

Government City College (A)

Nayapul, Hyderabad Affiliated to Osmania University Accredited with 2.76 B⁺⁺ Grade https://gdcts.cgg.gov.in/charminar.edu



CRITERIA-VI

Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Performance Appraisal Model Format

COMMISSIONERATE OF COLLEGIATE EDUCATION TELANGANA STATE - HYDERABAD

APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR ASSISTANT PROFESSORS AND EQUALENT CADRES (TO BE SUBMITTED IN DUPLICATE)

i)	From Academic Level 10/AGP 6000 to Academic Level 11/AGP 7000 ()
ii)	From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 (√)
	(Tick whichever is applicable)

1. 2.	Name (in Block Letters) Father's Name	: :
3. 4.	Place of work Subject	:
5. 6.	Date of appointment as Lecturer Category (tick the category)	: :
7.	Date of UGC Scale (Page No. of S.R. & Volume)	:
8.	Current Designation with Academic Level/AGP	:
9.	Academic Level /Grade Pay applied for Under CAS	:
10.	EOL Particulars if any (Page No. of S.R. & Volume)	:
11.	Relaxation / Exemption Claimed/Applicable (Mention Rule position also)	:
12.	Calculation of Qualifying Service	:
13.	Date of Eligibility for promotion	:
14.	Date of Retirement	:
15.	Address for correspondence (with Pin code)	:
16.	Permanent Address (with Pin code)	:

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and Year of Award	University

- 18. Details of Orientation / Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)
 - a. Orientation Courses (for the Assessment Period):

Name of the CourseAcademic Staff College / University		Dates from to	Duration	S.R. Page No. & Volume

b. Refresher Courses (for the Assessment Period):

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

c. Workshop/Training/Technology Programme/Faculty Development Programme of at least One Week Duration (for the Assessment Period): NIL

Name of the Course	Academic Staff College/ University	Dates from to	Duration	S.R. Page No. & Volume

d. MOOCs Completed with e-certification: NIL

		P				
S.No	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/Other	E-Certification No.

- 19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :
- 20. Performance Appraisal Report Enclose API Scores (As Annexure I or Annexure II):

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Date:

Signature of the Applicant

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct. She is eligible for_Academic Level 12/AGP 8000 (CAS as applied in the application) from 05.11.2019 as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Station:

(Academic Year 2014-15)

<u>ANNEXURE – I</u>

ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISSTANT PROFESSORS FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES APPENDIX II TABLE 1

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019] ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS S.No. 1: TEACHING (includes Lectures, Practical, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	No. of Classes	No. of Classes	Grading Criteria in Classes Taught pe ÷ Total No. of Classes A Yea X 1	r Academic Year Assigned per Academic ar)
	Taught	Assigned	Taught	Self-Evaluation	Principal Evaluation
	Total				
	Grading Obta	ined (Good/Satisfa	actory/Not Satisfac	ctory)	

Worked as Academic Officer at O/o CCETS since 14-11-2014-05.11.2019 (on On Duty/On Deputation)

Job Chart and Duties: Academic Cell at Commissionerate of Collegiate Education works towards the design, development and execution of various Administrative and Academic Activities implemented in the Government Degree Colleges in Telangana State for the development of the colleges in general and students in particular. Teaching faculty from Govt. Degree Colleges across the state who are interested and eligible will be selected to work at Academic Cell in the role of Academic Officer under the guidance of Academic Guidance Officer and leadership of Commissioner of Collegiate Education.

- i. Coordinated and worked on the following files of Jawaharlal Knowledge Centres established in Government Degree Colleges in Telangana from November 2014 to May 2015
 - a. Student Enrolment for JKC II and Summer batches
 - b. Preparation of batch wise budget requirement for fee reimbursement to SC/ST Students enrolled for JKC training and Honorarium for Full Time Mentors and Guest English Mentors
 - c. Renewal file of Full Time Mentors on the feed-back received from the Principal and JKC Coordinator
 - d. Quarter wise budget releases to GDCs with JKCs towards fee reimbursement to SC/ST Students and Honorarium for Full Time Mentors & Guest English Mentors
 - e. Consolidation of Activities/Placement Drives in JKCs and preparation of reports

- f. Drafted Minutes of Meeting of the Review Meeting of CCE with JKC Coordinators and Full time Mentors Nov 2014
- ii. Coordinated and worked on the JKC Account File for various expenditures
- iii. Assistance to AGO in conduct of workshop on CBCS at Govt. City College, Nayapul on 20.04.2015
- iv. Any other work assigned by CCE

<u>Grading Criteria</u>: (a) *Good*: 80% & above, (b) *Satisfactory*: Below 80% but 70% & above and (c) *Not satisfactory*: Less than 70%

S.No. 2: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

	Name of the Activity / Contribution		Self-	Principal
S.No.	(all activities/contributions shall be	Name of the	Assessment	Assessment
	considered in the one academic year only)	Activity	(Yes / No)	(Yes / No)
Α	Administrative Responsibilities such as			
	Dept. In-charge/ Chairperson/ Dean/			
	Director/Coordinator/ Warden etc.			
В	Examination and Evaluation Duties assigned			
	by the College or attending the Examination			
	& Paper Evaluation.			
С	Professional Development; (such as			
	participation in seminars, conferences, short			
	term training courses, industrial experience,			
	talks, lectures in refresher / faculty			
	development courses/ RC/ OC/ ARPIT,			
	dissemination and general articles and any			
	other contribution)			
D	Student related Co-curricular, Extension and			
	Field based Activities such as Student Clubs,			
	Career Counseling, Study Visits, Student			
	Seminars and other events, Cultural, Sports,			
	NCC, NSS and Community Services.			
Е	Organizing Seminars/Conferences/			
	Workshops/ other College Activities.			
F	Evidence of actively involved in guiding			
	Ph.D. students.			
G	Conducting Minor or Major Research			
	Project sponsored by National or			
	International Agencies.			
Η	At least one single or joint Publication in			
	Peer- reviewed or UGC list of Journals.			
	No. of Activities/Contributions involved in			
0	verall Grading Obtained (Good / Satisfac satisfactory)	tory / Not		

Grading Criteria:

- (a) Good: Involved in at least 3 Activities
- (b) Satisfactory: 1-2 Activities
- (c) Not-satisfactory: Not involved/Undertaken any of the activities

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- **1.** A
- 2. B
- 3. C
- 4. D
- 5. E
- 6. F
- 7. G
- 8. H

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher Designation

Counter signed by:

Head of the Department

Signature of the Principal With College seal