

		leave		days

Academic Staff College Orientation /Refresher Course attended:

Name of the Course	Organiser, Place	Duration		Sponsoring Agency
		From	To	

PART B: GRADING AND ACADEMIC PERFORMANCE INDICATORS

TABLE 1.1: TEACHING

1. FOR ACADEMIC YEAR 2023-2024

Total teaching days in a semester =90 = 15 weeks (teaching 6 days/ week)

Class	Semester	Course / Paper	No. of hours allotted per semester	Actual hours taken per semester	% of classes taken	Grading (for office use only)
UG I Year	Semester I (Total 15 weeks)					
	Semester II (Total 15 weeks)					

UG II Year	Semester III (Total 15 weeks)					
	Semester IV (Total 15 weeks)					
UG III Year	Semester V (Total 15 weeks)					
	Semester VI (Total 15 weeks)					
PG I Year	Semester I (Total 15 weeks)					
	Semester II (Total 15 weeks)					
PG II Year	Semester III (Total 15 weeks)					
	Semester IV (Total 15 weeks)					

**TABLE I.2: INVOLVEMENT IN UNIVERSITY/COLLEGE/ STUDENTS RELATED
ACTIVITIES / RESEARCH ACTIVITIES**

a) Administrative responsibility (including as Principal / Convener/ Member - Board of studies/Teacher-in-charge/ Member-College Committees or other duties that require regular office hrs for its discharge)

S. No.	Nature of Responsibility

b) Examination duties assigned and performed

S. No.	Type of examination duties	Duties Performed

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 and community services

Sl. No.	Nature of Responsibility	Duration		Activities
		From	To	

d) Organizing seminars / conferences / workshops, other University activities

S. No.	Name of the Event	Duration		Responsibility carried out
		From	To	

e) Evidence of actively involved in guiding PhD students (Total service period)

Total no. of Ph.D. Scholars	Degree awarded	Thesis Submitted	Number of students currently Enrolled

Evidence of actively involved in guiding PG students (2023-2024))

Total no. of students enrolled for P.G. dissertation	Degree awarded	Number of students currently Enrolled

f) Conducting minor or major research projects sponsored by national and international agencies

Sl. No.	Title	Funding Agency	Period		Grant/Amount Mobilised (Rs. in lakhs)
			From	To	

g) Publication in peer reviewed or UGC list of journals

Name of Author/ Authors	Title, Journal with Volume, Year and Page nos.	ISSN No (UGC listed Yes/ No)	Whether you are the first author or corresponding author? Yes/ No

h) Papers published in proceedings

Title of the paper	Title of the proceedings	Name of the conference	National / International	Year of publication	ISBN number of	Name of the publisher

	of the conference				the proceeding	

i) Book/Book chapter published

Title of the book/ book chapter with page no.	Year of publication	ISBN number	Name of the publisher

j) Papers presented in conferences/ seminars

Title of Paper	Title of Conference / Seminar	Organised by	International /National/ State/ Regional/ College or University Level

h) Awards/ Achievements

Name of the Award	Awarding Agency

Overall Grading:

1.1: TEACHING

Good /Satisfactory/Not Satisfactory:

I.2: INVOLVEMENT IN UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES

Good /Satisfactory/Not Satisfactory:

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 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.

Signature (Teacher)

Signature (Incharge)

Signature (IQAC Coordinator)

Signature (Principal)