

NAZIRA COLLEGE

Estd: 1981, Boarding Road, Nazira-785685, Sivasagar, Assam

e-mail:naziracollege@yahoo.in Website: www.naziracollege.in

Tel:9435057218

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

The institution strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010" (Regulation No. F.3-1/2009 dated June 30, 2010), together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS).
- b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- d) The faculty members are informed well in advance of their due promotion.
- e) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Coordinator, IQAC and the Principal.
- f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staffs are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities. The comprehensive

Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the Reporting Officer (Senior Asstt.), which is then forwarded to the Principal. On satisfactory performance, all employees are granted promotions and financial up gradation as per norms. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.



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E-mail:naziracollege@yahoo.in Ref. No.NC/DDHE/2021/ Website: www.naziracollege.in

Tel:9435057218

Date.01/09/2021

From Dr. Raju Phukan, Principal, Nazira College, Nazira

To The Deputy Director, Higher Education, Govt. of Assam, Kahilipara, Guwahati-19

Sub: Submission of PAR of Shri Jyotiranjan Milli, Asstt. Prof., Nazira Colege, Nazira

Sir.

With reference to the subject cited above I would like to submit herewith the Performance Appraisal Report of Shri Jyotiranjan Milli, Dept. of Assamese, Nazira Colege, Nazira, Joining Report and API of the remaining three years i.e., 2015-16 & 2016-17 for your kind consideration and necessary action.

Your cooperation is highly solicited.

Thanking You,

Yours faithfully,

Dr. Raju Phukan Principal Nazira College

Principal NAZIRA COLLEGE 8632V

Name of the Institution: Nazira, College Nazira PRAS PROFORMA FOR PROMOTION UNDER CAS PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

: Ms. Mouchumi Duarah 1. Name (In block Letters):

; Late Indra Kanta Duarah Father's Name/ Mother's Name.

Mrs. Dipanjali Duarah

: Education Department:

: M.A. M. Phil 4. Educational Qualification

: Assistant Professor, Stage - 1 5. Current Designation and Grade Pay Grade Pay Rs. 7000/-

: 14/10/2011 6. Date of last Promotion

7. Which position and Grade Pay are you an

: Assistance Professor from AGP Applicant for under CAS?

7000/- to 8000/-: 14/10/2016

8. Date of eligibility of Promotion

:01/01/1971, Jorhat, Assam, 9. Date and Place of birth

· Female 10. Sex · Married 11. Marital Status : Indian 12. Nationality

Indicate whether belongs to SC/ST/OBC Category: General

14. Address for correspondence (With PIN Code) :Seujinagar, Ward No. 2, Nazira,

Sivasagar, Assam, PIN: 785685

: - do -(With PIN Code) 15. Permanent Address : 7002271741 Telephone No.

: mduarah2013@gmail.com Email

16. Academic Qualification (HSLC till Post Graduation):

Examination	Name of the Board University	Year of passing	Class/Division Grade	Subjects
1	2	3	4	
HSLC	SEBA	1986	I	ASS, ENG, G. MATH, G.SCIENCE, SS, HINDI
HSSLC	AHSEC	1989	П	ENG, ASS, ECO, POLSC, ADV. ASS, EDU
B.A/B.Sc./B.Com.	D.U., Assam	1992	II	EDU(M), POL. SC(P)
M.A. M.Sc. M.Com	D.U., Assam	1995	I	EDUCATION

17. Research Degree(s)

Degrees	Title	Date of Award	University
M.Phil	Large Scale Failure in HSLC Examination of Some Selected Schools of Nazira Sub-Division, Assam	February, 2010	VINAYAKA MISSIONS UNIVERSITY, Tamilnadu
Ph. D/D.Phil		-	•

18. Appointments held prior to joining to this institution

Name of	Date of Joining		Date of Joining Salary w		Salary with	Reason of leaving
Employer	Joining	Leaving	grade			
NI/A	N/A	N/A	N/A	N/A		
	Name of Employer	Name of Employer Joining	Name of Employer Date of Joining Leaving	Employer Joining Leaving grade		

19. Post held after appointment at this institution:

Designation		The same of the sa	ıg	Grade
D CO.B.III.		From	То	
Assistant	Education	11/08/1996	14/10/2016	
Professor, Stage - I		12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -		

 Period of teaching experience P.G. Classes (in years): 	:	U.G. Classes (in years)	20 years	
	-	U.G. Classes (in years)	20 years	

- 21. Research experience excluding years engaged in in M.Phil/Ph. D: Nil
- 22. Field of Specialization under the subject/ Discipline (if any)

 : Psychology, Educational Technology, Management and Evaluation in Education

Academic Staff College Orientation/Refreshers Course/any other Course Attended:

No	Name of the Course	Place	Duration	Sponsoring Agency
1	Orientation	JNU, New Delhi	04/04/2011 to 29/04/2011	UGC
2	Refresher	Guwahati University	24/08/2009 to 13/09/2009	UGC
3	Refresher	AMU, Aligarh	08/11/2013 to 29/11/2013	UGC
4	Refresher	NBU, North Bengal	08/07/2015 to 28/07/2015	UGC

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PART B: ACADEMIC PERFORMANCE INDICATORS (Please see detail instructions of this PBAS proformas before filling out this section)

CATEGO9RY 1: TEACHING, LEARNING, AND EVALUATION RELATED **ACTIVITIES**

Lectures, Seminars, Tutorials, Contact Hours(give semester wise details, where (From 1st January/2014 to December/2014) Total % of classes

2.0	(managaga
r	ecessary)

Course B.A 1 st	Level	Mode of Teaching	Lectures	Hours per w	Tutorial	Contact	hours	documented
D A 1 st		reaching	Lectures	Saminars	Testorial			
D A 1st				Seminars	Tutoriai	Hours		record
D A 1st					1hrs	1hrs	7hrs	96%
	U.G.	L	4hrs	1hrs	11113		71.00	94%
Sem			4h wa	rs 1hrs	1hrs	1hrs	7hrs	
B.A 3 rd	U.G.	L	41118		bec	8.5hrs	95%	
Sem	II.C	I	5.5hrs	1hrs	1hrs	ms		
	U.G.				1 hrs	1hrs	7hrs	96%
	U.G.	L	4hrs	1hrs	This			95%
Sem			41	1hrs	1hrs	1hrs	7hrs	9570
B.A 4 th	U.G.	L	4nrs	11113		414,0000	9 5hrs	96%
Sem	11.0	I	5.5hrs	1hrs	1 hrs	Ihrs	0.51115	
100	U.G.			1000		(0)		
	B.A 3 rd Sem B.A. 5 th Sem B.A 2 nd Sem B.A 4 th	Sem B.A 3 rd U.G. Sem B.A. U.G. 5 th Sem B.A 2 nd U.G. Sem B.A 4 th U.G. Sem B.A 6 th U.G.	Sem L B.A 3 rd Sem U.G. L B.A. 5 th Sem U.G. L B.A 2 nd U.G. L L Sem L L B.A 4 th U.G. L L Sem L L	Sem B.A 3 rd U.G. L 4hrs Sem L 5.5hrs B.A. 5 th Sem L.G. L 5.5hrs B.A 2 nd U.G. L 4hrs Sem L 4hrs B.A 4 th U.G. L 4hrs Sem L 5.5hrs	Sem L 4hrs 1hrs Sem U.G. L 4hrs 1hrs B.A. 5 th Sem U.G. L 5.5hrs 1hrs B.A 2 nd Sem U.G. L 4hrs 1hrs B.A 4 th U.G. L 4hrs 1hrs Sem B.A 6 th U.G. L 5.5hrs 1hrs	Sem L 4hrs 1hrs 1hrs B.A 3 rd Sem U.G. L 5.5hrs 1hrs 1hrs B.A 2 nd Sem U.G. L 4hrs 1hrs 1hrs B.A 4 nd U.G. L 4hrs 1hrs 1hrs B.A 4 th U.G. L 5.5hrs 1hrs 1hrs B.A 6 th U.G. L 5.5hrs 1hrs 1hrs	Sem B.A 3 rd Sem U.G. L 4hrs 1hrs 1hrs 1hrs B.A. 5 th Sem U.G. L 5.5hrs 1hrs 1hrs 1hrs B.A 2 nd Sem U.G. L 4hrs 1hrs 1hrs 1hrs B.A 4 th U.G. L 4hrs 1hrs 1hrs 1hrs B.A 6 th U.G. L 5.5hrs 1hrs 1hrs 1hrs	Sem Ihrs 8.5hrs B.A. 5^{th} Sem U.G. 5^{th} Sem L 4hrs 1hrs 1hrs 1hrs 7hrs B.A 2^{nd} U.G. Sem U.G. 5^{th} U.G. 5^{th} U.G. 5^{th} Ihrs 1hrs 1hrs 1hrs 7hrs B.A 4^{th} U.G. 5^{th} U.G. 1^{th} U.G. $1^{$

Lecti	Sem Sem (C), Seminars(S), Tutorial (T), Practical (P), Contact Hour(C)	API Score
	Classes Taken(max 50 for 100% performance & proportionate score up to 80% performance, below which	48
	be given)	00
(b)	Teaching Load in excess of UGC norm(max score:10)	

(ii)Reading/Instructional materials consulted and additional knowledge resources provided to

student	AVER STREET	Consulted	Prescribed	Additional resource provided
SL No	1st Sem. Paper – 101(M)	Western Philosophy	1Radhakrishnan Philosophy 2.Bedanta Philosophy 3. Yuga Philosophy	Reference Books and Power points presentation, use of Smart Board
02	3 rd Sem. Paper - 301(M)	Education Psychology	1.Education Psychology 2.Advance Education Psychology	Reference Books and Power points presentation, use of Smart Board
	3 rd Sem. Paper - 302(M)	Measurement and Evaluation	1. Education Measurement and Evaluation	
03	5 th Sem. Paper - 502(M)	Educational Technology	1.Educational Technology in Teaching Learning Process 2.Use of ICT in Education	Reference Books and Power points presentation, use of Smart Board

04	2 nd Sem. Paper - 201(M)	Educational Sociology	1.Sociological Foundation Education 2Sociology in Indian	Reference Books and Power points presentation, use of Smart Board
		History of Indian	Perspectives 1.History of Indian	Reference Books and Power points presentation, use of
)5	4 th Sem. Paper – 401(M)	Education	Education 2.History of Indian Education after	Smart Board Pooks and Power
	4 th Sem. Paper – 402(M)	Great Educators	1.Great Educators and Indian Thinkers	points presentation, use s Smart Board
06	6 th Sem. Paper - 601	Education in World	1.Modern Indian Education 2.Education for	points presentation, use some Smart Board
		Perspectives	Sustainable development 1.Experimental	Reference Books and Power points presentation
07	6 th Sem Paper – 603	Laboratory Practical Field Study	Psychology Methodology of	Reference Books and I own
08	6 th Sem Paper – 604	Theory of	Educational Research 1.Principles of Education	Reference Books and Fower
09	1 st Sem (p)	Education Educational	1.Psychologuy in	Reference Books and Fower
10	2 nd Sem.(P)	Psychology Educational	Education 1 Measurement and	Reference Books and Power points presentation
11	3 rd Sem(p)	Measurement and Evaluation	evaluation in Education	Reference Books and Power
12	4 th Sem(p)		- F Indian	points presentation Reference Books and Power
13	5 th Sem.(p)	History of Indian Education	1.History of Indian Education	points presentation Reference Books and Power
14	6 th Sem.(p)	Methods and Techniques of Teaching	1.Techniques of Teaching	points presentation

API score based	on	Preparation	and	imparting	of	API Score 20
knowledge/instruction As per curriculum additional resources to	and	syllabus enric	chment	by provid	ding	

(iii)Use of Participatory and innovative Teaching-Learning Methodologies/Audio-Visual teaching aid, Updating of subjects Contents, Course Improvement etc.

	g aid, Updating of subjects Contents, Course Improvement etc.	API Score
01	Short Description Updating course, Design of Curriculum(Book published for DEC	05
	under Distance Education Council, DU)	

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	under Distance Education Council, DU)	
)2	Participatory & Innovative T/L process with materials for problem based learning, case studies, Group discussion etc.	05
	a) Interactive Courses:5 points/each	05
	a) Interactive Courses:5 points/each b) Participatory Learning Modules:5 points /each(Micro teaching, PSI etc)	0.5
	c) Case Studies:5 points each	05
03	Power Point/Multimedia/Simulation/Software etc. Power Point/Multimedia/Simulation/Software etc.	
	Power Point/Multimedia/Simulation/Software etc. (Use of any one of these in addition to chalk & board:5 points (Use of any one of these in addition to chalk & board:5 points Developing and imparting Remedial/ Bridge Courses(each activity	0.5
04	:5 points)(Remedial Classes)	05
05	25 points)(Remedial Classes) Developing and imparting soft skills/communications and creation in music, performing and visual arts and other traditional areas	
	(each activity: 5 points)	05
06	(each activity: 5 points) Developing and imparting specialized T/L programme in Physical education, library, innovative compositions and creations in music performing and visual arts and other traditional areas (each	
	activity 5 points)	00
07	Organizing and conduction of popularization programming and e-	
	library skills to students Workshop Training Course(10 points)	
	b) Popularization Programme(5 points each) Total Score(Max Score:20)	40

(iv)Examination Duties Assigned and Performed

SI No	Type of Examination Duties	Assigned	carried out	API Score
01	As Invigilator in end semester work	Nazira College	January/2014 to December/2014	25
02	As Evaluator of Answer scripts	-do-		
	Total Score(Max:25)			

This is to certify that Dr/Mr/Ms. Ms. Mouchumi Duarah, Assistant Prof. department Education of Nazira College attended all the allotted classes. She gives regular instructions as per curriculum with the prescribed materials, syllabus enrichment by providing additional resources to the students. She carried out Semester/ Annual examination work as per duties allotted.

AH on digue Signature of HOD Department of Education

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Head, Department of Education
Natura College

CATEGORY - II

CO-CURRICULAR, EXTENSSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From January/2014 to December/2014)

~ ~ ~ ~		API Score
SI No	Type of Activities	
01	Extension, Co-curricular and field based activities	
	(Total Max 20)	05
	Educational tour/Field studies(each activity 5 points)	
	Leadership role played in organization linked with extension work and NSS, NCC, NSO or any other similar	10
	activity(each activity 10 points) (Advisor, Nazira Adhyan Chara, Advisor, Radhkrishnasn	
	Chara Dept of Education, Nazira)	05
	Students and Staff related cultural and Sports Programme, Campus(each activity 05)(Teacher-in-charge, Girls'	
	Common Room.)	00
	Publications(Departmental level –2, Institutional level – 5) Article published in College Magazine and Departmental	
	Journal)	00
	Community work(Flood Relief, Environment programme)Each 5 points)	
		Total = 20
	rogramme)Each 5 points) Total Score = 25	Total

(From January/2013 to December/2014)

1	ndicator/activities			
02	Contribution to Corporate life and management of the institution			
	Contribution to Corporate life in College through meeting, popular lectures,	02		
	subjects related events, articles in college magazine(2 points each) (Article published in College Megazine)	I I I		
	Institutional governance responsibilities like, HOD (10 points each)	00		
	Participation in Committees concerned with any aspects of departmental or institutional management such as admission committee, Campus development committee, (5 points each)	5		
	Responsibility for students welfare, counseling and discipline (5 points each)	00		
	Organization of Conferences/ Training as chairman/organization Secretary, Treasure(a)International – 10 points, National/Regional – 5 points, b) as member of the organization committee – 1 point) Member of Two National Seminar organization committee	05		
	Maximum - 15	Total = 12		

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Professional Development Activities

		API Scor
	Indicator/activities	
03	Professional Development Activities Membership in profession related committee at state and national level a) At National Level 3 point	00
	b) State level 2 points Participation in subjects association, conferences, seminars without paper Participation = 01)	02
	presentation (each activity 2 points) (Total participation – 01) Participation in short term training courses (less than one week duration)	05
	5 points each Membership/Participation in state/ Central bodies/ Committees on Education, Research and national Development(5 points)	00
		00
	Publication of article in Newspapers/Megazine	Total - 07
	Max = 15	
	Total Score(i+ii+iii)(Max - 25)	

CATEGORY - III RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTION:

A) Published Paper in Journal:

SI No	Title with page no	Journal	ISSN/ISBN NO	Whether peer reviewed, Impact Factor if any	No of Co- Author	Whether You are the main Author	API
01	Rabindra Prativvat Adashabadi Dharana: Ek Parjylochana	Panchajanya, Edited by Dr. Jibon Kalita and Published by ACTA, Sivsagar Zone	ISSN – 2230-911X Panchajanya	Reviewed	Single Author	Main Author	15
62			*				
-				Total Sco	re -		15

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(i)Article/ Chapters published in the books:

SI N o	Title with page No	Book Title, Editor and Publisher	Whether peered reviewed	No of Co- Author s	Whethe r You are the main Author	API Score
91	Comparati ve Education	Comparative Education				
			Total Sc	ore		00

ii) Full Papers in Conference/Seminar Proceeding:

SI No	Title with page No	Details of Conferences Publication	ISSN/IS BN No	Whether peered reviewed	No of Co- Authors	Whether You are the main Author	API Score
01	Women Empowerment and its dire needs in our Society	Women Issues and Challenges, Edited by Dr. Krishnajyoty Handique Etl., Published by Gandhian Study Centre, Gargaon College	ISBN - 978-81- 922338- 3-3	Reviewed	Single Author	Main Author	10
02							

iii) Books published as single or as Editor:

Si No	Title with page No	Type of Book and Authorship	Published and ISSN/ISBN No	Whether peered reviewed	No of Co- Authors		API Score
Q1	Astakashar Rong with total page 112	Novel, Single Author	Published by Katha Readers Forum, Guwahati ISBN – 978-81- 89148-32-4	Reviewed	Single Author	Main Author	15
12	-		-				

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(v)Ougoing and Completed Research Projects and Consultancies:

SI No	Title	Agency	Period	Grants/Amount mobilized in Rs.	Score
01	Impact of Socio-cultural Status on Academic Achievement at Secondary Stage with special reference to Sivasagar District, Assum		2012 2013	Rs. 1,30,000/-	10

Si No	Title	Agency	Period	Grants/Amount mobilized in Rs.	Whether Policy Document/Patent as Outcome	
						-
27	-				Total Score	00

Si No	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil or Equivalent			*	00
Ph. D or Equivalent				00

Training Courses, Teaching learning evaluation Technology Programme, Faculty

Development Programme(Not less than one week Duration)

	Programme	Organised by	Duration	API Score
01	R. C.	NBU, North Bengal	3 WEEKS	20
02	R.C.	AMU, Aligarh	3 Weeks	20

E)(II)

SI No	Title of the paper presented	Title of the seminar/Confer ence	Organised by	Whether Internationa I/National/St ate/Regional /University/ College	API Score
	Challenges of Women Education for Sustainable Development	Gender Discrimination and its Impacts on Socio- economic Development	The second secon		7.5

E)(III) Invited Lecture and Chairmanship in National/International Conference/Seminar etc.

SI No	Title of the Lecture/Academic	Title of the Seminar/Conference	Organized by	Whether International/ National	API
	Session	etc			*
		-	-		

E) (IV) SUMMERY OF API SCORE

Sl No	Criteria	Last Academic Year	Total API Score for Assessment Period	Annual AV. API Score for Assessment period
	Tracking Learning and		75/125	113
01	1 Patentino Lear mag			70
	Evaluation Related Activities		15/50	39
02	Co-Curricular Activities, Professional Development			
	activities etc.		10/15	77.5
13	Research and Academic		10/13	
	Contribution		100/190	229.5

PART - C - OTHER RELEVENT INFORMATIONS:

Please give details of any other credential, significant contributions, award receive etc. not mentioned earlier.

SI No	Details(Mention year, value etc. where relevant)		

List of Enclosures (Please attach copies of certificate, sanction orders, paper etc wherever necessary)

- 1. Copy of M.A. Pass certificate
- 2. Order Copy of Prior Approval
- 3. Order Copy Formal Approval
- 4. Order copy of Conformation
- 5. PBAS Proforma for three years, i.e 2014, 2015 and 2016

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I certify that information provided is correct as per records available in the university/ and or documents enclosed along with the duly field PBAS Proforma.

Signature of the Faculty with Designation Houcherni Duarah

Place: Nazire

Date: 14/09/2018

All the documents submitted by Dr./ Mr./Mrs. Mouchumi Duarah, Assistance Professor, department, of Education, Nazira College are verified and found authentic. The API scores mentioned above are correct.

Signature of the Principal Nazira College

Decre 100 186 Convener, IQAC Cell Nazira College