# 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

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

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

## TABLE OF CONTENTS

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



**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):

| |
|---|
| |

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 | IInd | IIIrd | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

(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 life 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:

Attested

Nisha Josl

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

Date:

(Signature)

Page | 1

2

# 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. Explaning 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

## 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 Joshi

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