

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Clerks and other posts of similar nature in Group 'C')

Department of Economic & Statistical Analysis Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

1. Name of the employee : _____
2. Father's Name : _____
3. Designation of the post held : _____

Reporting Authority _____	Reviewing Authority _____	Accepting Authority _____
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Part-II

Important Notes : 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of the form

2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

- | | | |
|----|--|-----------|
| 1. | Brief of duties assigned | _____ |
| 2. | State of Health | _____ |
| 3. | Conduct and Character | _____ |
| 4. | Punctuality and Regularity in attendance | _____ |
| 5. | Ability to get along and behavior with | _____ |
| | (a) Superior Officers | (a) _____ |
| | (b) Colleagues | (b) _____ |
| | (c) Public | (c) _____ |
| 6. | Amenability to Discipline | _____ |
| 7. | Devotion to duty and hardworking | _____ |
| 8. | General Intelligence and keenness to learn | _____ |
| 9. | Knowledge about Department , Branch and Office procedure | _____ |

Name & Designation of the official _____

- 10. Proficiency in use of State Language 'Hindi' in his day to day official work. _____
- 11. Whether the employee stays at his Headquarters after closing of office and during holidays ? _____
- 12. Proficiency and accuracy in typing _____
- 13. Proficiency in work of maintenance Of Registers, Files and other record _____
- 14. Initiative and willingness o perform Any job of responsibility _____
- 15. Assessment of Integrity:
Has any things come to your notice which Reflect adversely on the official's integrity or his ability to honestly execute his duties? Reply in 'Yes' or 'No'
If yes please give details. _____
- 16. Whether there are any 'adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No'
If yes please give details. _____
- 17. Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'
If yes please give details. _____
- 18. Suitability for promotion or Higher Scale of pay _____
- 19. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____
- 20. Overall Grading based on the Assessment made from Sr.No. 2 to 13 _____

Signature of the Reporting Authority
Name in block letters : _____
Designation : _____
Date :

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in column : _____
Signature of the Reviewing Authority
Name in block letters : _____
Designation : _____
Date :

Remarks, if any, or countersignatures of the Accepting Authority.

Signature of the Accepting Authority
Name in block letters : _____
Designation : _____
Date :

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT' OF DRIVERS
(Application for Drivers of staff Cars/Jeeps and other official vehicles)

Department of Economic & Statistical Analysis Haryana, Panchkula

Office of the _____

Period of Report _____

PART-I

1. Name of the employee _____

2. Father's Name _____

3. Date of continuous appointment
on the post of Driver. _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

PART-III

- Important Notes:-
1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given at page 2 of this form.
 2. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading i.e. 'outstanding', 'Very good', 'Good', 'Average', 'Below Average' in the Box-Blocks provided against each column.

1. State of Health _____

2. Punctuality and Devotion to duty _____

3. Ability to get along and behaviour with
i) Superior Officers i) _____
ii) Colleagues ii) _____

4. Whether the employee stays at his head-
quarter after closing of office and during
holidays (Reply in 'Yes' of 'No'). _____

5. Technical Knowledge about the vehicle
which he drives. _____

6. Proficiency in safe driving and main-
tenance of the vehicle. _____

7. Acquittance with traffic rules and
other road signs. _____

Name & Designation of the official _____

- 8. Does he maintain the log book according to Govt. instructions ? _____
(Reply in 'Yes' or 'No').
- 9. Assessment of Integrity:
Has anything come to your notice which reflect adversely on the official's integrity. Reply in 'Yes' or 'No'. If Yes, please give details. _____
- 10. Any other comments. _____
- 11. “Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in ‘Yes’ or ‘No’) _____
- 12. Overall grading based on the assessment made from Sr.No.2 to 10. _____

Signature of the Reporting Authority
Name in block letters _____
Designation _____
Date _____

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reporting Authority
Name in block letters _____
Designation _____
Date _____

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For the Common Cadre Group 'D' posts)**

Department of Economic & Statistical Analysis Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

1. Name of the employee : _____
2. Father's Name : _____
3. Designation of the post held : _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

- Important Notes :
1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of this form
 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

1. State of Health _____
2. Conduct and Character _____
3. Punctuality and Regularity in attendance _____
4. Amenability to Discipline _____
5. Devotion to duty and hardworking _____
6. Behaviour & Obedience _____
(a) Attitude of the Officer/ Official towards other castes and Communities. _____
7. Intelligence and fitness to do the assigned tasks. _____
8. Whether employee stays at his Head-Quarters after closing of office and during holidays? Reply in 'Yes' or 'No' _____
9. Assessment of Integrity : _____
10. Adverse remarks on work performance and conduct, if nay. Reply in 'Yes' or 'No' _____

Name & Designation of the official _____

11. Suitability for promotion or Higher scale of pay (use term 'Fit' or "Not yet Fit' or 'Not Fit') _____
12. "Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No') _____
13. Overall Grading based on the assessment made from Sr.No. 2 to 10 above. _____

Signature of the Reporting Authority

Name in block letters : _____

Designation : _____

Date : _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing /Accepting Authority

Name in block letters : _____

Designation : _____

Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'Adverse Remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'Integrity' in column at Sr.No. 9, instructions contained in para 4, of 'Consolidated' instructions on confidential reports, read with instructions No. 61/20/85-S(I) dated 12.12.85, must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him during the period under report to give a correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under Repot.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Assistants and other posts of similar nature in Group 'C')**

Department of Economic and Statistical Analysis, Haryana

Office/Branch/Section : _____

Period under Report : _____

Part-I

1. Name of the employee : _____
2. Father's Name : _____
3. Designation of the post held : _____

Reporting Authority _____	Reviewing Authority _____	Accepting Authority _____
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Part-II

- Important Notes :
1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form
 2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

- | | | |
|----|---|-----------|
| 1. | Brief of duties assigned | _____ |
| 2. | State of Health | _____ |
| 3. | Conduct and Character | _____ |
| 4. | Punctuality and Regularity in attendance | _____ |
| 5. | Ability to get along and behaviour with | _____ |
| | (a) Superior Officers | (a) _____ |
| | (b) Colleagues | (b) _____ |
| | (c) Public | (c) _____ |
| 6. | Amenability to Discipline | _____ |
| 7. | Devotion to duty and hardworking | _____ |
| 8. | General Intelligence and keenness to learn | _____ |
| 9. | Knowledge about Department, Branch and Office procedure | _____ |

Name & Designation of the official _____

10. Proficiency in use of State Language 'Hindi' in his day to day official work. _____
11. Whether the employee stays at his Headquarters after closing of office and during holidays ? Reply in 'Yes' or 'No'. _____
12. Promptness and Accuracy in disposal of work _____
13. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him. _____
14. Quality of work
(Delete the sub-clause(s) which is/are not related to his work).
- (a) Ability to apply the relevant Rules and Regulations correctly (a) _____
 - (b) Capacity for examining cases thoroughly and comprehensiveness (b) _____
 - (c) Quality of Noting & Drafting (c) _____
 - (d) Proficiency in case handling (d) _____
 - (e) Proficiency in Store Management (e) _____
 - (f) Proficiency in Accounts Matters (f) _____
15. Organisation of work :
- (a) Retrieval of papers/information references (a) _____
 - (b) Keeping the work place tidy and the record systematic (b) _____
16. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties ? Reply in 'Yes' or 'No'.
If 'Yes', please give details. _____
17. Whether there are any 'adverse remarks' on the work and conduct of the employee ? Reply in 'Yes' or 'No'.
If 'Yes', please give details. _____
18. Has the official done any outstanding or notable work meriting ? Reply in 'Yes' or 'No'.
If 'Yes', please give details. _____
19. Suitability for promotion or Higher scale of pay (use term 'Fit' or "Not yet Fit' or 'Not Fit') _____

Name & Designation of the official _____

20. “Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in ‘Yes’ or ‘No’) _____
21. Overall Grading based on the assessment made from Sr.No. 2 to 18 above. _____

Signature of the Reporting Authority
Name in block letters : _____
Designation : _____
Date : _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in column : _____
- Signature of the Reviewing Authority
Name in block letters : _____
Designation : _____
Date : _____

Remarks, if any, or countersignatures of the Accepting Authority.

Signature of the Accepting Authority
Name in block letters : _____
Designation : _____
Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

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 - The Reviewing Authority must record its comments before 30th April; and
 - The Accepting Authority must record its acceptance before 15th May.
- The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
- The Reporting Officer should record ‘adverse remarks’ if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
- While recording remarks ‘Integrity’ in column at Sr. No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
- The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
- The Report should be a true and objective assessment of the employee’s ability and character as reflected in his day to day official work during the period under report.
- Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Steno-typists Junior Scale Stenographer and Senior Scale Stenographers/P.As)**

Department of Economic & Statistical Analysis Haryana, Panchkula

Office/Branch/Section : _____

Period under Report : _____

Part-I

4. Name of the employee : _____
5. Father's Name : _____
6. Designation of the post held : _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

- Important Notes : 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

1.	State of Health	
2	Conduct and Character	
3	Punctuality and Regularity in attendance	
4	Ability to get along and behaviour with	
	(a) Superior Officers	(a)
	(b) Colleagues	(b)
	(c) Public	(c)
5	Amenability of Discipline	
6	Devotion to duty and Hardworking	
7	General Intelligence and keenness to learn	
8	Knowledge about Department, Branch and Office procedure	
9	Proficiency in use of State Language Hindi in his day to day official work.	

Name & Designation of the official _____

10	Whether employee stays at his Headquarters after closing of office and during holidays? Reply in 'Yes' or 'No'	
11	Proficiency in Stenography and typing	
12	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.	
13	Trust worthiness in handling secret and top secret matters and papers	
14	Handling of Dak, Files, record and management and his office	
15	Handling telephones, visitors, tour programmes and engagements etc.	
16	Assistance provided in making his officer more effective (checking on details) follow ups feed back progress etc.	
17	Assessment of Integrity. Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? Reply in 'Yes' or 'No'. If 'Yes', please give details	
18	Whether there are any 'adverse remarks' on the work and conduct of the employee? Reply in 'Yes' or 'No'. If 'Yes', please give details.	
19	Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. If 'Yes', please give details.	
20	Suitability for promotion or Higher scale of pay (use term 'Fit' or 'Not yet 'Fit' or 'Not yet Fit' or 'Not fit')	
21	Whether the official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or 'No'.)	
22	Overall Grading based on the assessment made from Sr. No. 2 to 19 above.	

Signature of the Reporting Authority

Name in block letters : _____

Designation : _____

Date :

Name & Designation of the official _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in columns : _____

Signature of the Reviewing Authority

Name in block letters : _____

Designation : _____

Date :

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

Signature of the Accepting Authority

Name in block letters : _____

Designation : _____

Date :

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
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4. While recording remarks 'Integrity' in column at Sr.No. 16, instructions contained in para 4, of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I), dated 12.12.85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

राजपत्रित अधिकारियों के कार्य की गोपनीय रिपोर्ट का फार्म

रिपोर्ट का काल/समय	
अधिकारी का नाम	
पद	
रिपोर्ट लिखने वाले अधिकारी व रिव्यू करने वाले प्राधिकारियों का नाम	
रिपोर्ट लिखने व रिव्यू करने वाले प्राधिकारियों को निम्नलिखित बिन्दुओं पर विशेष तौर पर अपना मत देना चाहिए।	
1-क्या अधिकारी योग्य, बुद्धिमान, ईमानदार और परिश्रमी है या नहीं और इन दिशाओं में इनकी योग्यता	
2- वह अपने अधीनस्थ से काम का पर्यवेक्ष्य करने में समर्थ है या नहीं और क्या उनके सम्बन्ध सन्तोषजनक हैं?	
3- क्या वह समयनिष्ठ है और अनुशासन बनाये हुय है ?	
4- ईमानदारी के लिये उनकी प्रसिद्धि	
5- क्या उसने कार्यालय के प्रति अपने कर्त्व्यों का संतोषजनक ढंग से पालन किया है ।	
6- अधिकारी कार्यालय बन्द होने के बाद और छुट्टियों में मुख्यालय में उपस्थित रहता है अथवा नहीं ।	
7- विशेष अभिरूचि	
8- दोष, अगर कोई हो	
9- वर्गीकरण (प्रकृष्ट, बहुत अच्छा, अच्छा, औसत और औसत से कम)	
10- Whether the officer delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No')	

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
तथा मोहर

GOVT. COLLEGE JULANA (JIND)

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES AND UNIVERSITIES

(Table 1)

Name:

Designation:

Subject:

Academic Session:

Sr. No.	Name of Activity	Activities actually undertaken	Verification as Per Record	Grading
1	<p>Teaching: (Number of classes taught/total classes assigned)x100%</p> <p>Grading Criteria 80% & above - <i>Good</i> Below 80% but 70% & above - <i>Satisfactory</i> Less than 70% - <i>Not satisfactory</i></p>	All classes were taken as per allocation		
	<p>Involvement in the University/College students related activities/research activities*:</p> <ul style="list-style-type: none"> a) Administrative responsibilities such as Head, Chairperson / Dean/ Director/ Co-ordinator, Warden etc. b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation. 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. d) Organizing seminars/ conferences/ workshops, other college/ university activities. e) Evidence of actively involved in guiding Ph.D. students. f) Conducting minor or major research project sponsored by national or international agencies. g) At least one single or joint publication in peer-reviewed or UGC list of Journals. 			
	Overall Grading			

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

PRINCIPAL

Assessment of Academic/ Research Score

Table 2

Name: Dr. Sanjay Kumar

Designation: Assistant. Professor

Subject: Geography

Faculty:

S. N.	Academic / Research Activity	Academic/ Research Score as prescribed	Total (in number)	Self-Appraisal Score	Verified Score
1.	Research Papers in Peer-Reviewed or UGC listed Journals (Annex-1)	–	01	3.5	
2.	Publications (other than Research papers)				
	(a) Books authored which are published by;				
	International publishers	12			
	National Publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03			
	Book	08			
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of New and innovative courses and curricula (Annex- 3)				
	(a) Development of Innovative	05			
	(b) Design of new curricula and courses	02			
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks / credit)	20			
	MOOCs (developed in 4quadrant)per	05			
	Content writer /subject matter expert for each module of MOOCs (atleast one quadrant)	02			
	Course Coordinator for MOOCs (4creditcourse) (In case of MOOCs of lesser credits 02	08			
	(d) E-Content				
	Development of e-Content in 4 Quadrants for a complete course /e-book	12			
	e-Content (developed in 4quadrants) per module	05			
	Contribution to development of e-content module in complete course /paper/ e-book (atleast one	02			
	Editor of e-content for complete course /paper/e-	10			

	(a)Research guidance (Annex-4)				
	Ph.D. (10 per degree awarded and 05per thesis submitted)				
	M.Phil./P.G dissertation (02 per degree awarded)				
	(b)Research Projects				
	Completed More than 10 lakhs	10			
	Less than10 lakhs	05			
	(c)Research Projects Ongoing:				
	More than10 lakhs	05			
	Less than 10 lakhs	02			
	(d)Consultancy	03			
	(a)Patents(Annex—5)				
	International	10			
	National	07			
	—				
	(b) *Policy Document (Submitted to an International body / organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government Or State Government)				
	International	10			
	National	07			
	State	04			
	(c)Awards/Fellowship				
	International	07			
	National	05			
6.	*Invited lectures / Resource Person/ paper Presentation in Seminars / Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once) Annex-6				
	International (Abroad)	07			
	International (with in country)	05			
	National	03			
	State/University	02			

SUMMARY OF ACADEMIC/RESEARCH SCORE

Category	Particulars	Academic/ Research Score	Remarks
1	Research Papers in Peer-Reviewed or UGC listed Journals (Annex I)		
2.	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	(a) Research guidance		
	(b) Research Projects Completed		
5	(a) Patents		
	(b) Policy Document*		
	(c) Awards/Fellowship		
6	Invited lectures /Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings*		
	Total Research Score*		

*Combined score of 5(h) and 6 shall have upper capping of 30% of total research score .

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor 5 Points
- ii) Paper with impact factor less than 1 10 Points
- iii) Paper with impact factor between 1 and 2 15 Points
- iv) Paper with impact factor between 2 and 5 20 Points
- v) Paper with impact factor between 5 and 10 25 Points
- vi) Paper with impact factor 10 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once .For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b): Policy Document and 6: Invited lectures/ Resource Person/ Paper presentation Shall have an upper capping of thirty percent of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.

ANNEXURES

Annex-1

1. Research Papers in Peer-Reviewed or UGC listed Journals

S.N	Title of Paper	Name of Journal	Authors	Score (1)	Augmented Score if any (Refereed/Impact Factor)(2)	Total Score (1+2)
1.						
		Total				

Annex-2

2. Publications (other than Research Papers)

a) Books authored which are republished by National Publisher

S.N	Title of Book	Name and category of Publisher	Edited Book / Chapter	Authors	Score
1.					
2.					
		Total			

(b) Translation work in Indian and Foreign Languages by qualified faculties NA

S.N	Title of Book/ Chapter/ Research paper	Publisher	Authors	Score
		Total		

Annexure —

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new And innovative courses and curricula NA

S.N	Particulars	Authors	Score
	Total		

Annex-4

4. (a) Research Guidance NA

S. N	Class	Name of University	Particulars of researcher	Score
		Total		

4(b) Research Projects Completed NA

S. N	Title	Name of Funding Agency with Amount	No. of Investigators	Score
		Total		

Annex-5

5. (a) Patents

S.N	Name of Patent	Details of Registration	Level	Score
1.				
		Total		

5. (b) Policy Document NA

S. N	Name of Policy Document	Name of Agency to whom submitted	Level	Score
		Total		

Annex-6

6. Invited Lectures/ Resource Person/ paper presentation in Seminars/Conferences/full

Paper in Conference Proceedings

S. N	Topic of Paper	Organized by (with Dates)	Level	Score
		Total		