

गैल/फैक्स  
अत्यावश्यक

पत्रांक-2/वि.1-173/2017 2041/

झारखण्ड सरकार  
उच्च, तकनीकी शिक्षा एवं कौशल विकास विभाग।  
(उच्च शिक्षा निदेशालय)

योजना भवन, तृतीय तल्ला, नेपाल हाउस, झोरण्डा, राँची-834002.

प्रेषक,

दिनेश प्रसाद, (भा0प्र0से0)  
निदेशक, उच्च शिक्षा।

सेवा में,

कुलसचिव,  
राँची विश्वविद्यालय, राँची,  
विनोबा भावे विश्वविद्यालय, हजारीबाग,  
सिदो-कान्हू मुर्मू विश्वविद्यालय, दुमका,  
नीलाम्बर पीताम्बर विश्वविद्यालय, मेदिनीनगर, पलामू,  
कोल्हान विश्वविद्यालय, चाईबासा,  
बिनोद बिहारी महतो कोयलांचल विश्वविद्यालय, धनबाद,  
डॉ० श्यामा प्रसाद मुखर्जी विश्वविद्यालय, राँची।

राँची, दिनांक- 22/10/2018

विषय:-

CAS Scheme के तहत शिक्षकों की प्रोन्नति हेतु गोपनीय चारित्रिक अभ्युक्ति प्रपत्र (Confidential Character Roll) एवं APR प्रपत्र (Assessment Performance Report) के संबंध में।

प्रसंग:-  
महाशय,

राज्यपाल सचिवालय का पत्रांक-Misc-01/2017-2151/रा0स0 दिनांक-18.09.2018

उपर्युक्त विषयक प्रासंगिक पत्र के संबंध में कहना है कि CAS Scheme के तहत शिक्षकों की प्रोन्नति हेतु संलग्न गोपनीय चारित्रिक अभ्युक्ति प्रपत्र (Confidential Character Roll) एवं APR प्रपत्र (Assessment Performance Report), पर माननीय राज्यपाल-सह-कुलाधिपति महोदया ने अनुमोदन प्रदान करने की कृपा की है एवं राज्यपाल सचिवालय का पत्रांक-Misc-01/2017-2151/रा0स0 दिनांक-18.09.2018 द्वारा संसूचित है, को आवश्यक कार्यार्थ (संलग्न कर) प्रेषित किया जा रहा है।

अनुलग्नक:-यथोक्त।

विश्वासभाजन,

(दिनेश प्रसाद)

निदेशक, उच्च शिक्षा।

**TEMPLATE FOR CONFIDENTIAL CHARACTER ROLL (CCR) OF TEACHERS OF  
UNIVERSITIES OF JHARKHAND**

A. TO BE COMPLETED BY THE TEACHER :

Jharkhand Universities Services

(Applicable for Teachers Serving in ..... University.....College of  
Jharkhand)

Report for the period from \_\_\_\_\_ to \_\_\_\_\_

Section – I

**Basic Information**

1. Name of the Teacher with designation :
2. Highest Qualification :
3. How Employed :
4. Date of Joining :
5. Date of Birth :
6. Present Pay scale with Grade Pay :
7. Present post with Employee Id Number :
8. Date of appointment to present post :
9. Period of absence of Leave/Lien etc.

Absence	Period from	Period to	Type	Remarks
On leave (specify type)				
Lien (specify type)				
Others reasons of absence (specify)				

10. Training Programs attended :

Date from	date to	Institute	Subject

11. Awards/Honor

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**PERFORMANCE APPRAISAL REPORT**

**Section – II**

**Self –Appraisal** (To be filled in the Teacher)

1. Objectives of the position you hold and the tasks you are required to perform, in about 50 words.

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2. Annual work plan and achievement : (any work allocated by the authority)

Tasks to be performed	Deliverables	Actual Achievement

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in-significant benefits to the public and/or reduction in time and costs) ? If so, please give a verbal description, (Within 100 words) :

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4. What are the factors that hindered your performance, (in about 100 words)

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5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs : (About 100 words).

**Section - III**

1. Total period of teaching experience :

Level	Name of Institutions	Major Topics	Your observation (if any)
P.G. Classes (in years)			
U.G. Classes (in years)			

2. (i) Details of Lecturers , Tutorials, Practical, Contract hours Undertaken

S. No.	Year	Course/Paper	Level (PG/UG)	Teaching Mode	Lectures/Tutorials/ Practical		% of allotted Classes under taken
					Allotted	Undertaken	

(ii) Use of Participatory and Innovative Teaching-Learning

Methodologies, Updating of Subject Content, Course Improvement, etc.

S. No.	Year	Brief Description

(iii) Examination – related Duties Assigned and Performed

S. No.	Year	Nature of Examination related work	Assigned number of days	Actual number of days performed

**Section – IV**

Co-Curricular, Extension And Professional Development Related Activities

- (i) Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling). If not done State reasons.

- (ii) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities ; If not contributed state reasons.

- (iii) Professional development activities (such as participation in seminars, conferences, short term training courses , talks, lectures, membership of associations, dissemination and general articles). If not performed State the reasons.

**Section – V**

**Research And Academic Contributions :**

- (i) Published Research Articles /Papers in Journals/Periodicals/Full Papers in Conference Proceedings ; if not published State the reasons.

S. No.	Title with page No.	Journal with ISSN & Publisher	Whether Refereed	Latest Impact Factor, if any	No. of Co-authors	Whether First/Corresponding/Co-Author

- (ii) Books Published as Author/Co-Author/Text/Subject or Reference Books/Journals as Editor/Co-Editor/Text/Subject or Reference Books/Journals as Editor/Co-Editor/Chapters published in Books/Reference books/Edited books (other than journal)/Books Translated and Published; if not published State the reasons

Title of the Book	Whether Sole or Co-Author	Publisher (with city/country) and Year of Publication	ISBN	Whether Refereed

- (iii) Research Guidance : M.Phil/Ph.D. degree and research guidance for UG projects under your supervision both as Guide and /or as Co-Guide; if not supervised/supervising state the reason ;

Name of research scholar	Registration No.	Title of Project	Present Status
M.Phil. or equivalent			
Ph.D. or equivalent			
D.Sc/D.Lit			
UG/PG Research Project guidance			

- (iv) Training Courses, Conferences, Seminar, Symposia, Refresher Course, Methodology, Workshops, Training , Faculty Development Programs, etc. attended. (not less than one week duration ); if not attended state the reasons.

S. No.	Name of the Course/Program	Organised by	From ____ To ____	Duration in Weeks	Invited/ Participated on your own



B. To Be Completed By The Competent Authority (Principal/HOD/Dean/Any Other)

1. Assessment of work output (Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade)

Description	Authority
Accomplishment of planned work	
Quality of output	
Accomplishment of exceptional work/unforeseen tasks performed/Volumative	
<b>Overall Grading on 'Work Output'</b>	

2. Assessment of Personal Attributes (on a scale of 1-10)

Description	Authority
Attitude to work/Volunteer additional work	
Sense of responsibility	
Overall bearing and personality	
Emotional stability	
Communication skills	
Moral courage and willingness to take a professional stand	
Leadership qualities	
Capacity to work in time limit	
Overall Grading on Personal Attributes	

C.

Certified that

Mr./Dr/Prof. .... has been working as

..... in this Department since  
.....

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

Forwarding and recommendation of immediate Head/Supervisor /recommendation and forwarding of immediate Head/Supervisor.

Signature of immediate

Head

Full name

Designation and office stamp

Contact No.

Place :

Date :

Recommendation and forwarding of the Head/Principal of the Institute.

Signature

Full name

Designation

Contact No.

Place :

Date :

Recommendation and forwarding of the Vice-Chancellor.

Signature

Full name

Contact No.

Place :

Date :

**Template for Annual Performance Report (APR) of Teachers of Universities  
of Jharkhand; For the year \_\_\_\_\_**

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TO BE COMPLETED BY THE TEACHER

**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. Sex :
5. Marital Status :
6. Nationality :
7. Department :
8. Current Designation and Pay Band with Academic Grade Pay:
9. Date of Last Appointment /Promotion :
10. Position and Academic Pay for which you are an applicant under CAS:
11. Date of eligibility for promotion under CAS :
12. Category (SC/ST/OBC/PWD/General) :
13. Address (with Pin code) :

Telephone No. :

Mobile No. :

Email Id :

14. Permanent Address (with Pin code), in case different from Sl. No. 13.

15. Academic Qualification

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/Class / Grade	Main Subject
Graduation						
Post – Graduation						
Other Examination if any						

16. Research Degree(s)

Degrees	Name of the University	Title of dissertation /thesis	Percentage of marks in course work	Date of Submission	Date of award
M.Phil.					
Ph.D./D.Phil.					
D.Sc./D.Lit.					

17. Field /Area of Specialization :

18. Posts held during the last Academic Year :

S. No.	Designation	Department	Duration		Pay scales/Pay Band with Grade Pay
			From	To	

20. Course taught at various levels during the last Academic session : (name the course giving details ):

		No. of classes allotted	No. of classes Engaged	Major topic Delt
A	Undergraduate :			
B	Postgraduate :			

21. Academic Staff College Orientation/Refresher Course attended : (during the last Academic year)

Name of the Course	Place	Date : From – To	Duration	Sponsoring Agency	% marks grade obtained

**PART-B ACADEMIC PERFORMANCE INDICATORS (API)**

(Please refer to “ Statute as notified by Higher , Technical Education & Skill Development Department, Notification No. 2330 dated 19.09.2017, ” for completing Part B)

**CATEGORY-I : TEACHING , LEARNING AND EVALUATION RELATED ACTIVITIES**

During the last Academic Session (Specify period From \_\_\_\_\_ To \_\_\_\_\_) if couldn't state

(i) Details of Lectures, Tutorials, Practical, Contact hours Undertaken

S. No.	Course/ Paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practical		% of allotted classes undertaken	API Score
				Allotted	Undertaken		
Total API Score							

(ii) Preparation and imparting knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students.

Sl. No.	Course/Paper	Material Consulted	Additional Resources provided

- (iii) Use of Participatory Innovative Teaching Learning , Methodologies, Updating of Subject Content, Course Improvement, etc.

Sl. No.		Brief Description	API Score
Total API Score			

- (iv) Examination – related Duties Assigned and Performed

S. No.	Nature of examination related work	Assigned number of days	Actual number of days performed	API Score
Total API Score				

TOTAL API SCORE UNDER CATEGORY – I

API (i)	API (ii)	API(iii)	API (iv)	Total API Score (CATEGORY-I)

(Please attached supporting documents wherever required)



**CATEGORY-II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution to any of the following during the last academic session ; if couldn't

S. No.	Year	Type of Activities performed	API score
(i)	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling.		
Total API Score			
(ii)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities.		
Total API Score			
(iii)	Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)		
Total API Score			

TOTAL API SCORE UNDER CATEGORY – II

API (i)	API(ii)	API(iii)	Total API Score (CATEGORY-II)

**CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIONS**

If promotion to the post of associate professor or professor is due in the year or earlier, copy of 3 and 5 best research papers respectively should be attached with application.

Please mark the contribution made during the last Academic year, if couldn't contribute state the reason .

A. (i) Published Research Articles/Papers in Journals /Periodicals.

S. No.	Title with page Nos.	Journal with ISSN & Publisher	Whether Referred	Latest Impact Factor, if any	No. of Co-authors	Whether First/ Corresponding / Co-Author	API Score
Total API Score							

A. (ii) Full Papers in Conference Proceedings (in related area /subject) (Abstracts not to be included).

S. No.	Title with Page Nos.	Details of Conference Publication	ISBN/ISSN	Whether sole / Corresponding Author	API Score

B.(i) Books Published as Author/Co-Author

S. No.	Title of Book	Whether Sole or Co-Author	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B.(ii) Text /Subject or Reference Books/Journals as Editor/Co-Editor

S. No.	Title of the Book/Journal	Whether Sole or Co-Editor	Publisher (with city/country) & Year of Publication	ISBN/ISSN	Whether Referred	API Score
Total API Score						

B.(iii) Chapters published in Books/Reference books/Edited books(other than journal) (Chapter in self-edited books should not be included) .

S. No.	Title of the Chapter	Whether Sole or Co-author	Publisher (with city/country) & Year of Publication	ISBN	Whether Referred	API Score

Total API Score						

B.(iv) Books Translated and Published

S.No.	Title of the Book	Whether Sole or Co-Translator	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

C.(i) Consultancy Projects routed to concerned Institutions, Carried out/Ongoing.

S. No.	Title of Consultancy Project	Period	Total Grants Mobilized (in rupees) & Name of the Funding Agency	National/International	Final outcome of the project	API Score
Total API Score						

C.(ii) Completed Projects Quality Evaluation

S. No.	Title of Research Project	Major/Minor (as per UGC Project guidelines)	PI/Co-PI/Joint PI	Period	Total Grants Received (in rupees) & Name of the Funding Agency	National/ International	API Score

C.(iii) Project Outcome/Output

S. No.	Title of Research Project	PI/Co-PI/Joint PI	Period	Total Grants Received (in rupees) & Name of Funding Agency	Patent/ Technology /Product/ Process / Major Policy document of Govt. at central / state level	Output/Patent : National or Internal level	API Score

D. Research Guidance : Number of scholars who have been awarded M.Phil/Ph.D. degree and research guidance for UG projects under your supervision both as Guide and /or as Co-Guide.

Level of Guidance	Registered/Name of Research Scholar	Thesis/Dissertation submitted / Project completed	Degree Awarded	API Score
M.Phil. or equivalent				
Ph.D. or equivalent				
UG Research project guidance				

**E. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**

E.(i) Refresher Course, Methodology, Workshops, Training , Faculty Development Programs, etc. attended. (of not less than one week duration )

S. No.	Name of the Course	Organised by	From _____ To _____	Duration in weeks	API Score
Total API Score					

E.(ii) Fellowship/Award/Members of Academic Bodies (Attach a copy)

S. No.	Name of the Fellowship/Award/Member of Academic Bodies	Year	API Score
Total API			

E.(iii) Invited lectures/special lectures or presentations for Seminar/conferences/workshop/symposia.

S. No.	Title/Academic session/ Subject of Lecture delivered	Organizing Institution (Name of City & Country)	Whether State level/National / International	Date of Lecture	Duration	API Score

**TOTAL API SCORE UNDER CATEGORY-III**

API (A)		API (B)					API (C)				API(D)	API (E)			Total API Score (Category-III) (A+B+C+D+E)
i	ii	i	ii	iii	iv	v	i	ii	iii	iv		i	ii	iii	

**SUMMARY OF API SCORES**

Sl. No.	Category	API Score for the Assessment Period
1.	Category-I : Teaching , Learning and Evaluation related activities	
2.	Category-II : Co-curricular, Extension, Professional Development related activities	
3.	Category-III : Research and Academic contribution	
<b>CONSOLIDATED API SCORE (CATEGORY I+II+III)</b>		

**PART – C : OTHER RELEVANT INFORMATION**

- (a) Academic awards and distinctions.
- (b) Membership/Fellowship of Learned bodies / Societies
- (c) Literary , cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained :
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities , etc. not mentioned earlier.
- (e) State if you have attended/presided/organized any other academic meet (mention date place) :
- (f) Future Plans (In approximately 150 words) :



(Membership papers etc. wherever necessary)

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS Performa.

Date :

Place :

Signature & Designation of the Applicant  
Contact :

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

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

Signature of competent authority

Name :

Designation :

Contact No. :

Place :

Date :