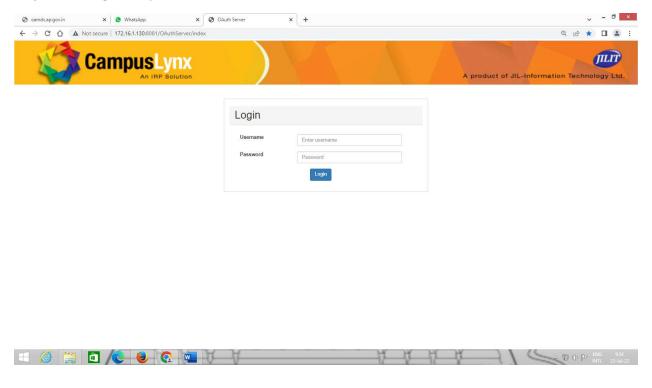
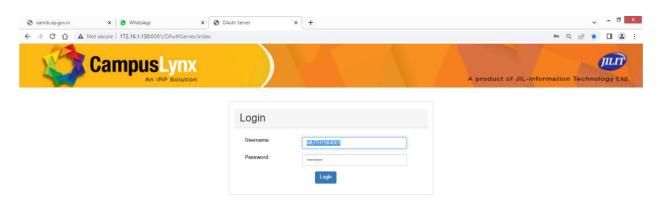
TEACHER'S SELF-APPRAISAL SUBMISSION

(User's Guide)

Step-1: First login: http://172.16.1.130:8081/OAuthServer/index in chrome browser.

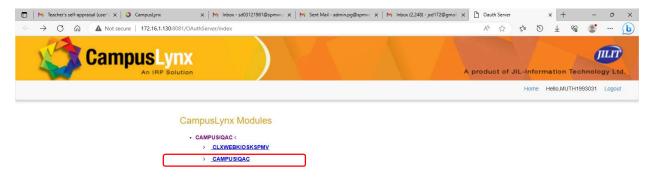


Step-2: Type USERNAME (Employee ID) and password (as given already) and click on login



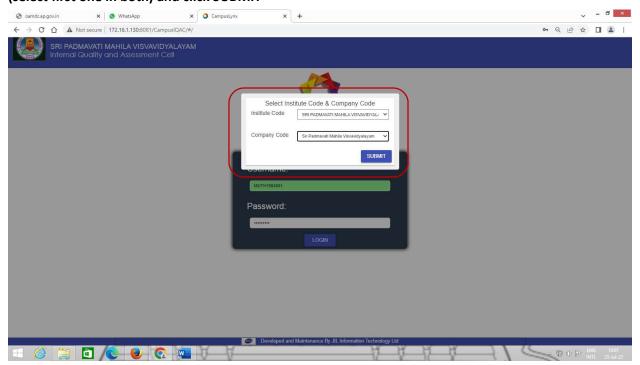


Step-3: Click on >> CAMPUSQAC

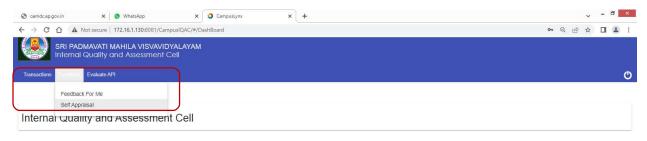




Step-4: Click on institution code and company code as SRI PADMAVATI MAHILA VISVAVIDYALYAM (select first one in both) and click SUBMIT

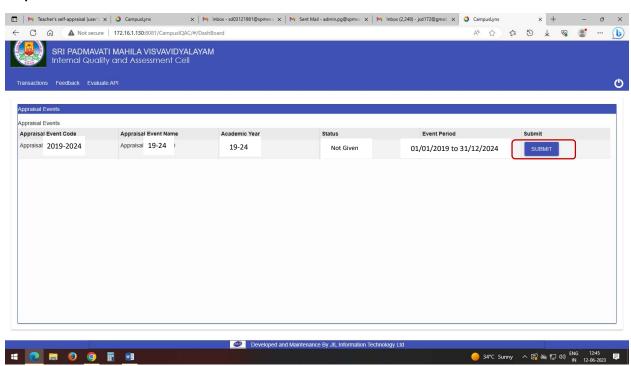


Step-5: Select on Feedback and click on Self Appraisal

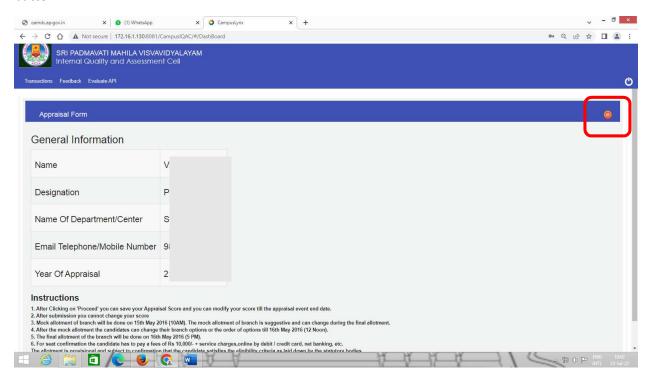




Step-6: Then click on SUBMIT button

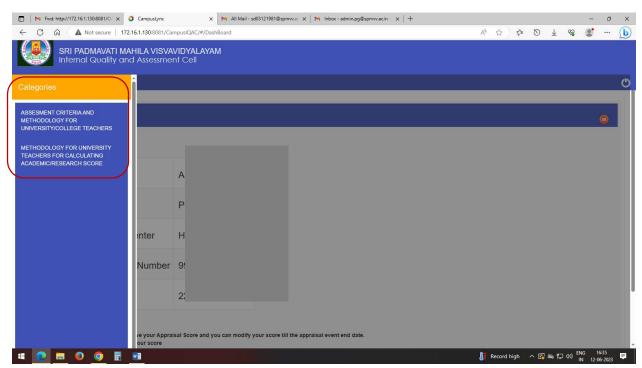


Step-7: Screen appears as Appraisal Form - General Information and click on right-side ORANGE button

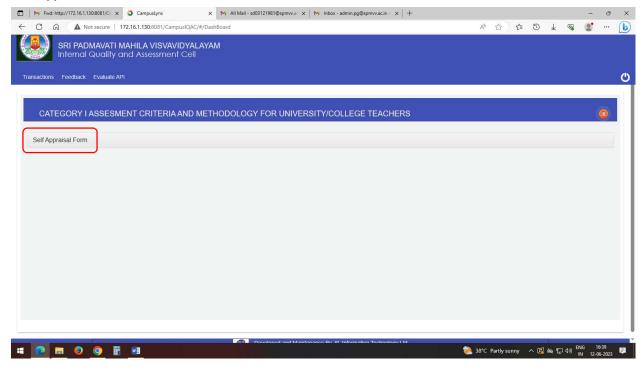


Step-8: Screen appears as shown as CATEGORIES -

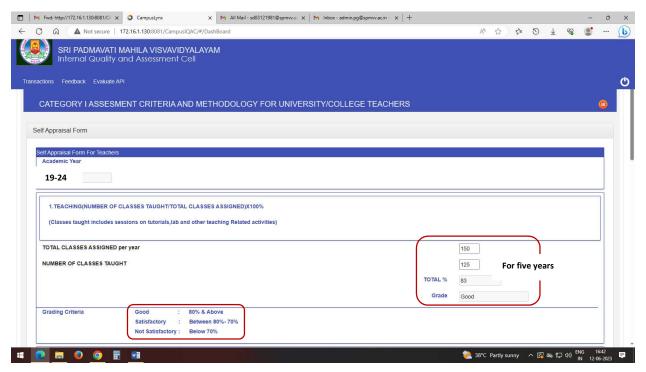
- I. Assessment Criteria and Methodology for University/ College Teachers;
- II. Methodology for University Teachers for Calculating Academic/Research Score



Step-9: Select Category-I: Assessment Criteria and Methodology for University/ College Teachers – click on Self-Appraisal Form



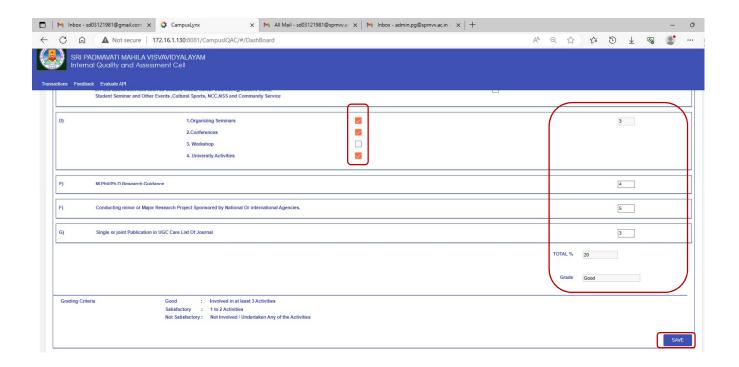
Step-10: 1) Teaching: Fill total classes assigned per year & no. of classes taught, % will calculated grade will be generated.



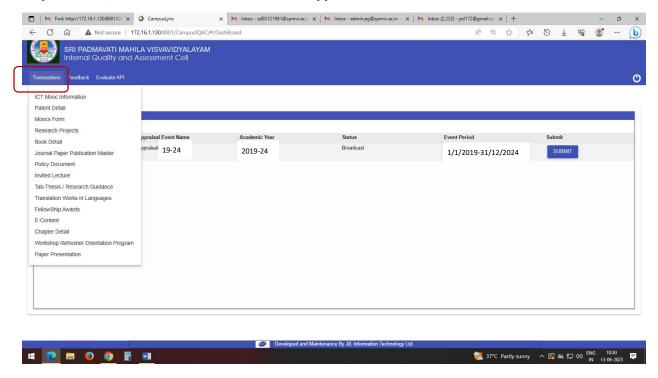
Step-11: 2) Involvement in University/Research Activities: A) B) C) Tick ☑ the appropriate, score will be generated.



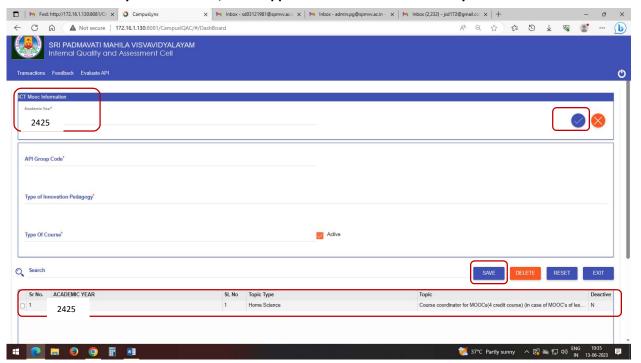
D) F) G) ☑ the appropriate, score, % and Grade will be generated, once check all fields and click on SAVE button – Category-1 is completed.



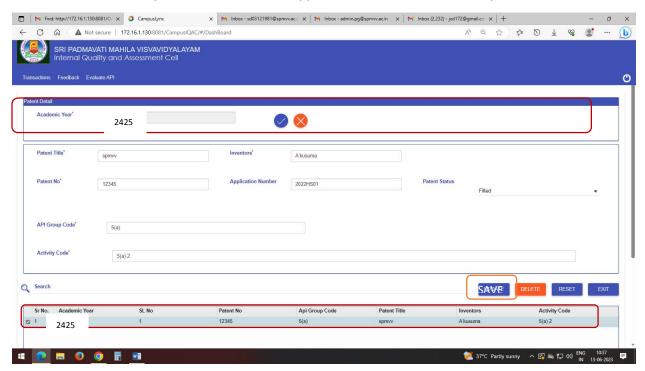
Step-12: Now, Click on Transaction and list will appear



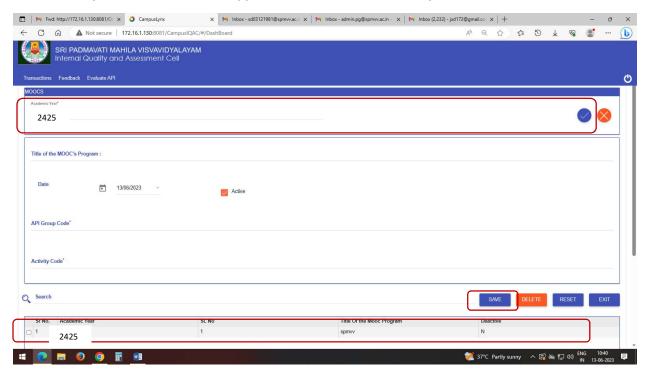
Step-13: ICT MOOC Information -> Select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



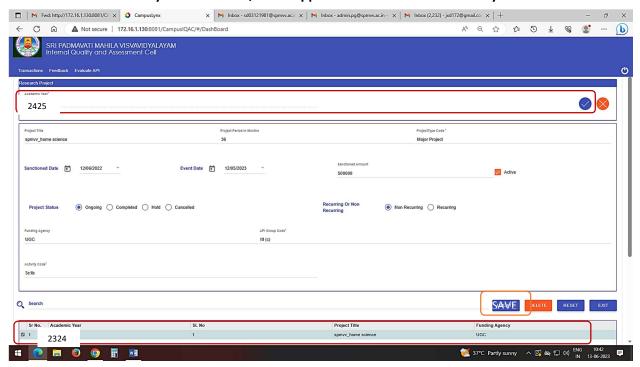
Step-14: Now select Patent Details -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



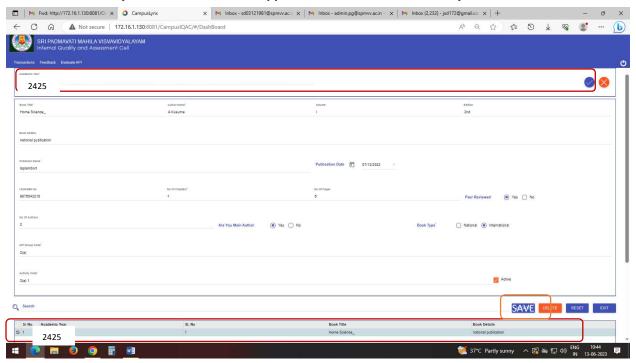
Step-15: Now select MOOCS, select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



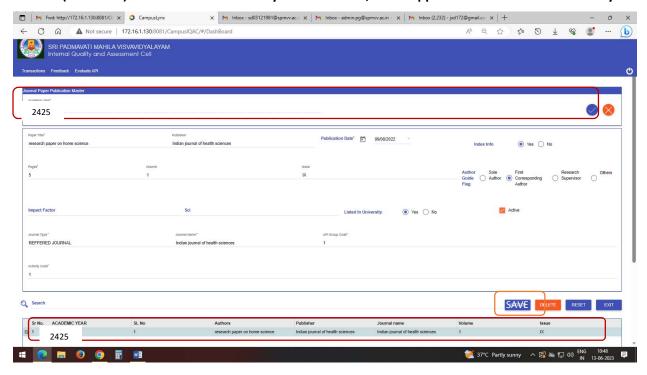
Step-16: Now select Research Project -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



Step-17: Now select Book detail -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



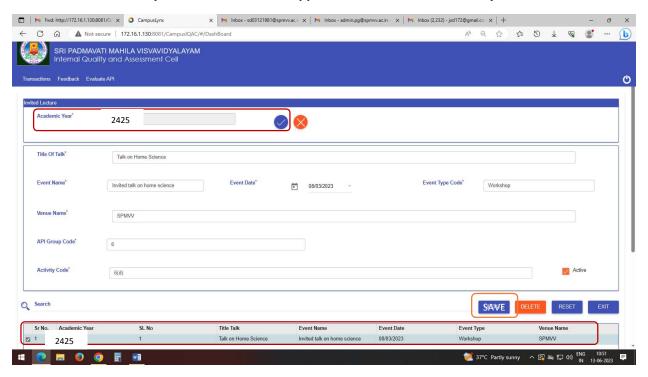
Step-18: Now select Journal Paper Publication master -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by



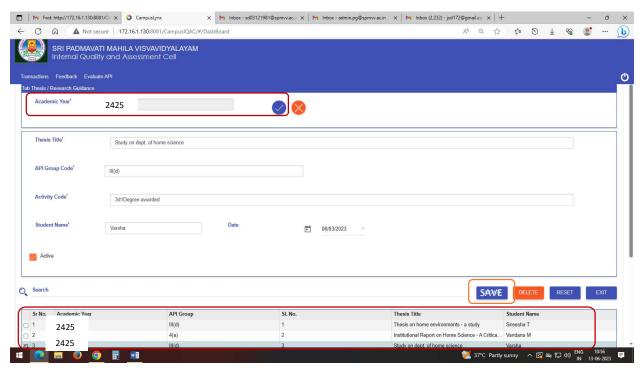
Step-19: Now select Policy Document -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one

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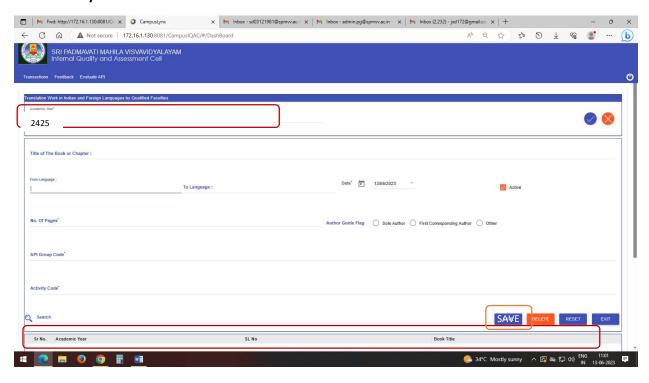
Step-20: Now select Invited Lecture-> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



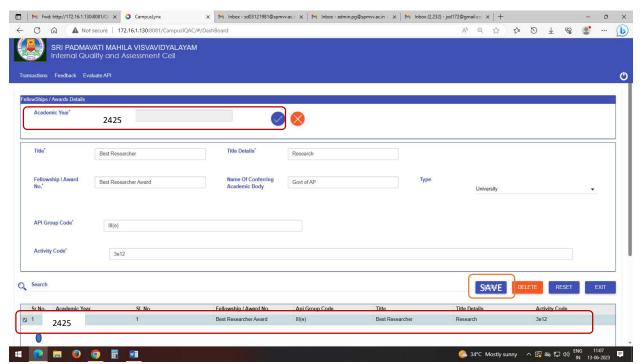
Step-21: Now select Thesis/Research Guidance -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



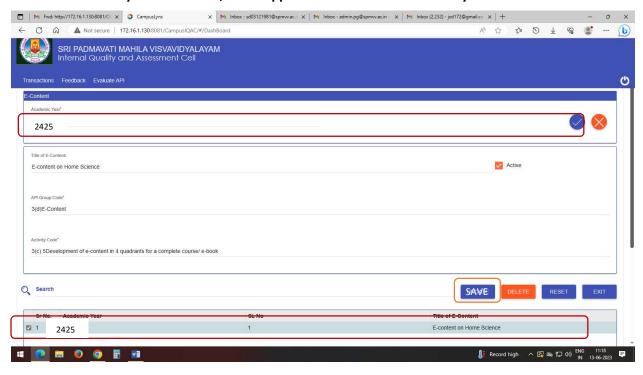
Step-22: Now select Translation work in Indian & Foreign Languages->select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



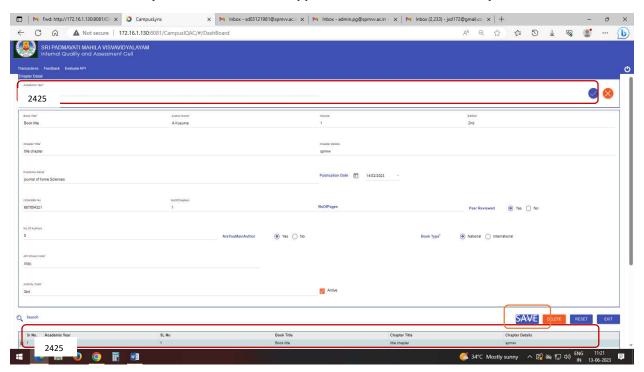
Step-23: Now select Fellowships/Awards Details -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one.



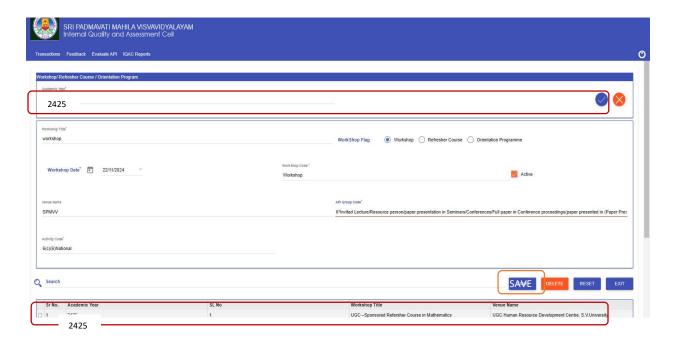
Step-24: Now select E-content -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one.



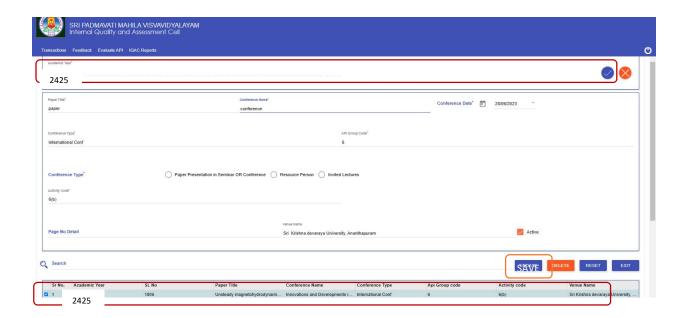
Step-25: Now select Chapter Detail -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one.



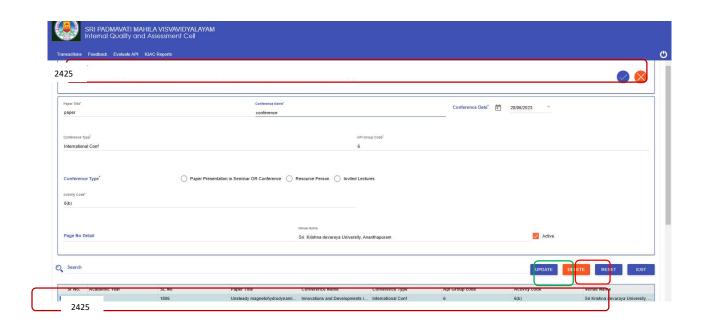
Step-26: Now select Workshop/Refresher Course/Orientation programme -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by one



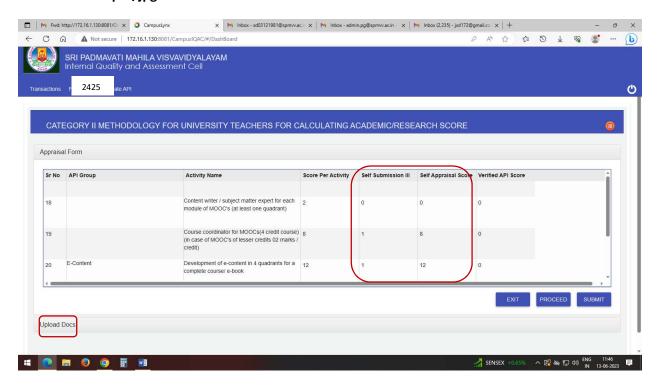
Step-27: Now select Paper Presentation -> select academic year you want to apply & click on (tick mark) and enter details one by one and SAVE, it will appear in list added under one by on



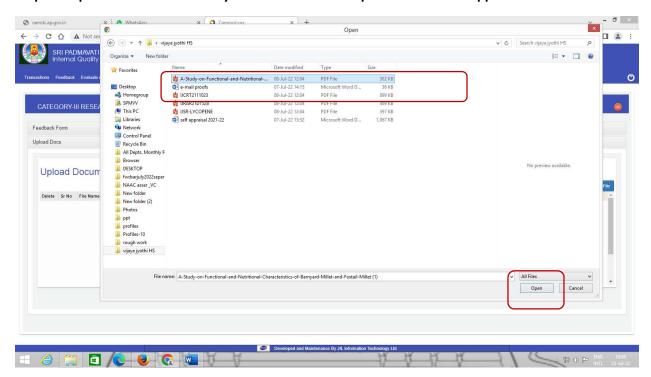
Step-28: If you want edit in enter details in all transactions just click on button below which would edit in the list shown in below and correct details if any and UPDATE, it will save in list, if you want to delete - select from the list and just click on DELETE button.



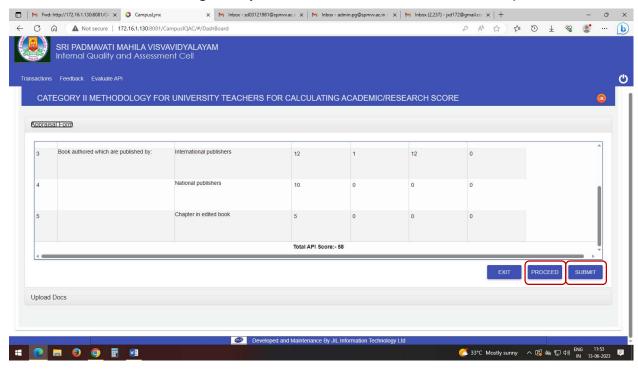
Step-29: Now check self-appraisal score which was entered vide category-II, if all correct, then upload documents in pdf/jpg format



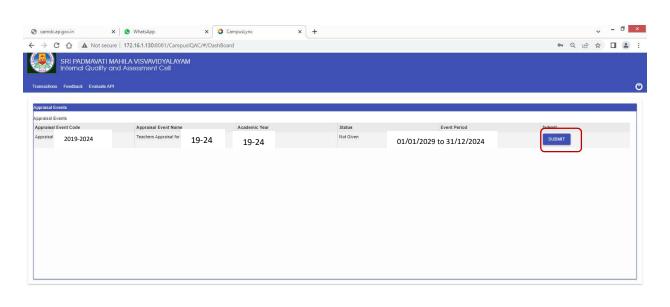
Step-30: Upload Documents one by one click and list of upload documents appear in below as a list



Step-31: After upload documents check once and go to Category-II and click PROCEED and SUBMIT (if once submit here it is not edit again, so please check all details correct and SUBMIT).



Step-32: It will go to home page and click feedback and select self-appraisal and submit.





Step-33: Now click on SUBMIT and click on PRINT button filled-in Self Appraisal form will be downloaded in pdf format.

