



## **Government City College (A)**

Nayapul, Hyderabad

Affiliated to Osmania University

Accredited with 2.76 B<sup>++</sup> Grade

<https://gdcts.cgq.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 EQUIVALENT CADRES  
(TO BE SUBMITTED IN DUPLICATE)**

- i) **From Academic Level 10/AGP 6000 to Academic Level 11/AGP7000 ( )**  
ii) **From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 ( ✓ )**  
*(Tick whichever is applicable)*

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer :
6. 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 Course	Academic 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

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): \

**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.



- 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

**Grading Criteria:** (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)**

S.No.	Name of the Activity / Contribution (all activities/contributions shall be considered in the one academic year only)	Name of the Activity	Self-Assessment (Yes / No)	Principal Assessment (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/Coordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination & Paper Evaluation.			
C	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.			
E	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.			
H	At least one single or joint Publication in Peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities/Contributions involved in (No. of Yes)</b>				
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**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**