

# SALBARI COLLEGE

P.O.: Salbari, P.S.: Salbari, Distict: Baksa

BTR, Assam, PIN-781318

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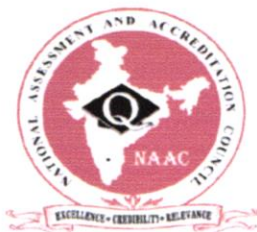
## FIRST CYCLE NAAC ACCREDITATION 2023

### CRITERION 6

#### GOVERNANCE, LEADERSHIP & MANAGEMENT

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

**SALBARI COLLEGE**  
**SALBARI : BAKSA : ASSAM**

Assessment Criteria and Methodology Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation & Level in Pay Matrix:
5. Date of last Promotion:
6. Which position and Level are you an applicant under CAS ?
7. Date of eligibility for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pin code)
14. Permanent Address (with Pin code)

Telephone No:

Email:

Mobile Ph. No.:

15. Academic Qualifications (Matric till post graduation):

Examination	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division / Class/Grade	Subject
High School/Matric					
Intermediate					
B.A./B.Sc./B.Com./ B.Tech.					
M.A./M.Sc./M.Com					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of Award	University
M.Phil./M.Tech.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

17. Appointment held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institute:

Designation	Department	Date of actual Joining		Grade/Level
		From	To	

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

20. Research Experience excluding years spent in M.Phil / Ph.D. (In years)

21. Fields of Specialisation under the Subject/Discipline

(a) ...

(b) ...



**1B. Examination, Evaluation Activities and Administrative Support & Participation in Students' Co-curricular & Extra-curricular Activities:**

S. N.	Activities* (Please mention the activities involved out of the activities listed below) <b>(Evidences to be attached)</b>	Grade (Please refer table 1 of Appendix II)
<b>SEMESTER 1 (JULY-DEC) Year</b>		
<b>SEMESTER 2 (JAN-MAY) Year</b>		
	Grade#	

\*Involvement in students related activities/research activities:

- (a) Administrative responsibilities such as Head/ Chairperson /Dean/ Director/ Co-ordinator, Warden etc.
- (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.
- (c) Student related co-curricular, extension and field based activities such as students clubs, career counseling, study visits, students seminars and other events, cultural, sports, NCC, NSS and community services.
- (d) Organising seminars/conferences/workshops, other universities activities.
- (e) Evidence of actively involved in guiding Ph.D. students.
- (f) Conducting minor or major research project sponsored by national or international agencies.
- (g) At least one single or joint publication in peer reviewed or UGC list of Journals.
- (h) Presentation of papers and chairing of sessions
- (i) Guiding and carrying out research projects and publishing the research output in national and international journals

**#Grading Criteria:**

Good-Involved in at least 3 activities

Satisfactory- 1 to 2 activities

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

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

**1C. Personal Development Related to Teaching and Research Activities:**

S. N.	Activities attended* (Please mention the activities involved out of the activities listed below) <b>(Evidences to be attached)</b>
<b>SEMESTER 1 (JULY-DEC) Year</b>	
<b>SEMESTER 2 (JAN-MAY) Year</b>	

\*Orientation/Refresher/Research Methodology course, development of e-contents and MOOCs, Workshop, Syllabus up-gradation workshop, Training Teaching-Learning Evaluation, Technology Programmes and Faculty Development Programmes.

**CATEGORY: II. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**1. Research Papers published in Peer Reviewed or UGC listed Journals:  
(Evidences to be attached)**

S.No.	Title with page nos.	Journal & Date of Publication	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Score (please refer Table 2 of Appendix II)
						<b>Total Score</b>	

**2. Publications (other than Research Papers) :  
(Evidences to be attached)**

(a) Books authored which are published by : International Publishers/national publishers/chapter in Edited Book, Editor of Book by International Publisher/Editor of Book by National Publisher

S.No.	Chapter Title with page nos. & year of Publication	Book Title, editor & publisher	ISSN/ISBN No.	No. of co-authors	Are you main Author	National / International	Score (please refer Table 2 of Appendix II)
						<b>Total Score</b>	

(b) Translation works in Indian and Foreign Languages by qualified faculties

S.No.	Chapter or Research Paper or Book with title, page nos. & year of Publication	Chapter/Research paper/Book editor & publisher	ISSN/ISBN No.	National / International	Score (please refer Table 2 of Appendix II)
				<b>Total Score</b>	

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

S.No.	Activity (Evidence to be attached)	Publication details	No. of course(s)	Score (please refer Table 2 of Appendix II)
(a)	Development of Innovative pedagogy			
(b)	Design of new curricula and courses			
			Total Score	

(c) MOOCs:

S.No.	Activity (Evidence to be attached)	Publication details	No. of course(s)	Score (please refer Table 2 of Appendix II)
1	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)			
2	MOOCs (developed in 4 quadrants) per module/lecture			
3	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
4	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)			
			Total Score	

(d) E-Content

S.No.	Activity (Evidence to be attached)	Publication details	No. of course(s)	Score (please refer Table 2 of Appendix II)
1	Development of e-Content in 4 quadrants for a complete course/e-book			
2	e-Content (developed in 4 quadrants) per module			
3	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
4	Editor of e-content for complete course/ paper /e-book			
			Total Score	

4.a. RESEARCH GUIDANCE: **(Evidences to be attached)**

S.No.	Number Enrolled	Thesis Submitted	Degree awarded with year of award	Score (please refer Table 2 of Appendix II)
M.Phil/PG dissertation				
Ph.D. or equivalent				
			<b>Total Score</b>	

b. Research Projects Completed : **(Evidences to be attached)**

More than 10 Lakh (10 score)

Less than 10 Lakh (5 score)

S.No.	Title	Agency	Period	Grant/Amount (Rs.in Lakh)	Score (please refer Table 2 of Appendix II)
				<b>Total Score</b>	

c. Research Projects Ongoing : **(Evidences to be attached)**

More than 10 Lakh (5 score)

Less than 10 Lakh (2 score)

S.No.	Title	Agency	Period	Grant/Amount (Rs.in Lakh)	Score (please refer Table 2 of Appendix II)
				<b>Total Score</b>	

d. Consultancy **(Evidences to be attached)**

S.No.	Title	Agency	Period	Grant/Amount (Rs. in Lakh)	Score (please refer Table 2 of Appendix II)
				<b>Total Score</b>	

5.a. Patents : **(Evidences to be attached)**

S.No.	Title	Agency	Period	National or International	Grant/Amount (Rs. in Lakh)	Score (please refer Table 2 of Appendix II)
					<b>Total Score</b>	

5.b. \*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

**(Evidences to be attached)**

S.No.	Title	Agency	Date of submission	State or National or International	Grant/Amount (Rs. in Lakh)	Score (please refer Table 2 of Appendix II)
					<b>Total Score</b>	

5.c Awards/Fellowships : (Evidence to be attached)

S.No.	Award/Fellowship	International / National	Score (please refer Table 2 of Appendix II)
		<b>Total Score</b>	

6. Invited lectures /Resource Person/paper presentation in Seminars/Conferences/full paper in Conferences proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Activity (Evidences to be attached)	International (abroad)/International (within country)/ National / State /University	Score (please refer Table 2 of Appendix II)
		Total Score	

**GRAND TOTAL of CATEGORY II (minimum 110)** \_\_\_\_\_  
(Sum of 1 to 6)

**SUMMARY OF GRADING & SCORE**

Category	Criteria	Overall Grading* (for category I-1A and 1B)	Name of activity attended as per clause 6.4 of Regulations (for category I-1C)	Total Score of category II
<b>I</b>	<b>Teaching, Learning and Evaluation related activities :</b>			
1A	Teaching		---	---
1B	Examination, Evaluation Activities and Administrative Support & Participation in Students' Co-curricular & Extra-curricular Activities		---	---
I C	Personal Development Related to Teaching and Research Activities:	---	1. 2. 3.	---
<b>II</b>	<b>Research, Publication and Academic Contribution.</b>	---	---	

**\* Overall Grading:**

**Good:** Good in teaching (1A of category I) and satisfactory or good in activity in 1B of category I or

**Satisfactory:** Satisfactory in teaching (1A of category I) and good or satisfactory in activity in 1B of category I.

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

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

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled Assessment Criteria and Methodology proforma.

Signature of the faculty member with  
Designation, Place and Date


Certified that the information submitted by Prof. / Dr. \_\_\_\_\_  
is verified and I recommend his / her promotion to next level as he / she has completed all  
necessary requirements stipulated and being enforced as on today, by UGC.

Signatures of HOD

Verified and recommended for promotion to next level.

Signatures of Dean /Principal

N.B.: The Dean and Head will assure that the information submitted by the faculty member is correct on the basis of evidences submitted and by signing above, they are verifying information and recommending the faculty member for promotion.

  
Principal  
Salbari College, Salbari, Baksa

## Salbari College, Salbari

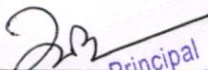
FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <i>Dr. Dulen Basumatary</i>		Department: <i>History</i>			
Date of Joining Year: <i>12.08.2002</i>					
<b>I. Teaching (30 Points)</b>					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
	Effectiveness of Work:				
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
Total		30			
<b>II. Quantity of Work (25 Points)</b>					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
Total		23			
<b>III. SERVICE (20Points)</b>					
1	Total no.of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester	✓			
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
Total		18			
<b>IV. STAFF CONTRIBUTIONS (40 Points)</b>					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student	✓			
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)				
	<i>Co-ordinator of I OAC for the year - 2018-23</i>	✓			
7	Contributions to the Department (Specify)				
	<i>He has contributed materials, books to his dept.</i>	✓			
8	Contributions to the Institution (Specify)				
	<i>Academic incharge and vice-principal of college</i>	✓			
Total		40			
Grand Total: I+II+III+IV		111			
Average Point		96.52			
Signature of HOD / Vice-Principal/Principal					
<i>[Signature]</i> Principal					

Salbari College, Salbari, Baksa

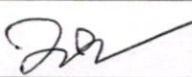
## Salbari College, Salbari

FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <i>Dr Sankhang Basumaty</i>		Department: <i>Economics</i>			
Date of Joining Year: <i>20.09.2002</i>					
<b>I. Teaching (30 Points)</b>					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
	Effectiveness of Work:				
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
	<b>Total</b>	<b>25</b>			
<b>II. Quantity of Work (25 Points)</b>					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
	<b>Total</b>	<b>23</b>			
<b>III. SERVICE (20Points)</b>					
1	Total no.of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester	✓			
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
	<b>Total</b>	<b>18</b>			
<b>IV. STAFF CONTRIBUTIONS (40 Points)</b>					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student	✓			
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)				
	<i>As a CTO of NCC unit</i>	✓			
7	Contributions to the Department (Specify)	✓			
	<i>Advising and mentoring students on academic and career</i>				
8	Contributions to the Institution (Specify)	✓			
	<i>Contributing to the effective administration of the college</i>	✓			
	<b>Total</b>	<b>45</b>			
	<b>Grand Total: I+II+III+IV</b>	<b>111</b>			
	<b>Average Point</b>	<b>96.52</b>			
Signature of HOD / Vice-Principal/Principal <i>[Signature]</i>		Principal Salbari College, Salbari, Baksa			

## Salbari College, Salbari


FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <i>Manta Baro, Asst. Prof. &amp; HoD</i>		Department: <i>Political Science</i>			
Date of Joining Year: <i>15/11/2001</i>					
<b>I. Teaching (30 Points)</b>					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
	Effectiveness of Work:				
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
	<b>Total</b>	<b>30</b>			
<b>II. Quantity of Work (25 Points)</b>					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
	<b>Total</b>	<b>23</b>			
<b>III. SERVICE (20Points)</b>					
1	Total no. of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester	✓			
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
	<b>Total</b>	<b>18</b>			
<b>IV. STAFF CONTRIBUTIONS (40 Points)</b>					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student	✓			
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)				
	<i>As programme officer of NSS he manages and controls the NSS volunteers very well.</i>	✓			
7	Contributions to the Department (Specify)				
	<i>Exam. i/c (Asst.) Ans. script evaluator Asst. Zonal officer (Exam)</i>	✓			
8	Contributions to the Institution (Specify)				
	<i>He has donated some materials to college</i>	✓			
	<b>Total</b>	<b>40</b>			
<b>Grand Total: I+II+III+IV</b>		<b>111</b>			
<b>Average Point</b>		<b>26.52</b>			
Signature of HOD / Vice-Principal/Principal		 Principal Salbari College, Salbari, Baksa			

## Salbari College, Salbari

FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <u>Nitumani Das</u>		Department: <u>Assamese</u>			
Date of Joining Year: <u>12-08-2002</u>					
I. Teaching (30 Points)					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
Effectiveness of Work:					
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
Total		30			
II. Quantity of Work (25 Points)					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
Total		25			
III. SERVICE (20Points)					
1	Total no.of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester				
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
Total		18			
IV. STAFF CONTRIBUTIONS (40 Points)					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student	✓			
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)				
	<u>one of the contributors of IQAC's cell</u>	✓			
7	Contributions to the Department (Specify)				
	<u>She has donated some materials to her dept.</u>	✓			
8	Contributions to the Institution (Specify)				
	<u>She supports students in different activities</u>	✓			
Total		40			
Grand Total: I+II+III+IV		111			
Average Point		96.52			
Signature of HOD / Vice-Principal/Principal					

Principal  
Salbari College, Salbari, Baksa

## Salbari College, Salbari

FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <u>Chanam Ch. Basumatary</u>		Department: <u>Bodo</u>			
Date of Joining Year: <u>06-02-2001</u>					
<b>I. Teaching (30 Points)</b>					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
	Effectiveness of Work:	✓			
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
Total		30			
<b>II. Quantity of Work (25 Points)</b>					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
Total		23			
<b>III. SERVICE (20Points)</b>					
1	Total no. of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester	✓			
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
Total		18			
<b>IV. STAFF CONTRIBUTIONS (40 Points)</b>					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student	✓			
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)	✓			
	<u>co-ordinator of certificate course</u>				
7	Contributions to the Department (Specify)	✓			
	<u>organizing and participating in departmental events</u>				
8	Contributions to the Institution (Specify)	✓			
	<u>As a Asst. Zonal officer of exam zone</u>				
Total		40			
Grand Total: I+II+III+IV		111			
Average Point		96.52			
Signature of HOD / Vice-Principal/Principal					

Principal  
Salbari College, Salbari, Baksa

## Salbari College, Salbari

FACULTY APPRAISAL-Confidential Evaluation by the HoD/Vice-Principal/ Principal 2022-23					
NAME of Faculty: <u>Parimal Ch. Das</u>		Department: <u>Education</u>			
Date of Joining Year: <u>07-08-2001</u>					
<b>I. Teaching (30 Points)</b>					
Sl. No.	Items	Excellent (5)	Good (3)	Satisfactory(1)	Poor (0)
	Effectiveness of Work:				
1	Dedication of the Profession	✓			
2	Knowledge of subject	✓			
3	Class preparation	✓			
4	Teaching Note	✓			
5	Communication Skill	✓			
6	Clarity & Understandability	✓			
	Total	30			
<b>II. Quantity of Work (25 Points)</b>					
1	Contribution in lifting the grooming standards of the students	✓			
2	Class Controlling of the Faculty	✓			
3	ADD ONs given to the students		✓		
4	Contribution to the students' community in developing their soft skills	✓			
5	Punctuality of the staff in the college as well as the class rooms	✓			
	Total	23			
<b>III. SERVICE (20Points)</b>					
1	Total no. of casual leave taken in the semester	✓			
2	Total no. of extra leaves taken in the semester	✓			
3	Total no. of extra classes conduted after the class 3 hours and days		✓		
4	Scholarly activities, Research & Publication	✓			
	Total	18			
<b>IV. STAFF CONTRIBUTIONS (40 Points)</b>					
1	As a Class teacher for the betterment of students:	✓			
2	How well the staff managed the students attendance	✓			
3	How well the staff coordinated with the parents of each student		✓		
4	Initiation in organizing group activities within the class or class as a whole to lift the morale, soft skills & even social commitments of the students	✓			
5	Willingness and Cooperation	✓			
6	Contributions as Co-ordinator (Specify)	✓			
	<u>One of co-ordinator of IQ.AG cell</u>				
7	Contributions to the Department (Specify)	✓			
	<u>Advising and mentoring students</u>				
8	Contributions to the Institution (Specify)	✓			
	<u>Ans script evaluator.</u>				
	Total	38			
	Grand Total: I+II+III+IV	109			
	Average Point	99.78			
Signature of HOD / Vice-Principal/Principal <u>[Signature]</u>					

Principal  
Salbari College, Salbari, Baksa