

ASUTOSH COLLEGE
(Estd. 1916)
92, S.P. Mukherjee Road
Kolkata – 700026



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6.3.5 - Institutions Performance Appraisal System for teaching staff

Teaching staff : Fixation memos of candidates promoted from Assistant Professor stage 1 to stage 2

(2)

K61-700026 Dated, Kolkata, the ..04/07/2022

Enclosure to D.P.I., WB's Memo. No. 1131-UGC
Statement of fixation of Pay of Teacher(s)/Librarian(s)/Assistant Librarian(s)/Physical Instructor(s) including the Principal of Asutosh College, in terms of GOs mentioned prepage.

Sl. No.	a) Name b) Designation after revision on or after 01.01.2006 & A.G.P. c) Date of Joining d) Date of award of Ph.D/M.Phil/OHQ	a) Date of Effect for Placement / Promotion / Fresh Appointment as Asst. Prof. (formerly Lect. / Sr. Scale / Sel. Grade) / Reader / Associate Prof. Principal b) ACP after Placement / Promotion / Fresh Appointment c) Date of Option for fixation benefit either straightaway (Date of Effect) or 01.07 of Particular Year	Prior to Placement / Promotion / Fresh Appointment / Award of increments for Ph.D / M.Phil / OHQ, if any a) Pay Band b) Band Pay c) AGP d) Revised Basic Pay (b+c) e) W.e.f./On	Adv. Incr. For Ph.D / M.Phil / OHQ, if admissible (Vide G.O. No. 892-Edn (U) dated 04.11.2016, No. 896-Edn (U) dated 08.11.2016) Rs. X = Rs. For	Pay fixed after Placement / Promotion / Fresh Appointment / Award of increments for Ph. D / M. Phil / OHQ, if admissible		a) Re-designated as b) Date of next increment (DNI) c) Remarks
					Initially Fixed	Finally Fixed	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	a) Sri Sourav Das b) Assistant Prof. in Geography & AGP Rs. 6,000/- c) D.O.J – 22.08.2006 d) N.A	a) 22.08.2012 b) Rs. 7,000/- c) N.A	a) Rs. 15,600-39,100/- b) Rs. 19,810/- c) Rs. 6,000/- d) Rs. 25,810/- e) 21.08.2012	NA	NA	a) Rs. 15,600-39,100/- b) Rs. 20,590/- c) Rs. 7,000/- d) Rs. 27,590/- e) 22.08.2012	a) Asstt. Prof. in Geography (Stage-II) b) 01/07/2013 & 01/07 of e.y. c) OP: 6.7.2009 -18.2009 RC : 2.1.2017 - 21.1.2017
2.	a) Dr. Subhasri Ghosh b) Assistant Prof. in History & AGP Rs. 6,000/- c) D.O.J – 01.08.2014 d) Ph. D – 17.07.2007	a) 01.08.2018 b) Rs. 7,000/- c) N.A	a) Rs. 15,600-39,100/- b) Rs. 21,990/- c) Rs. 6,000/- d) Rs. 27,990/- e) 31.07.2018	NA	NA	a) Rs. 15,600-39,100/- b) Rs. 22,830/- c) Rs. 7,000/- d) Rs. 29,830/- e) 01.08.2018	a) Asstt. Prof. in History (Stage-II) b) 01/07/2019 & 01/07 of e.y. c) OP: 19.12.2015 - 24.01.2017 Summer School : 06.09.2018 - 07.09.2018
3.	a) Dr. Suriya Sarathi Bhattacharyya b) Assistant Prof. in Physics & AGP Rs. 6,000/- c) D.O.J – 20.06.2015 d) Ph. D – 08.07.2009	a) 20.06.2019 b) Rs. 7,000/- c) 01.07.2019	a) Rs. 15,600-39,100/- b) Rs. 21,170/- c) Rs. 6,000/- d) Rs. 27,170/- e) 19.06.2019	NA	a) Rs. 15,600-39,100/- b) Rs. 21,170/- c) Rs. 7,000/- d) Rs. 28,170/- e) 20.06.2019	a) Rs. 15,600-39,100/- b) Rs. 22,830/- c) Rs. 7,000/- d) Rs. 29,830/- e) 01.07.2019	a) Assistant Prof. in Physics (Stage-II) b) 01/07/2020 and 01/07 of e.y. c) OP: 15.2.2018 – 14.3.2018 RC : 3.12.2018 – 22.12.2018
4.	a) Dr. Prabir Rudra b) Assistant Prof. in Mathematics & AGP Rs. 6,000/- c) D.O.J – 07.02.2015 d) Ph. D – 24.11.2016	a) 07.02.2019 b) Rs. 7,000/- c) 01.07.2019	a) Rs. 15,600-39,100/- b) Rs. 19,740/- c) Rs. 6,000/- d) Rs. 25,740/- e) 06.02.2019	NA	a) Rs. 15,600-39,100/- b) Rs. 19,740/- c) Rs. 7,000/- d) Rs. 26,740/- e) 07.02.2019	a) Rs. 15,600-39,100/- b) Rs. 21,320/- c) Rs. 7,000/- d) Rs. 28,320/- e) 01.07.2019	a) Assistant Prof. in Mathematics (Stage-II) b) 01/07/2020 and 01/07 of e.y. c) OP: 17.7.2017 – 12.08.2017 RC : 24.7.2018 – 13.8.2018

for director of Public Instruction, West Bengal.

13-7-22

Links

https://asutoshcollege.in/new-web/pdf/CAS/1513600964_4.pdf

<https://asutoshcollege.in/new-web/pdf/CAS/CAS-GUIDELINES-AND-PROFORMA-Teachers-Non-Govt-College.pdf>



PRINCIPAL
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Staff Appraisal Form

Name:							
Department:							
Designation:							
Evaluation Period:							
Serial No.	Particulars	Unsatisfactory	Needs Improvement	Good	Very Good	Excellent	Additional Comments (if any)
1.	Job Knowledge & Skills Demonstrates an understanding of job duties and responsibilities.						
2.	Possesses the knowledge required to perform the job effectively.						
3.	Quality /Quantity of work & Compliance to deadlines Completes work with minimal errors.						
4.	Demonstrates effective application of technical & non-technical skills as required for completion of the job.						

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5.	Works efficiently under pressure and adheres to deadlines.						
6.	Interpersonal Skills Has the ability to work together with co-workers cooperatively.						
7.	Shows respect, empathy & courtesy with colleagues at workplace.						
8.	Is comfortable in communicating with people at all levels of the hierarchy.						
9.	Planning & Organisation Is capable of effectively dealing with workload systematically.						
10.	He/she has the ability to meet short & quick unplanned requirements/needs or priorities effectively.						
11.	Decision Making Knows the periphery of one's decision making & recognises when a higher authority should be consulted in respect to certain decisions.						
12.	Initiative Is able to work with minimal supervision & is self-driven.						

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13.	Suggests new processes and tries newer learning experiences.						
14.	Safety measure Complies to the rules and regulations of the college & the department.						
15.	Proactive in maintaining all equipment/appliances /machinery of the department properly.						

Response Categories		Evaluative Description
1	Unsatisfactory	Performance does not meet expectations.
2	Needs Improvement	A performance improvement plan is desired.
3	Good	Performance meets requirements and satisfies the expectations of the position.
4	Very Good	Performance consistently meets & often exceeds expectations.
5	Excellent	Performance consistently superior and exceeds expectations.

Range:

Minimum total score: 15

Maximum total score: 75

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Grading based on points:

Excellent	Total score of 50 and above
Good	Total score between 40 and 49
Satisfactory	Total score between 30 and 39
Poor	Total score of 29 and below

(Head of the Department)
