

The National Council of YMCAs of India
Y.M.C.A. College of Physical Education
Nandanam, Chennai 600035

ANNUAL PERFORMANCE APPRAISAL FORM

(For Staff other than YMCA Secretaries : Executives)

[Accounts Manager/ Property (Estate) Manager Administrative Officer/ Correspondent & Secretary / Principal / Headmistress / Faculty / Teachers /Accounts Officer /Accountant/ PS to NGS]

January-December 2020

Name _____ Date of Birth _____

Designation _____ Department _____ Location _____

Date of Joining _____ Date of Confirmation _____

Salary _____ Date of Superannuation _____

PART – I : Self-Assessment (to be filled by Appraisee)

Key Performance Areas

1. Targets (specify, e.g. lesson plan, preparation of statements etc.) :


- a. Achieved (details) :

- b. Not Achieved (details) :

- c. Reasons for non-achievement :

2. Special achievements exceeding requirement of the position

3. Expectation for professional growth


Principal (i/c)

PART – II : (To be filled by Appraiser)

A – Assessing Officer* (Figures in bracket represents Rating)

Attribute	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
Job Knowledge: Theoretical and Practical.					
Judgement: Ability to apply sound judgement.					
Organizing ability: Effectiveness in planning and implementing work.					
Work attitude: Enthusiasm, and ability to accept change.					
Dependability: Reliability in carrying out assignments.					
Creativity: Ability to develop new plans, cut costs, etc.					
Team work: Ability to get along with colleagues.					
Delegation: Ability to assign work and coordinate.					
Leadership: Ability to influence colleagues to achieve shared vision.					
Personal efficiency: Punctuality, Regularity, Speed and Effectiveness.					

B – Reviewing Officer# (Figures in bracket represents Rating)

Attribute	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
Job Knowledge: Theoretical and Practical.					
Judgement: Ability to apply sound judgement.					
Organizing ability: Effectiveness in planning and implementing work.					
Work attitude: Enthusiasm, and ability to accept change.					
Dependability: Reliability in carrying out assignments.					

S. B.

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Creativity: Ability to develop new plans, cut costs, etc.					
Team work: Ability to get along with colleagues.					
Delegation: Ability to assign work and coordinate.					
Leadership: Ability to influence colleagues to achieve shared vision.					
Personal efficiency: Punctuality, Regularity, Speed and Effectiveness.					

Rating	
Excellent	46 and 50
Very Good	36 and 45
Good	26 and 35
Satisfactory	16 and 25
Poor	below 16

- Special increment/allowance to be considered if Rating is Excellent for three consecutive years.
- Appreciation letter to be issued for rating above 35.
- Increment to be given for Rating above 16.
- Warning letter to be issued for rating below 16.
- Administrative action to be taken if Rating is below 16 for three consecutive years.
- Warning letter to be issued for habitual Late coming# and Irregular Attendance ##.

Habitual Late coming constitutes more than 100 minutes late in a month, beyond 15 minutes grace period every day.

Irregular Attendance constitutes more than 7 days leave without pay in a month.

N.B.

* Project/Regional/National Secretary/Correspondent & Secretary in YCPE Chennai, and Member-Secretary-cum-Principal in YMES Pune, will be the Assessing Officer (Functional).

National General Secretary will be the Reviewing Officer (Administration).

α National Personnel Committee will be the Approving Authority.

Name & Signature
Reporting Officer


Date : _____

Place : _____

Name & Signature
Reviewing Officer

Date : _____

Place : _____


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α Approved by National Personnel Committee – Minute No. Date


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Y.M.C.A. College of Physical Education
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ANNUAL PERFORMANCE APPRAISAL FORM

(For Staff other than YMCA Secretaries : Non-Executives)

(Stenographer / Accounts Assistant-cum-Cashier / Office Assistant / Receptionist / Clerk / Driver / Plumber /
Electrician / Caretaker / Waiter / Peon / House Keeping / Security / Gardener / Cook / Masalchi / Helper)

January-December 2020

Name _____ Date of Birth _____

Designation _____ Department _____ Location _____

Date of Joining _____ Date of Confirmation _____


Salary _____ Date of Superannuation _____

PART – I : Self-Assessment (to be filled by Appraisee)

Key Performance Areas

1. Targets (specify) : தங்களுக்கு கொடுக்கப்பட்ட பொறுப்புகள்

a. Achieved (details) : செய்ய முடிந்தவை


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b. Not Achieved (details) : செய்ய முடியாதவை

2. Special achievements exceeding requirement of the position தங்களிடம் எதிர்பார்த்த பணிகளுக்கு மேலாக செய்தவை

3. Expectation for professional growth பணியை இன்னும் சிறப்பாக செய்ய தங்களின் எதிர்பார்ப்பு


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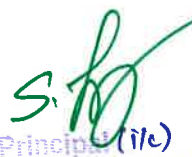
PART – II : (To be filled by Appraiser)

A – Assessing Officer* (Figures in bracket represents Rating)

Attribute	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
Punctuality					
Attendance					
Behaviour					
Attitude					
Integrity					
Domain Knowledge					
Quantity of Work					
Quality of Work					
Initiative					
Computer Knowledge					

B – Reviewing Officer# (Figures in bracket represents Rating)

Attribute	Poor (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
Punctuality					
Attendance					
Behaviour					
Attitude					
Integrity					
Domain Knowledge					
Quantity of Work					
Quality of Work					
Initiative					
Computer Knowledge					


Principals (i/c)

Rating		
Excellent	46 and 50	
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Good	26 and 35	
Satisfactory	16 and 25	
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* HOD/Project/Regional Secretary/Correspondent & Secretary in YCPE Chennai, and Member-Secretary-cum-Principal in YMES Pune, will be the Assessing Officer (Functional).

National Secretary will be the Reviewing Officer (Administration).

α National General Secretary will be the Approving Authority.

Name & Signature
Reporting Officer

Name & Signature
Reviewing Officer


Date : _____

Date : _____

Place : _____

Place : _____

α Approved by National General Secretary - Signature..... Date


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**DIRECTORATE OF COLLEGIATE EDUCATION
CHENNAI**


**APPLICATION FORM FOR PROMOTION
UNDER CAREER ADVANCEMENT SCHEME OF THE UGC
FOR COLLEGE TEACHERS
(TO BE SUBMITTED IN DUPLICATE)**

i	Senior Assistant Professor (Pay Level 10 to 11)	<input type="checkbox"/>
ii	Selection Grade Assistant Professor (Pay Level 11 to 12)	<input type="checkbox"/>
iii	Associate Professor (Pay Level 12 to 13A)	<input type="checkbox"/>

(Tick whichever is applicable)

PART - A :
GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. a. Father's Name :
- b. Mother's Name :
3. Department :
4. College Presently Working in :
5. Date of Birth :
6. Gender : Male / Female
7. Category (tick the category) : OC / BC / BM(M) / MBC / SC / SC(A) / ST
8. Date of appointment / Career Advancement as
 - a. Assistant Professor (Pay Level 10) :
 - b. Senior Assistant Professor (Pay Level 11) :
 - c. Selection Grade Asst. Professor (Pay Level 12) :
9. Current Designation & Pay Level :


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10. a. Position and Pay Level applying for :
 b. Date of eligibility for Carrier Advancement :

11. Address for correspondence (with Pin code) :

12. Permanent Address (with Pin code) :

Mobile No. Landline No.

Email:

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSLC					
HSC					
Under Graduate					
Post Graduate					
Other Academic Qualifications (if any, Specify)					

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			
Post Doctoral			

15. Particulars of NET / JRF / SLET / SET / GATE etc.


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Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	

17. Teaching experience (Government / Government-Aided) :


P.G. level : Years

U.G. level : Years

18. Research Experience : Years
(Excluding years spent in pursuing MPhil / PhD)

19. Fields of Specification under the Subject / Discipline:

- (a)
-
-
- (b)
-
-



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20. Orientation / Refresher / Other Courses attended* :
(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
*Note : 1.	<i>Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 – 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.</i>		
2.	<i>As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31st December 2018.</i>		

Date:

Signature of the Teacher


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PART B:**ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018****Category I : Teaching**

Academic year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	Grading* (Good / Satisfactory / Not Satisfactory)
Overall Grading (for Assessment period)			
<ul style="list-style-type: none"> ● Grading Criteria : [No. of Classes taught / total classes assigned) x 100%] ● More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory. ● Classes Taught includes Sessions of tutorials, lab and other teaching related activities. ● Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. <p>Note : For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</p>			

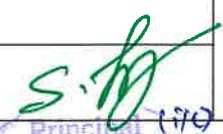


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Criteria II : Involvement in the Students related / research activities

Academic Year	Activities	Grading
	1. 2. 3. 4.	
	1. 2. 3. 4.	
	1. 2. 3. 4.	
	1. 2. 3. 4.	
	1. 2. 3. 4.	


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	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
Overall Grading (for the Assessment period)		
<p>Grading Criteria: From among the below categories, Active participation in at least 3 activities = Good; 1 – 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)</p>		
<p>List of Activities : (a) Administrative responsibilities such as Head, Chair Person, Coordinator, 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, YRC, RRC and other community services. (d) Organizing seminars / conferences / workshops and other college activities (e) Evidence of actively involved in guiding MPhil / PhD 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.</p>		
<p>Note: For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 2', of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms.)No.5, dated 11.01.2021, Appendix –Table 1, S.No.2, Page No. 58-59.</p>		

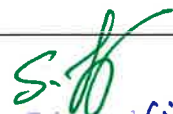

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Any Other Relevant Information*(Give details of any other credentials, significant contributions, awards received, etc.)*

Academic Year	Details <i>(Enclose copies of relevant certificates / documents)</i>

List of Enclosures:*(Attach copies of certificates, orders, Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

S. No.	Enclosures
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



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Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	
II	Involvement in the Students related / research activities	
Overall Grading by the Screening-cum-Evaluation Committee		
<p>Overall Grading: <i>Good</i>:..... Good in Criteria No. I and satisfactory or good in Criteria No. II; <i>Satisfactory</i>:..... Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II; <i>Not Satisfactory</i>: If neither good nor satisfactory in overall grading *For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, Appendix –Table 1, Page No. 58-59.</p>		

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Signature of the Teacher

Date:


Designation :

Screening-cum-Evaluation Committee

S.No.	Name and Designation	Recommendation (Recommended / Not Recommended)	Signature
1	Subject Expert - 1		
2	Subject Expert - 2		
3	Head of the Department		
4	Principal of the College		

Note:

- The Individual API proforma duly filled along with all enclosures will only be verified by the College and placed before the Screening-cum-Evaluation (Ref: Ref: Para 5.1.X.B, D and F as the case may be as per G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, p.28) / Selection Committee for assessment.
- The applicants of Library Information and Science / Physical Education may refer to 'Appendix- II, Table- 4 / 5' of UGC Regulations 2018, No. F.1-2/2017(EC/PS), dated 18th July, 2018 (available in the UGC / DCE website) and G.O.(Ms.)No.5, dated 11.01.2021 for weightages and API Scores.
- For further information, the applicants may go through the UGC Regulations 2018, issued on 18.07.2018, and G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021.


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