KANNUR UNIVERSITY

# Annual Performance Assessment Report (APAR)

(As Per UGC Regulation 2018)

**Session/Year: ………………… to ………………**

**(To be completed and submitted at the end of each assessment Year) PART A: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name of College / University |  |
| 2. | Name of Incumbent (In block Letters) |  |
| 3. | Name of Father / Mother |  |
| 4. | Sex |  |
| 5. | Date of birth |  |
| 6. | Nationality |  |

1. Educational Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of Degree** | **Overall**  **Percentage** | **Year** | **University/Institute** |
| UG |  |  |  |  |
| PG |  |  |  |  |
| Ph.D |  |  |  |  |
| NET/NET-JRF / SLET |  |  |  |  |
| Awards/Honours |  | | | |

|  |  |  |
| --- | --- | --- |
| 8. | Current designation |  |
| 9. | Department |  |

|  |  |  |
| --- | --- | --- |
| 10. | Date of entry into service |  |
| 11. | Date of last promotion if any |  |
| 12. | Date of eligibility for promotion |  |
| 13. | Address for correspondence (with Pin code) |  |
| 14. | Telephone No: |  |
| 15. | Email |  |

* 1. Academic staff College Orientation/Refresher Course /equivalent course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course / Summer School** | **Venue** | **Duration (From -To)** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

# PART B:

**Annual Performance Assessment Report (APAR)**

(As Per UGC Regulation 2018)

# Session/Year: ………………… to ………………

**(To be completed and submitted at the end of each assessment Year)**

* + 1. **TEACHING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Course/Paper** | **Level** | **Innovative teaching methods if**  **any** | **No. of hours per week allotted** | **No. of hours engaged**  **per week** | **% of Classes/ Pract. taken** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **TOTAL** | | | |  |  |  |
| **80% and above: “Good” 70% to 80%: “Satisfactory”**  **Less than 70%: “Not satisfactory”** | | | | | **Grade** |  |

**(Classes taught include sessions on tutorials, lab, and other teaching-related activities)**

**\*Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contact Hours (C)**

* + 1. **INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:**

(2. a) administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden, etc.

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Type of Responsibility/Duty** | **Role Performed** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **Total number of activities Involved** | |  |

(2. b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Type of Responsibility/Duty** | **Role Performed** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **Total number of activities Involved** | |  |

(2. 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 Responsibility/Duty** | **Role Performed** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **Total number of activities Involved** | |  |

(2. d) Organizing seminars/ conferences/ workshops, other college/university activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Organized with internal**  **funding** | **Organized with funds**  **from external agency** | **Role Performed** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **Total number of activities Involved** | | |  |

(2. e) Evidence of active involvement in guiding Ph.D. students.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of Student** | **Date of Registration and**  **Registration No.** | **Ongoing/Submitted/Awarded** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **Total number of students** | | |  |

(2. f) Major/Minor Research projects sponsored by national or international agencies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of project** | **Funding Agency** | **Amount sanctioned/utilized** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **Total number of projects** | | |  |

(2. g) Research Publications

(At least one single or joint publication in peer-reviewed or UGC-approved (CARE List) Journals

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title with page Nos.** | **Journal** | **ISSN/ISBN**  **No** | **Peer reviewed**  **/UGC**  **listed** | **UGC Care List-ID No.** | **No. of Co-authors** | **Whether you are the main author** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **Total number of publications** | | | | | |  | |
| **Overall Grade for SL.2 (a+b+c+d+e+f+g) (Good –** Involved in at least 3 activities, **Satisfactory –** 1-2 activities  **Not – satisfactory –** Not involved/undertaken any of the activities)  \*Number of activities can be within or across the broad categories of activities | | | | | | |  |
|  | | | | | | | |

**Summary of Overall Grade in APAR**

|  |  |
| --- | --- |
| **Activity** | **Grade** |
| **1. Teaching** |  |
| **2. Involvement in the University/College student related activities/research activities.** |  |
| **Overall Grade for the Assessment Year** |  |
| **Overall Grading:**  **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  Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation 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. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and  ordinances of the parent institution. | |

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant Designation

Place:

Date:

**CERTIFICATE**

This is to certify that Dr/Sri/Smt has

successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year ……………. - ………………

Countersigned by:

(Office Seal) Name and Signature of Principal/Head of the Office