****

**RAJIV GANDHI UNIVERSITY**

**RONO HILLS: DOIMUKH 791 112**

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)**

Name **:**

Designation **:**

Employee ID No. **:**

Date of Birth **:**

 Date Month Year

Department / Institute **:**

Faculty **:**

Year **:**

**Note:** Director/ Deans/ HoDs shall submit duly completed APAR to the Registrar latest by 30th June.

Due date **:**

Date of submission **:**

Date Signature of Dean/ HoD/ Director

 (As applicable)

 (SEAL)

***Note:***

1. The Reporting Officer of the faculty member shall be the HoD.
2. In case of the Institutes, the Director of the Institute shall be the Reporting Officer of the faculty member.
3. The Reviewing Officer of the faculty member shall be the respective Dean of Faculty.
4. Respective Dean of Faculty shall be the Reporting Officer the HoD and Director of the Institute.
5. The Vice-Chancellor shall be the Reviewing Authority of the HoD and Director.
6. For Deans, Vice-Chancellor shall be the reporting and Reviewing Authority.
7. 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.

**PART – I**

**SELF-APPRAISAL**

(To be filled by the teacher concerned)

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name | :  |
| 2. | Designation | :  |
| 3. | Address (Residential/Phone No.) | :  |
| 4. | Grade | :  |
| 5. | Date of First Appointment in the University  | :  |
| 6. | Date of Appointment in the Present Post | :  |
| 7. | Date of Superannuation | :  |
| 8. | Qualification | :  |
| 9. | Confirmed/ on probation | :  |
| 10. | Date of confirmation/ end of probation | :  |

11. Periods of Duration Spent by the Teacher on Different Kind of Leaves

|  |  |
| --- | --- |
| **Type of Leave** | **No. of days of leave in the Academic Year** |
| Duty Leave |  |
| Earned Leave |  |
| Maternity Leave |  |
| Child Care Leave |  |
| Study Leave |  |
| Medical Leave |  |
| Extraordinary Leave |  |
| Deputation |  |
| Others(*Please Specify*) |  |
| Total  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Course | Place | Duration |
|  |  |  |  |
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**I. TEACHING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester | Level | Class Assigned per week | Class Taught in the year | Teaching = (Number of Classes Taught / Total Classes Assigned) × 100 % | Self-appraisal Grade\*\* | Verified Grade |
| L\* | T/P\* | L | T/P |
| Odd Semester | U.G.  |  |  |  |  |  |  |  |
| P.G. |  |  |  |  |  |
| M.Phil.  |  |  |  |  |  |
| Ph.D. Coursework |  |  |  |  |  |
| Any other *(Specify)* |  |  |  |  |  |
| Even Semester | U.G.  |  |  |  |  |  |  |  |
| P.G. |  |  |  |  |  |
| M.Phil.  |  |  |  |  |  |
| Ph.D. Coursework |  |  |  |  |  |
| 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. INVOLVEMENT IN UNIVERSITY STUDENT RELATED ACTIVITIES / RESEARCH ACTIVITIES**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Administrative responsibility | Hours spent per week | Hours spent per academic year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(b) Examination Duties (question paper setting, Invigilation, evaluation of answer scripts)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Type of Examination Duties | Duties Assigned | Hours spent per semester | Hours spent per academic year |
|  |  |  |  |  |
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**(c) 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Type of Activity | Hours spent per week | Hours spent per academic year |
|  |  |  |  |
|  |  |  |  |
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**(d) Seminars / Workshops / Conferences / Short-Term Courses / Outreach Programmes Organized by the Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Title of the Seminar / Workshop / Conference / Short-Term Course / Outreach programme | Sponsored by | Date | Whether international / national / State / Regional / University Level |
|  |  |  |  |  |
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**(e) Research Guidance**

 (i) Guidance of M.Phil. / Ph.D. Scholars

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester | Level | No. of Ph.D. Scholars | No. of M.Phil. Scholars | Hours spent per week for guidance | Hours spent per academic year |
| Odd Semester | M.Phil. |  |  |  |  |
| Ph.D. |  |  |  |  |
| Even Semester | M.Phil. |  |  |  |  |
| Ph.D. |  |  |  |  |

(ii) Ph.D. Awarded /Thesis Submitted\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Thesis | Awarded / Thesis Submitted | Date of Award /Thesis submission | Enclosure No. |
|  |  |  |  |  |  |
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\*Please submit Ph.D. Notification/ Certificate of Award/ Submission

 (iii) M.Phil. / PG Dissertation Awarded\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Dissertation | M.Phil. / PG | Date of Award | Enclosure No. |
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\*Please submit M.Phil. / PG dissertation Notification/Certificate of award

**(f) Research Projects / Patents / Policy Documents**

(I) Research Projects Completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Enclosure No. |
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(ii) Ongoing Research Projects

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| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Enclosure No. |
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(iii) Consultancy Projects

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| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Enclosure No. |
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(iv) Patents

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| --- | --- | --- | --- | --- |
| Sl. No. | Details of Patent | International / National | Year of Grant | Enclosure No. |
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(v) Policy Document

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| --- | --- | --- | --- | --- |
| Sl. No. | Details of Policy Document | International / National / State | Year | Enclosure No. |
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**(g) Research Publications / e-content Development**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Sl. No. in UGC Approved list | Title of the Paper | Name of the Journal | Volume, issue & page nos. | Year of Publication | Latest impact factor\* | Whether you are main author/ sole author | Enclosure No. |
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\*Impact factor to be determined as per Thompson Reuters list

 (ii) Books published by International Publishers

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(iii) Books published by National Publishers

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(iv) Chapters in Edited Books

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(v) Editor of Books by International Publishers

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(vi) Editor of Books by National Publishers

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| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(vii) Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties

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| Sl. No. | Title with page nos. | Title, editor and publisher | Year of Publication | ISBN / ISSN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(viii) Translation of Books in Indian and Foreign Languages by Qualified Faculties

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Enclosure No. |
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(ix) Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula

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| Sl. No. | Activity\* | Enclosure No. |
| Development of Innovative Pedagogy |  |
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| Design of New Curricula and Courses |  |
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|  |  |
| MOOCs |  |
|  | Development of Complete MOOCs in 4 Quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/credit) |  |
|  |  |
|  |  |
| MOOCs (developed in 4 quadrant) per Module/lecture |  |
|  |  |
|  |  |
| Content Writer/Subject Matter Expert for Each Module of MOOCs (at least one quadrant) |  |
|  |  |
|  |  |
| Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) |  |
|  |  |
|  |  |
| E-Content |  |
|  | Development of e-Content in 4 quadrants for a complete course/e-book |  |
|  |  |
|  |  |
| e-Content (developed in 4 quadrants) per module |  |
|  |  |
|  |  |
| Contribution to Development of e-content Module in Complete Course/Paper/e-book (at least one quadrant) |  |
|  |  |
|  |  |
| Editor of e-content for Complete Course/ Paper /e-book |  |
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 (x) Award / Fellowships

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. |  | Name of the Award / Fellowship | Awarding Institute/Organization | International / National / State Level | Date Awarded | Enclosure No. |
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(xi) Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the lecture / paper presented | Title of Seminar / Conference, etc. | Date with year | Organised by | International (abroad or within country) / National/ State / University | Enclosure No. |
|  |  |  |  |  |  |  |
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*To the best of my knowledge the above information is true.*

 Signature ………………………………………….….

Name …………………………………………..……..

Date Designation ………………………………………….

Note:

1. Please attach the documentary evidence to support your claim where necessary.
2. Please keep one copy of this in your records.
3. 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)

**PART - II**

**ASSESSMENT BY THE REPORTING OFFICER**

Name (Teacher) :

Designation :

Date of Appointment :

**Verification of factual data**

General Information (Please tick)

I. Teaching (Please tick) Good Satisfactory Not Satisfactory

II. Involvement in University Student Related Activities / Research Activities

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

Overall Grade Good Satisfactory Not Satisfactory

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

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

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

Any other remarks:

Signature …………………………………………..…

Name …………………………………...…………….

Designation …………………….……………………

Date of appointment as Dean / HoD / Director

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

Date: …………………………… (Seal of Reporting Officer)

Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Please retain one copy with you.

**PART – III**

**REMARKS OF THE REVIEWING OFFICER**

Name (Teacher) :

Designation :

Date of Appointment :

1. Specific remarks on the assessment of the Reporting officer
2. Summary of the appraisal

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

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

Good Good

Satisfactory Satisfactory

Not satisfactory Not satisfactory

1. Any other Remarks

Signature ……………..………………………………

Name ………………...……………………………….

Designation ………….………………………………

(Seal of Reviewing Officer)

Date: ……………………………

Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Please retain one copy with you.

***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:1. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.
2. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.
3. 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.
4. Organising seminars/ conferences/ workshops, other college/university activities.
5. Evidence of actively involved in guiding Ph.D. students.
6. Conducting minor or major research project sponsored by national or international agencies.
7. At least one single or joint publication in peer reviewed or UGC list of Journals.
 | Involved in at least 3 activities = **Good**1-2 activities = **Satisfactory**Not involved/ undertaken any of the activities = **Not Satisfactory** |

**Overall Grading:**

**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