

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक – वि० प्रा० (I) स्था०-02/2018
प्रेषक,

1105 / पटना, दिनांक- 27-4-2018

अतुल सिन्हा
निदेशक

सेवा में,

प्राचार्य,
सभी राजकीय अभियंत्रण महाविद्यालय/राजकीय पोलिटेकनिक/
राजकीय महिला पोलिटेकनिक।

विषय :- विभागान्तर्गत राजकीय अभियंत्रण महाविद्यालय एवं पोलिटेकनिक संस्थानों के शिक्षकों के वार्षिक मूल्यांकन के लिए कार्य निष्पादन आधारित मूल्यांकन पद्धति (Performance Based Appraisal system) लागू करने के संबंध में।

महाशय,

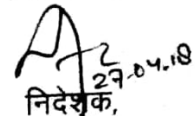
उपर्युक्त विषय के संबंध में कहना है कि अभियंत्रण महाविद्यालय एवं पोलिटेकनिक संस्थानों के शिक्षकों के वार्षिक मूल्यांकन के लिए कार्य निष्पादन आधारित मूल्यांकन पद्धति (Performance Based Appraisal system) तत्काल प्रभाव से लागू किया गया है (अनु०-1)। इसके अनुसार सभी नियमित शिक्षकों (Regular) को प्रत्येक वर्ष उक्त विहित प्रपत्र में स्वमूल्यांकन कर अपने विभागाध्यक्ष/प्राचार्य को समर्पित किया जाना है।

शिक्षकों द्वारा समर्पित स्वमूल्यांकन को मूल्यांकक (Appraiser) के द्वारा सत्यापित एवं उच्चतर पदाधिकारी i.e. समलोचक (reviewer) द्वारा समीक्षा की व्यवस्था भी विहित प्रपत्र में की गई है।

कार्य निष्पादन आधारित मूल्यांकन पद्धति की व्यवस्था तत्काल प्रभाव से लागू करने के संबंध में राज्य सरकार द्वारा निर्गत संकल्प इस पत्र के साथ संलग्न कर भेजा जा रहा है।

यह प्रावधान इसी वर्ष यानि 2017-18 के मूल्यांकन से लागू होगा। अतः सभी प्राचार्य अपने संबंधित शिक्षकों से संलग्न विहित प्रपत्र तीन प्रति में स्वमूल्यांकन कर मूल्यांकक (Appraiser) को अनु०-(II) के अनुसार 30.04.2018 तक समर्पित करवाना सुनिश्चित करेंगे एवं अग्रेत्तर कार्रवाई में भी समय सीमा का ध्यान रखना सुनिश्चित करेंगे।

विश्वासभाजन


निदेशक,

विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)- SELF ASSESMENT PROFORMA FOR TEACHERS

SECTION - A: GENERAL

Department/College: _____

Period of Assessment:	From _____	to _____
1.	Name in full (in capital letters) (Underline Surname)	
2.	Mobile No.	Email ID:
3.	a) Designation	
	d) Field of specialisation	
6.	Present Pay-band with Academic Grade Pay	
7.	Date of appointment to the present post	
8.	Date of birth	

SECTION - B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
B.1	Lectures, tutorials, practical, contact hours undertaken as percentage of lectures allotted	50			
B.2	Extra Lectures or other teaching duties in excess of the UGC norms	10			
B.3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20			
B.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20			
B.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment	25			
Total Score out of 125 (WEIGHTAGE – 25%)					

SECTION C: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
C.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC, clubs, societies and other channels, cultural activities, subject related events, advisement and counseling)	20			
C.2	Contribution to the department and institution through participation in academic and administrative committees and responsibilities	15			

C.3	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 below)	15			
Total Score out of 50 (WEIGHTAGE – 25%)					

SECTION - D: PERFORMANCE AND GENERAL ATTRIBUTES

Sr. No.	Parameters	Marks allotted by Appraiser (10 marks for each parameter)	Score by Reviewer
1.	Knowledge in the sphere of work		
2.	Quality of output		
3.	Communication Skills (Oral and written)		
4.	Initiative & adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)		
5.	Aptitude to work		
6.	Ability inspire and motivate		
7.	Supervisory ability		
8.	Interpersonal relations and team work		
9.	Integrity and trustworthiness		
10.	General conduct		
Total Score out of 100 (WEIGHTAGE – 25%)			

SECTION E: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	Particulars (enclose details of each item in support of your claim as annexure)	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
E.1	RESEARCH PAPERS PUBLICATION			
	i. Refereed Journals (15 / publication)			
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 / publication)			
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 / publication)			
E.2	OTHER RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES)			
	i. Text or Reference Books Published by International Publishers with an established peer review system			
	Sole Author (50 per publication).			
	Chapter in edited Book (10 per publication).			
	ii. Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers			
	Sole Author (25 per publication).			
Chapter in edited Book (5 per publication).				
	iii. Subject Books by other local publishers with ISBN/ISSN numbers.			

	Sole Author (15 per publication).			
	Chapter in edited Book (3 per publication).			
	iv. Chapters contributed to edited knowledge based volumes published by International Publishers (10 / chapter).			
	v. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories (5 / chapter).			
E.3	RESEARCH PROJECTS			
	i. Completed/Ongoing Sponsored Projects			
	Major Projects amount mobilized with Grants above Rs. 30.0 Lakhs for Sciences and Rs. 5 Lakhs for Others (20 per Project).			
	Major Projects amount mobilized with Grants above Rs.5 Lakhs up to 30 Lakhs for Sciences and Rs. 3 Lakhs up to 5 Lakhs for others (15 per Project).			
	Minor Projects amount mobilized with Grants above Rs. 50,000 up to 5 Lakhs for Sciences and Rs. 25,000 up to 3 Lakhs for others (10 per Project).			
	ii. Completed/Ongoing Sponsored Projects			
	Amount mobilized with minimum Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per every Rs. 10 Lakhs for Science and every 2 Lakhs per others)			
	iii. Completed quality evaluation projects (20/ each major and 10/ each minor project)			
	iv. Project outcome/ outputs			
	Patent/ Technology transfer / Product / Process (30/ each for national level output or patent and 50/ each for International level) (For Science streams)			
	Major policy document of Govt. bodies at Central and State level (30/ each for national level output or patent and 50/ each for International level) (Other than Science streams)			
E.4	RESEARCH GUIDANCE			
	M. Phil. (Degree awarded only) (3 per candidate).			
	Ph. D. (Degree awarded only) (10 per candidate).			
	Ph. D. Thesis submitted (7 per candidate).			
E.5	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
	i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Maximum 30 points)			
	a) Duration two weeks or more (20 / each).			
	b) Duration one week (10 / each).			
	ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).			
	a) International conference (10 / each).			
	b) National (7.5 / each).			
	c) Regional/State level (5 / each).			
	d) Local - University/college level (3 / each)			

109	iii. Invited lectures or presentations for Conferences/Symposia			
	a) International Level (10 / each)			
	b) National Level (5 / each)			
		Total Score obtained (WEIGHTAGE - 25%)		

SECTION F: ANY OTHER ACHIEVEMENT NOT COVERED IN THE CATEGORIES LISTED ABOVE:

SUMMARY

Sr. No.	SECTION	CRITERIA	SELF APPRAISAL CLAIM	VERIFIED SCORE BY APPRAISER	SCORE BY REVIEWER
	A	GENERAL	×	×	×
	B	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES			
	C	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
	D	PERFORMANCE AND GENERAL ATTRIBUTES			
	E	RESEARCH AND ACADEMIC CONTRIBUTIONS			
		TOTAL SCORE			

Signature of the faculty with designation
 Name:
 Place:
 Date:

Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements and significant failures.

- Note: 1.** Faculty is required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors, ISSN/ISBN numbers of journals and year of publications), list of seminar/ symposia/ conference/ workshop/ refresher course/ faculty/ skill development programmes etc organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/Process/Major Policy document of Govt. Bodies at Central/State level, list of M. Phil and PhD supervised, list of honours/awards/recognitions. Information given in the form need not be repeated.
- 2.** Faculty is required enclose documentary evidence in favour of the self appraisal score claimed in sections B, C and D. Any score claimed in these sections without documentary proof will not be considered

Signature of the Appraiser with designation

HOD/Principal/Dean/Director/Principal Secretary

Name:
Place :
Date :

Signature of the Reviewer with designation

HOD/Principal/Dean/Director/Principal Secretary

Name:
Place :
Date :

Performance Appraisal Report- Reporting/Reviewing Matrix

Serial No.	Level of Officer	First Reporting Officer	Second Reporting Officer	Reviewing Officer	Accepting Authority
1	Principal	Director	Principal Secretary
2	H.O.D.	Principal	Director	Principal Secretary
3	Professor	Principal	Director	Principal Secretary
4	Associate Professor	H.O.D.	Principal	Director	Principal Secretary
5	Assistant Professor	H.O.D.	Principal	Director	Principal Secretary
6	Joint/Deputy Director posted/deputed in DST	Director	Principal Secretary	Principal Secretary
7	Assistant Director/OSD posted/deputed in DST	Joint/Deputy Director with whom officer is attached	Director	Principal Secretary
8	Assistant Secretary/Controller of examination/Deputy Controller/ Joint Secretary of SBTE	Secretary SBTE		Director	Principal Secretary
9	Secretary SBTE	Director		Principal Secretary	Principal Secretary
10	Workshop Superintendent	Principal	Director	Director
11	Senior Lecturer	H.O.D.	Principal	Director	Principal Secretary
12	Lecturer	H.O.D.	Principal	Director	Principal Secretary
13	Lab Tech/Assistant	Respective Lab Incharge Faculty	H.O.D.	Principal
14	S.O.	Officer incharge	Principal	Principal
15	Head Cleark	Officer incharge	Principal	Principal
16	LDC	S.O./Head Cleark	Officer incharge	Principal
17	UDC	S.O./Head Cleark	Officer incharge	Principal
18	Assistant	S.O./Head Cleark	Officer incharge	Principal

12-04-18

राजपत्रित पदाधिकारियों के चरित्र एवं गोपनीय पुस्तिका लेखन का प्रपत्र

विभाग का नाम :
 पदाधिकारी का नाम :
 पदाधिकारी का पदनाम :
 अभ्युक्ति की अवधि :

1. आसन्न उच्चतर पदाधिकारी की अभ्युक्तियाँ:

(क) पदाधिकारी के चरित्र एवं आचार के बारे में एक समान समीक्षा जिसमें पदाधिकारी के काम करने की क्षमता, व्यावहारिक ज्ञान, चतुराई, शील, स्वास्थ्य, सहकर्मियों के साथ व्यवहार इत्यादि का वर्णन हो।	
(ख) क्या बाहरी कार्यों को पदाधिकारी ने सफलता एवं उत्साह से किया है ?	
(ग) क्या पदाधिकारी अपने अधीनस्थ विभागों पर उचित नियंत्रण रखा है ?	
(घ) व्यावहारिक ज्ञान	
(ङ) सामान्य दक्षता	

2. विभागाध्यक्ष की अभ्युक्तियाँ:-