

गुजरात केन्द्रीय विश्वविद्यालय

**CENTRAL UNIVERSITY OF GUJARAT**

**ANNUAL PERFORMANCE ASSESSMENT REPORT  
FOR ASSISTANT PROFESSOR / ASSOCIATE  
PROFESSOR / PROFESSOR / SENIOR PROFESSOR**

**Name of Employee: .....**

**Period of Reporting: .....**

# PERSONAL DATA

## PART-1

**(To be filled by the Employee concerned)**

1. Name of the Employee: .....
2. Date of Birth (DD/MM/YYYY) ...../...../..... (In Words) .....
3. Present post and date of Appointment                      Post:.....                      Date:.....  
there to
4. Educational Qualification:.....
5. Any Specific Training/ Specialized Qualification:.....

6. Period of Leave during the year.

	Duty Leave	Study /Sabbatical Leave	Earned Leave	Medical Leave	Maternity /Paternity Leave	Child Care Leave	Any Other Leave
No. of Days							
Period of Leave							

**PART-2-**  
**(To be filled in by the Employee reported upon)**

(Please read carefully the instruction before filling the entries.)

(A)

1. Teaching (Total classes assigned/Total number of classes taught):

	Under Graduate		Post Graduate		M.Phil./Ph.D. (Coursework)	
	Theory	Practical	Theory	Practical	Theory	Practical
Classes per Week (Assigned/Conducted)						
Classes per 1 <sup>st</sup> Semester (Assigned /Conducted)						
Classes per Week (Assigned /Conducted)						
Classes per 2 <sup>nd</sup> Semester (Assigned /Conducted)						

**(Classes taught includes sessions on tutorial, lab and other teaching related activities)**

2. Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc.:

3. Examination and evaluation duties assigned by the university or attending the examination paper evaluation:

4. 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:

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5. Organizing seminars/ conferences/ workshops, other university activities:

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6. Evidence of actively involved in guiding M.Phil./Ph.D. students:

Category	At the Beginning of the Year	Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

7. Conducting minor or major research projects sponsored by national or international agencies:

Title of the Project	Name of the funding agency	Duration of the Project

8. Publication in peer reviewed or UGC list of Journals:

(B)

1. Details of innovation/contribution in teaching in the area of curriculum design, teaching methods, laboratory experiments, evaluation methods, preparation of resource materials etc.

2. Details of participation in external bodies meeting etc.:

3. Any other relevant information desired:

4. Please specify targets/objectives/goals (in quantitative or other terms) of works you set for yourself or that were set for you, eight to ten items of Work in the order of priority and your achievement against each target. (For Example, Annual Action plan for your School/Center/Department)

Targets/ Objectives/ Goals	Achievements

5. A. Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in Item No. 4. above.

Please specify constraint, if any, in achieving the targets.

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B. Please also indicate items in which there have been your significantly higher achievements and your contribution thereto.



6. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the proper date of filling the return should be given.



(C)  
Assessment of Functional Competency

	Particular
1. Publication of Books, Monographs, Chapters in Books, Research Papers in peer reviewed or UGC listed Journals etc. as per UGC Regulations, as amended from time-to-time	
2. Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula	
3. Consultancy Projects and similar activities from outside funding	
4. Dissemination of Knowledge through Presentation in Conference/Seminar and Invited lectures etc.	
5. Patents, Policy Documents National and International Organizations or Governments and Award of Fellowships	

Date: \_\_\_\_\_

Signature of Employee reported upon

**Note:**

1. Assessment must be based on evidence produced by the teacher for each criteria mentioned above (copy of the relevant supporting documents should be attached).
2. Extra sheet may be attached for any criteria if required.



### PART-3

Grading is to be awarded by reporting and reviewing Officer which should be as 'Good', 'Satisfactory' and 'Not Satisfactory' as provided in Appendix II table 1 of UGC regulation 2018.

(Please read carefully the guidelines before filling the entries)

#### Assessment of work output

Sr. No.	Particulars	Participated in Activity (For Sr. No.2) (Yes/No) <b>(To be filled by the concerned faculty)</b>	Reporting Officer	Reviewing Officer (Refer Para 2 of Part-5)	Initial of Reviewing Officer
1.	Teaching (Number of classes taught/total classes assigned) x 100 % <b>(Classes taught includes sessions on tutorial, lab and other teaching related activities)</b>				
2.	a. Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-Ordinator, Warden etc.				
	b. Examination and evaluation duties assigned by the university or attending the examination paper evaluation:				
	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				
	d. Organizing seminars/conferences/ workshops, other university activities				
	e. Evidence of actively involved in guiding Ph.D students.				
	f. Conducting minor or major research project sponsored by national or international agencies				
	g. At least one single or joint publication in peer reviewed or UGC list of Journals				
<b>Overall Grading on Work Output</b>					

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sr. No. 1.

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity Sr. No. 2.

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

**(Please refer Instruction no. 9 for Grading)**

**PART-4**  
**GENERAL**

1. Relationship with Stakeholders (wherever applicable)  
(Please comment on the employee's accessibility to the stakeholders and responsiveness to their needs)

2. Training / Orientation Course / Refresher Course / Workshop / Others  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Employee)

3. State of health of the Employee.

4. Integrity \*  
(Please remark on the integrity of the Employee. It should be beyond doubt. If doubtful, such information should be mentioned.)

**\*Note:** If the officer's integrity is beyond doubt, it may be stated so. If not, it has to be explained with support of necessary documentary evidence.

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the employee including areas of strengths, extraordinary achievement, significant failures and attitude towards weaker sections.

6. Overall grading on the basis of Part 3 of the Report.

Signature of the Reporting Officer

Place: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

During the period of Report: \_\_\_\_\_

**PART-5**  
**REMARKS OF THE REVIEWING OFFICER**

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-3? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievement / significant failures of the officer reported upon? (In case, you do not agree with any of the numerical assessment of attributes please record your assessment on the column for you in that section and initial your entries)

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths, lesser strength and his attitude towards weaker section.

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5. Overall grading based on Part 3

Signature of the Reviewing Officer

Place: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

During the period of Report: \_\_\_\_\_

## INSTRUCTIONS

1. The Annual Performance Assessment Report is an important document; it provides the basis and vital inputs for assessing the performance of an employee and for his/her advancement in his/her career. The employee being reported upon should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting Officer should realize that the objective is to develop an employee so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcoming in performance, attitudes or overall personality of the employee reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. Every answer shall be given in a narrative form except where grading is to be awarded. The space provide indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. The Reporting Officer shall, in the beginning of the year, assign targets to each of the employee to whom he is required to report upon for completion during the year. In the case of an employee taking up a new post in the course of the reporting year, such targets/goal shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and undershoot by the both the officers concerned.
6. Although performance assessment is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should informally undertake it at regular intervals the performance and take necessary corrective steps by way of advice etc.
7. It is should be the endeavor of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behavior and potential.
8. Assessment should be confined to the appraiser's performance during the period of report only.
9. The copy of the Annual Performance Assessment Report duly signed and filled in will be given to all concerned employee after processing.
10. The remarks given by Reporting Officer and Reviewing Officer should be substantiated with documentary evidence wherever required. The Reporting Officer shall be responsible for his/her observations.
11. If the person being reported upon feels that their Annual Performance Assessment Report needs to be reviewed. He/She can write to the Communicating Officer and subsequently such review will be undertaken.
12. Overall Grading for the purpose of promotion, the following grades will be considered.

Sr. No.	Grading Criteria	Teaching	Involvement in the University Students related Activities/Research Activities
1.	Good	80% & above	At least 3
2.	Satisfactory	Below 80% but 70% above	1-2
3.	Not Satisfactory	Less than 70%	Not involved/undertaken any of the activities

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sr. No. 1.

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity Sr. 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.