



Post Graduate Government College for Girls, Sector 42, Chandigarh

Affiliated to Panjab University, Chandigarh



NAAC Accredited 'A' Grade (CGPA – 3.21)

AISHE Code : C-29391

Internal Quality Assurance Cell (IQAC)



Prof. Lakhvir Singh
IQAC Coordinator

Prof. Nisha Aggarwal
Principal



0172-2676005

Office



FAX

0172-2676005



www.gcg42.ac.in



gcg42chd@yahoo.com

Post-Graduate Government College for Girls, Sector - 42, Chandigarh

6.3.5: Institutions Performance Appraisal System for Teaching and Non-Teaching Staff.

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e-HRMS (Manav Sampada) Portal for APAR/ APR of all the Regular Faculty Staff Members

State Registration Features Services Report About eHRMS News/Events

eHRMS Registered States: CHANDIGARH-18116

MANAV SAMPADA - मानव सम्पदा
E-Tool for Human Resource Management System

सत्यमेव जयते

State Admin
Create Masters (department designation, etc.)
Customization of notice board, Creation of department administrator
Customization of role and menu

Department Admin
Creation of department specific master office level, office details, branch, employee type, transaction

Department Admin
Creation Of Advertisement Master
Creation Of Dynamic Service Format
Creation Of Dynamic ACL Form

Department Admin
Creation of office admin
Role assignment of office administration

Office Admin
Employee Registration

Office Admin
Role assignment

General
Establishment Data entry
Establishment Verification
Service Book Correction
Transfer Promotion Online Order

20 eHRMS Registered States
780 Registered Departments
63486 Published Orders
2177085 Registered Employees
HRMS Process Flow
32282789 Total Visitors

News / Events Update
The Manav Sampada (Human Resource Management System) project of NIC has won the Skoch Smart Governance Award 2015 on 23rd September 2015.

Solution Provider
Powered by - Ministry of Electronics and Information Technology, National Informatics Centre, Government of India
Version: 1.2.3 | Date: 07-10-2021 06:30 PM

NIC एन आई सी National Informatics Centre
Digital India Power To Empower
15 YEARS OF CELEBRATING THE NAMAH
PM CARES Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund

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May I help you!

Web Portal: < <https://ehrms.nic.in/> >

APAR for Full Time Contractual Faculty Members

P.G. GOVT. COLLEGE FOR GIRLS, SECTOR- 42, CHANDIGARH

ANNUAL PERFORMANCE APPRAISAL REPORT

(Session: 2020-21)

Part-1: PERSONAL DATA:

1. Name (Capital Letters) :
2. Father's Name :
3. Mother's Name :
4. Date of Joining on the current Post :
5. Date of Birth :
6. Qualifications :
7. Class/ Subjects taught :

Part-2:

1. BRIEF DESCRIPTION OF DUTIES PERFORMED (2020-21):

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2. STUDENTS PERFORMANCE :

(a) Results: (2019-20)

Name of the Exam.	Subject Taught	No. of Students who appeared	No. of Students Passed	No. of students obtaining Division			College Pass %age	Univ. Pass %age	Difference (+ of -)
				Ist	II nd	III rd			

- (b) Comments of the Assistant Professor/Associate Professor in case of lower percentage than the pass percentage of the Panjab University results:
- (c) Use of new teaching methods like AV Aids/ Internet/ Field Work/ Special Talks/ Questions from the students/ Seminars / Group-Discussions etc.:
- (d) Details of Academic and Professional Progress During the year.
 - i) Seminars/ Workshops/ Conferences: Attended/ Organized (College/ State/National):
 - ii) Seminars/ Workshops/ Conferences: Attended/ Organized Internationally:
 - iii) Publications including books:

3. Contribution in curricular activities (admissions/ examinations/ evaluation related activities):

- a) Co-Curricular Activities (other than Curricular Activities):
- b) Any other Achievements:

Date:

Attested
Nisha Jassi
Principal
P.G. Govt. College for Girls
Sector 42, Chandigarh

(Signature)

PG. GOVT COLLEGE FOR GIRLS, SECTOR – 42, CHANDIGARH

Self Appraisal Form

(For Group C Officials of Chandigarh Administration)

Personal Data

Part - I

1. Name of the officer /official :
2. Date of Birth :
(In words)
3. Post on which working :
4. Date of appointment in the :
Present grade and at present grade
5. Period of absence from the duty :
during the year (period of training
also be given)

Part – 2 (Personal Evaluation)

To be filled by the officer / official, whose report is being written:-

1. Brief description of duties :

2. Brief explanation of work done from to
(not more than 100 words)

Place:
Date:

Signature
(whose report is being written)

Part – 3

(Evaluation by Report writing officer/reporting authority)

(Please read instructions before writing the report)

1. Reporting / Reviewing officer will give numerical grading and gradation (outstanding / very good / good /average) on every point as follows: -

A) Evaluation of the work done (40 % Weightage to be given to this part)

	Maximum Numerical Grading	Numerical Grading and gradation given by Reporting officer	Signature of Reporting Officer	Amended gradation by Reviewing officer, if he is not agreed to Column No. 3	Signature of Reviewing Officer
1.	2.	3.	4.	5.	6.
1. Achievements of the allotted Subjects	0-8				
2. Whether officer does his work in English	0-8				
3. Efficiency/ quality of work	0-8				
4. Expertise in computer (speed and efficiency)	0-8				
5. Performance in the assigned works (Performance in keeping of Registers & charts etc)	0-8				
Overall all grading of work done. Grand Total Col. 1 to 5	40				

B) Evaluation of Individual qualities (30% weightage will be given to this part)

	Maximum Numerical Grading	Numerical grading and gradation given by Reporting officer	Signature of Reporting Officer	Amended gradation by Reviewing officer, if he is not agreed to Column No. 3	Signature of Reviewing Officer
1.	2.	3.	4.	5.	6.
1. Approach towards work	0-4				
2. Spirit of responsibility	0-4				
3. Ability to discharge the work in time	0-4				
4. Stating ability (ability to give statements)	0-4				

5. Explaining ability	0-4				
6. Ability to work as a team	0-4				
7. To maintain discipline	0-3				
8. Internal mutual relations	0-3				
9. Over all grading on the basis of personal qualities. Grand Total 1 to 8	30				

C) Evaluation of working ability of the officer / official (30% weightage will be given to this part)

	Maximum Numerical Grading	Numerical grading and gradation given by Reporting officer	Signature of Reporting Officer	Amended gradation by Reviewing Officer, if he is not agreed to Column No. 3	Signature of Reviewing Officer
1.	2.	3.	4.	5.	6.
1. Knowledge of rules / Instructions / procedure and its proper implementation in the field of their work	0-8				
2. Coordination ability	0-8				
3. Ability to initiate (initiation)	0-7				
4. Efficiency on working of computers	0-7				
Overall grading on the working ability. Grand Total 1 to 4	30				
Total percentile of Numbers received in (A), (B), (C) of part - 3:	100				

Note : - Over all grading will be according to the percentage given in the sign / column against the fixed percentile.

Part – 4 (General)

1. Relations with General Public (where it is applicable) (Please give comments of officer's accessibility to the general public and his responsiveness towards their necessities).

2. Training (Training be recommended keeping in view officer's work in future and to bring reforms in his ability in his ability of doing the work)

3. Condition of health

4. Integrity (comments be given about the Integrity of the officer/ official)

5. Reporting officer will explain in 100 words about the ability & inability, extraordinary achievements, important failures and his behavior towards weaker section.

6. Overall Numerical Grading and Gradation on the basis of weightage given in (A), (B) and (c) in part – 3 off the report.

Gradation to be given :-

Place :

Date :

Signature of the Reporting Officer

Name :

Designation

at the time of Report

Part – (5)

Comments of Reviewing Officer)

1. Period of work done under Reviewing Officer

2. Are you agree with the gradation of the work done and qualities of the concerned officer/official as given by Reporting Officer in Part – 3 & 4 (If not, then record your evaluation against the relevant column in the concerned part and put your signatures)

3. Give reasons, if not agreed? Do you want to add or correct something in that.

4. Remarks of Reviewing Officer (Please explain in 100 words about the over – all qualities, alongwith abilities, inabilities and behavior towards weaker section)

5. Over – all Numerical Grading and Gradation on the basis of gradation given in (A),(B) & ((C) in Part – 3 of the report .

Gradation to be given: -

Place :

Date :

Signature of the Reviewing Officer

Name:

Designation

at the time of Report

Principal
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Sector 42, Chandigarh

Part – (6)

Overall numerical Grading and Gradation by Accepting Authority on the basis of Numerical Grading and Gradation given in A,B and C in Part – 3 reported by Reporting Officer / Reviewing Officer.

Gradation to be given

Place :

Date :

Signature of the Accepting Officer

Name:

Designation

at the time of Report

- Note : 1. It accepting authority intends to make / record any of his comments he can also do so the same at above given place.
2. The gradation be made in the APAR form on the basis of following percentage:-

Numerical Grading	Gradation
81-100%	Outstanding
61-80%	Very Good
51-60%	Good
31-50%	Average
Below 30%	Below Average

Attested

Nisha Jassi

Principal
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