

CENTRAL UNIVERSITY OF JHARKHAND
ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
(FOR FACULTY MEMEBERS)

Name :

Designation :

Employee I.D. No. :

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Date of Birth :

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 Date

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 Month

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 Year

Department :

College/Faculty/Institute :

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

Note : Directors/Deans/Principals/Head of the Department shall submit duly completed APAR to the Registrar latest by 31st January.

Due date :

Date of submission :

Date

Signature of Director/Dean/Principal
(As applicable)
(SEAL)

NOTE I:-

1. The Reporting Officer of faculty member shall be the Head of the Department/principal, MMV.
2. The Reviewing Officer of the faculty member shall be the Dean of Faculty.
3. In case of Institutes the Director of the Institute shall be the Reviewing Officer of the faculty members.
4. Dean shall be the Reporting Officer of the Head of the Department. In the Institute, the Director shall be the Reviewing Officer of the Head of the Department.
5. The Vice-Chancellor shall be the Reporting & Reviewing Authority of the Directors, Deans, Principal, MMV. In Institute, the Director shall be the Reporting Officer of the Dean and the Vice-Chancellor shall be the Reviewing Authority of the Deans.

NOTE II:

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 TEACHER CONCERNED)

1. Name
 2. Designation
 3. Address (Residential/Phone No.)
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4. Grade
 5. Date of first CUJ 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/period :
Assigned during the year
 - (ii) No. of theory period/classes :
Taken during the year
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- (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. Scientific/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 multiauthored/
 specify, if the paper is part of P.G./Doctoral
 thesis/submit reprint/acceptance letter of
 publication)
- (ii) Scientific 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 scientific :
 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

15. Other academic assignment/involvements
- (i) Fellowships/Awards/Scholarship (Details) :
- (ii) Contribution in seminars/central teaching programme :
- (iii)Coordinator of CAS/SAP you contribution (details) :
- (iv)Organization of Conference/Seminar/Workshop :
- (v) Refresher/Orientation course attended (detail) :
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- (vi)No. of Conference/Seminar/Workshop attended (detail) :
- (vii) Meetings of CUJ Academic bodies attended – Academic Council, RDCU, DRC,PPC :
- (viii) Involvement in university examinations (details) :
- (ix)CUJ paper setting/Evaluation :
- (x) 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 CUJ during the year and your contribution. :
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- b) CUJ 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 performance, achievements and contribution by teachers
belonging to the professional subjects (IT,IMS,IASc, Management Studies, Law,
performing Arts, Visual Arts and other 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.....

Date

Name.....

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 (IT, IMS, IASc, Management Studies, Law, Performing Arts, Visual Arts and others, if applicable) in Reference to the item 24 of part 1 :
- 4 Attendance and contribution in university central teaching activities/academic programmes/ Academic Council/DRC/RDCU :
- 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

Director/Dean/Head/Principal.....

(Seal of Reporting Officer)

Date:

Note:

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

PART-III
(REMARKS 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, in any, at items in the self appraisal and /or comments of Reporting Officer
- 3. Summary appraisal

On performance on the Faculty member

On Conduct of the Faculty members

(Circle one)

(Circle one)

Outstanding

Outstanding

Good

Good

Satisfactory

Satisfactory

Unsatisfactory

Unsatisfactory

- 4. Any other remarks

Signature.....

Name

Designation.....

Date of appointment as

Director/Dean.....

Date

(Seal of Reviewing Officer)

Note:

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

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority	01 st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority	
	(a) where there is no accepting authority for APAR	21 st September
	(a) where there is accepting authority for APAR	06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November