**Annexure- II**

**fl)kFkZ fo”ofo|ky; dfiyoLrq] fl)kFkZuxj] mRrj izns”k-272202**

**okf’kZd izn'kZu ewY;kadu izfrosnu**

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)**

**(From DD/MM/YYYY to DD/MM/YYYY)**

Ukke(Name) **:**

inUkke (Designation) **:**

igpku la[;k(Employee ID No.) **:**

tUefrfFk (Date of Birth) **:**

fnukad(Date) ekg(Month) o’kZ( Year)

foHkkx@laLFkku (Department / Institute) **:**

Lkadk; (Faculty) **:**

o’kZ (Year) **:**

**fo”ks’k %**funs'kd@ladk;k/;{k@foHkkxk/;{k}kjk iw.kZr% Hkjs gq, okf’kZd izxfr ewY;kadu izfrosnu dks dqylfpo ds ikl tek djus dh vfUre frfFkuoEcj] 2021gksxhA

**(Note:** Director/Deans/HOD shall submit duly completed APAR to the Registrar latest by 20Nov.)

ns; frfFk (Due date) **: DD/MM/YYYY**

Tkek djus dh frfFk (Date of submission) **:**

fnukad(Date) : ladk;k/;{k@foHkkxk/;{kds gLrk{kj ,oa eqgj (Signature& seal of Dean/HOD/ Director(As applicable)

**fo”ks’k %** 1-ladk; lnL;ksa ds fjiksfVZax vf/kdkjh foHkkxk/;{k gksaxs rFkk leh{kk vf/kdkjh lEcfU/kr ladk;k/;{k gksaxsA

(The Reporting Officer of the faculty member shall be the HOD andReviewing Officer of the faculty member shall be the respective Dean of Faculty.)

2- dksbZ laLFkku] ihB ;k dsUnz gksus dh fLFkfr esa mlds funs”kd vFkok v/;{k ladk; lnL;ksa ds fjiksfVZax vf/kdkjh gksaxsA

 (In case of the Institutes, Chair or Centre the Director or Chairman shall be the Reporting Officer of the faculty member)

 3- foHkkxk/;{k vFkok funs”kd ds fjiksfVZax vf/kdkjh lEcfU/kr ladk;k/;{k gksaxs rFkk leh{kk vf/kdkjh dqyifr gksaxsA

(The Respective Dean of Faculty shall be the Reporting Officer the HOD/Director and The Vice-Chancellor shall be the Reviewing Authority of the HOD and Director.)

4- ladk;k/;{kksa ds fy;s fjiksfVZax rFkk leh{kk vf/kdkjh dqyifr gksaxsA

(For Deans, Vice-Chancellor shall be the reporting and Reviewing Authority.)

5- fdlh ladk; ds ladk;k/;{k vFkok foHkkxk/;{k fo”ofo|ky; ifjlj esa u gksus dh n”kk esa ml ladk; ds lnL;ksa rFkk v/;{k@izHkkjh ds fy;s fjiksfVZax rFkk leh{kk vf/kdkjh dqyifr gksaxsA

6- dksbZ izfrdwy fVIi.kh gksus dh fLFkfr esa izfrdwy izfof’V dh lwpuk lEcfU/kr lnL; dks nh tk;sxh tks bPNk gkus ij mDr ds 30 fnu ds Hkhrj mlds fuokj.k ds fy;s vius i{k dks izekf.kr djus gsrq visf{kr lk{;ksa ds lkFk dqyifr ds ikl viuk nkok izLrqr dj ldsxkA

(In case of an adverse remark, the adverse entry shall be communicated to the concerned member of the faculty who may if he/she so desires within 30 days of the date of communication represent to the Vice-Chancellor for redressal of his/her case supported by the evidence to sustain his/her claim.)

**Hkkx&1(PART – I)**

**Lo&ewY;kadu (SELF-APPRAISAL)**

(lEcfU/kr f”k{kd }kjk Hkjk tk;sxkTo be filled by the teacher concerned)

**lkekU; tkudkjh (GENERAL INFORMATION)**

|  |  |  |
| --- | --- | --- |
| 1. | Ukke (Name) | :  |
| 2. | inUkke (Designation) | : |
| 3. | vkoklh; irk ,oa Qksu ua-(Address (Residential/Phone No.) | :  |
| 4. | xzsM (Grade) | :  |
| 5. | fo”ofo|ky; esa izFke fu;qfDr dh frfFk(Date of First Appointment in the University) | :  |
| 6. | orZeku in ij fu;qfDr dh frfFk (Date of Appointment in the Present Post | :  |
| 7. | lsokfuo`fRr dh frfFk (Date of Superannuation) | :  |
| 8. | “kSf{kd ;ksX;rk (Qualification) | :  |
| 9. | LFkk;h@ifjoh{kk ij (Confirmed/on probation) | :  |
| 10. | LFkkbZdj.k@ifjoh{kk lekIr gksus dh frfFk(Date of confirmation/end of probation) | :  |

11.fu/kkZfjr le;kof/k esa f”k{kd@f”kf{kdk }kjk fy;s x;s fofo/k vodk”kksa dk fooj.k %

 (Periods of Duration Spent by the Teacher on Different Kind of Leaves)

|  |  |
| --- | --- |
| **vodk”k dk izdkj****(Type of Leave)** | “kS{kf.kd o’kZ esa fy;s x;s vodk”kksa dh la[;k **(No. of days of leave in the Academic Year)** |
| drZO;kodk”k (Duty Leave) |  |
| vftZr vodk”k(Earned Leave) |  |
| ekr`Ro@fir`Ro vodk”k(Maternity/Paternity Leave) |  |
| ckY;&ns[kHkky vodk”k(Child Care Leave) |  |
| v/;;u vodk”k(Study Leave) |  |
| fpfdRlk vodk”k(Medical Leave) |  |
| vlk/kkj.k vodk”k(Extraordinary Leave) |  |
| izfrfu;qfDr (Deputation) |  |
| vU; ¼d`i;k mYys[k djsa½ Others(*Please Specify*) |  |
| dqy;ksx (Total) |  |

12. vdSMfed LVkQdkWyst ls fd;s x;s vksfj,.Vs”ku@fjQzs”kj@”kks/k izfof/k dkslZ ¼mfpr izek.ki= layXu djsa½

(Academic Staff College Orientation / Refresher Course / Research Methodology Course attended (*attach proper documents*)

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| --- | --- | --- | --- |
| dzekadSl. No. | dkslZ dk uke (Name of the Course) | LFkku (Place) | vof/k (Duration) |
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**I. f”k{k.kdk;Z(TEACHING)**

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| --- | --- | --- | --- | --- | --- | --- |
| l= (Semester) | Lrj (Level) | izfr lIrkg iznRr d{kk,¡ (Class Assigned per week) | o’kZ esa i<+k;h x;h d{kk,¡ (Class Taught in the year) | i<+k;h x;h d{kkvksa dk izfr”kr(Teaching = (Number of Classes Taught/Total Classes Assigned) × 100 %) | Lo&ewY;kafdr xzsM (Self-appraisal Grade\*\*) | lR;kfir xzsM (Verified Grade) |
| L\* | T/P\* | L | T/P |
| fo’ke l= (Odd Semester) | Lukrd (U.G.) |  |  |  |  |  |  |  |
| ijkLukrd(P.G.) |  |  |  |  |  |
| Ikh,p-Mh- dkslZ odZ (Ph.D. Coursework) |  |  |  |  |  |
| vU; dksbZ ¼mYys[k djsa½ (Any other*(Specify)* |  |  |  |  |  |
| le l= (Even Semester) | Lukrd (U.G.) |  |  |  |  |  |  |  |
| ijkLukrd (P.G.) |  |  |  |  |  |
| Ikh,p-Mh- dkslZ odZ (Ph.D. Coursework) |  |  |  |  |  |
| vU; dksbZ ¼mYys[k djsa½ (Any other*(Specify)* |  |  |  |  |  |

\* L=Lecture, T=Tutorial, P=Practical

\*\*Please see **Annexure I** (self-appraisal grade should be based on the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

**II. fo”ofo|ky; esa fo|kFkhZ ,oa “kks/k lEcfU/krxfrfof/k;ksa esa layXurk(INVOLVEMENT IN UNIVERSITY STUDENT RELATED ACTIVITIES/RESEARCH ACTIVITIES)**

**(d) iz”kklfud mRrjnkf;Ro ¼ladk;k/;{k@foHkkxk/;{k@izHkkjh@Nk=kokl v/kh{kd lfgr vU; nkf;Ro ftuds fuokZg gsrq fu;fer dk;kZy;h ?k.Vksa dh vko”;drk gks½**

 **(Administrative responsibility (including as Dean / Director/ Head / Coordinator / Teacher-in-charge / warden and similar other duties that require regular office hrs for its discharge)**

|  |  |  |
| --- | --- | --- |
| dzekad (Sl. No.) | iz”kklfud mRrjnkf;Ro(Administrative responsibility) | o’kZ@ekg (Years/Months) |
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**([k) ijh{kk M~;wVh ¼iz”ui=&fuekZ.k] d{k fujh{k.k] mRrj iqfLrdkvksa dk ewY;kadu vkfn½ (ExaminationDuties (question paper setting, Invigilation, evaluation of answer scripts etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| dzekad(Sl. No.) | ijh{kk M~;wVhdk izdkj (Type of Examination Duties) | iznRr M~;wVh(Duties Assigned) | fo’ke lsesLVj (odd semester) | le lsesLVj(even semester) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**(x) Nk=&lEcfU/kr lg&ikB~;xkeh] foLrj.k rFkk {ks=&vk/kkfjr xfrfof/k;k¡ ¼tSls fo|kFkhZ Dyc] dSfj;j dkmUlfyax] v/;;u ;k=k] Nk=&laxks’Bh] lkaLd`frd] dzhM+k] ,u-lh-lh-] ,u-,l-,l rFkk lkeqnkf;d lsok½**

**(Student related co-curricular, extension and field-based activities (such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services)**

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| --- | --- | --- |
| dzekad Sl. No. | xfrfof/k dk izdkj(Type of Activity) | Lke;kof/k ¼dc ls dc rd½(Time Duration) |
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**(?k) ladk; lnL; }kjk fnukad vk;ksftrlaxks’Bh@dk;Z”kkyk@dkaQzsal@y?kq&vof/k ikB~;dze@vkmVjhp dk;Zdze**

 **(Seminars / Workshops / Conferences / Short-Term Courses / Outreach Programmes organized by the Faculty**

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| dzekadSl. No. | laxks’Bh@dk;Z”kkyk@dkaQzsal@y?kq&vof/k ikB~;dze@vkmVjhp dk;Zdze dk “kh’kZd (Title of the Seminar / Workshop / Conference / Short-Term Course / Outreach programme) | izk;kstd(Sponsored by) | fnukad(Date) | vUrjjk’Vªh;@jk’Vªh;@izknsf”kd@{ks=h;@ fo”ofo|ky;h](Whether international / national / State / Regional / University Level |
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**(÷) “kks/k&funsZ”ku(Research Guidance)**

 (i) ih,p- Mh- 'kks/kkfFkZ;ksa dk funsZ'ku(Guidance of Ph.D. Scholars)

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| “kks/kkFkhZ dk uke (Name of the Scholar) | fo’k; (Topic) | iathdj.k@izos”k dhfrfFk(Date of Registration/ Admission) |
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(ii)mikf/k izkIr@”kks/k&izcU/k tek (Ph.D. Awarded /Thesis Submitted\*)

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| --- | --- | --- | --- | --- | --- |
| dzekaddzekadSl. No. | “kks/kkFkhZ dk uke (Name of the Scholar) | “kks/k&izcU/k dk fo’k; (Title of the Thesis) | mikf/k izkIr@tek “kks/k&izcU/k (Awarded / Thesis Submitted | mikf/k izkIr djus@“kks/k&izcU/k tek djus dh frfFk (Date of Award /Thesis submission | layXud la[;k (Enclosure No.) |
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\*d`i;k ih,p-Mh dh vf/klwpuk@izek.ki=@izLrqrhdj.k izek.k tek djsa (Please submit Ph.D. Notification/Certificate of Award/ Submission)

(iii) ,e- fQy-@ijkLukrdy?kq”kks/k&izcU/k(M.Phil. / PG Dissertation Awarded)\*

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| dzekadSl. No. | “kks/kkFkhZ dk uke (Name of the Scholar) | Yk?kq “kks/k&izcU/k dk fo’k; (Title of the Dissertation | ,e- fQy-@ijkLukrd(M.Phil. / P.G.) | mikf/k izkIr (Date of Award) | layXud la[;k (Enclosure No.) |
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\*d`i;k ,e-fQy-@ijkLukrd Yk?kq “kks/k&izcU/k dh vf/klwpuk@mikf/k izek.ki= tek djsa

 (Please submit M.Phil. / PG dissertation Notification/Certificate of award)

**(p)“kks/k ifj;kstuk@isVs.V@uhfrxr nLrkost (Research Projects / Patents / Policy Documents)**

1. Ikw.kZ“kks/k ifj;kstuk,¡ (Research Projects Completed)

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| dzekad(Sl. No.) | “kh’kZd (Title) | laLFkk (Agency) | le;kof/k (Period) | vuqnku@fuxZr /kujkf”k(Grant/ Amount Mobilized (Rs. in Lakh) | layXud la[;k (Encl. No.) |
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(ii) tkjh“kks/k ifj;kstuk,¡ (Ongoing Research Projects)

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| dzekad (Sl. No.) | “kh’kZd(Title) | laLFkk(Agency) | le;kof/k (Period) | vuqnku@fuxZr /kujkf”k(Grant/ Amount Mobilized (Rs. in Lakh) | layXud la[;k Encls. No. |
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**(N) izdkf”kr “kks/ki=@fufeZr bZ&lkexzh(Research Publications / e-content Development)**

1. ;wthlh lwphc) vFkok ih;j fjO;wM if=dkvksa esa izdkf”kr“kks/ki=

(Research Papers in Peer-reviewed or UGC Listed Journals)

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| dzekad (Sl. No.) | ;wthlh dzekadSl. No. in UGC Approved list | “kks/ki= dk “kh’kZd(Title of the Paper | if=dk dk uke (Name of the Journal) | vad dzekad ,oa i`’B la[;k (Volume, issue & page nos.) | izdk”ku o’kZ (Year of Publication) | v|ru bEiSDV QSDVj (Latest impact factor)\* | ,dy@eq[;@lg ys[kd (Whether you are main author/ sole author | Lkay- la- (Encl.No.) |
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\*Impact factor to be determined as per Thompson Reuters list

(ii) izdkf”kr iqLrdsa(Books published by International/National Publishers )

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| dzekad(Sl. No. | “kh’kZdrFkk i`’B la[;k (Title with page nos. | izdk”kd (Publisher) | izdk”ku o’kZ Year of Publication | ISBN No. | ys[kdksa dh la[;k (No. of authors | vUrjjk’Vªh;@ jk’Vªh; izdk”kd (Publisher(International/National) | Lkay- la- (Encl. No.) |
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 (iii) lEikfnr iqLrdksa esa v/;k; (Chapters in Edited Books )

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| dzekad (Sl. No.) | “kh’kZdrFkk i`’B la[;k  (Title with page nos.) | iqLrd] lEiknd ,oa izdk”kd dk uke (Book Title, editor and publisher | izdk”ku o’kZ Year of Publication | ISBN No. | ys[kdksa dh la[;k (No. of authors) | ,dy@eq[;@lg ys[kd (main / sole/co- author) | Lkay- la- (Encl. No.) |
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(iv) iqLrd&lEiknu (Editor of Books)

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| dzekad(Sl. No.) | “kh’kZdrFkk i`’B la[;k  (Title with page nos.) | vUrjjk’Vªh;@jk’Vªh; izdk”kd (Publisher(International/National) | izdk”ku o’kZ (Year of Publication | ISBN No. | ys[kdksa dh la[;k (No. of authors) | ,dy@eq[;@lg ys[kd (Main / sole/co author | Lkay- la- (Encl. No.) |
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(v) vgZ ladk; lnL;ksa }kjk “kks/ki=ksa vFkok v/;k;ksa dk Hkkjrh; vkSj fons”kh Hkk’kkvksa esa vuqokn (Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties)

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| dzekad (Sl. No.) | vkys[k “kh’kZdrFkk i`’B la[;k  (Title with page nos.) | iqLrd@if=dk “kh’kZd] lEiknd rFkk izdk”kd (Title, editor and publisher) | izdk”ku o’kZ (Year of Publication) | ISBN / ISSN No. | ys[kdksa dh la[;k (No. of authors) | ,dy@eq[;@lg ys[kd Whether you are main author/ sole author | Lkay- la- (Encl. No.) |
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(vi)vkbZ lh Vh ek/;e ls f”k{k.k vf/kxe fl)kUr rFkk uohu fo’k;oLrq ,oa uokpkjijd ikB~;dzeksa dk fuekZ.k (Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula )

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| dzekad (Sl. No.) | xfrfof/k (Activity\* | LkayXud la[;k(Encl. No.) |
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(x) lEeku@v/;srko`fRr (Award / Fellowships)

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| dzekad (Sl. No.) |  | lEeku@v/;srko`fRr dk uke(Name of the Award / Fellowship) | Ikznkrk laLFkk@laxBu (Awarding Institute/Organization) | vUrjjk’Vªh;@jk’Vªh;@jkT; Lrjh;(International / National / State Level) | iznRr fnukad (Date Awarded) | LkayXud la[;k (Enclosure No.) |
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(xi)laxksfB;ksa@leesyuksa esavkefU=r O;k[;ku@lzksr fo}ku@”kks/ki= izLrqfr@lEesyu dk;Zokgh esa iw.kZ

 “kks/ki= dk izdk”ku

 (Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings)

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| dzekad (Sl. No.) | izLrqr O;k[;ku@”kks/ki= dk “kh’kZd(Title of the lecture/ paper presented) | laxks’Bh@lEesyu vkfn dk “kh’kZd (Title of Seminar / Conference, etc.) | frfFk ,oa o’kZ(Date with year) | vk;kstd (Organised by) | vUrjjk’Vªh;@jk’Vªh;@jkT;@ fo”ofo|ky; Lrjh; (International/ National/ State / University) | Lkay- la- (Encl. No.) |
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mi;qZDr tkudkjh esjs loksZRre laKku esa lR; gSA

*(To the best of my knowledge the above information is true.)*

 gLrk{kj (Signature) ………………………………………….….

uke (Name) …………………………………………..……..

fnukad (Date) inuke (Designation) ………………………………………….

विशेष (Note):

1. जहाँ आवश्यक हो, वहाँ अपने पक्ष में कृपया दस्तावेज़ी प्रमाण प्रस्तुत करें। (Please attach the documentary evidence to support your claim where necessary.)
2. कृपयाइसकी एक प्रति अपने पास सुरक्षित रखें। (Please keep one copy of this in your records.)
3. कृपया परिशिष्ट-1देखें (स्व-मूल्यांकन का ग्रेडयूजीसीद्वाराविश्वविद्यालयोंएवंमहाविद्यालयोंमेंनियुक्तकिएजानेवालेशिक्षकोंतथाअन्यअकादमिकसदस्योंकीन्यूनतमयोग्यतासेसंबंधितदिनांक 18 जुलाई, 2018 कोउच्चशिक्षाकास्तरबनाएरखनेकेप्रावधानोंपरआधारित होगा।)

(Please see **Annexure I** (self-appraisal grade should be based on the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

**Hkkx&2(PART– II)**

**fjiksfVZax vf/kdkjh }kjk vkadyu(ASSESSMENT BY THE REPORTING OFFICER)**

f”k{kd dk ukeName (Teacher) :

inuke (Designation) :

fu;qfDr dh frfFk (Date of Appointment) :

**rF;kRed vk¡dM+ksa dk lR;kiu (Verification of factual data)**

lkekU; lwpuk,¡ ¼d`i;k fVd djsa½

General Information(Please tick)

I. f”k{k.k dk;Z ¼d`i;k fVd djsa½

 Teaching (Please tick) Good Satisfactory Not Satisfactory

II. fo”ofo|ky; esa Nk=&lEcfU/kr@”kks/k&lEcU/kh xfrfof/k;ksa esa layXurk

 (Involvement in University Student Related Activities / Research Activities)

layXu xfrfof/k;ksa dh la[;k

(No. of Activities involved as per Table 1 (Sl. No. II) of Annexure I)

Overall GrademÙke Excellent vPNk (Good) cgqr vPNk (Very Good)

lUrks"ktudSatisfactory vlUrks"ktudNot Satisfactory

D;k vki f”k{kd }kjk Hkjs x;s Lo&ewY;kadu fooj.k ls lger gSa\ ;fn ugha] rks ml fo”ks’k fcUnq ij fVIi.kh djsa ftlls vki vlger gSaA

(Do you agree with the self-appraisal details submitted by the teacher, if not, comment on the specific item on which you have disagreement?)

……………………………………………………………………………………………..……

………………………………………………………………………………………………..…

dksbZ vU; fVIi.kh (Any other remarks) :

gLrk{kj (Signature) %

uke (Name) %

inuke(Designation) %

ladk;k/;{k@foHkkxk/;{k@funs”kd ds :i esa fu;qfDr dh frfFk %

(Date of appointment as Dean / HoD / Director)

fnukad(Date) : Seal of Reporting Officer)

fo”ks’k (Note) :

1- vfHker@fVIi.khoS/k dkj.kksa ij vk/kkfjr gksuh pkfg, (Opinion/remarks be such that it be sustained with valid reasons.)

2. d`i;k ,d izfr vius ikl j[ksa (Please retain one copy with you.)

**Hkkx&3 (PART – III)**

**leh{kk vf/kdkjh dh fVIi.kh (REMARKS OF THE REVIEWING OFFICER)**

f”k{kd dk ukeName (Teacher) :

inuke (Designation) :

fu;qfDr dh frfFk (Date of Appointment) :

1. fjiksfVZax vf/kdkjh ds vkadyu ij fo”ks’k fVIi.kh

(Specific remarks on the assessment of the Reporting officer)

1. Lo&ewY;kadu dk lkjka”k (Summary of the appraisal)

संकाय सदस्य के प्रदर्शन के आधार पर संकाय सदस्य के आचरण के आधार पर

(On performance of the faculty member) (On Conduct of the faculty members)

*(कृपया किसी एक पर सही का निशान लगायें) (कृपया किसी एक पर सही का निशान लगायें)*

*(Please tick one)* *(Please tick one)*

mÙke (Excellent) mÙke (Excellent)

cgqrvPNk (Very Good) cgqrvPNk (Very Good)

vPNk (Good) vPNk (Good)

lUrks’ktud(Satisfactory) lUrks’ktud(Satisfactory)

vlUrks’ktud(Not satisfactory) vlUrks’ktud(Not satisfactory)

1. dksbZ vU; fVIi.kh (Any other Remarks)

gLrk{kj (Signature)

uke (Name )

inuke (Designation)

(Seal of Reviewing Officer)

fnukad (Date) :

fo”ks’k (Note) :

1- vfHker@fVIi.khoS/k dkj.kksa ij vk/kkfjr gksuh pkfg, (Opinion/remarks be such that it be sustained with valid reasons.)

2. d`i;k ,d izfr vius ikl j[ksa (Please retain one copy with you.)

**परिशिष्ट-1**

**स्वमूल्यांकन रिपोर्ट के भाग-1 को भरने हेतु निर्देश**

 भाग 1 काप्रारूपयूजीसीद्वाराविश्वविद्यालयोंएवंमहाविद्यालयोंमेंनियुक्तकिएजानेवालेशिक्षकोंतथाअन्यअकादमिकसदस्योंकीन्यूनतमयोग्यतासेसंबंधितपरिशिष्ट-II तालिका-1तथादिनांक 18 जुलाई, 2018 कोउच्चशिक्षाकास्तरबनाएरखनेकेप्रावधानोंसेसंबंधितजारीअधिसूचनासंख्या- F.1-2/2017 (EC/PS)परआधारितहै।

 प्रारूपइस तालिकाकेअनुरूपभराजाएगाऔरतदनुरूपस्व-मूल्यांकनस्कोरप्रदानकियाजाएगा। स्व-मूल्यांकन स्कोर रिपोर्टिंग अधिकारीतथासमीक्षाअधिकारीकेसत्यापनकेअनुसारहोगा।

**तालिका 1**

**विश्वविद्यालयशिक्षकोंहेतुस्व-मूल्यांकनपद्धतिएवंप्रविधि**

|  |  |  |
| --- | --- | --- |
| क्रमांक | गतिविधि | ग्रेड का आधार |
| **I.** | शिक्षण:(पढ़ाईगईकक्षाओंकीसंख्या/कुल आवंटित कक्षाएं)x 100%(सत्रमेंपढ़ाईगईकक्षाओं में ट्यूटोरियल कक्क्षाएं,प्रयोगशालाकार्यतथाअन्यशिक्षणसंबंधितगतिविधियांसम्मिलितहैं) | 80 % तथा उससे ऊपर = अच्छा 80 % से नीचे किन्तु 70 % तथा उसससे ऊपर = संतोषजनक 70 % से नीचे= **अ**संतोषजनक  |
|  | विश्वविद्यालय/महाविद्यालयोंमेंछात्रसंबंधितगतिविधियां/शोधगतिविधियां:1. प्रशासनिकउत्तरदायित्व,जैसे-विभागाध्यक्ष/अध्यक्ष/संकायाध्यक्ष/निदेशक/समन्वयक/छात्रावासअधीक्षकआदि।
2. महाविद्यालय/विश्वविद्यालयद्वाराप्रदत्तपरीक्षा एवं मूल्यांकनसंबंधीदायित्व अथवापरीक्षाप्रश्नपत्रमूल्यांकनमेंसहभागिता।
3. विद्यार्थीसंबंधितपाठ्य-सहगामी, विस्तरण,एवंक्षेत्रआधारितगतिविधियां,जैसे-छात्रक्लब,कैरियरकाउंसलिंग,अध्ययन-यात्रा,छात्र-संगोष्ठीतथाअन्यस्पर्धाएँ-सांस्कृतिक,खेल,एनसीसी,एनएसएसएवंसामुदायिकसेवा।
4. संगोष्ठी/सम्मेलन/कार्यशालाकाआयोजन,अन्य महाविद्यालय/विश्वविद्यालय संबंधीगतिविधियां।
5. पीएच. डी.शोधार्थियों के निर्देशनमेंसक्रियसहभागिताकाप्रमाण।
6. राष्ट्रीयअथवा अंतरराष्ट्रीयसंस्थाद्वाराप्रदत्तलघुअथवावृहदपरियोजनाकासंचालन।
7. कमसेकमएकएकलअथवासंयुक्तशोधपत्रकापियर रिव्यूड/यूजीसीद्वारासूचीबद्धपत्रिकामेंप्रकाशन।
 | 5से अधिक गतिविधियोंसंलग्नता = **उत्तम** 5 गतिविधियोंसंलग्नता = **बहुत**अच्छाकम से कम तीन गतिविधियों में संलग्नता = अच्छा1-2 गतिविधियाँ = **संतोषजनक**किसी भी गतिविधि में संलग्नता/सक्रियता नहीं = **असंतोषजनक** |

समग्र ग्रेड :

**उत्तम**: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकIIकीगतिविधियोंमेंउत्तम है।

**बहुत**अच्छा: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकIIकीगतिविधियोंमेंबहुतअच्छाहै।

अच्छा: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकIIकीगतिविधिमेंअच्छाअथवासंतोषजनक है।

**संतोषजनक**: अगर शिक्षणमेंसंतोषजनकतथाक्रमांक 2 कीगतिविधियोंमेंअच्छायासंतोषजनक है।

**असंतोषजनक :**अगर समग्रग्रेडिंगमेंनतोअच्छाहै औरनही संतोषजनक है।

***ANNEXURE I***

**Instruction for Filling the Part-I of the APAR**

Part-I of the Proforma is based on the Appendix II, Table I of the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 vide Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018.

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below. The self-assessment scores are subject to verification by reporting and reviewing officer.

**Table 1**

**Assessment Criteria and Methodology for University Teachers**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Activity** | **Grading Criteria** |
| **I.** | Teaching: (Number of classes taught/total classes assigned) × 100 %(Classes taught includes sessions on tutorials, laboratory and other teaching related activities) | 80 % & above = **Good**Below 80 % but 70 % & above = **Satisfactory**Less than 70 % = **Not Satisfactory** |
| **II.** | Involvement in University/College student related activities/research activities:**a.**Administrative responsibilities such as Head,Chairperson/ Dean/ Director/ Coordinator, Warden etc.**b.**Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.**c.**Student related co-curricular, extension and fieldbased activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.**d.**Organising seminars/ conferences/ workshops, other college/university 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 peerreviewed or UGC list of Journals. | Involved in at least 8 activities = **Excellent**Involved in at least 5 activities = **VeryGood**Involved in at least 3 activities = **Good**1-2 activities = **Satisfactory**Not involved/ undertaken any of the activities = **Not Satisfactory** |

**Overall Grading:**

**Excellent**: Good in teaching and Excellent in activity at Sl. No. II

**Very Good**: Good in teaching and very good in activity at Sl. No. II

**Good**: Good in teaching and satisfactory or good in activity at Sl. No. II

**Satisfactory**: Satisfactory in teaching and good or satisfactory in activity at Sl. No. II

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