

Annexure 1



अप्रमत्तन वेद्व्यम्

Annual Performance Assessment Report

(as per Appendix II, Table 1 of UGC Regulation, 2018)

Name of Faculty:

Designation:

Department:

Academic Year: to

Sl. No.	Nature of Activity	Specify	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% <i>(Classes taught includes sessions on tutorials, lab and other teaching related activities)</i>		1. 80% & above – Good 2. Below 80% but 70% & Above-Satisfactory 3. Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: <i>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.</i> <i>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</i> <i>(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.</i> <i>(d) Organizing seminars/ conferences/ workshops, other college/university activities.</i> <i>(e) Evidence of actively involved in guiding Ph.D. students.</i> <i>(f) Conducting minor or major research project sponsored by national or international agencies.</i>		1. Good - Involved in at least 3 activities 2. Satisfactory – Involved in 1-2 activities 3. Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

(g) At least one single or joint publication in peer reviewed or UGC list of Journals.		
--	--	--

Any paid leave availed by the faculty during the Academic Year (Yes / No)

If yes,

Type of leave availed	from	to
1. Earned Leave
2. Maternity leave
3. Child care leave
4. Study leave
5. Medical Leave
6. Extraordinary leave
7. On Deputation
8. Others

Overall Grading of the faculty is: Good Satisfactory Not Satisfactory

Reference:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading.

Comments, (if any)

Signature and Name of the HoD / Dean / Academic Registrar

Name of the Department.....

Office Seal

Note:

1. For the purpose of assessing the grading in *Annual Performance Assessment Reports*, all such periods of duration which have been spent by the teacher on different kinds of paid leaves shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher.

2. The *Annual Performance Assessment* to be delivered in sealed envelope.