



SHIVAJI UNIVERSITY, KOLHAPUR  
**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and  
Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**For College Assistant / Associate Professor /  
University Assistant Professor**

**Academic Year: 2020 - 2021**

(Duration: From 15 /06/2020 to 03/05/2021)

**A. General Information**

- a) Name (Surname first) :  
b) Designation :  
c) College / University : Ajara Mahavidyalaya, Ajara.  
d) Department :  
e) Date of Birth :  
f) Date of Appointment :  
g) Total Teaching Experience : UG: PG:  
h) Permanent Address (with Pin code)  
i) : Mobile No.  
j) : mail :

**B. Academic Qualifications**

Sr. No.	Exam. Passed	University	Subject	Year	Grade / Class
1					
2					

**Research / Fellowship / Research Training Program :**

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF etc.		
2	M. Phil.		
3	Ph.D.		
4	Research Training Program		



C. Orientation / Refresher / Short Term Course Completed :

Sr. No.	Course	Duration	University / Institute
1.			
2.			

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

Table 1.1: Teaching –

Activity	Percentage Obtained	Grade Claimed	Grade Verified
Teaching- $A / 600 =$ $A \times 100 =$ $\frac{A}{B} \times 100 = \text{-----} \%$ Where A: Number of classes (Lectures) taught B: Total classes (Lectures) assigned (Classes taught includes sessions on tutorials, lab and other teaching related activities)			

Grading Criteria : 80% & above - Good, Below 80% but 70% & above - Satisfactory

Less than 70% - Not satisfactory.

Note : Strike out whichever is not applicable.

Table 1.2: Involvement in the University / College students related Activities / research activities:

Sr. No.	Activity	Grade Claimed	Grade Verified	Page No.
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. <b>Number of activities :</b>			



(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. <b>Number of activities :</b>			
(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. <b>Number of activities :</b>			
(d)	Organizing seminars/ conferences/ workshops, other college/university activities. <b>Number of activities :-----</b>			
(e)	Evidence of actively involved in guiding Ph.D students. <b>Number of Students : ----</b>			
(f)	Conducting minor or major research project sponsored by national or international agencies. Number of Projects : Major : ..... Minor : ....			
(g)	At least one single or joint publication in peer reviewed or UGC list of Journals. Number of Publications: .....			

**Grading Criteria:** Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

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

**Note:** i) Number of activities can be within or across the broad categories of activities

ii) Strike out whichever is not applicable.



**Overall Grading:**

Sr. No.	Grade	Criteria
1		

**Note:** For the purpose of assessing the grading of Activity at Table 1.1 and Table 1.2, all such periods of duration which have been spent by the teacher 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. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Overall Grading				
Sr. No.	Grade Claimed	Overall Grade Claimed	Grade Verified	Overall Grade Verified
Table – 1.1				Good / Satisfactory / Not satisfactory
Table – 1.2				

Signature of the Faculty

Signature of HOD/Director/Co-ordinato

Signature of Principal/ Director/ Vice Chancellor

*A. Bedhe*  
**I / C Principal**  
 Ajara Mahavidyalaya, Ajara  
 Dist. Kolhapur - 416505

FORM No. 6  
( See Rule 12 )



# Ajara Mahavidyalaya, Ajara

Confidential Assessment and Self-Assessment Report of Non-Teaching / Non-Technical /  
Technical Employee

Serial No. \_\_\_\_\_ Year ending 31<sup>st</sup> March, 20 \_\_\_\_\_ File No. \_\_\_\_\_

Name : Shri/Smt./Kumari \_\_\_\_\_

Department or Office (Including Section) \_\_\_\_\_

Personal Information

(To be filled in by the employee concerned)

Name \_\_\_\_\_ Father's Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth as recorded in the Service book \_\_\_\_\_

S.S.C. Certificate / School Leaving Certificate \_\_\_\_\_

Place of Birth \_\_\_\_\_

Village / Town / Taluka / District / State

Nationality and Religion

Whether belongs to Scheduled Castes/Scheduled

Tribes / Nomadic Tribes / Other Backward

Classes etc.

Home Town

(with residential address)

Permanent Address (Local)

Date of joining College services and designation  
at the time of first appointment.

Intermediary positions held between initial  
appointment and present position if any

Position Period From

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

Mother Tongue

Language Known

Qualification and degree

University

Year

## Confidential Assessment Report regarding ability and character

Name

Period of Report

Post or Posts held during the period of report.

Department / Office / Section

Leave taken during the period E. L. / C. L.

Other Leave

C.L. \_\_\_\_\_ E.L. \_\_\_\_\_

M.L. \_\_\_\_\_ D.L. \_\_\_\_\_

*A. S. 66*  
**I / C Principal**  
Ajara Mahavidyalaya, Ajara  
Dist. Kolhapur - 416505

## PERFORMANCE ASSESSMENT



Sr.	Item	V. Good A	Good B	Fair C	Average D	Below Ave. E
<b>I Technical Adequacy</b>						
1	Industry					
2	Application					
3	Initiative					
4	Neatness					
5	Accuracy					
6	Punctuality in work					
7	Methodical and systematic working					
8	Promptness in disposal					
9	Regularity in attendance					
10	Relation with Superiors					
11	Relation with Colleagues					
12	Relation with members of public					
13	Dependability					
14	Capacity to get work done					
<b>II General Impression</b>						
1	General impression and grasp					
2	Leadership qualities					
3	Level to the Section / Department					
4	Teach ability (wherever relevant)					
5	Spl. Complementary aptitude qualities etc. other than job requirements.					
<b>III Recommendation</b>						
(a)	Administrative ability including judgement, initiative, promptness and drive	V. Good	Good	Fair	Average	Below Ave.
(b)	Fitness to continue in the present post.	Fit	Unfit	Wickness	Other	
(c)	Fitness for promotion	Fit	Unfit	Wickness	Other	
(d)	Any other item not covered but which you would like to record. Please specify the aspect					
(e)	Recommendation observation of the Reporting Officer.					

Superintendent

Principal  
I/C Principal  
Arara Mahavidyalaya, Arara  
Dist. Kolhapur - 416505