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**SONAMUKHI COLLEGE**

23°17'41.2"N 87°24'32.9"E

P.O. & P.S. - Sonamukhi, Dist.-Bankura,  
West Bengal, India -722 207

NAAC:B\* 2022  
AISHE : C-44762

## **6. Governance, Leadership, and Management**

### **6.3: Faculty Empowerment Strategies**

#### **6.3.5**

### **Institutions Performance Appraisal System for teaching and non- teaching staff**

## **Link of Academic Audit Report**

**Link of Academic Audit Report 2023 – 2024**

[https://sonamukhicollege.ac.in/academic\\_audit.php](https://sonamukhicollege.ac.in/academic_audit.php)

## **Feedback Analysis of Teachers and Administration**

**Link of online feedback system:**

[https://sonamukhicollege.ac.in/feedback\\_analysis.php](https://sonamukhicollege.ac.in/feedback_analysis.php)


[https://docs.google.com/forms/d/e/1FAIpQLScW5BqbxKF1kcAliX\\_yCTEC2HGIFY1ralo4MxcZyQScB0WI0w/viewform](https://docs.google.com/forms/d/e/1FAIpQLScW5BqbxKF1kcAliX_yCTEC2HGIFY1ralo4MxcZyQScB0WI0w/viewform)

# Sample CAS format for performance Based Appraisal System:

1

**PERFORMANCE BASED APPRAISAL SYSTEM  
(PBAS)**

**SELF APPRAISAL REPORT**




**Subhasree Majumdar  
Assistant Professor in Zoology**

*O/c*

**SONAMUKHI COLLEGE  
SONAMUKHI, BANKURA  
PIN-722207.**

CAS For Assistant Professor  
Stage-I → Stage-II<sup>n</sup>  
(AGP- 6000 → 7000)

*B*  
20/02/2017  
Principal  
Sonamukhi College  
Sonamukhi, Bankura



**APPENDIX II**  
**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**  
**Session/ Year 10.03.2015 - 09.03.2021**  
**(To be completed and submitted at the end of each academic year)**

**PART A: GENERAL INFORMATION**

1. Name (Block letters) : Subhasree Majumdar
2. Father's /Mother's name/  
 Husband's Name : Kanak Baran Majumdar
3. Department : Zoology
4. Current Designation & Grade Pay : Assistant Professor (stage 1) & Level 10 (Rs. 6000/-)
5. Date of last Promotion : NA
6. Address for correspondence  
 (With Pin code) : Dept. of Zoology, Sonamukhi College  
 Sonamukhi, Bankura, W.B.-722207
7. Permanent Address (With Pin code) : Milanpally, Sector Office Road, Priti Villa, P.O-  
 Siliguri Bazaar, West Bengal, PIN-734005  
 Telephone No. : Mob. 9933080408  
 E-mail: : subhasreemajumdar@sonamukhicollege.ac.in
8. Whether acquired any degrees or fresh  
 academic qualifications during the year : No.
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
104 <sup>th</sup> Orientation Programme [Annexure-1, Page No- 51]	UGC-HRDC, RTM Nagpur University	03.02.2020 to 22.02.2020	UGC
Refresher Course in Life Science [Annexure-2, Page No- 52.]	UGC-HRDC, RTM Nagpur University	24.08.2020 to 05.09.2020	UGC

10. (a) Date of Appointment : 10/03 /2015 [Annexure-3, Page No : 53-54]  
 (b) Date of Confirmation : W.e.f. 10/03/2015 vide G.B. resolution no-7 dated  
 10/08/2016, [Annexure-4, Page No.- 55-58]
11. Past Service, if any : NIL  
 (Please attach specific G.O for counting  
 Of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS : Assistant Professor(stage-I to stage-II)  
 68900-205500, Level 11 (AGP: Rs. 7000/-)
13. Date of eligibility for Promotion : 10/03/2021



  
 30/08/2021  
 Principal  
 Sonamukhi College  
 Sonamukhi, Bankura



**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)**

- Date of Screening Committee / Selection Committee : 04/03/2023
- Venue: Sonamukhi College
- Name of the applicant: Subhasree Majumdar
- Subject: Zoology
- Date of OP/RC-WORKSHOP: 03.02.2020-22.02.2020
- Date of RC/OP-WORKSHOP: 24.08.2020-05.09.2020

API score up to 06.12.2017		API score w.e.f. 07.12.2017				Total API score in Assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)	
API (A)		API (B)						
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	10.03.2015-30.06.2015	01.07.2015-30.06.2016	01.07.2016-30.6.2017	01.07.2017-06.12.2017	30.06.2018-07.12.2017: 50.29 01.07.2018-30.06.2019: 87.6 01.07.2019-30.06.2020: 82.13 01.07.2020-9.03.2021: 59.96	665.05	
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	17	27	32	17	27+31.6+33.4+22.2=114.2	207.2	
CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	12.5	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)				97.5	110
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable) * Date of effect: 10/3/2021						
Signature of the Principal with date and seal <i>(Signature)</i> Principal Sonamukhi College Sonamukhi, Bankura		Signature of the Subject Experts with date and seal <i>(Signature)</i> Anugamdar 04/03/2023		Signature of the Subject Experts with date and seal Dr. A. Mazumdar Professor Department of Zoology The University of Burdwan Burdwan-713104, W.B., India				

Score  
10.3.25

IV. Summary of API scores:

Name of the Applicant: Subhasree Majumdar Subject: Zoology

Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from for promotion from Stage I/II/III to Stage II/III/IV				Total- API score for Assessment period	Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee)
	07.12.2017 - 30.06.2018	01.07.2018 - 30.06.2019	01.07.2019- 30.06.2020	01.07.2020- 09.03.2021		
<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)	50.29	87.6	82.13	59.96	279.98	
<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)	27+31.6+33.4+22.2=114.2				114.2	
<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)	97.5				97.5	
<b>Total API score (Category II + Category III)/ Assessment Period)</b>	211.7				211.7	
<i>Subhasree Majumdar</i> Signature of the Incumbent	<i>J. Chandra</i> Signature of the Coordinator, IQAC with date and Seal 21/2/2023 <b>Co-ordinator I.Q.A.C.</b>				<i>B. M.</i> Signature of the Principal /TIC / OIC with date and seal 21/2/23 <b>Principal</b>	

SONAMUKHI COLLEGE  
SONAMUKHI, BANKURA

**Sonamukhi College**  
**Sonamukhi, Bankura**

# Sample of Self-Appraisal System:


**SELF APPRAISAL DIARY**

NAME : Dr. Inanajjal Chanda

DESIGNATION : Associate Prof.

DEPARTMENT : Chemistry

YEAR : 2023 - 24



**SONAMUKHI COLLEGE**  
P.O.- Sonamukhi, Dt.- Bankura, PIN - 722207



Month : July, 2023.

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
1/7 Sat.	NIL	NIL	Sem - V Exam going on Sem - VI + VII Form filling.	
2/7 Sun				
3/7 Mon			Extra practical class taken for 12 <sup>th</sup> & 14 <sup>th</sup> hrs.	
4/7 Tue	Extra Practical Class (12 <sup>th</sup> & 14 <sup>th</sup> hrs)		All TS meeting at 12:30 P.m on Mon.	
5/7 to 12/7		College	Closed due to Election.	
13/7 Thurs.		S. C. Day		

Any other comment :

~~11/7~~ to

*f. chand.*  
CONTINUED  
Signature of the Teacher

*Sun*  
31/7/2023  
Signature of the Principal  
Principal  
Senamukhi College  
Senamukhi, Bankura



Month : June , 2024

Day and Date	Classes Allotted	Classes Taken	Other Activities	Remarks
25/6 Tue			FDP programme started.	
26/6 (Wed)			)	
27/6 Thurs			)	
28/6 Fri			)	
(29/6) Sat			)	
30/6 (Sunday)			← Sunday →	

Any other comment :

*J. Chandel*  
Signature of the Teacher

*B. K. Singh*  
27/6/2024  
Signature of the Principal  
Principal  
Senamukhi College  
Senamukhi, Bankura