

F.No.- CSU-LKO/2023-2024/A.P.R./ 16
केन्द्रीय संस्कृत विश्वविद्यालय, लखनऊ परिसर
विशाल खण्ड-04, गोमती नगर, लखनऊ-226010
☎ 0522.2393748, Email-direct0r-lucknow@csu.co.in
Website: - http://csu-lucknow.edu.in


सूचना

दिनांक-19.05.2022

12.

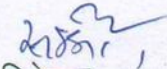
समस्त अध्यापकों एवं कर्मचारियों को सूचित किया जाता है कि वे सत्र 2022-2023 का ए.पी.आर. फार्म पूर्णकर दिनांक-25.05.2023 तक कार्यालय में अवश्य प्रस्तुत करना चाहेंगे।

ए.पी.आर. का प्रोफार्मा परिसर की वेबसाइट पर उपलब्ध है। अतिथि एवं संविदा सकायकाचार्य के लिए अन्तिम तिथि 22.05.2023 निर्धारित है। (प्रोफार्मा संलग्न)


(प्रो० सर्व नारायण झा)
निदेशक

प्रतिलिपि:-

1. समस्त के हस्ताक्षर के पश्चात् संबंधित संचिका
2. सूचना संचिका
3. अतिरिक्त प्रति।


निदेशक

CENTRAL SANSKRIT UNIVERSITY
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
(FOR ACADEMIC FACULTY MEMBERS)

Name : _____

Designation : _____

Employee I.D. No. : _____

Date of Birth :

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Date Month Year

Department : _____

Campus Name : _____

Academic Year : April.....to March..... Year.....

Due Date : _____

Date of Submission : _____

Date _____ Signature of Director/Principal
(as applicable)
(SEAL)

NOTE :

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

PART – I

SELF APPRAISAL (TO BE FILLED IN BY THE ACADEMIC FACULTY CONCERNED)

1. Name :
2. Designation :
3. Address (Residential/Phone No.) :

4. Grade :
5. Date of first CSU/(RSkS) Faculty appointment :
6. Date of appointment on present post :
7. Date of Superannuation :
8. Qualifications :
9. Confirmed/on probation :
10. Date of confirmation/end of probation :
11. Teaching (Undergraduate/Postgraduate) :
 - (i). No. of classes/periods assigned during the year
 - (ii). No. of theory periods/classes taken during the year
 - (iii). No. of practical classes assigned in the year
 - (iv). No. of practical classes conducted in the year
 - (v). Reasons for having not taken the total of allotted scheduled classes in this year
 - (vi). Punctuality and regularity in taking classes :
12. Research guidance (Detail) :
 - (i) Supervisor/Co-supervisor of the research theses in the year :
 - (ii) Number of Ph.D awarded under your supervision in this year :

13. Research Activities (Detail)
 - (i). No of Research Projects undertaken this year
 - a. Ongoing :
 - b. New :
 - c. Completed :
 - (ii). Funding Agencies :
 - (iii). Principal Investigator :
 - (iv). Special laudable outcome of the research project, if any :
14. Research Contribution during the year :
 - (i). Papers published in National/ International journals (list them according to bibliography pattern/place your exact position as author in case the paper is multi authored/specify, if the paper is part of P.G./Doctoral thesis/submit reprint/acceptance letter of publication) :
 - (ii). Research paper personally presented at the state/national/international conference (Details of the communication with the name and venue of the Conference/seminar) :
 - (iii). Coveted position at the Research oriented conference (president/Secretary/Chairman of Session/Symposium/Panel Discussion-Details) :
 - (iv). Chapter in a Book or having written a book (Details — title, publisher, edition and year) :
 - (v). Any other documentary contribution/creative writing with details :
 - (vi). Preparation of resource material including books, reading materials, laboratory manuals, etc. :
 - (vii). Institutions/Places visited in India and abroad for research/teaching/academic assignments during the year with period, place and purpose. :

- (viii). Development of MOOC contents with details :
- 15. Other academic assignment/involvements :

 - (i). Fellowships/Awards/Scholarship(Details) :
 - (ii). Contribution in seminars/central teaching programme :
 - (iii). Organization of Conference/Seminar/Workshop (details) :
 - (iv). Refresher/Orientation course attended (detail) :
 - (v). No. of Conference/Seminar/Workshop attended (detail) :
 - (vi). Meetings of CSU Academic bodies attended — Academic Council, Recruitment Committee and any other meeting. :
 - (vii). Involvement in university examinations (details) :
 - (viii). CSU paper setting/Evaluation :
 - (ix). Any other information :

- 16. Additional qualifications acquired, if any, this Year :
- 17. Punctuality and Regularity in attending to duties :
- 18. Distinction/honour and recognition conferred this year (details) :
- 19. Please indicate your contribution towards :

 - a) Extra/Co-curricular activities, Academic/ Socio-Cultural/Sports etc. in the CSU during the year and your contribution. :
 - b) CSU Administrative assignment/Additional responsibilities held (Posts/assignments, members of the committees) during the year and your contribution. :

20. Please indicate any other area not covered above in which there has been your significant contribution and achievements. :

21. Please indicate the position held, if any, in the capacity of Director/Dean/Principal/Head of the Department this year and your contribution (Specify the details of Departmental/Faculty/Institutional activities/Staff council/Faculty/Board of studies/PPC/DPC meetings/seminar/lectures etc.) :

22. Interest taken in Faculty/Department development :

23. Leave taken/purpose Earned Leave/Study Leave/Duty Leave/ Compensatory Leave/ Deputation Leave/ Extraordinary Leave without pay. :

24. Additional information in respect of performance, achievements and contribution by teacher belonging to the professional subjects (Shiksha-Shastra Department, Physical Education, Computer Education and others, if applicable)

25. Techniques improved/developed/Innovation/ Discovery this year. :

26. Any disciplinary action/adverse administrative communication/warning/pending enquiry, if any, against you during the year. :

To the best of my knowledge the above information is true.

Signature.....

Name.....

Date:

Designation
(Teacher)

Note:

- 1) Please get the format retyped in case the space provided is not adequate.
- 2) Please attach the documentary evidence to support your claim where necessary.
- 3) Please keep one copy of this in your records.

PART - II
(DETAILED ASSESSMENT BY THE REPORTING OFFICER)

APAR Year.....

Name (Teacher) :

Designation :

Date of Appointment :

Remarks on

1. Do you agree with the self-appraisal details submitted by the teacher, if not comment on the specific item on which you have disagreement :

2. Teaching assignments

(i). Subject knowledge :

(ii). Efforts made to improve it :

(iii). Teaching ability/talent :

(iv). Punctuality and regularity in teaching duties :

(v). Punctuality and regularity in taking the assigned classes :

(vi). Discipline and control of classes :

(vii). Quality of Teaching :

(viii). Relation with students :

(ix). Relation with colleagues/subordinates :

(x). Any special contribution in the teaching and the area of education :

3. Remarks on performance, achievement and contribution by teachers belonging to the professional subject (Shiksha-Shastra, Physical Education, Computer Education and others, if applicable) in Reference to the item 24 of part 1. :

4. Attendance and contribution in university level :
Teaching activities/academic programmes/
Academic Council/any other Activities
5. Opinion on performance in research :
 - (i). Paper(s)/published/Quality :
 - (ii). Books/Chapters :
 - (iii). Resource Material :
 - (iv). Supervising the Research :
 - (v). Projects under progress :
 - (vi). Quality of Research :
 - (vii). Important contribution in this field :
6. Remarks on quality of papers personally :
presented at Conferences/Seminars
7. Opinion on achievement in other academic :
activities
8. Opinion on his involvement in other important :
assignment in University Examinations/
University Administration etc.
9. Knowledge and practice of University :
rules/norms/protocol
10. Decision making ability :
11. Planning ability :
12. Involvement and Dedication :
13. Participation in Extra/Co-curricular activities :
14. State of Health :
15. Gist of Students Appraisal of Teachers (SAT) :
during the year
 - (i) Whether Students Appraisal of Teachers have :
been communicated
 - (ii) If so, the reaction of the teacher on the same :

- 16. Any disciplinary action/adverse administrative :
communication/warning pending enquiry
against the teacher
- 17. Conduct :
- 18. Integrity of the teacher :
- 19. Any other remarks :

Signature.....

Name.....

Date of appointment as

Vice-chancellor/Director/Principal/Head/
Senior Faculty Member
(Seal of Reporting Officer)

Date:.....

Note:

- 1. Opinion/remarks be such that it be sustained with valid reasons.

PART - III
(REMAKRS OF THE REVIEWING OFFICER)

APAR Year.....

Name (Teacher) :

Designation :

Date of Appointment :

1. Specific remarks on the assessment of the Reporting officer
2. Adverse Remarks, if any, at items in the self appraisal and/or comments of Reporting Officer.
3. Summary appraisal

On performance on the Faculty member (√ on one)		On Conduct of the Faculty member (√ on one)	
Outstanding		Outstanding	
Good		Good	
Satisfactory		Satisfactory	
Unsatisfactory		Unsatisfactory	

4. Any other remarks

Signature.....

Name.....

Designation.....

Date of appointment as

Vice-chancellor/Director
(Seal of Reviewing Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Reviewing officer at campus level may retain one copy with Campus concerned.