

**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.....

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Due Date : \_\_\_\_\_

Date of Submission : \_\_\_\_\_

Date \_\_\_\_\_ Signature of Director/Principal  
(as applicable)  
(SEAL)

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**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:.....

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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

<b>On performance on the Faculty member</b> (√ on one)		<b>On Conduct of the Faculty member</b> (√ 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.