

UNIVERSITY OF CALICUT

Annual Performance Assessment Reports (APAR)

(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

(Circulated by IQAC, KAHM Unity Women's College, Manjeri)

Appendix II. Table 1

Session/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	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

15. Academic Staff College Orientation/Refresher Course attended:

PART B:
Annual Performance Assessment Reports (APAR)

Session/Year:

1. TEACHING

Sl. No	Course/Paper	Level	Mode of teaching*	No. of classes/Week allotted (A)	No. of classes/week conducted (B)	% of Classes/ Practical conducted (B/A x100)
80% above: Good 70% to 80%: Satisfactory < 70%: Not satisfactory						

(Classes taught includes sessions on tutorials, laboratory and other teaching related activities)

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

2. INVOLVEMENT IN THE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

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

Sl. No.	Type of Responsibility/Duty	Role Performed

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
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
Total number of activities involved		

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

Sl. No	Type of Responsibility/Duty	Role Performed

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

Sl. No	Name of Student	Date of Registration	U.O granting Registration
Total number of students			

(2.f) Conducting minor or major research project sponsored by National or international agencies.

Sl. No	Name of the project	Funding Agency	Amount sanctioned/utilized
Total number of projects			

(2.g) Publications in peer- reviewed or UGC listed Journals

Sl. No.	Title of Article	Journal with Impact Factor	Volume, Issue, Year, Page number & ISSN	Peer reviewed /UGC Listed	No. of Co-authors	Whether you are the main Author
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 Note: 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 student related activities/ Research activities.	
Overall Grade for the Assessment Year		

3. Check list for evaluating other professional competencies.

3.(a) Valuation camp attended

N0	Location (in college & University)	Name of Exam	No. of papers valued

3.(b) Total leave (academic year 2021-22)

Item	days	item	days
Casual leave		Medical leave	
Duty leaves		Loss of pay leave	
Commutated leave		Others(specify)	
Half-pay leave			

3.(c) Project works (only in-house)

No	UG/PG	Name of student	Project tittle

3.(d) Resource person

(Details regarding involvement as a resource person in workshops, seminars, symposia, conference, invited talk and webinar)

Title of talk	Programme title & location	Date	Hours

3.(e) Professional Competence (FDP)

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. Including open university courses /M.phil,Ph.D.(only outside colleges should be listed)

Items	No	Location	Days
Refresher			
Orientation			
Faculty Development Programme			
Summer school			
Seminars/Symposia			
Certified Online Courses			
Webinars			

3.(f). Publications

(Books/research papers published/presented at seminars/conferences-number only)

	International	National	State\Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceeding				
Books without ISBN				
Books without ISBN				

Chapters in books with ISBN				
Paper presentations in Seminar/Webinar/Ce				

3.(g) E -Learning

No. of courses in https://moodle.elearnatuwc.in/ (Give name of courses also)	
Courses in Christ Open Course Ware (Give web linkages)	
Educational videos(number) (Give web linkages)	
Hours spent for making E-content	
Hours spent for delivering live classes	

3.(h) Other Extension Works/community Services

Please give a short account of your contribution, during the year, to:
a. Community work such as values of National Integration, humanism, peace, scientific temper, flood or drought relief, social services etc.

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3.(i) Other Contributions to college/university (if any)

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

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b. Co-curricular activities:

3(j) c. Other contributions to the enrichment of campus life (hostels, sports, games, cultural activities, Co-curricular activities if any)

3(k) Membership/Participation in Bodies/Committees on Education and National Development:

4. Self-Evaluation Summary (give maximum of four points)

4(a). List your achievements of this year.

- a.
- b.
- c.
- d.

4(b) Difficulties faced this year.

- a.
- b.
- c.
- d.

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

Name and Designation of Teacher

CERTIFICATE

This is to certify that ----- (Name and Designation), has successfully carried out all the duties in respect to APAR Sl. Number 1 & 2 assigned to him, which are claimed in the APAR Proforma for the assessment year 2021-2022 (01-06-2021 FN to 31-05-2022 AN).

Name and Signature of Head

Verification by IQAC

Name and Signature of IQAC Co Ordinator

Countersigned by:

Name and Signature of Principal

(Office Seal)

Place:

Date: