

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.