


CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI

Notice No. 37.....

Dt. 14.05.2020

All the Contractual and Guest Teachers are requested to submit the performance appraisal report (Annual Appraisal Report) with the Assessment by the Head of Department for the Academic Session 2019-20 in the prescribed proforma (available in office and campus web site) filled in all the columns latest by 24.05.2020 positively for onward transmission to Central Sanskrit University, New Delhi.


DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

Copy for information and necessary action to :

1. Office Notice Book.
2. Notice Board.
3. Campus Web Site.
4. Concerned File

Part II

SELF ASSESSMENT REPORT

For Period.....to.....

(To be filled by the Contractual/Guest Teacher)

1. Name
2. Department/Subject
3. Date of engagement in Campus
4. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review)

| Exam Passed | Name of Board/University | Year of Passing | Division/Grade | Aggregate Marks (upto decimal of two digit) | Subjects | Remarks (Distinction, if any) |
|-------------|--------------------------|-----------------|----------------|---------------------------------------------|----------|-------------------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |

To be certified whether Ph.D. Degree is in accordance with the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009/2016.

5. Name of the Courses taught during the year.
6. Maximum no. of periods per course available in the Semester/Annual Scheme as per Time-Table (Lectures & Practicals)
7. Teaching load, as per the Time Table (Lectures & Practicals)

| 8. | No. of the Total Lectures (including Tutorials) delivered | Shortfall (from 5 & 6) | Practical periods taken | Shortfall (from 5&6) |
|----|--------------------------------------------------------------|---------------------------|----------------------------|-------------------------|
| | | | | |

9. Reasons for shortfall, if any, in Lectures and practical taken.
10. Any specific problem of any student solved, or taken initiative to solve
11. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separate sheets, if needed).
12. Any project completed other than students projects.
13. Any new Experiment added in the Practical course.
14. Any innovation of any type introduced in the Campus
15. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary .
- 16 (a) Any contribution in Laboratory / Course Development etc..
- (b) How many Online Classes have been taken (Proof should be attached)

17. Contribution to Corporate life of the Campus

(a) Curriculum development

(b) Cultural/Extra Curricular activities

(c) Sports/Community and Extension services

(d) Administrative assignments

(e) Any other

18. Workshops / Seminars etc. have been attended/ organized/ paper presentations during the year, give details.

19. Any step taken for Resource generation. Give a brief description. (Attach separate sheet, if needed)

Signature _____

Name in Block letters _____

Designation Contractual Teach/ Guest Teacher

Subject _____

Place:

Date:

Name & Designation
of the Head of Department: _____

PART III ASSESSMENT BY THE HEAD OF DEPARTMENT

Name of the Contractual / Guest Teacher

Length of service under the Head of Department:

Kindly provide your assessment on the five point scale in respect of the following parameters.

| Outstanding | Very Good | Good | Satisfactory | Unsatisfactory |
|-------------|-----------|------|--------------|----------------|
| 5 | 4 | 3 | 2 | 1 |

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part II filled up by the Faculty Member

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters: (Each Point 5 marks - 9 x 5 = 45 weightage)

Assessment on Five Point Scale

| | | |
|-------|-----------------------------------------------------------|--|
| (i) | Teaching load and regularity in taking class | |
| (ii) | Any Projects completed other than the student's projects. | |
| (iii) | Innovations/ experiments introduced in the course | |
| (iv) | Contribution in Curriculum Development | |
| (v) | Intellectual capital (Books/Articles/Patents/Talks) | |
| (vi) | Publication in Refereed Journals | |
| (vii) | Taking Online Classes (In the period of Lockdown) | |

| | | | |
|--------|------------------------------------------------------------------------------|--|--|
| (viii) | Organizing and participation in Seminars/ workshops, special lectures, FDP's | | |
| (ix) | Contribution to the corporate life of the campus | | |

Total (A): _____

B. Performance and General Attributes (Each Point 5 marks - 10 x 5 = 50 weightage)
Assessment on Five Point scale

| | | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| (i) | Knowledge in the sphere of work | | |
| (ii) | Quality of output | | |
| (iii) | Communication skills (Oral and written) | | |
| (iv) | Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work) | | |
| (v) | Aptitude to work | | |
| (vi) | Ability to inspire and motivate | | |
| (vii) | Supervisory ability | | |
| (viii) | Interpersonal relations and team work | | |

| | | |
|------|-------------------------------|--|
| (ix) | Integrity and Trustworthiness | |
| (x) | General conduct | |

Total (B): _____

C. General assessment taking all the above parameters
 (Point 5 weightage)

Total (A) + (B) + (C)

- (Outstanding - 91 to 100
- Very Good - 71 to 90
- Good - 51 to 70
- Satisfactory - 40 to 50
- Unsatisfactory - upto 40)

Name & Signature of the Head of Department :

Seal:

Date:

ASSESSMENT & EVALUATION REPORT BY THE DIRECTOR OF THE CAMPUS
(To be filled in by the Director of the Campus)

PART IV

Name of the Contractual / Guest Teacher :

Length of service under the Director of the Campus

1. Are you satisfied with the assessment report submitted by Head of the Department.
2. Do you agree with the assessment of the Contractual/Guest Teacher given by the Head of the Department with provided documents ?
3. Remarks about any meritorious work or otherwise of the Contract/Guest Teacher.
4. Remarks about grading of the Contract/Guest Teacher by the Head of the Department.
5. Has the Contract/Guest Teacher any special characteristics, and /or any abilities which would justify his or her re-engagement. If so, specify.
6. Other remarks, if any :

Signature of the Director

Name in Block Letters

Seal :

Place :

Date :



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

Central Sanskrit University

Established by an Act of Parliament

(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)

Under Ministry of Human Resource Development, Govt. of India

56-57, Institutional Area, Janakpuri, New Delhi-110 058

Website: www.sanskrit.nic.in

Campus.....

PERFORMANCE APPRAISAL FOR CONTRACT/GUEST FACULTY

For the period from.....to.....

Part I

(To be filled by the Campus Office as per the documents submitted by Contractual/Guest Teachers)

1. Name of the Contractual / Guest Teacher
(in Capital Letters)
2. Period of Current Engagement
3. Department/Subject
4. Whether belongs to Schedule Caste/Schedule
Tribe/ OBC, If yes, mention the category
5. Date of Birth
6. Educational Qualifications including
professional and technical qualifications
7. Period of absence from duty (or leave,
training etc during the period of engagement)
8. Whether all outstanding dues of concerned
Contractual/Guest Teacher have been cleared ?

Signature of the Section Officer