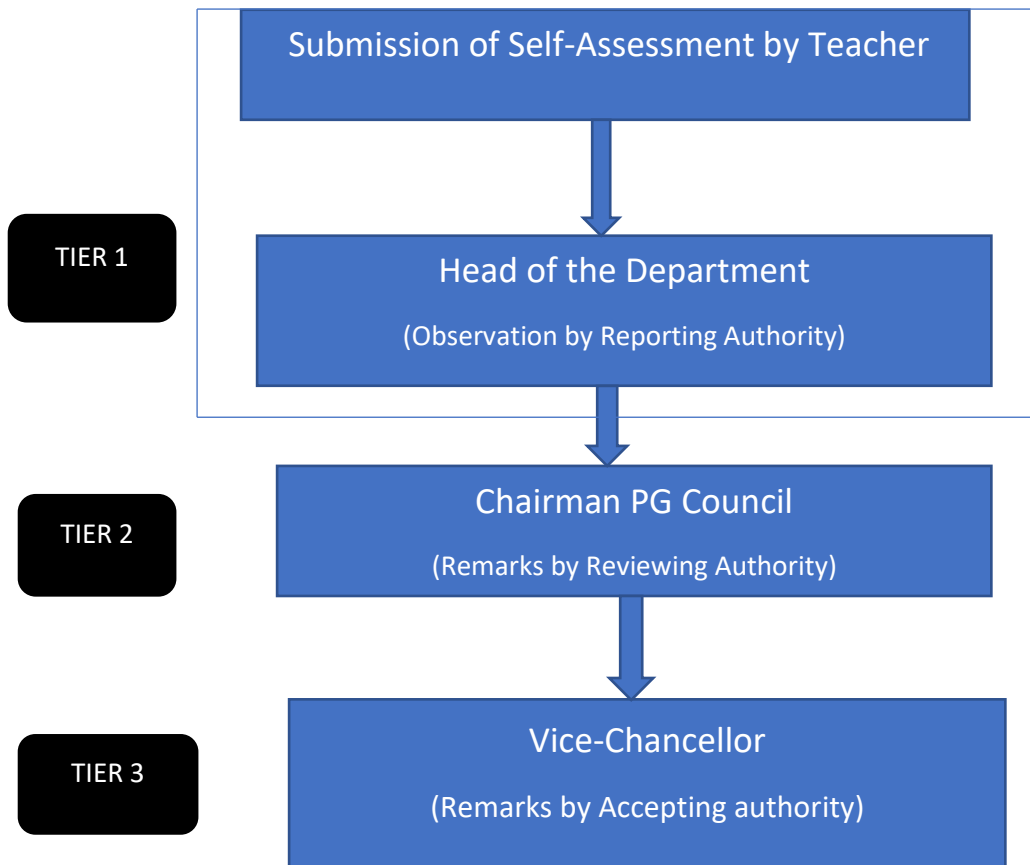


THREE-TIER PERFORMANCE APPRAISAL SYSTEM



Prof. S.N. Dehuri
Chairman, P.G. Council



P. G. CENTRAL OFFICE
FAKIR MOHAN UNIVERSITY
VYASA VIHAR, NUAPADHI, BALASORE
ODISHA-756089

NO. FMU/PGC/IE-04/2020/469

Date: 18.05.2020

To

**The Heads / Coordinators
All P.G Departments,
F.M University, Balasore-89**

Sub: Performance Appraisal report / CCR of teachers.

Sir/ Madam,

In inviting reference to the subject cited above, I am directed to say that the performance appraisal report of the faculty members of your Deptt. should reach to the undersigned by 30.05.2020 as per the proforma enclosed.

You are therefore requested to circulate the CCR format among the faculty members of your Deptt. and instruct them to submit their respective CCR before the HOD by 25.05.2020.

Yours faithfully,


Chairman
18.5.2020

Memo No: 470

Date: 18.05.2020

Copy forwarded to PA (I/C) to Vice-Chancellor / P.A. to the Registrar for information.


Chairman
18-5-2020

SCHEDULE – C

CONFIDENTIAL REPORT FOR TEACHERS OF FAKIR MOHAN UNIVERSITY

FOR THE ACADEMIC YEAR 2019-2020

Report for the year/ period ending.....

GENERAL INFORMATION

(To be filled in by the office)

- a) Name
- b) Address (Residential)
- c) Designation
- d) Department
- e) Date of Appointment
 - i. In the Institute
 - ii. In the present post
- f) Pay Scale
- g) Present Pay

PART- 1

SELF ASSESSMENT OF THE TEACHER

(To be filled in by the Teacher concerned)

A. TEACHING

(a) Course taught

L. Lecturer
T. Tutorial
P. Practical

Class	Course Title	Period Allotted per Week			Period actually taught in the Year		
		L	T	P	L	T	P
	Degree / Diploma						
	P.G. (M.A,M.Sc/MBA), etc						
	M.Phil						
	Any other (Plz specify)						
	Total						

(b) Did you supply the Teaching plans of the course to the students ? How many ? if yes, give a specimen copy.

(c) Did you supply the synopsis of your lecturers to the students ? How many ? if yes, give a specimen copy.

(d) Did you give a list of reading material to your students? If yes ; give the list.

(e) Reasons for the difference in the allotted periods and those actually engaged (Month- wise)

(f) Steps taken to fill the gaps in (e) above

(g) Internal evaluation of students carried out:-

i. Tests

ii. Quizzes

iii. Home Estrangements

iv. Any other

(h) Results of the Courses taught (Last Published Results)

Results of Part- I P.G Exam:

Results of Part- II P.G Exam:

Results of other Exam:

(B) INNOVATION IN TEACHING

(a) Contributions, if any, to development of curriculum. Give a brief description.

(b) Innovations in teaching methods. Give a brief description.

(c) Innovation in laboratory experiments, if any, give a brief description.

(d) Innovations in evaluation methods.

(e) Preparation of reading materials, text books, laboratory manuals, etc.

(Give a brief description and particulars as format below)

Title of the Work	Name of the Publisher/ Printer	Date and Year of Publication	Remarks (Like co-authors, etc)

(C) IMPROVEMENT OF QUALIFICATION :

(Reference courses attended summer schools, workshops, open university courses/ .Phil/Ph.D.)

Name of the Courses Diploma / Degree	Name of the University	Subject with specialization	Duration	Year	Marks/ Grade obtained

(D) RESEARCH WORK DONE :

(a) No. of M.Phil / Ph.D. students guided in the Year (Give names of students)

(b) No. of students awarded M.Phil / Ph.D. degree (Give names of students and titles of thesis)

(c) No. of Research papers published

Title of the Paper	Name of the Journal	Date and Year of Publication	Remarks (Like co-authors, etc)

(d) Research Project in progress

Title of the Project	Name of the Funding Agency	Duration	Remarks

(e) Seminars, Conference, Symposia attended

Name of the Seminar/ Conf./Sym	Name of the Sponsoring agency	Country and Date	Paper contributed	Remarks

(f) Patents taken, if any , Give a brief description

(g) Membership of Professional bodies

E. EXTENSION WORK

(a) Please give a short account of your contribution to

(i) Service of the community in the solution of their problems

(ii) Inoculation of the values of national integration, secularism, democracy, socialism, humanism, peace and the scientific temper.

..... Popular Lectures

..... Popular writings

..... other ways

(iii) Adult education, Flood or Drought relief and similar other activities.

(b) Positions held in organizations linked with extension work and national social service, (N.S.S).

(c) Position held in N.C.C., if applicable

F. ADMINISTRATION

Please give short account of your contribution to

- (a) Administration of the University/ Department
- (b) Organization of Co – and extracurricular activities
- (c) Residential life of students
- (d) Maintenance of student discipline
- (e) Decision making and advisory bodies of your and other Universities / academic institutes.
- (f) Professional organizations of teachers

G. ASSESSMENT

(a) Please state the honours conferred on you by –

..... Your students

..... yours peers

..... Government

..... others

(b) Did you get the curricular programme evaluated by the students ? If so please give its finding

H. GENERAL DATA

(a) What in your judgment was your most important contribution ?

(b) What were the major difficulties that you faced ?

(c) What are your suggestions for the future ?

Signature of Teacher

PART II

OBSERVATION BY THE HEAD OF DEPARTMENT/ REPORTING AUTHORITY

- (a) Verification of factual date

- (b) Observation regarding academic work

- (c) Observation about character, sociability and integrity of the teacher

Signature of the Head of the
Department / Reporting Authority

PART III

REMARKS OF THE CHAIRMAN P.G.COUNCIL/ DEAN/ REVIEWING AUTHORITY

Date

Signature of the Chairman
P.G. Council / Dean

PART IV

REMARKS OF THE VICE CHANCELLOR / ACCEPTING AUTHORITY

Date

Signature of the Vice Chancellor

Record of action taken , if any

SCHEDULE — C

(Statute-4)

CONFIDENTIAL REPORT FOR TEACHERS OF FAKIR MOHAN UNIVERSITY

(TO BE SUBMITTED AT THE END OF EVERY ACADEMIC (YEAR)

Report for the year/period ending:

GENERAL INFORMATION (To be filled in by the Office)

(a) Name

(b) Address (Residential)

(c) Designation

(d) Department

(e) Date of Appointment

(i) In the Institution

(ii) In the present post

(f) Pay Scale

(g) Present Pay

PART — I

SELF ASSESSMENT OF THE TEACHER

(To be filled in by the Teacher concerned)

A. TEACHING

(a) Courses taught (L. Lecture, T. Tutorial, P. Practical)

Class	Course Title	Period Allotted per Week			Period actually Taught in the year		
		L.	T.	P.	L.	T.	P.
(i)	DEGREE / DIPLOMA						
(II)	P. G. (M.A., M. Sc., M.Com, LL.M., etc.)						
(iii)	IV'. Phil.						
(iv)	PhD Course work						
(v)	Any other						

- (a) Did you supply the Lecture Teaching Plans of the course to the students?
How many? If yes, give a specimen copy.
- (b) Did you supply the synopsis of your lectures to the students? How many? If yes, give a specimen copy.
- (c) Did you give a list of reading material to your students ? If yes, give the list.
- (d) Reasons for the difference in the allotted periods and those actually engaged
(Month-wise)
- (e) Steps taken to fill the gaps in (e) above.
- (•) Internal evaluation of student carried out —
- (i) Tests
 - (ii) Quizzes
 - (iii) Home assignments
 - (vi) Any other

(g) Results of the courses taught (Last Published Results)

Results of Part —I P.G. Exam.

Results of Part-II P.G. Exam.

Results of other Exam.

(B) INNOVATIONS IN TEACHING

(a) Contributions, if any, to development of curriculum. Give a brief description.

(b) Innovations in teaching methods. Give a brief description.

(c) Innovations in laboratory experiments, if any, give a brief description

(d) Innovation in evaluation methods.

(e) Preparation of reading materials text books, laboratory manuals, etc.

(Give a brief description and particulars as in format below).

Title of the work	Name of the University	Subject with Specification	Duration	Year	Marks / grade obtained
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(C) IMPROVEMENT OF QUALIFICATION:

(Refresher courses attended, summer schools, workshops, open University course / M. Phil./ PhD)

Names of courses Diploma / Degree	Name of the University	Subject with Specification	Duration	Year	Marks / grade "Obtained"
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D. RESEARCH WORK DONE

(a) No. of Phil / Ph.D. students guided in the year (Give names of students)

(b) No. of students awarded M Phil / Ph. D degree (give names of students and copy of notification)

(c) No. of research papers published.

Title of the paper	Name of the Journal	Date and year of publication	Remarks (co-authors) Impact factor, if any
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(d) Research project in progress

Title of the project	name of the funding agency	Duration and amount	Remarks
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(e) Seminars, Conferences, Symposia attended

Name of the Seminar Conf/ / Symposia	Name of the sponsoring agency	Country /State and Date	Title of Paper	Remarks
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f) Patents taken, if any, Give a brief description

(g) Membership of professional bodies

E. EXTENSION WORK

- (a) Please give a short account of your contribution to -
- (i) Service of the community in the solution of their problems
 - (ii) Inculcation of the values of national integration, secularism, democracy, socialism, humanism, peace and the scientific temper.
 - Popular lectures -
 - Popular writings -
 - Any other ways -
 - (iii) Adult education, flood or drought relief and similar other activities.
 - (b) Positions held in organization linked with extension work and national social service, (N.S.S.)
 - (C) Position held in N.C.C., if applicable

F. ADMINISTRATION

Please give a short account of your contribution to—

(a) Administration of the University/ Department

(b) Organization of co- and extra —curricular activities

(c) Residential life of students

(d) Maintenance of student discipline

(e) Decision making and advisory bodies of your and other Universities / academic institutions.

(f) Professional organizations of teachers

G. ASSESSMENT

(a) Please state any honors conferred on you by—

Your students

Your peers

Government

Others

(b) Did you get the curriculum Programme evaluated by the students? If so, please give its findings. y “

H. GENERAL DATA

(a) What in your judgment was your most important contribution?

(b) What were the major difficulties that you faced?

(c) What are your suggestions for the future?

Signature of Teacher

PART I 1

OBSERVATIONS OF THE HEAD OF DEPARTMENT / REPORTING AUTHORITY

1. The confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the accepting authority should therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resources development, Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting short comings in performance, attitudes or overall personality of the officer reported upon.

- (a) Verification of factual data
- (b) Observations regarding academic work
- (c) Observations about character, sociability and integrity of the teacher
- (d) Dealings with minority, SC / ST and Women employees and students.

Date:

Signature of the Head of the Department /
Reporting Authority

PART —III

REMARKS OF THE CHAIRMAN / P.G. COUNCIL / DEAN / REVIEWING AUTHORITY

Date:

Signature of the Chairman
P.G. Council / Dean

PART -IV

REMARKS OF THE VICE-CHANCELLOR / ACCEPTING AUTHORITY

Date:

Signature of the Vice- Chancellor

Record of action taken, if any,

PERFORMANCE REPORT (FORM-1)

Name :

Designation :

Department/ Section :

Date of joining the present grade :

Date of joining the section :

Year of reporting :

I) Item wise report by Section Head

(a) State of Health :

(b) Attendance and Discipline :

(c) Clearance of routine work :

(d) Dealings with SC/ST & Minority employees :

(e) Dealings with employees and public :

(f) Knowledge of rules & procedure :

(g) Knowledge of Computer :

(h) Ability to deal with cases :

(i) Integrity :

II) Steps taken to point out defects,
If any with results :

III) General remarks (Official conduct,
Fitness for promotion & other assignment,
Overall rating etc.)

Signature:

Date:

IV) Remarks by the Countersigning
Authority

Signature:

Designation:

Date:

V) Remarks by the Accepting
Authority

Signature:

Designation:

Date:

VI) Date of communication of adverse remarks, if any
(With initials of communicating officers)