



# NONGSTOIN COLLEGE

West Khasi Hills District  
Nongstoin – 793119  
Meghalaya

☎ : (03654) 295124

Website : [nongstoincollege.ac.in](http://nongstoincollege.ac.in)

Email : [nongstoin.college@gmail.com](mailto:nongstoin.college@gmail.com)

Included under 2(f) and 12B, UGC Act, 1956 and NAAC Re-accredited with Grade B+ (2.60 CGPA)

## Proforma for Performance Based Appraisal System (PBAS)

(To be submitted at the end of every academic year)

Assessment Period \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category(SC/ST/OBC/EWS/PWD/UR):
11. Address for Correspondence (with Pincode):  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_
12. Permanent Address (with Pin code), in case different from Sl.No.13:

13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Subjects
Graduation						
Post- Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various level during the academic year (Name of the course/giving details):

a) Under Graduate:

b) Post Graduate

16. Field of Specialization under the Subject/Discipline:

17. Details of Course/Programs/Workshop/MOOCs attended or completed.

17.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus Up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

Sl.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

Sl.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3. Contribution towards conduct of MOOCs in 4-quadrants

Sl. No.	Details of E-contents/MOOCs in 4-quadrants	Quadrants developed	No. Of Modules	Course	Sponsoring Agency	Year	Level (UG/PG/Other)

17.4. Contribution towards conduct of MOOCs

Sl.No.	Details of MOOC	Subject	Sponsoring Agency	Level (UG/PG/Other)	E-certification no.

18. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Permanent/ Ad-hoc/ Temporary	From	To	Total Experience (as on ..... )		
					Years	Months	Days

## **PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please attach supporting documents as per requirement)

### **SECTION B.1:**

#### **TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practical's and other teaching related activities)

Grading Criteria:

1. 80% & above - Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

Sl. No.	Year/Semester	Course/ Paper	Level (PG/UG)	Teaching Mode	Lectures/Tutorials/ Practical's/Other related activities		% of Assigned Class Taught
					Class Assigned	Class Taught	
Grading							

### **SECTION B.2:**

#### **ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'SCO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TOTEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/Research

Activities Grading Criteria:

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

- (a) Administrative responsibilities such as Head/co-ordinator, warden etc.

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(b) Examination and evaluation duties assigned by college/university or attending the examination paper evaluation.

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) 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.

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(d) Organising Lectures/Seminars/Conferences/workshops, other college/university activities.

S. No	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding/supervising PG/Ph. D. students.

Level of Guidance	Registered	Thesis/Dissertation Submitted	Degree Awarded
Ph.D			
PG			

(f) Conducting minor or major project sponsored by national or international agencies.

Sl. No	Title	Period		Major/Minor	Sponsoring/Funding Agency
		From	To		

## OVERALL GRADING FOR B.2

Year	No. of Activities Covered*	Overall grading as Per Annual Performance Appraisal Report (APAR) for the assessment period for this section

\*Note:

Number of activities can be within or across the broad categories of activities.  
(Please attach supporting documents as per requirement)

### SECTION B.3:

#### RESEARCH AND ACADEMIC CONTRIBUTIONS

##### 1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

Sl. No	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether Scopus Indexed	Authorship	Reference number of UGC CARE List

Note: Impact factor to be determined as per Thomson Reuter's list  
The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

##### 2. Publications (other than Research papers)

###### a) Books authored as one of two authors: First/Principal/Corresponding Author/ Joint Author

Sl. No	Title of the Book	Editorship*	Level of Publishers National/ International	Publishers (With city/country & year of publication)	ISBN	Whether Refereed

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

b) Edited/Translated books as first or second authors

Sl. No	Title of the Book	Editorship*	Level of Publishers National/ International	Publishers (With city/country & year of publication)	ISBN	Whether Refereed

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

c) Chapter in Edited Books

Sl. No	Title of the Paper/Chapter	Title of the Book	Editorship*	Level of Publishers National/ International	Publishers (City/country & year of publication)	ISBN	Whether Refereed

g\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

3. Paper presentation

Sl. No	Title of the Paper	Organising Agency/Funding	National/ International	Place	Period	
					From	To

4. Invited lectures / Resource Person in Seminars/Conferences

Sl. No	Title of paper/ Lecture	Area / Subject	Name of programme	Level (International /National)	Date	Sponsoring/ Funding Agency	Academic research score

5. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

Sl. No	Name of the Module	Subject	Stream	Organisation for which it was developed	Year	Level (UG/PG/Other)	Web link	Academic Research score
<b>Total</b>								

(b) Design of new Curricula and Courses

Sl. No	Name of the Curricula/ course	Subject	Stream	Organisation for which it was developed	Year	Level (UG/PG/Other)	Web link	Academic Research score
<b>Total</b>								

6. Award and Fellowship

Sl. No	Name of Award/Honor*	Area / Subject	Name of Awarding Body	Level (International /National)	Date	Academic research score

\*Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

7. Consultancy

Sl. No	Title	Durations (in Months)	Period (From -To)	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through University/ College	Academic research score
<b>Total</b>							

8. Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) (If Yes please provide details):



## SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(as per the APARs submitted by the applicant during the assessment period)

Sl. No.	Year	Over all grading for B.1 & B. 2	Grading	
			Good	Satisfactory

Research Score (Section B 3)

Section B. 3	Detail of Research Activity	Academic/Research Score
1	Published Research Papers	
2	Publications (other than Research papers)	
2 (a)	Books authored	
2 (b)	Edited/Translated books as first or second authors	
2 (c)	Chapter in Edited Books	
3	Paper presentation	
4	Invited lectures / Resource Person	
5	Creation of and content and development	
5 (a)	Development of Innovative Pedagogy	
5 (b)	Design of new Curricula and Courses	
6	Award and Fellowship	
7	Consultancy	
8	Policy Document	
Total Academic Research Score		

### PART-C OTHER RELEVANT INFORMATION

- a) Membership/Fellowship of Learned bodies / Societies:
  
- b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
  
- c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
  
- d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- |     |     |
|-----|-----|
| 1.  | 11. |
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| 10. | 20. |

**PART-D DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant



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Certified that ..... has been working  
as.....in the Department since.....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

**Principal**  
**Nongstoin College**