by 4522-> DEPINDER KAUR on 29/04/2021

19/01/2021


Signature of officer reported upon
Name : 7871-VEENU
Department Name : HIGHER EDUCATION
Designation : SENIOR LECTURE ASSISTANT
Submitted Date : 08/04/2021
 Verified Through OTP

PART - 3(EVALUATION BY REPORT WRITING OFFICER / REPORTING AUTHORITY)

1. Relations with General Public (where it is applicable)(Please give Comments of the officer's accessibility to the general public and his responsiveness towards their necessities)

GOOD

2. Training (Training be recommended keeping in view officer's work in future and to bring reforms in his ability of doing the work)

NOT REQUIRED

3. Condition of Health

GOOD

4. Integrity (Comments be given about the integrity of officer/ officials)

GOOD

5. Reporting Officer will explain in 100 words about the ability & inability , extraordinary achievements , important failures and his behaviour towards weaker section.

HE IS VERY HARDWORKING AND SINCERE IN PERFORMING DUTIES ASSIGNED TO HIM . HE IS VERY WELL BEHAVED AND VERY CORDIAL WITH OTHER STAFF MEMBERS .

The above APAR was verified through SMS based OTP sent on mobile numberXXXXXXXX00 and entered by 4522-> DEPINDER KAUR on 29/04/2021

Reporting / Reviewing Officer will give numerical grading and gradation (outstanding / very good / average) on every point as follows :-

A) Evaluation of the work done (40 % weightage to be given to this part)

Grading Text		Numerical Grading and gradation given by Reporting Officer
1	1. Achievements of the allotted subject	6
2	2. Whether officer does his work in English	6
3	3. Efficiency/Quality of work	7
4	4. Expertise in Computer (Speed and efficiency)	6
5	5. Performance in the assigned works (Performance in Keeping of Registers , charts, etc.)	8
Over all grading of work done. Grand Total col. 1 to 5:		33

B) Evaluation of individuals qualities (30 % weightage will be given to this part)



Grading Text		Numerical Grading and gradation given by Reporting Officer
1	1. Approach towards work	4
2	2. Spirit of responsibility	4
3	3. Ability of discharge the work in time	3
4	4. Stating ability (ability to give statements)	3
5	5. Explaining ability	3
6	6. Ability to work as a team	4
7	7. To maintain discipline	3
8	8. Internal mutual relations	2
Over all grading on the basis of personal qualities. Grand Total 1 to 8:		26

The above APAR was verified through SMS based OTP sent on mobile numberXXXXXXXX00 and entered by 4522-> DEPINDER KAUR on 29/04/2021

C) Evaluation of working ability of the officer / official (30 % weightage to be given to this part)

Grading Text		Numerical Grading and gradation given by Reporting Officer
1	1. Knowledge of rules / instructions / procedure and its proper implementation in the field of their work	6
2	2. Coordination ability	6
3	3. Ability to initiate (Initiation)	6
4	4. Efficiency on working of computers	6
Overall Grading on the working ability Grand Total 1 to 4.:		24

Grading Content	Combined Grading of Reporting Officer
A) Evaluation of the work done (40 % weightage to be given to this part)	33
B) Evaluation of individuals qualities (30 % weightage will be given to this part)	26
C) Evaluation of working ability of the officer / official (30 % weightage to be given to this part)	24
Overall Numerical Grading and gradation on the basis of weightage given in (A) (B) & (C) in Part - C of the report:	83
Grading to be given:	Outstanding


Signature of Reporting Officer :
Name:4522-DEPINDER KAUR
Department:HIGHER EDUCATION
Designation:ASSOCIATE PROFESSOR
Dated : 29/04/2021
 Verified Through OTP

The above APAR was verified through SMS based OTP sent on mobile number XXXXXXXX00 and entered by 4522-> DEPINDER KAUR on 29/04/2021