

Annual Performance Appraisal Report (APAR)

(as per UGC Regulations-2018 dated 18th July, 2018)



Internal Quality Assurance Cell

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Post- Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001

Maharashtra

APAR Performa

Assessment Criteria and Methodology for University Teachers

(Appraisal to be filled in with the relevant Proofs by the candidate. Please see the attached Annexure A before filling the format)

Name of Teacher :

Department/Centre:

School :

Academic Year : 20__ - 20__

Part (A)

(i) Teaching (Time table to be attached signed by Dean/HoD/Director)

Sr. No.	Course/Class(es)	No. of Classes Assigned	No. of Classes Taught	$\left(\frac{\text{Number of classes taught}}{\text{total classes assigned}} \times 100\right)$

(ii) Course Designed- Give Details

Sr. No.	Details	Academic Year	Relevant Proof/ Evidence

(iii) Modifications in Existing Course

Sr. No.	Course	Academic Year	Relevant Proof/ Evidence

(iv) Mode of Deliberations-“Enlist”

Sr. No.	Course/Class(es)	Academic Year	Innovative Teaching Methods

Part B: Assessment Criteria

ASSESSMENT CRITERIA: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

(a) Administrative responsibilities such as Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.:

Sr. No	Nature of Administrative responsibilities	Dates (to-from)	Annexure/ proof attached

(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation :

Sr. No.	Type of Examination duties (Paper settings, investigation and evaluation of answer scripts)	Academic Year	Relevant Proof/ Evidence

(c) Student related co-curricular, extension and filed based activities such as student clubs, career counselling, Study visits, student seminars and other events, cultural, sports, NCC, NSS and community services :

Sr. No	Nature of activity	Dates/place/event/activity detail	Annexure/ proof attached

(d) Organising seminars/conferences/workshops, other university activities:

Sr. No	Title of conference/seminar/ workshop	Dates	Sponsoring Agency	Level(International/ National/State/Local)	Annexure/ proof attached

(e) Evidence of actively involved in guiding Ph.D. students.

Sr. No.	Activity (Ph.D. guidance)	Academic Year	Enrollment Year	Thesis Submitted	Degree Awarded	Relevant Proof/ Evidence

(f) Minor or major research project sponsored by national or international agencies.

Sr. No.	Title /Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Relevant Proof/ Evidence

(g) Single or joint publication in peer-reviewed or UGC list of Journals.

Sr. No.	Title of Research Paper(s)/ Articles	Published in Peer-reviewed (yes/No)	Serial No. of UGC Listed Journal	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISSN No.	Impact Factor	Relevant Proof/ Evidence

APAR Certificate (Tick the Appropriate)
To be filled in by the Dean/HoD/Director
(On the Basis of Appraisal Filled in by the Faculty)

	Good	Satisfactory	Not Satisfactory
Part (A)	(>80%)	(70-80%)	(<70%)
Part (B)	≥ 3 Activities	1-2 Activities	Not Involved in any Activities

Date & Signature:

Score Verify by IQAC/Competent Authority:

Date & Signature:

Annexure A

Assessment Criteria and Methodology for University Teachers		
Sr. No.	Activity	Grading Criteria
Part A	<p>Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</p>	<p>80% & above - Good Between 70% to 80% - Satisfactory Less than 70% - Not satisfactory</p>
Part B	<p>Involvement in the University/College students related activities/research activities: (a) <i>Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.</i> (b) <i>Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</i> (c) <i>Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</i> (d) <i>Organizing seminars/ conferences/workshops, other college/ university activities.</i> (e) <i>Evidence of actively involved in guiding Ph.D. students.</i> (f) <i>Conducting minor or major research projects sponsored by national or international agencies.</i> (g) <i>At least one single or joint publication in peer reviewed or UGC list of Journals.</i></p>	<p>Good - Involved in at least 3 activities Satisfactory - Involved in 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
<p>Overall Grading:</p> <ul style="list-style-type: none"> • Good: Good in teaching and satisfactory or good in activity at Part (B).Or • Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Part (B). • Not Satisfactory: If neither good nor satisfactory in overall grading <p>Note: For the purpose of assessing the grading of Activity at Part (A) and Part (B), 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.</p>		