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Government of Manipur
Directorate of University and Higher Education

N O T I F I C A T I O N

Imphal, the 14th December, 2022

With reference to the Higher Education Department, Government of Manipur letter no. UHE-2010/2/2022-HTE-DHTE dated 08.12.2022, it is hereby notified for all concerned that the formats for submission of self-assessment report under Performance Based Appraisal System (PBAS), Career Advancement Scheme (CAS) and of Annual Confidential Report (ACR) in respect of the Teachers/Principals/Officers (as applicable) of the Government Colleges of Manipur are hereby approved by the Government as appended in Annexures **I, II and III** below.

2. These formats shall be effective from 2018-19 assessment year onwards till further notice.

3. All the Teachers/Principals/Officers (as applicable) of the Government Colleges of Manipur shall submit the required PBAS, CAS and ACR to the Directorate/Government in these prescribed formats only with effect from 2018-19 assessment year.

4. For the assessment years prior to 2018-19, formats so designed as prescribed by University Grants Commission (UGC)/Government for the same from time to time may be used.

5. Further, in continuation of this office notification of even no. 25.11.2022, the last date of submission of applications for promotion/placement of teachers of Government colleges of Manipur from present level to the next level is further extended up to **20.01.2023 (Friday).** No proposal received after the last date of submission shall be entertained.

Encl: As above

(Dr. Rangitabali Waikhom)
Director (Univ. & Higher. Edn.)
Government of Manipur

Copy to:
1. PS to The Hon'ble Minister (Education), Manipur
2. PS to the Commissioner (HTE), Government of Manipur
3. Principals of the Government colleges of Manipur for wide circulation to the teachers

Annexure-I

DEPARTMENT HIGHER EDUCATION
GOVERNMENT OF MANIPUR

ANNUAL SELF ASSESSMENT REPORT UNDER PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR COLLEGE TEACHERS BASED ON UGC REGULATIONS, 2018 (AS ADOPTED IN 2021)

ASSESSMENT YEAR……………………………..

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

(To be filled up by the Teacher)

1	Name (in Block Letters)					
2	Father's/Husband's Name					
3	Address for correspondence					
4	Permanent Address					
5	Mobile Phone					
6	Email					
7	Department					
8	College					
9	Current Designation and Academic Grade Pay					
10	EIN No.					
11	Date of first Joining at the Department of University & Higher Education					
12	Date of birth					
13	Marital Status					
14	Category (mark the correct box)	SC	ST	Non-Creamy OBC	Differently-abled	General
15	Gender (mark the correct box)	Male		Female	Other	
16	Nationality					
17	Date of last appointment / promotion / Re - designation, if any (attach Office Order)					

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18. Academic qualifications:

Sl. No.	Examinations	Board / University	Year of Passing	PC of marks obtained/ Credit	Division/ Class/ Grade	Subject(s)	Enclosure No.

19. Eligibility Tests passed

Examination	Name of Agency	Date of Qualification	Subject	Enclosure No.
NET (JRF)				
NET (Lectureship)				
SLET/SET				
Any others (specify)				

20. Research Degrees acquired

Sl. No.	Degrees	Discipline Subject (as per UGC Regulations)	Title of the Thesis/Dissertation	Date of Award with Regn. No.	University
1	M. Phil.				
2	Ph.D./ D.Phil.				
3	D.Sc./ D.Litt.				
4	Any other*				

*Professional qualification such as M.Tech., M.B.A., etc.

21. Appointments held prior to joining Department of University and Higher Education

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Sl. No.	Post/Designation	Name of Employer	Date of Joining		Pay Scale/Pay Band & AGP	Reason of leaving	Major Achievement
			Joining	Leaving			

22.   Post held since joining Department of University and Higher Education

Sl No	Designation	College	Date of actual joining		Pay Band with AGP / level
			From	To	
1.	Appointment of Assistant Professor/Lecturer				
2.	Date of Promotion at Stage-2/Level-11/Senior Lecturer				
3.	Date of Promotion at Stage-3/Level-12/Selection Grade				
4.	Date of Promotion at Stage-4/Level-13-A/Associate Professor				
5.	Date of Promotion at Stage-5/Level-14/Professor				

23. Period of Teaching Experience

    (a) P.G. Classes (in years)   :

    (b) U.G. Classes (in years)   :

24. Research Experience excluding years spent in M.Phil/Ph.D. (in years) :

25. Details of Orientation & Refresher/Research Methodology/Short Term Course/MOOCs attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

26. Fields of Specialization under the Subject/Discipline (if any):

PART B : ASSESSMENT CRITERIA AND METHODOLOGY

Table 1 : Assessment Criteria and Methodology for College Teachers

1. **Details of teaching activities (Classes taught includes sessions on tutorial / lab & other teaching related activities):**

Classes	Annual / Semester	No. of Classes/Credit assigned	No. of Classes/ Credits taught	p.c. of Classes/ Credits taught	Approved by SLQAC	Enclosure No.
	Total					

2. **Details of Involvement in the University/College students related activities/research activities:**

Sl. No.	Names of the Activities	Details	Period/ Year	Appro ved by SLQA C	Encl No.
a.	Administrative responsibilities				
	(a) Head				
	(b) Chairperson				
	(c) Director				
	(d) Coordinator				
	(e) Warden				
	(f) Any others (specify)				
b.	Examination and evaluation duties assigned by the college or University				

		(i) Question Setting				
		(ii) Question Moderation				
		(iii) Evaluation of Answer Scripts				
		(iv) Invigilation				
		(v) Flying Squads				
		(vi) Scrutiny				
		(vii) Others (please specify)				
	c.	Student related Co – Curricular Activities, Extension and Field based Activities				
		(a) Student Club				
		(b) Career Counselling				
		(c) Study Tours				
		(d) Student Seminar				
		(e) Cultural Events				
		(f) Events				
		(g) Literary Events				
		(h) NCC				
		(i) NSS				
		(j) Community Services				
		(k) Others (specify)				
	d.	**No. of activities organized**				
		(a) Seminar				
		(b) Conference				
		(c) Workshop				
		(d) Other College/University activities				
	e.	**Details of involvement in guiding Ph.D. students**				
	f.	**No. of researches conducted**				
		(a) Minor Research Projects sponsored by State, National or International Agencies				
		(b) Major Research Projects sponsored by State, National or International Agencies				
	g .	At least one single or joint publications in				

peer reviewed or UGC listed Journals *				
(a) After 18 September 2010				
i. Peer-reviewed journal				
ii. Non peer-reviewed journal				
(b) After 11th July 2016 : Peer-reviewed Journal				
(c) After 11th April 2017				
i. UGC Approved List of Journal				
ii. Journal indexed in Web of Science, Scopus and Indian Citation Index				
(d) After 18th July 2018 : Peer or UGC Listed Journal				
(e) After 14th June 2019				
i. UGC-CARE listed journal (Group I)				
ii. UGC-CARE listed journal (Group II – journals listed in Web of Science, Scopus and Modern Language Association)				

*   Write the number of papers in the detail columns.

Summary of Grading for Table 1

Categories	Approved by SLQAC	Criteria for Grading	Grade
Activity 1 : Teaching Activities	P.C. of Classes/Credits taken :	• 80% & above – Good; • Below 80% but 70% & above - Satisfactory; • Less than 70% - Not satisfactory	
Activity 2 : Involvement in the University/ College students related activities/ research activities	Number of activities :	• Good - Involved in at least 3 activities • Satisfactory - 1-2 activities • Not-satisfactory - Not involved / undertaken any of the activities	
Overall Grading*			

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Explanatory Note :

		Activity 1	Activity 2	Overall Grading
Criteria		• 80% and above – Good • Below 80% but 70% & above – Satisfactory • Less than 70% – Not Satis	• Good - Involved in at least 3 activities • Satisfactory - 1-2 activities • Not-satisfactory - Not involved / undertaken any of the activities	
Grades	Good		Good	Good
			Satisfactory	
	Satisfactory		Good	Satisfactory
			Satisfactory	
	Not satisfactory		Good	Not satisfactory
			Satisfactory	
	Good		Not satisfactory	
	Satisfactory			
	Not satisfactory		Not satisfactory	

Table 2

**Methodology for University and College Teachers
for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1.   **Research Papers in Peer-Reviewed or UGC listed Journals**

Sl No	Title of the Research paper	Journal	Year Vol. Page No.	ISSN	Impact Factor	Whether First author, corresponding author or co-author?	Journal no. as per latest UGC list	Score claimed	SLQAC verified score	Encl. No.

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	Total							

2. Publications (other than Research Papers)
(a) Books authored which are published by
(i) International Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	SLQAC verified score	Encl No
	Total							

(ii) National Publishers

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	SLQAC verified score	Encl No
	Total							

(iii) Chapter in Edited Book

Sl No	Title with Page No	Author	Co-author(s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score claimed	SLQAC verified Score	Encl No

(iv) Editor of Book by International Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	SLQAC verified score	Encl No
	Total							

(v) Editor of Book by National Publisher

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	SLQAC verified score	Encl No
	Total							

(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

Sl No	Title with Page No	Author	Co-author(s)	Book Title	Editor	Publisher, Place, Month & Year	ISSN / ISBN	Score claimed	SLQAC verified Score	Encl No

	Total							

(ii) Book

Sl No	Title	Author	Co-authors	Publisher, Place, Month, Year	ISSN / ISBN	Score claimed	SLQAC verified score	Encl No
	Total							

Note: Attach front, index and back pages of the publications showing the ISBN/ISSN

Total Score for Category 2

Sl. No.	Category	Claimed Score	SLQAC verified score
A (i)	Books authored which are published by International Publishers		
A (ii)	Books authored which are published by National Publishers		
A (iii)	Chapters in Edited Book		
A (iv)	Editor of Book by International Publisher		
A (v)	Editor of Book by National Publisher		
B (i)	Translation works in Indian and Foreign Languages by qualified faculties - Chapter or Research paper		
B (ii)	Translation works in Indian and Foreign Languages by qualified faculties - Book		
	Total		

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3. **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:**

Sl. No.	Item	Details of pedagogy, Content, etc.	Score claimed	SLQAC verified score	Encl No.
a	Development of innovative pedagogy				
b	Design of new curricula and courses- 2 per curricula/course				
c	MOOCs:				
	i. Development of complete MOOCs in 4 quadrants in 4 credit course				
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course				
	iii. MOOCs developed in 4 quadrants				
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant				
	v. Course Coordinator for MOOCs 4 credits course				
	vi. Course Coordinator for MOOCs less than 4 credits course				
d	E-Contents:				
	i. Development of e-content in 4 quadrants for complete course/e-book				
	ii. e-content developed in 4 quadrants				
	iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant				
	iv. Editor of e-content for complete course/paper/e-book				
	Total Score of Category -3 (a+b+c+d)				

Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance
(i) Ph.D. awarded/Thesis submitted

Name of the Scholar	Title of the Thesis	Month and Year	University	Thesis Submitted/ Degree Awarded	Score claimed	API Score approved by SLQAC	Encl

	Total						

* Submit Ph.D. Notification/Certificate of Submission

(ii) M.Phil/P.G. dissertation awarded

Name of the Scholar	Title of the Thesis/ Dissertation	M.Phil/P.G.	Month and Year	University	Score claimed	Score verified by SLQAC	Encl
	Total						

*M.Phil/P.G. degree award certificates are mandatory

(b) Research Projects Completed
(i) More than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Claimed Score	Score verified by SLQAC	Encl No.
	Total							

(ii) Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Encl No.
	Total							

(c) Research Projects Ongoing
(i)   More than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Encl No.
	Total							

(ii)   Less than 10 Lakhs

Sl No	Title of the project	Name of the PI and Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Encl No.
	Total							

(d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	Score claimed	Verified score by SLQAC	Encl No.

Total for Category 4

Sl. No.	Sub Category	Score claimed	SLQAC verified score
A (i)	Ph.D.		
A (ii)	M.Phil/P.G.		
B (i)	Research project completed more than 10 lakhs		

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B (ii)	Research project completed less than 10 lakhs		
C (i)	Research project ongoing more than 10 lakhs		
C (ii)	Research project ongoing less than 10 lakhs		
D	Consultancy		
	Total		

5. **Patents/Policy Document/Award/Fellowship:**

(a) **Patents**

Sl. No.	Details of Patent	International/ National	Year	Patent protection period	Score claimed	SLQAC verified score	Encl No.

(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Details of Policy Document	Agency	International/ National / State	Year	Score claimed	SLQAC verified Score	Encl No

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institution/ Organization	International/ National /	Date Awarded	Score claimed	SLQAC verified score	Encl No

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6. **Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings**
    * *(Paper presented in Seminars /Conferences and also published as full paper in Conference Proceedings will be counted only once)*

Sl No	Topic	Name of the Event	Organizer/ Institute	Duration	International (Abroad) / International (Within country) / National / State / University	Invited Talk / Paper Presented	Score claimed	SLQAC verified score	Encl No.
	Total								

Total of Table 2

Sl. No.	Category	Claimed Score	Score claimed after Capping	SLQAC verified Score	SLQAC verified Score after capping
1	Research Papers in Peer-Reviewed or UGC listed Journals				
2	Publications (other than Research Papers)				
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
4	Research Guidance, Projects, Consultancy etc.				
5	(a) Patents				
	(b) Policy Documents				

	(c) Award/Fellowship				
6	Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings				
	Combined Score of 5(b). Policy documents and 6. Invited lectures/Resource Person/Paper presentation *(this combined score shall have an upper capping of thirty percent of the total research score of the teacher concerned)*				
	Total				

PART C: OTHER RELEVANT INFORMATON

Please give details of any other credential, significant contributions, awards received etc not mentioned earlier.

Declaration by the applicant/faculty member:

Certified that the information provided above is correct to the best of my knowledge and as per records available with the Institution/college.

Place: (Signature of the teacher)

Date: Name:

                                                                    Designation

(Signature of the Head of the Department)   (Signature of the IQAC Coordinator/in-charge)

(Signature of the Principal/Head of the Institution)

Annexure-II

DEPARTMENT HIGHER EDUCATION
GOVERNMENT OF MANIPUR

APPLICATION FORM FOR PROMOTION OF COLLEGE TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) BASED ON UGC REGULATIONS, 2018 (AS ADOPTED IN 2021)

ASSESSMENT
PERIOD ……………………………..

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

(To be filled up by the Teacher)

1	Name (in Block Letters)					
2	Father's/Husband's Name					
3	Address for correspondence					
4	Permanent Address					
5	Mobile Phone					
6	Email					
7	Department					
8	College					
9	Current Designation and Academic Grade Pay					
10	EIN No.					
11	Date of first Joining at the Department of University & HigherEducation					
12	Date of birth					
13	Marital Status					
14	Category (mark the correct box)	SC	ST	Non-Creamy OBC	Differently- abled	General
15	Gender (mark the correct box)	Male		Female	Other	
16	Nationality					
17	Date of last appointment / promotion / Re-designation, if any (attach Office Order)					

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18. Academic qualifications:

Sl. No.	Examinations	Board / University	Year of Passing	PC of marks obtained/ Credit	Division/ Class/ Grade	Subject(s)	Enclo-sure No.

19. Eligibility Tests passed

Examination	Name of Agency	Date of Qualification	Subject	Enclosure No.
NET (JRF)				
NET (Lectureship)				
SLET/SET				
Any others (specify)				

20. Research Degree acquired

Sl. No.	Degrees	Discipline Subject (as per UGC Regu-lations)	Title of the Thesis/Disser-tation	Date of Award withRegn. No.	University
1	M. Phil.				
2	Ph.D./ D.Phil.				
3	D.Sc./ D.Litt.				
4	Any other*				

Professional qualification such as M.Tech., M.B.A., etc.

21. Appointments held prior to joining Department of University and Higher Education

Sl. No.	Post/Designation	Name of Employer	Date Joining	Date Leaving	Pay Scale/Pay Band & AGP	Reason of leaving	Major Achieve-ment

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22. Post held since joining Department of University and Higher Education

Sl No	Designation	College	Date		Pay Band withAGP / level
			From	**To**	
1	Appointment of Assistant Professor/Lecturer				
2	Date of Promotion at Stage-2/Level-11/Senior Lecturer				
3	Date of Promotion at Stage-3/Level-12/Selection Grade				
4	Date of Promotion at Stage-4/Level-13-A/Associate Professor				
5	Date of Promotion at Stage-5/Level-14/Professor				

23. Period of Teaching Experience

    a)   P.G. Classes (in years)   :

    b)   U.G. Classes (in years)   :

24. Research Experience excluding years spent in M.Phil/Ph.D. (in years) :

25. Details of Orientation & Refresher/Research Methodology/Short Term Course/MOOCs attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

26. Fields of Specialization under the Subject/Discipline (if any) :

PART B : ASSESSMENT CRITERIA AND METHODOLOGY

Table 1 : Assessment Criteria and Methodology for College Teachers

1. **Details of teaching activities (Classes taught includes sessions on tutorial / lab & other teach-ing related activities)**:

Year	Mode of Teaching	Level(s)/ Classes	No. of Class-es/ Credit assigned	No. of Class-es/ Credits taught	p.c. of Class-es/ Credits taught	Grade claimed in the assess- ment year	Grade ap-proved by SLQAC

2. **Details of Involvement in the University/College students related activities/research activi-ties (write the numbers in the corresponding cells)**

Sl. No.	Names of the Activities	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Remarks by SLQAC
a.	Administrative responsibilities							
	(a) Head							
	(b) Chairperson							
	(c) Director							
	(d) Coordinator							
	(e) Warden							
	(f) Any others (specify)							
b.	Examination and evaluation duties assigned by the college or Univer-sity							
	(i) Question Setting							
	(ii) Question Moderation							
	(iii) Evaluation of AnswerScripts							
	(iv) Invigilation							
	(v) Flying Squads							
	(vi) Scrutiny							
	(vii) Others (please specify)							

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Sl. No.	Names of the Activities	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Remarks by SLQAC
c.	Student related Co – Curricular Activities, Extension and Field basedActivities							
	(a) Student Club							
	(b) Career Counselling							
	(c) Study Tours							
	(d) Student Seminar							
	(e) Cultural Events							
	(f) Events							
	(g) Literary Events							
	(h) NCC							
	(i) NSS							
	(j) Community Services							
	(k) Others (specify)							
d.	**No. of activities organized**							
	(a) Seminar							
	(b) Conference							
	(c) Workshop							
	(d) Other College/University activities							
e.	**Details of involvement in guiding Ph.D.students**							
f.	**No. of researches conducted**							
	(a) Minor Research Projects sponsored by State, Nation-al or International Agencies							
	(b) Major Research Projects sponsored by State, Nation-al or International Agencies							

Sl. No.	Names of the Activities	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Remarks by SLQAC
g .	At least one single or joint publications in peer reviewed or UGC listed Journals							
	(a) After 18 September 2010							
	i. Peer-reviewed journal							
	ii. Non peer-reviewed journal							
	(b) After 11th July 2016 : Peer-re-viewed Journal							
	(c) After 11th April 2017							
	i. UGC Approved List of Journal							
	ii. Journal indexed in Web of Science, Scopus and Indian Citation Index							
	(d) After 18th July 2018 : Peer or UGC Listed Journal							
	(e) After 14th June 2019							
	i. UGC-CARE listed journal(Group I)							
	ii. UGC-CARE listed journal(Group II – journals list- ed in Web of Science, Scopus and Modern Language Association)							

Summary of Grading for Activity 2 during Assessment Period

Year	Overall Grade	Remarks by SLQAC

Table 2 : Methodology for University and College Teachersfor calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sl No	Title of the Research paper	Journal	Year Vol. PageNo.	ISSN	Impact Factor	Whether First author, correspond-ing author orco-author?	Journal no. as per latest UGC list	Score Claimed	SLQAC verified score	Encl .No.
	Total									

2.   Publications (other than Research Papers)

(a) Books authored which are published by

(i) International Publishers

Sl No	Title	Author	Co-au-thors	Publisher, Place,Month, Year	ISSN / ISBN	Score Claimed	SLQAC verifiedscore	Encl No
	Total							

(ii) National Publishers

Sl No	Title	Author	Co-au-thors	Publisher, Place,Month, Year	ISSN / ISBN	Score Claimed	SLQAC verifiedscore	Encl -No
	Total							

(iii) Chapter in Edited Book

Sl No	Title withPage No	Author	Co-au-thor(s)	Book Title	Editor	Publish-er, Place, Month &Year	ISSN / ISBN	Score Claimed	SLQAC verified Score	En-cl-No

(iv) Editor of Book by International Publisher

Sl No	Title	Author	Co-au-thors	Publisher, Place,Month, Year	ISSN / ISBN	Score Claimed	SLQAC verifiedscore	Encl No
	Total							

(v) Editor of Book by National Publisher

Sl No	Title	Author	Co-au-thors	Publisher, Place,Month, Year	ISSN / ISBN	Score Claimed	SLQAC verifiedscore	Encl No
	Total							

(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

Sl No	Title withPage No	Author	Co-au-thor(s)	Book Title	Editor	Publish-er, Place, Month &Year	ISSN / ISBN	Score Claimed	SLQAC verified Score	Encl No

(ii) Book

Sl No	Title	Author	Co-au-thors	Publisher, Place,Month, Year	ISSN / ISBN	Score Claimed	SLQAC verifiedscore	Encl No
	Total							

Note: Attach front, index and back pages of the publications showing the ISBN/ISSN

Total Score for Category 2

Sl. No.	Category	Score claimed	SLQAC verifiedscore
A (i)	Books authored which are published by International Publishers		
A (ii)	Books authored which are published by National Publishers		
A (iii)	Chapters in Edited Book		
A (iv)	Editor of Book by International Publisher		
A (v)	Editor of Book by National Publisher		
B (i)	Translation works in Indian and Foreign Languages by qualified faculties - Chapter or Research paper		
B (ii)	Translation works in Indian and Foreign Languages by qualified faculties - Book		
	Total		

3.   Creation of ICT mediated Teaching Learning pedagogy and content and development of newand innovative courses and curricula:

Sl. No.	Item	Details of pedago-gy, Content, etc.	Score claimed	SLQAC veri-fied score	Enc lNo.
a	Development of innovative pedagogy				
b	Design of new curricula and courses- 2 per curricula/course				
c	MOOCs:				
	i. Development of complete MOOCsin 4 quadrants in 4 credit course				
	ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course				
	iii. MOOCs developed in 4 quadrants				
	iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant				
	v. Course Coordinator for MOOCs 4credits course				
	vi. Course Coordinator for MOOCsless than 4 credits course				

Sl. No.	Item		Details of pedago-gy, Content, etc.	Score claimed	SLQAC veri-fied score	Enc lNo.
d	E-Contents:					
	i.	Development of e-content in 4 quadrants for complete course/e-book				
	ii.	e-content developed in 4 quad-rants				
	iii.	Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant				
	iv.	Editor of e-content for complete course/paper/e-book				
	Total Score of Category - 3 (a+b+c+d)					

Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance

(i) Ph.D. awarded/Thesis submitted

Name of the Scholar	Title of theThesis	Month and Year	University	Thesis Submitted/ Degree Awarded	Score Claimed	Score approved by SLQAC	Encl. No.
	Total						

* Submit Ph.D. Notification/Certificate of Submission

(ii) M.Phil/P.G. dissertation awarded

Name of the Scholar	Title of the Thesis/ Disser-tation	M.Phil/P.G.	Month and Year	University	Score Claimed	Score verified by SLQAC	Encl. No.
	Total						

*M.Phil/P.G. degree award certificates are mandatory

(b) Research Projects Completed

(i) More than 10 Lakhs

Sl No	Title of theproject	Name of the PIand Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified bySLQAC	Enc lNo.
	Total							

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(ii) Less than 10 Lakhs

Sl No	Title of theproject	Name of the PIand Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Enc lNo.
	Total							

(c) Research Projects Ongoing

(i)   More than 10 Lakhs

Sl No	Title of theproject	Name of the PIand Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Enc lNo.
	Total							

(ii)   Less than 10 Lakhs

Sl No	Title of theproject	Name of the PIand Co-PI	Funding Agency	Period	Amount	Score claimed	Score verified by SLQAC	Enc lNo.
	Total							

(d) Consultancy

Sl No	Title of the project	Agency	Period	Amount	Score claimed	Verified score by SLQAC	Enc lNo.

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Total for Category 4

Sl. No.	Sub Category	Score claimed	SLQAC verified score
A (i)	Ph.D.		
A (ii)	M.Phil/P.G.		
B (i)	Research project completed more than 10 lakhs		
B (ii)	Research project completed less than 10 lakhs		
C (i)	Research project ongoing more than 10 lakhs		
C (ii)	Research project ongoing less than 10 lakhs		
D	Consultancy		
	Total for Category 4		

5. **Patents/Policy Document/Award/Fellowship:**

(a) **Patents**

Sl. No.	Details of Patent	International/ National	Year	Patent protection period	Score claimed	SLQAC verified score	Encl No.

(b) ***Policy Document (Submitted to an International body/organization like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)**

Sl. No.	Details of Policy Docu-ment	Agency	International/ National / State	Year	Score claimed	SLQAC verified Score	Encl No

(c) **Awards/Fellowship**

Sl. No.	Name of the Award / Fellowship	Awarding Institution/ Organization	International/ National /	Date Award-ed	Score claimed	SLQAC verified score	Encl No

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6. Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paperin Conference Proceedings

* (Paper presented in Seminars /Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl No	Topic	Name of the Event	Organizer /Institute	Duration	International (Abroad) / International (Within country) / National / State / University	Invited Talk / Paper Presented	Score claimed	SLQAC verified score	Encl No.
	Total								

Total of Table 2

Sl. No.	Category	Claimed Score	Score claimed after capping	SLQAC verified Score	SLQAC verified Score after capping
1	Research Papers in Peer-Reviewed or UGClisted Journals				
2	Publications (other than Research Papers)				
3	Creation of ICT mediated Teaching Learning pedagogy and content and development ofnew and innovative courses and curricula				
4	Research Guidance, Projects, Consultancy etc.				
5	(a) Patents				
	(b) *Policy Documents*				
	(c) Award/Fellowship				
6	*Invited lectures / Resource Person / paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings*				
	Combined Score of 5(b). Policy documents and 6. Invited lectures/Resource Person/Paper presentation *(this combined score shall have an upper capping of thirty percent of the total research score of the teacher concerned)*				
	Total of Table 2				

PART C: OTHER RELEVANT INFORMATON

Please give details of any other credential, significant contributions, awards received etc not mentioned earlier.

Declaration by the applicant:

Certified that the information provided above is correct to the best of my knowledge and as per records available with the Institution/college.

(Signature of the Teacher)

Place: Name:

Date: Designation

(Signature of the Head of the Department)   (Signature of the IQAC
Coordinator/in-charge)

(Signature of the Principal/Head of the Institution)

Annexure-III

DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF MANIPUR

ANNUAL CONFIDENTIAL REPORT FOR TEACHERS/OFFICERS OF GOVERNMENT COLLEGES

Year: ……………

Name of the College/Office:………………………………………..

PART-I
(*To be filled by the Teacher/Officer*)

1. Name of Teacher/Officer and Designation:

2. Date of Birth:

3. Date of appointment in
   the State Government:

4. Date of appointment to the present post:

5. Periods of absence on leave during the
   reporting year/period:

6. Details of Posting till date:

Sl.	Period	Designation	Place of Posting

PART-II
(*To be filled by the Teacher/Officer reported upon*)

1. A brief summary of duties and responsibilities (not more than 50 words):

2. Please specify important item of work in order of priority where in quantitative target/objectives/goals were set for you or set by yourself for the reporting year.

Item of work	Quantitative target/ objective/goal	Achievements

3. (a) In case of shortfall of expected quality/ quantity of performance please state the reasons.

   (b) Please indicate your contribution in case of significantly higher achievement of the target/goal /objective.

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5. Please indicate instances, if any, of delinquency among your subordinates or students and action taken in such in cases.

Place: (Signature of the Teacher/Officer):

Date: Name:
                                                    Designation:

PART-III

(*To be filled by the Reporting Officer (Principal in case of Teachers/Director(UHE) in case of Officers at the Directorate*)

NOTE: Every answer shall be given in a narrative form **using unambiguous and simple language.** Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average', 'poor' while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

1. Please comment on Part II as filled in by the Teacher/Officer, especially on the self assessment of his /her performance.

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2. Please give your assessment commenting up on the following traits/attributes of the Teacher/Officer.

(i) Quality of performances.

(ii) Communication skill (both oral and in writing).

(iii) Sincerity and devotion to duty.

(iv) Initiative, creativity, resourcefulness, willingness to take responsibility and leadership qualities.

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(v) Behaviour with the Students, Guardians, members of public, including impartiality in dealing.

(vi) Ability to coordinate implementation of tasks and programmes by different functionaries involved.

3. Please give your assessment on the Teacher's/Officer's relations with superiors, colleagues and subordinates and his/her capacity to promote team-spirit and work as a member of a team.

4. (i) Please state with details if the Teacher/Officer has been punished during the period under report.

(ii) Please state with details if the Teacher/Officer has received any commendation during the period under report.

8. Please comment on the Teacher's/ Officer's Integrity.

9. General assessment of the Teacher/Officer with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances, etc.

10. Please comment on the Teacher's/Officer's character with respect to tendering frank and honest advice to superiors, trustworthiness in fulfilling assurance of performance given by him/her, and the Teacher's/Officer's behavioural pattern in dealings on matters having self- interest.

11. Overall grading:
   (Please put a ring round the appropriate   Outstanding
   grading and strike out other gradings)
                                                 Very Good

                                                 Good

                                                 Average

                                                 Below Average

NOTE: A Teacher/Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.

(Signature of Reporting Officer)
Name in block letters:

Place:

Designation:
Date: (During the period of Report)

PART-IV
Remarks or the Reviewing Officer (Director -UHE in case of Teachers and Administrative Secretary -Higher Edn. in case of officers of the Directorate)

1. Length of service-under the Reviewing Authority

2. Do you agree with the assessment of the Teacher/Officer given by the Reporting Officer? If not, indicate the items/ aspects on which you disagree and give your own Assessment on those aspects /items

3. General remarks with specific comments about the general remarks given by the Reporting Officer including grading

(Signature of the Reviewing Officer)
Place: Name in block letters:

Date: Designation:
(During the period of report)

PART-V

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Remarks of the Accepting Authority
(Authority next superior to the Reviewing Authority i.e. Administrative Secretary-Higher
Education in case of Teachers and Minister concerned for officers of the Directorate)

(Signature of the Accepting Authority)
Place: Name in block letters:

Designation:
Date: (During the period of report)