

**PART – I**  
**SELF APPRAISAL**  
**(TO BE FILLED IN BY THE TEACHER CONCERNED)**

1. Name .....
2. Designation .....
3. Address (Residential/Phone No.)  
.....  
.....  
.....
4. Grade .....
5. Date of first CUH 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
- (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)
- (vi) No. of Conference/Seminar/ : .....  
Workshop attended (detail)
- (vii) Meetings of CUH Academic bodies : .....  
attended – Academic Council, Board of Studies, School Board
- (viii) Involvement in University : .....  
examinations (details)
- (ix) CUH 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 CUH  
during the year and your contribution.

b) CUH 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 School Board/Board of Studies/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. Any disciplinary action/adverse  
administrative communication/  
warning, if any, against you  
during the year.

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

Date:

Signature.....

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. Attendance and contribution in university central : .....  
teaching activities/academic programmes/  
Academic Council/School Board/Board of Studies
- 4 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. : .....
- 5 Remarks on quality of papers personally presented at : .....  
Conferences/seminars

- 6 Opinion on achievement in other academic activities : .....
- 7 Opinion on his involvement in other important assignment in University Examinations/University Administration etc. : .....
- 8 Knowledge and practice of University rules/norms/protocol : .....
- 9 Decision making ability : .....
- 10 Planning ability : .....
- 11 Involvement and Dedication : .....
- 12 Participation in Extra/Co-curricular activities : .....
- 13 Any disciplinary action/adverse administrative Communication, if any, against the teacher : .....
- 17 Conduct : .....
- 18 Integrity of the teacher : .....
- 19 Any other remarks : .....

Signature.....

Name.....

Date of appointment as

Dean/Head .....

Date: .....

(Seal of Reporting Officer)

---

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

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.

**Vice Chancellor**