



GOVERNMENT COLLEGE SATNALI, MAHENDERGARH

Affiliated to IGU, Meerpur, Rewari & Recognised u/s 2(f) of UGC Act

AISHE CODE: C-49467

Website: <http://gcsatnali.ac.in>

Phone: 01285-231122(O)

E-mail: gcsatnali@yahoo.com

Ref. No. NAAC/SSR/2021/146

Date : 10/09/2021

Metric 6.3.5

The College as a DHE Maintained Institution follows the guidelines of DHE with regard to Performance Appraisal System for teaching and non-teaching staff. A Self-Performance Appraisal form (ACR) is to be filled in by the teaching staff and submitted in the college office for initiating the process of promotion. There are following 4 prescribed stages for promotion from Assistant Professor to Associate Professor:

Stage 1 (AGP Rs 6000) to Stage 2 (AGP Rs 7000)

Four years of service with PhD/

Five years of service with M.Phil./PG Degree in Professional Course/

Six years of service who are without Ph. D /M. Phil/PG Degree in Professional Course.


Stage 2 to Stage 3 (AGP Rs 8000)

Completion of five years of service in Stage 2

Stage 3 to Stage 4 (AGP Rs 9000)

Completion of three years of service in Stage 3.

A performance appraisal report is prepared at each stage which includes performance and participation in Academics, Administration, Skill development and other aspects of professional life. A selection/screening committee is constituted by the DHE for the same and API score is calculated. Non-Teaching Staff members are also assessed ACR forms which contains brief description of duties undertaken by the employee, timely accomplishment of planned work etc. ACR are written by Principal.


(NAAC In-Charge)


Principal
Principal, Satnali
Government College Satnali (Maharashtra)

ACR PENDING STATUS AT COLLEGE LEVEL
 No Record Found

ACR FORWARDING STATUS AT COLLEGE LEVEL

Sr No	Employee Code	Employee Name	College	ACR Year	Self Appraisal Filled on	ACR Filled By Principal	Verified By Principal	Principal Verified on	Verified By Second Authority	Second Authority Verified on	Verified By Final Authority	Final Authority Verified on
1	11909	Birender Singh	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
2	11951	Neetu Sharma	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
3	11963	Shweta	GC Satnali	2018-19	24-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
4	11936	Vichitar Singh	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
5	13210	Shri Bhagwan	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	04-01-2021	Pending	
6	11959	Kamla Devi	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
7	11949	Favita Yadav	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
8	12700	Ajit Singh	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	03-01-2021	Pending	
9	13160	Ashish	GC Satnali	2018-19	24-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	04-01-2021	Pending	
10	11948	Jarnail Singh	GC Satnali	2018-19	23-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	02-01-2021	Pending	
11	12090	Mukesh Yadav	GC Satnali	2018-19	22-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	03-01-2021	Pending	
12	12692	Yogita Yadav	GC Satnali	2018-19	24-01-2020	Sudhir Kumar, GCW Ehiwani	Completed	25-01-2020	Completed	03-01-2021	Pending	
13	11948	Jarnail Singh	GC Satnali	2019-20	16-07-2020	Asha Rani Seharan, GCW Hixar	Completed	16-07-2020	Completed	27-12-2020	Pending	
14	12692	Yogita Yadav	GC Satnali	2019-20	14-10-2020	Swaty, GCG Rewari	Completed	03-08-2021	Pending		Pending	
15	12090	Mukesh Yadav	GC Satnali	2019-20	25-07-2020	Anupama Yadav, GC Farrukhnagar	Completed	30-07-2020	Completed	27-12-2020	Pending	

<https://acr.highereduhry.ac.in/DashboardCollege.aspx>

ANNUAL CONFIDENTIAL REPORT FOR THE YEAR _____

{ONLY FOR COLLEGE LECTURERS}

To be filled up by the Lecturer :-

Date of Joining Service

Mode of recruitment :- Adhoc/Regular

1. Particulars :

a) Name _____

b) Father/Husband's Name _____

c) Qualifications _____

d) Subject _____

e) Date of Birth _____

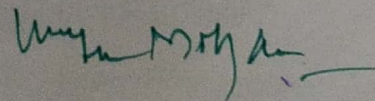
f) Name of Institution _____

g) Place of previous posting _____

From _____ To _____

h) Date of joining present College _____

i) Subject of M.Phil/Ph.D.(If passed) _____



Principal
Govt. College
Satnali (M.garh)

3. Overall assessment of academic competency, i.e. application of new teaching method encouraging questions in classes, holding of seminars/group discussions etc.

4. Details of academic & professional progress during the year :-

a) Research/Degree acquired if any _____

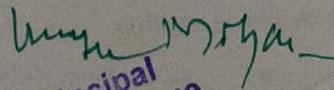
b) Research work if any _____

c) Particulars of published Research papers, if any. _____

d) Details of inservice Training _____

e) Extra clases for Weak students _____

f) Whether giving any private tuitions/ coaching ? _____


Principal
Govt. College
Satnali (M.garh)

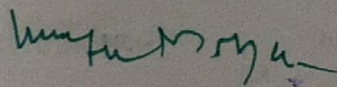
g) Contribution in other college activities like : Adult Education, Social Development Programmes, NSS Sports, Cultural activities & any other special work done :

h) Whether the staff attendance Register has been regularly signed ? _____

5. Contribution in the College Administration :
Member of various committees like Discipline Committee, Admissions Committee, Students Welfare Committee etc.

6. Any other Achievements :

7. Whether he stays at the HQ after college hours & during the holidays _____



Principal
Govt. College
Satnali (M.garh)

1108

8. Any other plus point not mentioned above :

8(a) Whether officer/officials delivers the services or dispose of the case in a given time frame? (Reply in Yes or No)

9. Whether the Courses for academics year were completed ?

10. Number of working days spent in the college.

a) For admission

b) For teaching

c) For evaluation

d) For invigilation/Examination

e) For other activities-specify

f) Total

Date.....

[Assistant/Associate Professor's Signature]

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Principal
Govt. College
Satnali (M.garh)

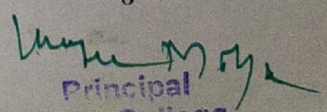
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[To be filled up by the Principal

II. Verification by the Principal ;

Item No	Correct	Exaggerated
1		
2		
3		
4 a		
b		
c		
d		
e		
f		
g		
h		
5		
6		
7		

8


Principal
Govt. College
Satnali (M.garh)

9

10

11 a

b

c

d

e

f

12. remarks about integrity :-

13. Relations with the Principal/Colleagues :

14. Whether the lecturer Participated in or instigated any strike in the college.

15. Overall Assessments :

[Keeping in view above all facts]

- a) Outstanding
- b) Very good
- c) Good
- d) Average
- e) Below Average

(Principal to fill up all the columns & no column is to be left blank)

Dated.....

Signature of the Reporting Officer

Principal

Handwritten signature

Principal
Govt. College
Sambalpur (M. garh)

4113

16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer ;

17. Whether any enquiry Complaint is pending

18. Punishment if any awarded ;

(Joint Director Colleges)

Dated.....

19. Remarks by the Final Reporting Officer/Accepting Authority :

Dated.....

Director General,
Higher Education Haryana,
Panchkula.

Manoj A.
Principal
Govt College
Satta

6155

Non-teaching staff ACR group 'C' 1142

Form of Annual Confidential Report

For Clerks and other posts of similar nature in group 'C'

1. Department
2. Office/Branch/Section
3. Period under Report

Part-I

1. Name of the employee
 2. Father's Name
 3. Designation of the post held
- Reporting Authority Reviewing Authority Accepting Authority

Part-II

Important Notes :-

1. Before writing the annual confidential report the reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary the Reporting authority should make use of gradings i.e. 'Outstanding' 'Very Good' 'Good' 'Average' 'Below Average' in the box/blocks provided against each column.

1. Brief of duties assigned
2. State of Health
3. Conduct and Character
4. Punctuality and Regularity in Attendance
5. Ability to get along and behaviour with
- (a) Superior officers
- (b) Colleagues
- (c) Public
6. Amenability of discipline
7. Devotion to duty & hard working
8. General Intelligence and keenness to learn
9. Knowledge about Dept./Branch/office procedure
10. Proficiency in use of State Language Hindi in his day to day official work

[Handwritten Signature]
 Govt. of Jharkhand
 Sathali (M-garn)

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683 6.8.85

- 11. Whether employee stays at his Headquarter after closing of office and during holidays
- 12. Proficiency and Accuracy in typing
- 13. Proficiency in work of attendance of registers, files and other records
- 14. Initiative and willingness to perform and job of responsibility
- 15. Assessment of integrity :
Has anything come to your notice which reflect adversely on the official's integrity of his ability to honestly execute his duties (Reply Yes or No. If yes please give details)
- 16. Whether there are any adverse remarks on the work and conduct of the employee (Reply Yes or No. If yes please give details)
- 17. Has the official done any outstanding or notable or meritorious work Reply Yes or No
- 18. Suitability for promotion or higher scale of pay
- 19. Attitude of the officer/official towards other castes & communities
- 20. Overall grading on the assessment made from Sr. No. 2 to 19

Signature of Reporting authority

Name.....

(in block letters)

Designation.....

Date.....

REMARKS/COUNTER SIGNATURES OF THE REVIEWING AUTHORITY

- a) I endorse the above remarks () b) I generally agree with the above views subject to the following observations. ()
- c) I do not agree with the above remarks in column. ()

Tick () one of these three items (a) (b) (c) and strike out the remaining two

Signature of Reviewing authority

Name.....

(in block letters)

Designation.....

Date.....

Remarks if any or Counter signature of the Accepting authority

Signature of the Accepting authority

Name.....

(in block letters)

Designation.....

Date.....

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

- 1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to :-
(a) The Reporting Authority must write the report before 15th April.
(b) The Reviewing Authority must record its Comments before 30th April and
(c) The Accepting Authority must record its acceptance before 15th May.
- 2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box/block mentioned against these items.
- 3. The Reporting Officer should record 'Adverse Remarks', if any, in Column at Sr. No. 16 and nothing be written along with the box/block meant for grading only.
- 4. While recording remarks on 'Integrity' in column at Sr. No. 15 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1) dated 12.11.1985, must be gone through carefully.
- 5. The Reporting Officer should make mention of any defects, noted any punishment inflicted on the employee or written warning(s) issued to him, during the period under review to give a correct picture of his work and conduct.
- 6. The Report should be a true and objective assessment of the employee's ability and character and reflect in his day to day official work during the period under review.

Govt. College

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6.3.5
Non-teaching staff
A.C.R. group 'D'

FORM OF ANNUAL CONFIDENTIAL REPORT

(For the Common Cadre group 'D' posts)

1. Department :
2. Office/Branch/Section :
3. Period under Report :

PART-I

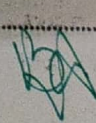
1. Name of the employee
 2. Father's Name
 3. Designation of the post held
- Reporting Authority Reviewing Authority Accepting Authority

PART-II

Important Notes :-

1. Before writing the annual confidential report the reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary the Reporting authority should make use of gradings i.e. 'Outstanding' 'Very Good' 'Good' 'Average' 'Below Average' in the box/blocks provided against each column.

1. State of Health
2. Conduct and Character
3. Punctuality and Regularity in Attendance
4. Amenability to Discipline
5. Devotion to duty and Hardworking
6. Behaviour and obedience
7. Intelligence and fitness to do the assigned tasks
8. Whether employee stays at his Headquarters after closing of office and during holidays ?
(Reply in 'Yes or 'No')
9. Assessment of Integrity
10. Adverse Remarks on work, performance and conduct, if any, (Reply in 'Yes or 'No' If Yes, please give details).....

 Principal
Govt. College
Satnali (M.garh)

(Contd.....page 2)

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Suitability for promotion or
Higher Scale of Pay (Use term
'fit' or 'Not yet fit' 'Not fit')

12. Overall Grading based on the
assessment made from
Sr. No. 2 to 10 above.

Signature of Reporting authority

Date

Name

(in block letters)

Designation

REMARKS/COUNTER SIGNATURES OF THE REVIEWING AUTHORITY

a) I endorse the above remarks () b) I generally agree with the above views subject to the following observations. ()
c) I do not agree with the above remarks in column. ()

Tick () one of these three items (a) (b) (c) and strike out the remaining two

Signature of Reviewing authority

Name

(in block letters)

Designation

Date

Remarks if any or Counter signature of the Accepting authority

Signature of the Accepting authority

Name

(in block letters)

Designation

Date

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

- The following prescribed time schedule for writing annual confidential report may strictly be adhered to :-
 - The Reporting Authority must write the report before 15th April.
 - The Reviewing Authority must record its Comments before 30th April and
 - The Accepting Authority must record its acceptance before 15th May.
- The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box/block mentioned against these items.
- The Reporting Officer should record 'Adverse Remarks', if any, in Column at Sr. No. 10 and nothing be written along with the box/block meant for grading only.
- While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1) dated 12.11.1985, must be gone through carefully.
- The Reporting Officer should make a mention of any defects noted any punishment inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
- The Report should be a true and objective assessment of the employee's ability and character and reflect in his day to day official work during the period under report.
- Signature in full alongwith date be put by the Reporting/Reviewing/Accepting Authorities.

[Signature]
Principal
Govt. College
Satali (M. Garh)

Annual Confidential Report (ACR)

Department of Higher Education

Employee List

Log Out
Welcome GC Satnali (mgroo8)
Last Login 04-10-2019 14:45:13

ACR PENDING STATUS AT COLLEGE LEVEL

S.No	Employee Code	Employee Name	College	ACR Year	Self Appraisal Filled on	Forward To
1	11909	Birender Singh	GC Satnali	2018-19	28-09-2019	--Select-- Forward
2	11951	Neetu Sharma	GC Satnali	2018-19	24-09-2019	--Select-- Forward
3	11963	Shweta	GC Satnali	2018-19	24-09-2019	--Select-- Forward
4	11936	Vichitar Singh	GC Satnali	2018-19	24-09-2019	--Select-- Forward
5	13210	Shri Bhagwan	GC Satnali	2018-19	30-09-2019	--Select-- Forward
6	11969	Kamla Devi	GC Satnali	2018-19	24-09-2019	--Select-- Forward
7	11949	Pavita Yadav	GC Satnali	2018-19	25-09-2019	--Select-- Forward
8	12700	Ajit Singh	GC Satnali	2018-19	30-09-2019	--Select-- Forward
9	13160	Ashish	GC Satnali	2018-19	30-09-2019	--Select-- Forward
10	11948	Jarnail Singh	GC Satnali	2018-19	30-09-2019	--Select-- Forward

Manish Singh
Principal
Govt. College
Satnali (M.G. Govt.)