6.3.1 Effective Performance Appraisal System and welfare measures and for teaching and non- teaching staff

1. **Welfare Measures for Staff**
   a. **Honour for Achievers**

R.K.S.D. COLLEGE, KAITHAL
Affiliated to Kurukshetra University, Kurukshetra
Ph. 01746-222368, Fax : 234668
Web: rksdcollege.com, E-mail: rksdcollege@yahoo.com

Ref. No. ...8687......   Dated..03-03-19.

List of staff members who are being honoured for completing 25 years of dedicated service to this institution

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Rajbir Parashar	Associate Professor	09-09-1992
2	Dr.Seema Gupta	Associate Professor	27-11-1992
3	Dr.Anil Narula	Associate Professor	12-12-1992

(Dr.S.K.Goyal)
Principal

Dated: 03-03-2019

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Web: rksdcollege.com, E-mail: rksdcollege@yahoo.com

Ref. No. ...11958......   Dated.05-09-19

List of Faculty Honoured on Teacher's Day.
Session 2019-2020

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Sanjay Goyal	Associate Professor	01-10-1986
2	Dr.Satyabir Mehla	Associate Professor	26-08-1989
3	Dr.C.B.Saini	Associate Professor	14-12-1989
4	Dr.Luxmi Mor	Associate Professor	01-07-1990
5	Sh.O.P.Garg	Associate Professor	13-10-1982
6	Dr.Rajbir Parashar	Associate Professor	09-09-1992
7	Dr.Harinder Gupta	Principal Incharge	

(Dr.S.K.Goyal)

Principal

Dated: 05-09-2019

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Ref. No. ...14967....   Dated.03-09-2021

List of Faculty Honoured on Teacher's Day

Session (2021-22)

Sr. No.	Name of Employee	Designation	Department
1	Dr.Seema Gupta	Associate Professor	English
2	Dr.Anil Narula	Associate Professor	Physics
3	Dr.Sushil Gupta	Associate Professor	Botany
4	Dr.Geeta Goyal	Associate Professor	English
5	Dr.R.P.Moun	Associate Professor	Hindi
6	Dr.Gagan Mittal	Associate Professor	Zoology
7	Prof.Shri Om	Associate Professor	Political Science
8	Ms.Sarita Rani	Asstt.Professor (Adhoc)	Botany
9	Ms.Deepshikha	Asstt.Professor (Adhoc)	Hindi
R.K.S.D.(Evening Session)			
10	**Dr.Meenu Rani + awarded Ph.D**	Asstt.Professor	Commerce
11	Ms.Manika Gupta	Asstt.Professor	Economics
12	Mr.Ankit Garg	Asstt.Professor	Computer Science
13	Mr.Ajay Mittal	Asstt.Professor	Commerce

(Dr.S.K.Goyal)
Principal

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Web: rksdcollege.com, E-mail: rksdcollege@yahoo.com

Ref. No. 17694

Dated 07-12-22

List of staff members who are being honoured for completing 25 years of dedicated service to this institution

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Geeta Goyal	Associate Professor	05-10-1995
2	Dr.Sushil Gupta	Associate Professor	05-10-1995
3	Dr.R.P.Moun	Associate Professor	14-01-1997
4	Sh.Vishnu Mehat	Peon	01-04-1994
5	Sh.Dharmender	Sweeper	01-09-1994
6	Sh.Rajesh Jain	Clerk	04-07-1996
7	Sh.Rajneesh Goyal	Peon/Photostate Opt.	04-07-1996
8	Sh.Anil Sharma	Peon	04-07-1996
9	Smt.Kamla Devi	Peon	08-07-1996

(Dr.S.K.Goyal)
Principal

Dated: 07-12-2022

Non-teaching Staff provided with Diwali Gifts and Uniforms

Year	No.of Employees	Cash/Gift	No.of employees	Liveries/Uniform
2017-18	119	Rs.130900	57	Rs.125640/-
2018-19	116	Rs.164200	30	Rs.65600/-
2019-20	114	Rs.125400	29	Rs.63960/-
2020-21	93	Rs.154600	3	Rs.6180/-
2021-22	91	Rs.100100	43	Rs.94128/-

Loans/Advances to staff in financial emergency

Year	No.of Employees	Advances	No.of Employees	Loans
2017-18	32	Rs.501066/-	38	Rs.1314550/-
2018-19	15	Rs.225500/-	25	Rs.490000/-
2019-20	8	Rs.42500/-	19	Rs.642000/-
2020-21	29	Rs.468000/-	8	Rs.286045/-
2021-22	5	Rs.66500/-	13	Rs.413900/-

(Dr.S.K.Goyal)
Principal

b. Felicitation to staff at the time of their retirement

R.K.S.D. (P.G.) College, Kaithal

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Web: rksdcollege.com, E-mail: rksdcollegekti@yahoo.com

Ref. No. ....

Dated.................... 27-08-2011

Office Order

Accountant/ Head Clerk

The amount of gift to be presented to the retiring members of the teaching staff at the time of farewell on behalf of the Governing Body be raised from Rs. 11000/- to Rs 21000/- and that of the non-teaching staff from Rs. 5100/- to Rs 11000/- w.e.f. the date of this order.

(Dr. S.K. Garg)
Principal

President
Governing Body
R K S D College, Kaithal

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Affiliated to Kurukshetra University, Kurukshetra
Ph. 01746-222368
Website: rksdcollege.ac.in; E-mail: principal@rksdcollege.ac.in

Ref. No. ....

Dated .22-08-2022

Cash gift on retirement of Teaching Staff (2017 to 2022)

Sr.	Name	Date	Amount
1	Dr. H.S. Sirohi	1-Sep-17	21000
2	Dr. S.S. Dhull	27-Feb-18	21000
3	Dr. Kishan Lal	31-Mar-18	21000
4	Mrs. Chetna Sharma	2-Nov-18	21000
5	O.P. Garg	13-Jan-20	21000
6	Dr. Laxmi Devi	10-Aug-21	21000
7	Dr. C.B. Saini	30-Jun-22	21000

Cash gift on retirement of Non-Teaching Staff (2017 to 2022)

Sr.	Name	Date	Amount
1	Sh. Wariyam Singh	10-Aug-17	11000
2	Sh. Partap Singh	14-Aug-18	5100
3	Sh. Ram Kumar (Lab Attendant)	01-Jan-19	11000
4	Sh. Jaivir Singh Thakur	01-Feb-19	11000
5	Sh. Ram Naval	17-Mar-20	5100
6	Sh. Afsar Singh	31-Aug-20	5100
7	Mrs. Santosh Kurra	30-Sep-21	11000
8	Mrs. Shiksha Saini	27-Dec-21	11000

(Dr. Sanjay Goyal)
Principal

c. Rent free accommodation for staff

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Ref. No. ....

Dated 22-08-2022

Rent free accommodation provided to Non-Teaching Staff

Sr.	Name	Date
1	Sh. Wariyam Singh	2017 to 2019
2	Sh. Vishnu Mehat	2017 to till date
3	Sh. Vikarm	2017 to 2021
4	Smt. Kamla Devi	2017 to till date
5	Sh. Sukhbir Sharma	2017 to till date
6	Sh. Suresh Kumar	2017 to till date

(Dr. Sanjay Goyal)
Principal

d. Financial support to employee at the time of medical emergency.

सूचना

सभी साथियों से अनुरोध है कि श्री अशोक बंसल जो कि पीयन (Peon) का कार्य करता है, काफी दिनो से बीमार है उसका पहले भी आपरेशन हो चुका है। अब उसकी हालत नाजुक है जिस कारण से वह 13 सितम्बर से कॉलेज नहीं आ रहा है इसलिए उसकी शारिरिक एवं आर्थिक स्थिती को देखते हुए आर्थिक योगदान की जरूरत है। सभी से निवेदन है कि :

1. Permanent Teaching Staff	Rs. 500/-
2. Permanent Non Teaching Staff	Rs. 200/-
3. Adhoc Teaching Staff	Rs. 200/-
4. All Adhoc Non Teaching Staff	Rs. 100/-

नोट :– इससे ज्यादा योगदान इच्छानुसार कर सकते है।

President, Local Staff Representative   Secretary, Staff Coun
HCTA Unit   (G.B)
Swalia   Aus Una

(Dr. Suraj Walia)   (Dr. Ashok Kumar)   Dr. Jaibir Dhali

Dr. S.S. mehle (G.B)
(Sarpen Gr)

Principal

List of Teaching Staff Session 2022-23

Dr. S.K. Goyal 1000/-

1. Dr. Satyabir Mehla 500/-
2. Dr. Rajbir Parashar 650/-
3. Dr. Seema Gupta 500/-
4. Dr. Anil Narula Rs 500
5. Dr. Sushil Gupta 500/-
6. Dr. Geeta Goyal 500/- Geeta
7. Dr. R.P. Maun 500/- Already Paid
8. Dr. Gagan Mittal 500/-
9. Sh. Shri Om 500/-
10. Dr. O.P. Saini 500/-
11. Dr. Vikas Bhardwaj 500/-
12. Dr.(Mrs) Manjula Goel Paid 500/-
13. Sh. Ajay Sharma 500/-
14. Dr. Gurdeep Bhola 500/-
15. Dr.(Mrs.) Shilpy Aggarwal 2000/-
16. Dr. Ashok Sharma 2100/-
17. Dr. Virender Pal Goyal Rs 500/-
18. Dr.(Mrs) Vinay Singhal Rs 500/-
19. Dr. Ashok Kumar Attri 500/-
20. Dr. Bijender Kumar 1100/-
21. Dr. Surender Singh Rs 500
22. Dr. Suruchi Sharma Rs. 2000/-
23. Dr. Jaibir Dhariwal 500/-

26. Ms. Preeti Bansal 500/-
27. Mrs. Rachna Sardana 500/-
28. Sh. Vishal Anand 500/-
29. Mrs. Pooja Gupta 500/-
30. Sh. Kapil Jain Rs 500/-
31. Dr. Alisha Goyal 500/-
32. Dr. Suraj Walia 5,00/-
33. Dr. Rakesh Mittal 500/-
34. Sh. Naresh Garg
35. Sh. Rajesh Singh Paid 500
36. Ms. Anjali 500/-
37. Sh. Raghbir Singh 500/-
38. Ms. Richa Langyan 500/-
39. Dr. S.P. Verma 500/-
40. Dr. Naresh Kumar 500/-
41. Dr. Vinod Kumar 500/-
42. Dr. Virender Singh 500/-
43. Dr. Shweta Garg 500/-
44. Dr. Ritu Kang 500/-
45. Dr. Anukriti 500/-

46. Dr.Matish Garg 200
47. Mr.Manoj Kadyan 200
48. Ms.Shubham 200/- Shubham
49. Ms.Manisha Singla (Com.) Manisha 200/-
50. Dr.Babita Garg Babita 200/-
51. Mr.Rajesh Garg 200
52. Ms.Shashi Rani 200/-
53. Ms.Sapna 200/-
54. Ms.Surbhi 200/-
55. Dr.Sucheta Rani 200/-
56. Ms.Neha Gupta Neha Gupta 200/-
57. Mr.Vishal Goyal 200/-
58. Ms.Nidhi Bansal 200/-
59. Ms.Neha Gupta Neha Gupta 200/-
60. Ms.Pooja Garg
61. Ms.Seema Aggarwal 200
62. Ms.Mishu Garg Mishu 200/-
63. Mr.Surender Kumar (History) 200/-
64. Mr.Labh Singh (Math) 200/-
65. Ms.Rajvinder Kaur
66. Ms.Seema Garg 200/-
67. Ms.Divya Mittal 200/-
68. Mr.Mohit Gaur 200/-
69. Ms.Ritu Mutreja 200/-
70. Ms.Renu Renu 200/-
71. Ms.Kiran Rani Kiran 200
72. Mr.Dinesh Dinesh 200
73. Ms.Renu Garg (Chemistry) Renu 200
74. Ms.Chetna Chetna 200/-
75. Ms.Arushi 200/-
76. Ms.Somya Somya 200/-
77. Ms.Manju Garg (Physics)
78. Ms.Neha Chaudhary Neha 200/-
79. Ms.Nikita Sharma 200/- Nikita
80. Dr.Sharad Gaur (Hindi) 200/-
81. Dr.Deepshikha 200/-
82. Mr.Sanjeev Kumar 200

83. Dr.Varsha Devi Varsha Parul-200
84. Mrs.Sunita Rani 200/-
85. Mr.Kailash Chander 200
86. Ms.Sarita Rani (Botany)
87. Mr.Anup Dhiman (Physical Edu.) 200/-
88. Ms.Deepika 200/-
89. Ms.Sonia Khurana (Comp.Sci.) 200
90. Ms.Anchal Singla Aanchal 200/-
91. Ms.Shivani Gupta
92. Ms.Mamta Sharma 200
93. Ms.Priyanka 200/-
94. Mr.Deepak Deepak 150/-
95. Mr.Jagbir Singh (Pub.Adm.) 200
96. Mr.Parveen Kumar (Pol.Sci). 200
97. Ms.Archana Tiwari (Eng) 200
98. Mr.Pushpendra 200 Pushpendra Deol
99. Ms.Hanika Bhayana 200 Hanika
100. Mr.Rajbir
101. Mr.Ankit Mittal (Geography) 200/-
102. Mr.Shamsher Singh Shamsher Singh 20
103. Mrs.Sheenu Singla (Punjabi) 200/-
104. Ms.Bhawna (Electronics) 200/-
105. Ms.Rachita (EVS) Rachita 200/-
106. Ms.Renu (Zoology)

18-10-2022 Thirty Thousand Rupees only Rs. Received 30,000-00 by me

RKSD COLLEGE, KAITHAL
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R.K.S.D.(PG) College, Kaithal

List of Non-Teaching Staff
Academic Session 2022-23

1. Sh. Anil Garg _200_
2. Sh. Vijay Jain
3. Sh. Sunil Gupta _500/-_
4. Sh. Manu Nirwani _Manu [~]_
5. Sh. Amit Gupta _100_
6. Sh. Jaidev Sharma _100_
7. Sh. Pankaj Sharma _100_
8. Sh. Balwan Saini (Comp.) _100/-_
9. Sh. Gautam Goel
10. Sh. Yogesh Gupta _100_
11. Sh. Ajmer Singh Nain _100/-_
12. Sh. Karnail Singh _100_
13. Sh. Kanwar Pal _100/-_
14. Sh. Rajesh Jain _Rajesh 100/-_
15. Ms. Neena Bansal _Neena 100/-_
16. Sh. Karambir Dhriwal _100_
17. Sh. Rattan Lal Gupta _100/-_
18. Sh. Amit Mittal _200/-_
19. Sh. Rakesh Gupta _100_
20. Sh. Vishal Gupta _100_
21. Sh. Surjeet Saini _100/-_
22. Sh. Vikram Kumar
23. Sh. Gurdev Sharma
25. Sh. Jasvir Singh
26. Sh. Rajneesh Goyal _100-25_
27. Sh. Narata Ram _100/-_
28. Sh. Rishi Raj _100/-_
29. Sh. Chandeshwari _100/-_
30. Sh. Dharamveer _100_
31. Sh. Bijender Singh
32. Sh. Vishnu Mehat _100_
33. Smt. Kamla Devi _100 Kamla_
34. Sh. Rajesh Bagga
35. Sh. Laxman Dass _100/-_
36. Sh. Suresh Sharma
37. Sh. Rakesh Sharma
38. Sh. Ram Niwas
39. Sh. Rajesh Sharma _100_
40. Sh. Sukhbir Sharma _100/-_
41. Sh. Ashok Bansal
42. Sh. Balwan Singh _100/-_
43. Sh. Rajender Saini
44. Sh. Suresh Ranga _100/-_
45. Sh. Ram Kumar (Zoology) _100_
46. Sh. Ajay Kumar (Phy) _200_
47. Sh. Shish Pal _100_

49. Sh. Gulab (Plumber) ——

50. Sh. Sikander (Mali)

51. Sh. Desh Raj (Mali)

52. Sh. Dharmender (Sweeper)

53. Sh. Suresh (Sweeper)

54. Sh. Darshan (Sweeper)

55. Sh. Sanjay (Sweeper)

56. Sh. Ravi Kumar (Sweeper)

57. Sh. Dasha Ram (Chowkidar)

58. Sh. Suresh (Chowkidar)

59. Sh. Dharmpal (Chowkidar) 100 DP

60. Sh. Baljeet Singh (Chowkidar)

61. Sh. Randhir Singh, 300 Randhir

62. Sh. Mukesh Mangal 100/-

63. Ms. Deepika Garg, Asstt. Lib. 200/- D

64. Ms. Shikha Sharma, Lect. Asstt. 200/-

65. Mr. Ravi Kumar Goel, Lab Asstt. 2-

66. Mr. Punit, Lab Assistant Punit-200-00

67. Ms. Renu Dhanda, Lab Asstt.

68. Mr. Ram Karan, Chowkidar

69. Mr. Rahul, Chowkidar Rahul-204

70. Mr. Rohtash, Sweeper

71. Mr. Gurmeet Kumar, Lab Attdt.) 20/Gurmeet Kumar

100

72. Mr. Sanjeev Kumar, Restorer

73. Mr. Vishal Goyal, Lab Attdt.

74. Mr. Ravi Kant, peon

75. Mr. Ashok Kumar, Clerk Ashok -200

76. Mr. Labh Singh (Lab Attdt.) 200

77. Mr. Ravinder Kumar (Lab Attdt.) Rajinder Kumar

81 Sh. Mukesh Aggarwal Mukesh-200

82 Sh. Subhash Chand (Mali)

83 Sh. Sanju Shooting Coach

84 Sh. Naresh Kumar (Lib) Naresh -100

85 Sh. Vikash Sharma 100 VIKAS

86 Sh. Jaibhagwan

87 Smt. Kailasho Devi

88 Smt. Renu Devi

89 Sh. Anil Kumar (SG)

90 Sh. Jaibhagwan (SG)

91 Sh. Gopal Singla (SG)

92 Sh. Ram Kumar (SG)

93 Sh. Balinder (SG)

94 Sh. Rajinder Kumar (SG)

95 Ashwani Jindal 100/-

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Sr.No	Name	Sign.
1	Dr. Manoj Bansal	300
2	Ms.Manika Gupta	Man 100/-
3	Dr..Meenu Aggarwal	Meenu 200/-
4	Mr.Ankit garg	Ankit 100/-
5	~~Dr. Ajay Mittal~~	
6	Dr.Rajiv Sharma	
7	Dr.Sanyogita Sharma	
8	Ms. Nidhi Goel (Bindlish)	Nidhi 100
9	Dr. Meenu Rani (Comm)	Meenu 100/-
10	Ms. Reena Makkar (Comm)	Reena 200
11	Ms. Nitika Gaba (Comm.)	Nitika 100/-
12	Ms. Jonsy Arora (Comm)	100/-
13	Ms. Himani (Eng.)	200
14	Ms. Rekha Gupta (Eco)	100
15	Dr. Asha Rani (Hist)	200
16	Ms. Ranju Nirwani (Comm)	Ranju 100/-
17	Ms. Rekha Sharma (Hist.)	100
18	Ms. Ritu Chaudhary (Pol. Sc.)	200
19	Ms. Pooja Bansal (Comm.)	100/-
20	Ms. Kusum.Lata (Hindi)	200
21	Ms. Kavita Jhamb (Comm)	100
22	Ms. Nidhi Gupta (Comm)	100
23	Ms. Kanika Bansal (Comm)	Kanika
24	Ms. Mehak Mittal (Comm)	100/-
25	Ms. Sheetal Rani (Comm)	Sheetal 100/-
26	Ms. Priyanka Garg (Comm)	100/-
27	Dr. Sunil Sheokand (Comp.Sc.)	200/
28	Ms. Renu Jangra (Eco)	Renu 100
29	Mr.Devi Lal	100/-
30	Ms. Shivani Garg (Math)	Shivani 100/-
31	Ms. Nidhi Garg (Comm)	Nidhi 100
32	Ms. Kusum Dhiman (Comp. Sc.)	Kusum 100/
33	Sh. Raj Kumar (Eng.)	100
34	Ms. Deepika Gupta (Hindi)	Deepika - 100
35	Sh. Pooja Goyal (Comp. Sc.)	Pooja 100/
36	Sh. Munish Kumar (Eng.)	Manish 100/-
37	Sh. Kush Chaudhary (Eng)	kumar 200
38	Sh. Ravi Parkash (Music)	
39	Mr.Anup Dhiman(PHy.Edu.)	
40	Ms. Deepika (Phy.Edu.)	
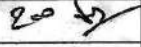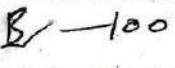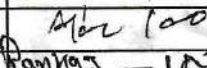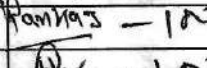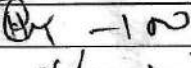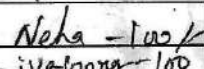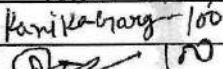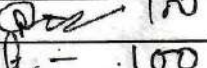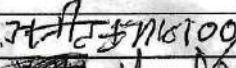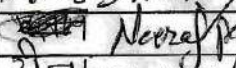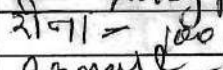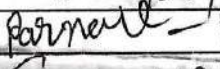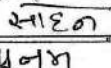
List of Non Teaching 2022-2023

Sr.No.	Name	Signature
1	Sh.Kamal Gupta	
2	Sh.Bharat Bhushan Mittal	B—100
3	Sh.Ajay Kumar	100
4	Sh.Pankaj Jindal	Pankaj —100
5	Sh.Hemant Tiwari	—100
6	Ms.Neha	Neha —100
7	Ms.Kanika Garg	Kanika Garg—100
8	Sh.Pankaj Sharma	100
9	Sh.Gaurav	—100
10	Sh.Tirlok Singh	—100
11	Sh,Sunil Kumar	
12	Sh,Anil Sharma	100
13	Ms. Neeraj Pahuja	Neeraj Pahuja
14	Ms.Reena	रीना—100
15	Sh.Parnav	Parnav—100
16	Sh.Gurucharan Singh	—100
17	Sh. Sohan Lal	साहेल
18	Ms Poonam	पूनम
19	Sh.Mukesh Kumar	MUKESH

Total Cash Received = 5200+1800 = 7000/- = 7100

e. Recreational Facilities/Activities for Staff

Management and staff participating in Athletic Meet

Staff participating in Athletic Meet

Staff participating in Athletic Meet

Staff participating in Athletic Meet

Staff playing Badminton in Indoor Stadium

Cricket Match between Teaching and Non-teaching Staff

Retired Teacher using the Open Gym facility

Management members playing Basketball

2. Proforma of ACR (Teaching Staff)

R.K.S.D. (P.G.) College, Kaithal (Haryana)

Annual Confidential Report for the year.................................
(Only for Teaching Faculty)

To be filled up by Assistant / Associate Professor

Date of Joining in the Service.................................... Mode of recruitment :- Regular

1. Particulars :

     a)   Name   _____

     b)   Father's/Husband's name   _____

     c)   Qualifications   _____
                                     _____

     d)   Subject   _____

     e)   Date of Birth   _____

     f)   Previous Service if any   Yes / No

     i)   Name of the Institution   _____

     ii)   Period of previous posting   From...........................To.................................

     g)   Date of joining in the present college   _____

     h)   Subject of M.Phil/Ph.D. (if passed)   _____

2. Particulars of teaching performance :-

a) Result :- Session

Examination	Subject Taught	Number of Students	No. of Pass Students	Pass Percentage College/University	Difference
1	2	3	4	5	6
Odd Sem.					
Even Sem.					

     b)   Responsibility of the Assistant/Associate Professor in case of lower percentage than the pass percentage of the University result. :-

3. Overall assessment of academic competency i.e. Application of new teaching methods, encouraging questions in the classes, holding of seminars/group discussion etc, use of e-learning tools and e-content development.

    _____

    _____

    _____

    _____

4. Details of academic and professional progress during the year :-

    a) Research degree acquired, if any   _____

    b) Research work, if any   _____

    c) Particulars of published research papers, if any _____

    d) Details of in service training   _____

    e) Extra classes for weak students   _____

    f) Whether giving any private tutions/coaching ? _____

    g) E-content development   _____

    h) Contribution in other college activities like : Adult Education, Social Development Programmes, NSS, Sports, Cultural activities & any Other Special work done :

    _____

    _____

    _____

    i) Whether the staff attendance Register has been regularly signed.

    _____

5. Contribution in College Administration Member of various committees like Discipline Committee, Admission Committee, Students Welfare Committee, etc.

    _____

    _____

    _____

6. Any other achievement :-

    _____

    _____

    _____

7. Whether he stays at the HQ after College hours and during the holidays :-

    _____

8. Any other plus point not mentioned above :-

_____

_____

9. Whether the Course for the academic Session were completed

_____

_____

10. Number of working days spent in the college :-   _____

    a)   For admission   _____

    b)   For teaching   _____

    c)   For evaluation   _____

    d)   For invigilation/examination   _____

    e)   For other activities specify   _____

    f)   Total   _____

Date :...

                                Signature
                      (Asstt./ Associate Professor)

(To be filled up by the Principal)

11. Verification by the Principal

Item No.   Correct   Exaggerate

1. _____

2. _____

3. _____

4.   (a) _____

    (b) _____

    (c) _____

    (d) _____

    (e) _____

(f) _____

(g) _____

(h) _____

5. _____

6. _____

7. _____

8. _____

9. _____

10.   (a) _____

    (b) _____

    (c) _____

    (d) _____

    (e) _____

    (f) _____

12. Remarks about integrity :

13. Relation with the Principal/Colleagues :

14. Whether the participated in or instigated any strike in the college ?

15. Overall Assessment :
    (Keeping in view about all facts)
    A.   Outstanding
    B.   Very good
    C.   Good
    D.   Average
    E.   Below Average
    (Principal to fill up the columns and
    no column is to be left blank)

(Signature of the Principal)
R.K.S.D (PG) College, Kaithal

Dated..........................

16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer.

17. Whether any enquiry/complaint as pending :

18. Punishment if any awarded :

Date...

Signature
(President Governing Body)
R.K.S.D (PG) College, Kaithal

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Affiliated to Kurukshetra University Kurukshetra

3. Proforma of ACR (Non-teaching Staff)

Radha Krishan Sanatan Dharam (Post Graduate) College Kaithal (Haryana)

Annual Confidential Report on the work and conduct of Non-Teaching Staff Working in the Govt. Aided Colleges

For the year 20.........To 20.........

Reporting officers shall fill this form carefully. Any Special remarks for which a place cannot be found or which are required to be make before next years report is filled, can be entered on the back of the form

1. Name of the Employee : _____
2. Designation : _____
3. Date of Birth : _____
4. Date of Appointment : _____
5. Nature of Appointment (Regular, temporary, adhoc) : _____
6. Scale of pay : _____
7. Actual Pay (As per salary bill) : _____
8. Industry : _____
9. Hand-writing and Neatness : _____
10. Punctuality and Regularity : _____
11. Reputation for honesty : _____
12. Capacity for Work and Intelligence : _____
13. Acquaintance with Rules and Orders : _____
14. Knowledge and Skill in dealing with Accounts matters : _____
15. Quickness in disposal of Assigned work : _____
16. Proficiency in Type Writing and Shorthand : _____
17. Capacity of working with others : _____
18. Defect if any, pointed out
    1. Orally : _____
    2. In Writing : _____
19. Fitness for promotion : _____
20. General remarks, if any : _____
21. Signature and date of reporting
    Officer with Designation : _____

Date:

Remarks by the Reviewing Authority

4.   Performa of Academic Performance Indicator (API) for PBAS

Guidelines for Academic Performance Indicator (API) scored system for Assistant Professor and Associate Professor and other Academic Staff in Government And Private Aided College In Haryana Colleges under Career Advancement Scheme (CAS).

1. These guidelines will be applicable on recruitment and CAS promotion of teachers and other academic staff working in affiliated colleges covered under Govt. Notification No. 07/18-09 C-IV (3) dated 21.07.2011.

2. The Internal Quality Assurance Cell (IQAC) shall be established in all colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the principal as Chairperson. The IQAC shall act as the documentation and record keeping centre for the institution including assistance in the development of the API criteria based PBAS Performa laid down in the notification dt. 21.7.2011 and as illustrated with these guidelines.

3. The API score given hereunder will be applicable from the academic session 2012-13. The academic session means 1st July to 30th June of every year.

4. The API score will be considered on yearly performance basis for the purpose of CAS.

5. If a teacher is considered for CAS promotion in 2013-14, one year API score for 2012-13 alone will be required for assessment.

    If the next stage of a teacher is due in the academic session 2014-2015 the only two years API score i.e. 2012-13 and 2012-14 will be counted for the purpose and so on leading progressively for the complete Assessment period for the years required for the purpose, as per Govt. Notification dated 21.07.2011.

6. An Assistant Professor having post graduate with NET qualification with grade pay of Rs. 6,000/- will be placed in the grade pay of Rs. 7,000/- after six years service subject to fulfilling all other requirement of PBAS/API as given in the notification and illustrated in these guidelines. The period for Assistant Professor having M.Phil and Ph.D degree will be five and four years respectively as the case may be. Provided further if an Assistant Professor possesses Ph.D degree in lieu of relaxation of NET as essential eligibility condition, then he will be treated at par of Assistant Professor having post graduate degree with NET qualification.

7. An Assistant Professor in the grade pay of Rs. 7,000/- will be moved to grade pay of Rs. 8,000/- after completion of 5 years service in grade pay of Rs. 7,000/- subject to meeting the API based PBAS requirements.

8. An Assistant Professor completing three years of service shall be eligible subject to the qualifying conditions and the API based PBAS requirements to move to the next higher grade. (i.e. pay band IV with G.P. Rs. 9000)

9. A teacher who wishes to be considered for promotion under CAS may submit in writing to the college authorities that he fulfils all qualifications under CAS and submit to the college, the PBAS proforma as evolved under these guidelines duly supported by all credentials.

10. Candidates who do not fulfil the minimum score requirement under the API scoring system or those who obtain less then 50% in the expert assessment will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he successfully got re-assessed.

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SCORES FOR ACADEMIC PERFORMACE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF TEACHERS AND OTHER ACADEMIC STAFF, OF GOVERNMENT AND PRIVATE AIDED COLLEGE IN HARYANA

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity	Maximum Score	Self Assessment Score (by applicant)	Verified API Score
1.	Lectures, practicals, undertaken as percentage of lectures allocated	50		
2.	Lectures or other teaching duties in excess of the State Govt. norms	10		
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20		
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
	Total Score	125		
	Minimum API Score Required	75		

CATEGORY II: CO-CURRICULAR, EXTENTION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity	Maximum Score	Self Assessment Score (by applicant)	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)	15		
	Total Score	50		

	Minimum API Score Required	15		

Instructions for filling up Category-I & II of the PBAS Proforma

Category I: Teaching Learning and Evaluation Related Activities
Maximum Scores Allocated: 125
Minimum API Score Required: 75

Sr. No	Nature of Activity	Maximum Score
1.	Lectures, tutorials, practical, should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes ii) any other reason beyond the control of the teacher. 10 points for 80% Classes taken and 2 points for each additional % age of classes taken.	50
2.	If a teacher has taken classes exceeding State Govt. norms, then two points to be assigned for each extra period of unpaid class/week.	10
3.	a) Imparting of knowledge/instructions as per curriculum with the prescribed material (Text Book/Manua 15 Points (with documentary proof) b) syllabus enrichment by providing additional resources to student such as lab manuals, lecture notes, etc : 10 points (with documentary proof)	20
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. : -	
	Participatory & Innovative Teaching-Learning Process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, (10 points/each)	10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/Multimedia/Simulation/Software etc., (Use of any one of these in addition to Chalk & Board : 10 Points/each)	20
	Developing and imparting Remedial/Bridge Courses (each activity; 5 Points)	10
	Developing and imparting soft skills/communications skill/personality development courses/modules, etc. (each activity 5 points)	10
	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop/Training course: 10 Points each b) b) Popularization programmes: 5 Points each	10
	Maximum Aggregate Limit for S. No. 4	20
5.	Examination Related Work	
	College/University semester/Annual Examination work as per duties allotted. (Coordination/invigilation-10 points, Evaluation of answer scripts-10 points; Question paper setting-10 Points) (100% compliance= 15 Points)	15
	College/University examination/Evaluation responsibilities for internal assessment/seminars/assignments/continuous assessment work as allotted. (100% compliance= 15 Points)	15
	Examination work such as coordination, or flying squad duties etc. (10 points)	10
	Maximum Aggregate Limit for S. No. 5	25

Category II: Co-Curricular, Extension and Professional Development Related Activities.
Maximum Scores Allocated: 50
Minimum API Score Required: 15

S. No	Nature of Activity	Maximum Score
1.	Extension, Co-curricular and Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours/Industrial tour/field training/quiz contest/declamation contest/debate/industry- training etc. (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service like NSS, NCC, Red Cross, Eco-Club, Women Cell, NGOs or any other similar organisational activity (10 points each)	10
	Donating blood, commitment to donate eyes or body or organs, contribution to Prime Minister's relief fund or Chief Minister's relief fund, contribution to University corpus fund, instituting a scholarship for the education of the poor and needy (5 points each)	10
	Students and Staff Related Socio Cultural and Sports Programmed (organizing such program (s) or contributing by participating in any of the program (s) at intra/interdepartmental or Intercollege or interuniversity level) a) Intradepartmental/college level : 5 points each b) Interdepartmental : 10 Points each c) Intercollege : 10 points each d) Interuniversity : 15 points each	15
	Community work such as values of National integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation etc, through lectures/awareness programmes or through TV/Satellite/EDUSAT/Radio etc. (5 Points each)	10
	Maximum Aggregate Limit for S. No. 1	20
2.	Contribution to corporate Life and Management of the Institution	
	Contribution to Corporate life in universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programme, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)	10
	Institutional Governance responsibilities: Warden, Bursar, Member of University Court/Executive Council/Academic Council/IQAC: 7 points each	15
	Participation in committee concerned with any aspect of departmental or institutional activity such as admission. Purchase, time-table, campus development, inspection, library, students welfare, guidance & counselling, placement, anti-ragging, Proctorial duty, UGC or any such committee discipline/cultural committee women cell appointed by Principal. (5 point each)	15
	Organization of Conferences/Seminars/Symposia/workshops/Training as Coordinator/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) International (10 Points each) b) National/regional (7 points each) As member of the organizing committee of (a) above (5 points each) As member of the organizing committee of (b) above or the Advisory Committee of (a) (3 points each)	10
	Organization of Faculty Development programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/ Joint-Secretary/Treasurer etc. (5 points each)	10
	Maximum Aggregate Limit for S .No. 2	15

S. No	Nature of Activity	Maximum Score
3.	Participation in subject association, conference, seminars, symposia, workshop without paper presentation (2 points each); Visits abroad (excluding for conference/seminar/ symposia/workshop) for research collaborations or delivering lectures (at least one week duration) (5 points each)	10
	Invited Lectures in orientation courses/refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in education technology, curriculum development, professional development, Examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 Points each)	10
	Membership /participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR. etc. (5 points each)	10
	Membership of professional associations/bodies at the national level (like ISCA, INSA, ICAI, ICWAI, ICSI etc); membership of committees like Board-of-studies (UG and PG) of any university/Institute ; editorial/advisory committees/boards of journals; referring of research papers of journals with impact factors, etc. (5 points each)	10
	Office bearers of professional bodies including Teachers' association, Teachers' club etc. (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III) (2 points each)	10
	Maximum Aggregate Limit for S. No. 3	15

Category III: Research and academic contributions

Brief Explanation: Based on the teacher's self assessment, API scores are proposed for research and academic contributions. Minimum API score required from this Category is different for different levels of promotion. The self assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

Sr. No.	APIs	Faculties of Arts & Language /Social Science/Life Sciences /Sciences/ Education / Comm. & Mgt.	Max. Points for university and college teacher position		
			API Score	Self Appraisal score +	Verified API Score #
IIIA	Research papers* Published in :	Refereed Journals with impact factor 5 and above	45/ Publication		
		Refereed journal with impact factor between 2 and 5	35/Publication		
		Refereed journal with impact factor between 1and 2	30/Publication		
		Refereed and Indexed Journals	20/Publication		
		Refereed Journals, (Fine arts : Participation in international exhibition /workshop with one's own work -15 points each)	15/Publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. (Fine arts : Participation in international exhibition /workshop with one's own work -10 points each; state level -5 points each)	10/Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication		
IIIB	Research Publications* (books, Chapters in books, other than referred journal articles)	Text or Reference Books published by international Publishers with an established peer review system with ISBN.	50/Sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers /state and Central govt. Publications with ISBN/ISSN numbers. (Fine Arts: Solo exhibition of one's own work-25 points each)	25/Sole author (book) and 5 each chapter in an edited book		
Sr.	APIs	Faculties of Arts & Language /Social	Max. Points for university and college		

No.		Science/Life Sciences /Sciences/ Education / Comm. & Mgt.	teacher position		
			API Score	Self Appraisal score +	Verified API Score #
		Subject books by other local publishers with ISBN/ISSN numbers	15/ sole author (book) and 3 each chapter in an edited book		
		Chapter contributed to edited knowledge based volumes published by international Publishers with ISBN	10/ chapter		
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 /Chapter		
IIIC	**Research Projects**				
I	Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs. 5.00 lakhs)	20/Project		
		(b) Major projects (amounts mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		
		(c) Minor projects (amounts mobilized with grants above Rs. 25000 upto Rs. 3.00 lakhs)	10 / Project		
(ii)	Consultancy Projects carried out/on going	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 2 lakhs		
		Amount mobilized between Rs. 10000/- and Rs. 2.00 lakhs	5 for each project		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	20/ each major project and 10/ each minor project		
(iv)	Projects outcome/outputs	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50/ each for international level		
III D	Training Courses and conference/Seminar/Symposium/Workshop papers.				
(i)	Refresher courses, Methodology workshop, training , teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (max,. 30 points)	Not less than two weeks duration. One week duration. Less than one week duration	20/ each 10/ each. 5/each		
(ii)	Papers in conferences / Seminars/Symposia/ workshops etc. **	Participation and presentation of research papers (oral/ poster) in International Level national Level Regional/ State Level Local- University/ College Level	10/ each 7.5/ each 5/ each 3/ each		
(iii)	Invited for conference /seminars/ workshop/ symposia to deliver lecturers/ Chair sessions	International Level National Level Regional/ State Level Local-University /College Level	10 /each 7.5 /each 5 /each 3 /each		

To be filled by the candidate.

\# For office use only.

* The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40%

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would be shared equally by the other authors. For examples, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E(ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference /Seminar is published in the form of proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (II).

Note: Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

APPENDIX – III TABLE – II (B)

Minimum APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

		Assistant Professor/equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres: (Stage 4) and Assistant Professor to Principal Stage 5 on Promotion	Associate Professor to the promotion of Principal in Colleges (Stage 5)
i	Teaching-learning, Evalution Relation Activities (category I)	75/Year	75/Year	75/Year	75/Year
ii	Co-curricular, Extension and Profession related activities (category II)	15/Year	15/Year	15/Year	15/Year
iii	Minimum total average annual Score under Categories I and II	100/Year	100/Year	100/Year	100/Year
iv	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
v	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100 Minimum required for promotion is 50)	No separate points Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance

Principal
R.K.S.D. College
KAITHAL