



GOVT. COLLEGE SANGRAH
DIST. SIRMOUR (H.P.)

SELF ASSESSMENT REPORT
2024-25
3.10

**Documentation of Academic, Co-curricular,
Extarcurricular, achievements of Students
and staff on regular basis**

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1. Documentation of Academic, Co-curricular, and Extra-curricular Activities and Achievements

The college has established a robust system for documenting student achievements through various committees, including Cultural, NSS, NCC, R&R, Eco Club, Red Ribbon Club etc. which collectively promote diverse student interests. A dedicated Prize Committee, in coordination with departments and faculty, identifies achievers through university gazettes and compiles their accomplishments for the annual prize distribution function. Youth Festival Committees maintain well-organized records and upload certificates to the college website for future reference, ensuring efficient tracking and recognition of student successes.



2. Achievements of Staff on a Regular Basis

The college has developed a comprehensive documentation system to recognize and reward staff contributions, thereby enhancing performance reviews, career progression, and internal communication. Through a standardized online submission process, validated by the respective Heads of Departments, staff achievements are systematically recorded and highlighted in institutional reports, publications, and digital platforms. Updates are regularly incorporated into service books and personal files, with necessary documents submitted to the Directorate of Higher Education for Career Advancement Scheme (CAS) purposes. Additionally, the IQAC circulates a Google Form annually to collect information on staff achievements—including publications, awards, and participation in refresher, orientation, and faculty development programs. Staff members are required to submit supporting documents to IQAC via email, ensuring accurate, transparent, and up-to-date records. This structured system fosters a culture of appreciation, excellence, and continuous professional growth within the institution.

3. Documentation of Staff Achievements through ACRs

Appendix-IV

**HIMACHAL PRADESH GOVERNMENT
EDUCATION DEPARTMENT**

ANNUAL PERFORMANCE BASED APPRAISAL

(with API scores bases on PBAS as per UGC Regulations 2010)

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS IN COLLEGE CADRE)

Name of the College through which ACR is submitted

Appraisal of work and conduct of Dr./Shri/Smt/Kumari
Submitted for the year/session

**PART-I
PERSONAL DATA**
(To be filled up by the Assistant Professor/ Associate Professor)

1. Full Name (in Capital letter)
2. Father/Husband name
3. Employee Code
4. Subject for which Appointed
5. Date of appointment(in College Cadre)
6. Current Designation
7. Present Pay Band with Grade Pay
8. Date of Promotion (if any, during past one year)
9. Qualification:
(a) Academic Division
- (b) Professional
- (c) Research Degree

- 10. Date of Birth D D M M Y Y Y Y In words
- 11. Permanent/Quasi-permanent/ Temporary/ Contract
- 12. College/Colleges in which served during the year with specific duration.
- 13 a). Roll no (with session) & Date of passing of Departmental Exam.
b) Hindi subject : Cleared / exempted (mention details)
- 14. Any other major assignment in addition to Teaching. (e.g. Offi. Principal, etc.)
- 15. Permanent Address(With Pin code)
- 16. Land line telephone No. Mobile No.
Email:

SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period reported in self appraisal	Total- API Score reported by Principal (total of agreed score + total score assessed by Principal after disagreeing)
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125 ; Min. Score required= 75			
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 25 ; Min. Score required= 15			
	Total I+II Min. Total Annual Score under categories I & II= 100			
III	Research and Academic Contribution For stage 1 to stage 2 : min.5 / year , For stage 2 to stage 3 : min. 10 / year , For stage 3 to stage 4 : min.15 / year , For stage 4 to stage 5 : min.20 / year (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).			

4. Documentation of Staff Achievements through Service Books

(i) Updating employees record though Online E-Service Book

GOVERNMENT OF HIMACHAL PRADESH
e-ServiceBook

Employee Code Name: 99965-MANQU KUMAR
Current Designation: Assistant Professor (Physical Education)
Current posting At: Govt. College Sangrah
Establishment/ServiceBook At: Govt. College Sangrah

Section - A (FORM-1:Employee Personal Information)

Father/ Mother/ Husband Name	LATE SH. DESH RAJ	Gender	Male
Date of Birth	21 Dec 1988	Category	General
Caste	RAPOOT	Blood Group	B+
Religion	Hindu	Height (in cm)	188
Marital Status	Married	Home State	HP
Personal Identification Mark	CUT MARKS ON LEFT WRIST		
LTC Home Town	RAJGARH		

Section - B (FORM-2:Employee Address Details)

Present Address	VILLAGE SERMANON PO SHYACHARRON TEHSIL RAJGARH	Permanent Address	VILLAGE SERMANON PO SHYACHARRON TEHSIL RAJGARH
Block	RAJGARH	Block	RAJGARH
District	Sirmaur	District	Sirmaur
State	HIMACHAL PRADESH	State	HIMACHAL PRADESH
Pincode	173101	Pincode	173101
Phone	0	Phone	0
Mobile	9230820251		
Email	RAPOOTMANQU453@GMAIL.COM		

Section - C (FORM-3:Employee Family Details)

Member Name	Member Relation	Member Job Status
PRITYANKA CHAUHAN	Wife	

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Transaction Type	Office Name	Designation	Order Date	Order No.	Remarks	Date of Increment	Basic Pay	Pay Scale
Join at	Govt. College Sangrah	Assistant Professor (Physical Education)	22/05/2025	e File No. 272207 (2025) dt 21/05/2025	Service regularised after completion of contract period on dated 22/05/2025 FN		0	
Regularised at	Govt. College Sangrah	Assistant Professor (Physical Education)	22/05/2025	e File No. 272207 (2025) dt 21/05/2025	Service regularised after completion of two year contract service in Pay Matrix Level 18 Cell 1	01 May 2026	57700	7th Level 10
Renewal of Contract	Govt. College Sangrah	Assistant Professor (Physical Education)	28/01/2024	as per office record	One-year contract renew from 28/01/2024	28 Jan 2024	34620	57700-182400
Renewal of Contract	Govt. College Sangrah	Assistant Professor (Physical Education)	28/01/2024	as per office record	Contract Renew On dated 28/01/2024 with Annual Increase 8.3% on the 57700 i.e. 17900-	28 Jan 2025	30320	57700-182400
Service Verification on	Govt. College Sangrah	Assistant Professor (Physical Education)	27/01/2024	as per office record	one year contractual service verified w.e.f 28/01/2023 to 27/01/2024	28 Jan 2024	34620	57700-182400
Service Verification on	Govt. College Sangrah	Assistant Professor (Physical Education)	27/01/2024	as per office record	Service verified w.e.f 28/01/2023 to 27/01/2024	28 Jan 2025	30320	57700-182400
Join at	Govt. College Sangrah	Assistant Professor (Physical Education)	28/01/2023	EDNA-A-Kha02-01/2013 dt 23/01/2023	Joined as Assistant Professor-Physical Education at GC Sangrah (Sirmaur) on dated 28/01/2023 (FN)	28 Jan 2024	34620	57700-182400

Section - I (FORM-4:Employee Leave Details)

Leave Name	Action Type	From Date	To Date	Earned Days	Medical/Half Pay Days	Reason	LTC Availed
Earned Leave	Credit	01 Jul 2025	31 Dec 2025	19	0		No
Earned Leave	Credit	22 May 2025	30 Jun 2025	2	0		No

Section - D (FORM-11:Employee Nomination Details)

Name	Relation	Share Type	Share Percent	Address
PRITYANKA CHAUHAN	Wife	GPF	100	VILLAGE SERMANON PO SHYACHARRON TEHSIL RAJGARH DISTT SRIMAUR (HP) 173101

Section - E (FORM-4(A):Employee Education Details)

Education	Institution	Year	Marks (%age)
M.A.-M.A.	HPU SHIMLA	2013	83

Section - F (FORM-4(B):Employee Training Details)

Training Type	Topic	Institute	Sponsored By	From Date	To Date
Induction Training Phase-I	IN SERVICE INDUCTION TRAINING	SCERT SOLAN	SCERT SOLAN	21 Aug 2023	28 Aug 2023

Section - G (FORM-3:Employee Joining Details)

Appointment Date	28 Jan 2023	Appointment Order	EDNA-A-Kha02-01/2013 dt 23/01
Joining Date	28 Jan 2023	Designation Name	Assistant Professor (Physical Education)
Mode of Recruitment	Direct	Class	Class-I
Employee Type	Contract	Gazetted	Gazetted
Initial Basic Pay	34620	Date of Retirement	31 Dec 2046
Cpf/Cpf Number		Cpf/Cpf Type	CPF
Gis Member	No		

Section - H (FORM-7:Employee Service Details)-Part-I

Part-I

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Sr.No.	Transaction	Joining Details			Relieving Details		
		Join Date	Designation	Join Office	Relieve Date	Relieve To Office	Designation
1	Service Regularization	22/05/2025	Assistant Professor (Physical Education)	Govt. College Sangrah(HEDU)	Sub Cader	Y	
Order No. e File No. 272207(2025) dt 21/05/2025;Emp Type: Regular Gazetted; Cadre: Teaching Cadre; Class: Class I;Remarks:Service regularised after completion of contract period on dated 22/05/2025 FN							
2	Transfer and Promotion	28/01/2023	Assistant Professor (Physical Education)	Govt. College Sangrah(HEDU)	Sub Cader		

Part-II

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Earned Leave Balance: 12 Medical/Half Day Leave Balance: 0

Section - J (FORM-6:Employee Loan Details)

Loan Name	Letter No	Sanction Date	Sanction Amount	Return Date
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Section - K (FORM-12:Employee ACR-Details)

Assessment Year	From Date	To Date	Remarks
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Section - L (FORM-13:Employee Award-Details)

Date of Award Given	Award Type	Award Detail
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Section - M (FORM-14:Employee Verification)

I, hereby, certify that the information furnished herewith are true and correct to the best of my knowledge.

Date: 05/12/2025
Place: _____

Signature of Employee/ Officer
Employee Name: MANQU KUMAR
Employee Code: 99965
Designation: Assistant Professor (Physical Education)

Updatin of employees record though Offline Service Book

[illegible]

5. Documentation of Staff Achievements through the Career Advancement Scheme

Documentation of staff achievements under the Career Advancement Scheme (CAS) is systematically maintained through the Internal Quality Assurance Cell (IQAC) of the college. All teaching and non-teaching staff members are required to obtain prior permission from the Principal of the college before enrolling in any Career Advancement Course or related professional development programme. Upon successful completion of the course, participants must submit a copy of the completion certificate to the college office for official records. These details are verified and documented accordingly. Simultaneously, the IQAC compiles and maintains comprehensive records of such achievements to ensure transparency, institutional accountability, and compliance with quality assurance standards.