

**GOVERNMENT OF MIZORAM  
HIGHER & TECHNICAL EDUCATION DEPARTMENT**

Annual Performance Assessment Report  
As per UGC Regulations, 2018  
**(To be submitted at the end of every academic year)**

Academic Year \_\_\_\_\_

**Name of College/Institution** \_\_\_\_\_

**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. Date of entry into service : \_\_\_\_\_
9. Years of teaching experience : \_\_\_\_\_
10. Date of last Promotion : \_\_\_\_\_
11. Current Designation and Academic Level : \_\_\_\_\_
12. Category (SC/ST/OBC/PWD/EWS/General) : \_\_\_\_\_
13. Address for correspondences (with PinCode) :

(a) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
E-mail ID \_\_\_\_\_

(b) Permanent Address (with Pin Code) if different from Sl No. 13:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



14. Date of filing the property return for the year ending 31.12. \_\_\_\_\_:  
\_\_\_\_\_.

15. Research Degree(s) acquired during the reporting year, if any:

Degrees	Name of University	Title of Dissertation/Thesis	Date of submission	Date of award
Ph.D./D.Phil.				
D.Sc./D.Lit.				

16. Field of Specialization under the Subject/Discipline:

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17. DETAILS OF COURSES/PROGRAMMES/WORKSHOPS/MOOCs ATTENDED OR DEVELOPED

17.1 Details of Refresher Course/Orientation Course/Research Methodology/Workshop/Syllabus Up-gradation/Teaching-Learning-Evaluation/Technology Programme/Faculty Development Programme

Sl No	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification:

Sl. No	Details of MOOCs (with credit)	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.



## 17.3 Contribution towards development of e-content/MOOCs in 4- quadrants:

Sl. No	Details of E-contents/ MOOCs in 4-quadrants	Quadrants Developed	No of Modules	Course	Sponsoring Agency	Year	Level (UG/PG /Other)

## 17.4 Contribution towards conduct of MOOCs:

Sl. No.	Details of MOOCs	Subject	Sponsoring Agency	Level (UG/PG/Other)	E-certification no.

18. Period of Absence on Leave etc.  
(Paid Leaves – refer Appendix II, Table 1 of UGC Regulations, 2018)

On leave (specify type of leave)	Period		Remarks
	From	To	
Others (deputation etc..)	Period		Remarks
	From	To	

**PART-B: ACADEMIC PERFORMANCE ASSESSMENT****B.1: TEACHING AND OTHER RELATED ACTIVITIES**

## 1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory



Sl. No.	Year/Semester	Course/paper	Level (PG/UG)	Teaching Mode* L/S/T/P/C	No. of Classes Assigned	No. of Classes taken	% of Classes taken	Grade
Total								

\*Lecture (L), Seminar (S), Tutorial (T), Practicals (P), Contact Hours (C), etc.:

**B.2: ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENTS' CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES**

2. Student Related Activities/Research Activities

Grading criteria:

Good : Involved in at least 3 activities

Satisfactory: 1-2 activities

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

- (a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator/Warden, etc.

Sl. No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

- (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (Refer UGC Regulations, 2018, 6.VII.A.i)

Sl. No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

- (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 Activity	Level (UG/PG)	Institution/Department	Period	
				From	To



(d) Organising seminars/conferences/workshops, other college/university activities.

Sl No	Details	Place	Periods		Sponsoring/Organising Agency
			From	To	

(e) Evidence of active involvement in guiding Ph.D. students

Level of Guidance	Registration No.	Title of Thesis/Dissertation	Degree Awarded/Ongoing/Submitted
Ph. D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No	Title of Research Project	Funding Agency	Period	PI/Co-I	Whether joint project (Y/N)	Amount	Completed/Ongoing

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Sl. No.	Title of the paper and nature of authorship	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Reference number of UGC – CARE List

**Note:** Appendix II, Table 2 of UGC Regulations, 2018.

Impact Factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of two Authors:
- For more than two Authors:
  - First/Principal/Corresponding Author.
  - Joint Author.



**OVERALL GRADING FOR B.2**

No. of Activities covered	
Overall grading	

**Note:**

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

**SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

Sl. No.	Activity	Part	Gradation (To be given by Principal)
1.	Teaching Activity	B.1	
2.	Student Related/Research Activity	B.2	

**Overall Grading for the Academic Year for B.1 and B.2:** \_\_\_\_\_

**Note:** Overall Grading for the Academic Year is to be defined as follows:

**Good:** Good in B.1 (Teaching) and satisfactory or good in B.2 (Activity)

**Satisfactory:** Satisfactory in B.1 (Teaching) and good or satisfactory in B.2 (Activity)

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**PART-C: ACADEMIC AND RESEARCH SCORE (ARS)**

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

Sl. No.	Title of the Paper, Journal Name Year, Vol. No., Page No.	ISSN No.	Impact Factor, if any*	SCOPUS Indexed	Authorship**	Reference no. of UGC – CARE List	Score
<b>Total</b>							

**Note:**

\*Impact factor to be determined as per Thomson Reuters list.

\*\*The Authorship is to be filled as follows:

- One of two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author.
  - Joint Author.

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/First/Principal/Corresponding Author/Joint Author



Sl. No.	Title of the Book, Conference Proceedings, year of publication and other publication details	Author ship*	Publisher (National/ International)	Name of Publisher (with city/country)	ISBN	Score
<b>Total</b>						

\*The Authorship is to be filled as follows:

- Single Author
- One of two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author.
  - Joint Author.

a.(ii) Chapter in Edited Books

Sl. No.	Title of edited Book, Conference Proceedings, year of publication and other publication details	Title of chapter	Authorship*	ISBN	Score
<b>Total</b>					

\*The Authorship is to be filled as follows:

- Single Author
- One of two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author.
  - Joint Author.

a.(iii) Books Edited as Single Editor/one of two Editors/First/Principal/Corresponding Editor/Joint Editor

Sl. No.	Title of the Book, year of publication and other publication details	Editorship*	Publisher (National/ International)	Name of Publisher (with city/country)	ISBN	score
<b>Total</b>						



\*The Editorship is to be filled as follows:

- Single Editor
- One of two Editors
- For more than two Editors:
  - First/Principal/Corresponding Editors:
  - Joint Editors.

b. Translation works in Indian and Foreign Languages by qualified faculties.

Sl. No.	Publication Type	Title of the Journal/Book/Chapter, with year of publication and other publication details	ISSN/ ISBN No.	Translatorship*	Score
<b>Total</b>					

\*Translatorship is to be filled as follows:

- Single Translator
- Co-translator

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

(a) Development of Innovative Pedagogy

Sl. No.	Name of the Module	Subject	Stream	Organization for which it was Developed	Year	Level (UG/ PG/Other)	Weblink, if any	Score
<b>Total</b>								

(b) Design of new Curricula and courses

Sl. No.	Name of the Curricula/ Course	Subject	Organization for which it was Developed	Year	Level (UG/ PG/Other)	Weblink, if any	Score
<b>Total</b>							

(c) Development of MOOCs

c.(i). Development of complete MOOCs in 4 quadrants for a course with credits.

Sl. No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>								



c.(ii). MOOCs(developed in 4 quadrants) per module/Lecture

Sl. No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>								

c.(iii). Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>								

c.(iv). Course Coordinator for MOOCs (4-credit course)

Sl. No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>								

(d) Development of E-content.

d.(i). Development of e-Content in 4 quadrants for a complete course/e-book

Sl. No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>							

d.(ii). E-content (developed in 4 quadrants) per module.

Sl. No.	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>							



d.(iii). Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Sl. No.	Details of E-Content (with no. of quadrant)	Course/Paper /E-book	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>							

d.(iv). Editor of e-content for complete course/paper/e-book

Sl. No.	Details of E-Content (with no. of quadrant)	Course/ Paper/E-book	Subject	Organization for which it was Developed	Level (UG/ PG/ Other)	Weblink, if any	Score
<b>Total</b>							

#### 4. (a) Research Guidance

Level of Guidance	Number enrolled	Thesis/Dissertation Submitted	Degree Awarded	Score
Ph.D.				
P.G. Dissertation				
<b>Total</b>				

#### (b) Research Projects Completed

Sl. No.	Title	Status of PI*	Duration (in months)	Period (From-To) Date to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project	Score
<b>Total</b>								

\*Kindly indicate, whether you are sole PI/PI/Co-I in the project

#### (c) Research Project On-going

Sl. No.	Title	Status of PI*	Duration (in months)	Period (From-To) Date to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project	Score
<b>Total</b>								

\*Kindly indicate, whether you are Sole PI/PI/Co-I in the project



## (d) Consultancy

Sl. No.	Title	Duration (in months)	Period (From-To) Date to be given	Amount mobilised (Rs.)	Name of Agency	Whether quoted through Parent University/ College	Score
Total							

## 5. (a) Patents

Sl. No.	Title*	Area/ Subject	Date of Award	Level (International/ National)	Patent No.	Sponsoring Agency	Score
Total							

\*Only patents awarded are to be mentioned.

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

Sl. No.	Title*	Area/ Subject	Date of publication/ Submission	Level (International/ National/ State)	Reference No.	Sponsoring Agency	Score
Total							

\*Only Policy document published/submitted to bodies/organisation detailed above shall be considered.

## (c) Awards/Fellowship

Sl. No.	Name of Award/Honour*	Area/ Subject	Name of Awarding Body	Level (International/ National)	Date	Score
Total						

\*Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included

6. Invited lectures/Resource Person/paper presentation in Seminars/Conference/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.	Title of Lecture / Paper	Invited Lecture/ Resource Person/ Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Sponsoring Agency	Score
Total								

\*Seminar/FDP/Conference

\*\*Level: International (Abroad)/International (within country)/National/State/University/College/Institution.

### SUMMARY OF ACADEMIC AND RESEARCH SCORE (ARS)

(Please attach supporting documents wherever required).

(As per the APAR submitted during the AcademicYear)

PART C	Details of Academic & Research Activity	Score
<b>1.</b>	<b>Published Research Papers</b>	
<b>2.</b>	<b>Publications (other than Research papers)</b>	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b	Translation works in India and Foreign Languages	
<b>Sub-total of Publications (other than Research papers)</b>		
<b>3.</b>	<b>Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and courses	
3.(c)	Development of MOOCs	
3.c.(i)	Development of complete MOOCs in 4 quadrants for a course with credits.	
3.c.(ii)	MOOCs(developed in 4 quadrant) per module/Lecture	
3.c.(iii)	Content writer/subject matter expert	
3.c.(iv)	Course Coordinator for MOOCs	
3.(d)	Development of E-content	
3.d.(i)	Development of e-Content in 4 quadrants for a complete course/e-book	
3.d.(ii)	E-content (developed in 4 quadrants) per module.	
3.d.(iii)	Contribution to development of e-content	
3.d.(iv)	Editor of e-content for complete course/paper/e-book	
<b>Sub-total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
<b>4.</b>	<b>Research related activities</b>	
4.(a)	Research Guidance	
4.(b)	Research Project Completed	
4.(c)	Research Project Ongoing	
4.(d)	Consultancy	



<b>Sub-total of Research related activities</b>		
<b>5.</b>	<b>Patents, awards, etc.</b>	
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Award/Fellowship	
<b>Sub-Total of Patents, awards, etc.</b>		
<b>6.</b>	<b>Invited lectures/Paper presentation</b>	
<b>TOTAL ACADEMIC/RESEARCH SCORE</b>		

### **PART-D: OTHER RELEVANT INFORMATION**

(a) Membership/Fellowship of Learned bodies/Societies:

(b) Literary, cultural or other activities (e.g. achievement in sports etc.) in which the teacher is interested and distinctions obtained:

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

(d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- |    |     |
|----|-----|
| 1. | 8.  |
| 2. | 9.  |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | 14. |



### **PART E: DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents enclosed with this annual report are correct and true to the best of my knowledge and belief.

Date:

Place:

Signature & Designation of the Teacher

.....

Certified that ..... has been  
working as ..... in this College/Institution since  
.....

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

The gradations have been verified on the basis of the performance of the teacher and the credentials/documents provided and enclosed herewith by the teacher.

Date

Signature of Principal with seal

**NOTE:** For the purpose of assessing the grading of various activities at B1 & B2 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 authority concerned following all procedures laid down in the UGC Regulations, 2018 and as per the acts, statutes and ordinances of the parent institution.

