**Annual Performance Appraisal Report**

**(Directors Physical Education Cadre)**

**As per CAS 2018**

(To be submitted at the end of every academic year)

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

# (Information provided should pertain to the academic year referred above)

# 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. College/Institution/University:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

|  |  |
| --- | --- |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Permanent Address (with Pin code), in case different fromSl.No.11:
2. Academic Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name  of Exam | University | Year of Passing | Percentage  of Marks obtained | Division/  Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post- Graduation |  |  |  |  |  |  |
| Other Examinations,  if any |  |  |  |  |  |  |

1. Research Degree(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees | Name of the  University | Title of dissertation/thesis | Date of  submission | Date of  award |
| M.Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/D.Lit. |  |  |  |  |

1. Field of Specialization:
2. Details of Course/Program/Workshop/MOOCs attended or completed.

16.1 Details of Training/Seminar/Workshop/Course on Automation And Digitalization/ Upgradation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Details | Place | Period | | Sponsoring/Organising Agency |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

16.2 MOOCs completed with e-certification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level  (UG/PG/Other) | E-certification no. |
|  |  |  |  |  |  |  |
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# PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDANCE**

Grading Criteria:

* 90% and above – Good
* Below 90% but 80% and above - Satisfactory
* Less than 80% - Not satisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Academic Year | Level (PG/UG) | Activities undertaken | Regularity in attending the College/Institution | | Percentage of Attendance |
| No. of working days | No. of days attended |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Grading | |  | | | | |

**SECTION2**

**ORGANIZING INTRA COLLEGE COMPETITION**

Grading Criteria:

* Good - Intra college competition in more than 5 disciplines.
* Satisfactory - Intra college competition in 3-5 disciplines.
* Unsatisfactory - Neither good nor satisfactory

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of intra college competition | Disciplines | Period | | Details of participants | Name of the college/institution |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Grading | |  | | | | |

**SECTION3**

**INSTITUTION PARTICIPATING IN EXTERNAL COMPETITIONS**

Grading criteria

* Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
* Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.

Or District level competition in at least 5 disciplines.

* Unsatisfactory - Neither good nor satisfactory

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of competition in which the college/institution participated | Venue | Period | | Details of Disciplines | Details of Participating colleges/institutions | Level  National/State/ District |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grading | |  | | | | | |

**SECTION4**

**UPKEEP AND UPGRADATION OF TRAINING INFRASTRUCTURE AND PLAYFIELD.**

Grading criteria

* Good
* Satisfactory
* Unsatisfactory

To be Assessed by the Promotion committee.

1. Up-gradation of sports and physical training infrastructure with scientific and technological inputs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Details of available Sports and Physical Training infrastructure | Upgradation done | Scientific and technological inputs and changes done/brought about | Target group for which upgradation done | Outcome of the upgradation |
|  |  |  |  |  |  |
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1. Development and maintenance of playfields and sports and physical education facilities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Details of available playfield and Sports and Physical Education facilities | Development and maintenance activities undertaken | Scientific and technological inputs and changes done/brought about | Target group for which upgradation done | Outcome of the upgradation |
|  |  |  |  |  |  |
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Grading for this section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as per assessment of the promotion committee)

**SECTION 5**

**INVOLVEMENT IN ACTIVITIES RELATED TO ACADEMIC AND PROFESSIONAL ASPECTS**

Grading criteria

* Good: Involved in any two activities.
* Satisfactory: 1 activity
* Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities/aspects to be considered are as follows:

1. (a) At least one student of the institution participating in national/ state/ university (for college levels only) teams.

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of student | Status of the student in the team | Level  National/State/University or college | Details of the competition/ event | Details of Participating colleges/institutions | Outcome of the competition. |
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|  |  |  |  |  |  |  |

1. (b) Organizing state/national/inter university/inter college level competition.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of competition organised | Venue | Period | | Details of Disciplines | Details of Participating colleges/institutions | Level  National/State/ Inter-university/ Inter-college |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Being invited for coaching at state/national level.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of the team(s) coached | Discipline of the team | Period | | Competitions in which the team participated | Details of Participating teams | Level  National/State |
| From | To |
|  |  |  |  |  |  |  |  |
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1. Organizing at least three workshops in a year.

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| --- | --- | --- | --- | --- | --- |
| S.No. | Details of workshop organised | Venue | Period | | Sponsoring/Organising Agency |
| From | To |
|  |  |  |  |  |  |
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1. (a) Publications of at least one research paper in UGC approved journal.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Journal | Year | Vol. No. | Page No. | ISSN No. | Authorship | Reference number of UGC - CARE List |
|  |  |  |  |  |  |  |  |  |
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Note:

The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

1. (b) Assistance in university/college administration and governance related work including work done during admissions, examinations and extracurricular college activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Nature of Activity  (admissions/examination/extracurricular) | Contribution of the applicant | Period | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |

**OVERALL GRADING FOR Section 5**

|  |  |
| --- | --- |
| No. of Activities covered (i to iv) |  |
| Overall grading |  |

(Please attach supporting documents as per requirement)

**SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Activity | Section | Gradation  (Head, Delhi University Sports Council /Principal of the college) |
| 1. | Regularity | Section 1 |  |
| 2. | Organizing intra college competition | Section 2 |  |
| 3. | Institution participating in external competitions | Section 3 |  |
| 4. | Upkeep and upgradation of training infrastructure and playfield | Section 4 |  |
| 5. | Involvement in activities related to academic and professional aspects | Section 5 |  |

**OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

* Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections).
* Satisfactory: Satisfactory in Item (Section) 1 and satisfactory/good in any other two items (Sections).
* Not Satisfactory: If neither good nor satisfactory in overall grading.

PART-C: OTHER RELEVANT INFORMATION

1. The system of tracking user grievances and the extent of grievances redressal details
2. Membership/Fellowship of Learned bodies /Societies:
3. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
4. Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
5. Future Plans (In approximately 150 words):

Note:

1. It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
2. The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
3. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

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

1. 11.

2. 12.

3. 13.

4. 14.

5. 15.

6. 16.

7. 17.

8. 18.

9. 19

10. 20

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working as

.................................................in the Delhi University Sports Council/College since ………………………………

The particulars given in this application 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 applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Director of Physical Education/Principal of College/Institute