



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR6/6.3.5



**MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
NEW DELHI-110002**

**Annual Performance Appraisal Report (APAR)
(Assistant Professor Stage I and Stage II)
As per CAS 2018
(To be submitted at the end of every academic year)**

Academic Year _____

(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:



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9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Telephone No.: --

Mobile No.:

12. Permanent Address (with Pin code), in case different from Sl. No. 11:

13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/ thesis	Date of submission	Date of Award
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M.Phil.				
Ph.D/D.Phil.				
D.Sc/D.Lit.				

15. Course taught at various levels during the academic year (Name of the course giving details):

(a) Undergraduate

(b) Postgraduate

16. Field of Specialization under the Subject/Discipline:

17. Details of Course / Programmes / Workshop/MOOCs attended or completed.

17.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes / Faculty Development Programme

S. No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

17.2 MOOCs complete with e-certification



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S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4-quadrants

S.No.	Details of E-contents/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring Agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring Agency	Level (UG/PG/Other)	Year	E-certification no.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part-B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related



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activities)

Grading Criteria:

1. 80% & above - Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ Paper	Level (PG/ UG)	Teaching Mode	Grading as per Annual Performance appraisal Report (APAR) for the assessment period for this section

SECTION B.2:

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'SCO-CURRICULAR
AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED
TOTEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/Research Activities

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

S. No	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To



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

S. No	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) 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.

S. No	Year	Nature of Activity	Level (PG/ UG)	Institution/Department	Period	
					From	To

(d) Organising Seminars/Conferences/workshops, other college/university activities.

S. No.	Year	Details	Place	Period	Sponsoring/Organising Agency
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				From	To	

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

Registered (Ph.D.)	Thesis/Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major project sponsored by national or international agencies.

S. No	Year	Title	Period	Major/Minor	Sponsoring/Funding Agency

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

S. No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC- CARE list

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors
 - First/Principle/Corresponding Author



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- Joint author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

(As per the APARs submitted by the applicant during the assessment period.)

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student related/Research activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2 *-----

*Note: Overall Grading for the Academic Year is to be defined as follows

Good – Good in teaching and satisfactory or good in activity in Section B.2 or

Satisfactory – Satisfactory in teaching and good or satisfactory in activity in Section B.2 or

Not-satisfactory – If neither good nor satisfactory in overall grading.



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PART-C OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:

- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

- (e) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- | | |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |



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- | | |
|-----|-----|
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART-D DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date :

Place :

Signature & Designation of the Applicant

Certified that has been working as
..... in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



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**MATA SUNDRI COLLEGE FOR WOMEN
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**Annual Performance Appraisal Report
(Assistant Professor stage III and above)
As per CAS 2018**

(To be submitted at the end of every academic year)

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M.Phil.				
Ph.D/D.Phil.				
D.Sc/D.Lit.				

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(b) Postgraduate

16. Field of Specialization under the Subject/Discipline:

17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

17.2 MOOCs complete with e-certification



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S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4-quadrants

S.No.	Details of E-contents/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring Agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring Agency	Level (UG/PG/Other)	E-certification no.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part-B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related activities)

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1. 80% & above - Good
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3. Less than 70% - Not Satisfactory



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S. No.	Year/Semester	Course/ Paper	Level (PG/ UG)	Teaching Mode	Lectures/Tutorials/Practicles/Other related activities		% of assigned Classes Taught
					Classes Assigned	Classes Taught	

SECTION B.2:

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'SCO-CURRICULAR
AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED
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Grading Criteria:

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Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To



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Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors
 - First/Principle/Corresponding Author
 - Joint author

OVERALL GRADING FOR B.2

No. of Activities Covered*		
Overall grading		

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S. No.	Activity	Section	Gradaation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related/Research Activity	B.2	

Overall grading for the Academic Year for the Section B.1and B.2*

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good – Good in teaching and satisfactory or good in activity in Section B.2 or

Satisfactory – Satisfactory in teaching and good or satisfactory in activity in Section B.2 or

Not-satisfactory – If neither good nor satisfactory in overall grading



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**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S.No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Scopus Indexed	Authorship	Reference number of UGC-CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors! First/Principal/Corresponding Author/ Joint Author

S.No.	Title of the Book	Editorship*	Level of Publisher (National/International)	Publisher (with city/country & year of Publication)	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author



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*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

b.(ii) Books Translated

S. No.	Title of the Book	Authorship*	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink



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(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no.	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink



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	of quadrant)						

c.4 Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2 E-content (developed in 4 quadrants) per module

S.No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink



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d.3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Details of E-Content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4 Editor of e-content for complete course/paper/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/Paper?E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. (a) Research Guidance.

Level of Guidance	Registered	Thesis/Dissertation Submitted	Degree Awarded
Ph.D.			
MPhil./P.G. Dessertation			



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(b) Research Projects Completed

S.No	Title	Status of PI*	Duration(in months)	Period (From -to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/Funding Agency	Outcome of the Project

*Kindly indicate whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No	Title	Status of PI*	Duration(in months)	Period (From -to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/Funding Agency	Outcome of the Project

*Kindly indicate whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/Funding Agency	Whether routed through Parent University/College

5. (a) Patents



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*Seminar/FDP/Conference

**Level : International (Abroad)/International (within country)/National / State/University.

(Please attach supporting documents wherever required)

PART-C OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:

- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

- (e) Future Plans (In approximately 150 words):



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LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

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| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART-D DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date :

Place :

Signature & Designation of the Applicant



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Certified that has been working as
..... in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been varified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



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**MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
NEW DELHI-110017**

**Proforma for Performance Based Appraisal System (PBAS) for
As per CAS 2018**

(To be submitted for consideration for promotion to assistant Professor stage II and Stage III)

Assessment Period : 12 August, 2009 to 11 August 2013

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

16. Name (in Block Letters): **Dr. Lokesh Kumar Gupta**
17. Father's Name/Mother's Name: **Shri Padam Chand/ Smt. Krishna Devi**
18. Date and Place of Birth: **28 October, 1977**
19. Sex: **Male**
20. Marital Status: **Married**
21. Nationality: **Indian**
22. Department: **Hindi**
23. Current Designation and Academic Level: **Assistant Professor (AGP 6000)**
24. Date of Last Appointment/Promotion: **12 August, 2009**
25. Date of eligibility: **11 August, 2013**



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26. Period of assessment: **12 August, 2009 to 11 August, 2013**

27. Category (SC/ST/OBC/PWD/General): **PwD**

28. Address for Correspondence (with Pin code):

FF-1/A-13, SLf, Ved Vihar, Loni, Ghaziabad (UP) 201102

Telephone No.: -- NA

Mobile No.: **9968480834**

29. Permanent Address (with Pin code), in case different from Sl. No. 13:

VPO- PUR, TEHSIL- KOTKASIM (ALWAR) RAJASTHAN-301702

30. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation	BA (P)	University of Rajasthan	1999	53.72%	II	Economics, Pol.Sc, Hindi, English
Post-Graduation	MA	University of Rajasthan	2001	56.88%	II	Hindi Lit.
Other Examinations, if any						

31. Research Degree(s)



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Degrees	Name of the University	Title of dissertation/ thesis	Date of submission	Date of Award
M.Phil.	JNU	Samanti Samaj Aur Meera Ka Kavya	July, 2003	2004
Ph.D/D.Phil.	JNU	Bhakti Samvedana Aur Meera Ka Kavya	July, 2008	2009
D.Sc/D.Lit.				

32. Course taught at various levels during the academic year (Name of the course giving details):

(a) Undergraduate

1 st year	2 nd Year	3 rd Year
Hindi-A, B.A. (prog.)	Hindi-A, B.A. (prog.)	Hindi-A, B.A. (prog.)
Hindi-A, B.A. (prog.) Sem-I,II	Hindi-A, B.A. (prog.) Sem-iii, iv	
Hindi-A, B.Com (prog.) Sem-I		
HLLC, B.A. Honors	vk/kqfud dfork &Hindi (H) Annual Mode	
fgUnh lkfgR; dk bfrgkl D.C.-I	lkfgR;fparu&2	
fgUnh dgkuh] fgUnh lkfgR; l=&1	vk/kqfud dfork &Hindi (H) Semester -iv, v	
	LLC-Foundation course	

(b) Postgraduate



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1. Aadhunik Kavita
2. Bhaktikaleen Kavita

18. Field of Specialization under the Subject/Discipline: **Medieval Literature**

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.
NO

19.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		
1	Orientation Programme	Jamia Millia Islamia			2013	UGC

19.2 MOOCs complete with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.
	NO						

19.3 Contribution towards development of e-content/MOOCs in 4-quadrants

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NO							
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19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring Agency	Level (UG/PG/Other)	Year	E-certification no.
	NO					

20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Only Ad-hoc/Temporary/Permanent	From	To	Total Experience (as on)		
					Years	Months	Days
Mata Sundri Collge for Women, New Delhi	Assistant Professor AGP 6000/-	Permanent	12 Aug. 2009	Till date	4		

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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S. No.	Year	Course/ Paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance appraisal Report (APAR) for the assessment period for this section
1.	2009-10	Hindi-A, B.A. (prog.)	UG	Annual	Good
2	2009-10	Aadhunik Kavita, Hindi Hons	UG	Annual	Good
3	2010-11	Aadhunik Kavita, Hindi Hons	UG	Annual	Good
4	2010-11	Hindi-A, B.A. (prog.)	UG	Annual	Good
5	2011-12				Good
6	2010-11	Hindi-A, II year B.A. (prog.)	UG	Annual	Good
7	2010-11	LLC Foundation Course	UG	Annual	Good
8	2011-12	Hindi-A, B.Com (prog.) Sem-I	UG	Semester	Good
9	2011-12	HLLC, B.A. Honors	UG	Semester	Good
10	2011-12	fgUnh lkfgR; dk bfrgkl D.C.-I	UG	Semester	Good
11	2011-12	vk/kqfud dfork & Hindi (H) Semester -iv, v	UG	Semester	Good
11	2011-12	fgUnh dgkuh] fgUnh lkfgR; l=&1	UG	Semester	Good



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12	2011-12	Hindi-A, B.A. (prog.) Sem-iii, iv	UG	Semester	Good
13	2012-13	vk/kqfud dfork & Hindi (H) Semester -iv, v	UG	Semester	Good
14	2012-13	lkfgR;fparu&2	UG	Semester	Good

SECTION B.2:

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/Research Activities

1. Member, Dramatic Society-2010, 2011
2. Convener, Hindi Sahitya Parishad, 2010, 2011
3. Co-Convener, National Education Day Program, 2011
4. Organized KAVITA in Saarang in 2010, 2011, 2012
5. Admission Councilor PWD at Delhi University in 2011-2012
6. Organized Felicitation program for *PadamSri* Dr. Uma Tuli-2012
7. Member, Decoration Committee 2009
8. Member, Refreshment Committee, 2010, 2011
9. Member, Examination Committee, 2011, 2012
10. Editor, Bani, College Magazine, 2010, 2011, 2012, 2013
11. Organized Felicitation program for Dr. Indu Mazaldan, 2010-2011
12. Organized Farewells and Fresher's welcome for Deptt. Of Hindi
13. Convener, NCWEB, MSCW, Annual Day, 2009-2010, 2010-2011
14. Convener, NCWEB, MSCW, Cultural-Academic Events-2010, 2011, 2013
15. Member, Admission through Sports Committee-2013-2014



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16. Member Examination, NCWEB, 2009-10
17. Co-Convener, Home Exam. –Hindi Department
18. Treasurer, Staff Association 2010
19. President , Staff Association From 2011 to till date

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

S. No	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To
1	2010-12	Media	Convener	Mata Sundri College	2010	2012
2	2012-13	Library	Member	-	2012	2013
3	2012-13	Website	Member	-	2012	2013
4	2010-12	Equal Oportunity cell	Coordinator	-	2010	2012
5	2010-13	Enabling Unit	Coordinator	-	2010	2013
6	2012-13	Examination (Regular- SOL)	Deputy Superintendent	-	2012	2013
7	2010-13	(PwD) Admission	Convener		2010	2013
8	2011-12	Merged Scheme, 11 th Plan	Member		2011	2012

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

S. No	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To
1	2009	Examination/Evaluation	Evaluator/Invigilator	Mata Sundri College /University of Delhi	2009	2010



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2	2010	Examination/Evaluation	Evaluator/Invigilator	Mata Sundri College /University of Delhi	2010	2011
3	2011	Examination/Evaluation	Evaluator/Invigilator	Mata Sundri College /University of Delhi	2011	2012
4	2012	Examination/Evaluation	Evaluator/Invigilator/Member Examination	Mata Sundri College /University of Delhi	2012	2013
4	2013	Examination/Evaluation	Evaluator/Invigilator/Deputy Superintendent exam	Mata Sundri College /University of Delhi	2013	2014

(c) 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.

S. No	Year	Nature of Activity	Level (PG/ UG)	Institution/Department	Period	
					From	To
1	2010	Farewell/FresherWelcome	UG	Mata Sundri College	2009	2010
2	2011	Hindi Sahitya Parishad	UG	Mata Sundri College	2011	2013
3	2011	Dramatic Society	UG	Mata Sundri College for Women	2011	2013
4	2011	Kavita PRatiryogita in Saarang	UG	Mata Sundri College for Women	2011	2013
5						

(d) Organising Seminars/Conferences/workshops, other college/university activities.

S. No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	
1	2010	Lecture organize Dr. Vishvanath Tripathi, Dr. Nitynand Tiwari	Mata Sundri College	March 2010		Mata Sundri College



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2.	2012	National Education Day	Mata Sundri College	November, 2012		Mata Sundri College
3	2011	Felicitation and Story Telling of Dr. Indu Mazaldan	Mata Sundri College	October, 2010		Mata Sundri Collge
4	2011	Workshop Conducted by PadamShri Dr. Uma Tuli on Disability	Mata Sundri College	2011		Enabling Unit, Mata Sundri College

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

Registered (Ph.D.)	Thesis/Dissertation Submitted	Year	Degree Awarded
No			

(f) Conducting minor or major project sponsored by national or international agencies.

S. No	Year	Title	Period	Major/Minor	Sponsoring/Funding Agency
No					

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

S. No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC-CARE list
1.										

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors



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- First/Principle/Corresponding Author
- Joint author

OVERALL GRADING FOR B.2

Year	No. of Activities Covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.
		Good

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APARs submitted by the applicant during the assessment period.)

S. No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory
1	2009		Good	
2	2010		Good	
3	2011		Good	
4	2012		Good	
5	2013		Good	

Good

PART-C OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- a) Sahitya Academy, New Delhi
 - b) Indian Council for Historical Research (ICHR), New Delhi
 - c) Jnanpeeth, New Delhi
 - d) Rajasthani Bhasha, Sahitya Avam Sanskriti Academy, Bikaner



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- e) Rajasthan Sangeet Natak Academy, Jodhpur
- f) Prachya vidya pratisthan, Jodhpur, Alwar
- g) National book trust

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

NO

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

No

(e) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- | | |
|-----|-----|
| 11. | 11. |
| 12. | 12. |
| 13. | 13. |
| 14. | 14. |
| 15. | 15. |
| 16. | 16. |
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| 18. | 18. |
| 19. | 19. |
| 20. | 20. |



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PART-D DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date :

Place :

Signature & Designation of the Applicant

Certified that has been working as
..... in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been varified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



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**MATA SUNDRI COLLEGE FOR WOMEN
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NEW DELHI-110002**

**Proforma for Performance based Appraisal System (PBAS)
As per CAS 2018**

(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____

(Information provided should pertain to the assessment referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

16. Name (in Block Letters):
17. Father's Name/Mother's Name:
18. Date and Place of Birth:
19. Sex:
20. Marital Status:
21. Nationality:
22. Department:
23. Current Designation and Academic Level:



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24. Date of Last Appointment/Promotion:
25. Category (SC/ST/OBC/PWD/General):
26. Period of assessment :
27. Category(SC/ST/OBC/PWD/General)
28. Address for Correspondence (with Pin code):

Telephone No.: --

Mobile No.:

29. Permanent Address (with Pin code), in case different from Sl. No. 11:

30. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

31. Research Degree(s)



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Degrees	Name of the University	Title of dissertation/ thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/D.Phil.				
D.Sc/D.Lit.				

32. Course taught at various levels during the academic year (Name of the course giving details):

(a) Undergraduate

(b) Postgraduate

18. Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S. No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		



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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part-B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related activities)

Grading Criteria:

1. 80% & above - Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/Semester	Course/ Paper	Level (PG/ UG)	Teaching Mode	Grading as per Annual Performance Report(APAR) for the assessment period for this section



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SECTION B.2:

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/Research Activities

Grading Criteria:

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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

S. No	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) 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.

S. No	Nature of Activity	Level (PG/ UG)	Institution/Department	Period	
				From	To



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(d) Organising Seminars/Conferences/workshops, other college/university activities.

S. No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

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

Level of Guidance	Registered	Thesis/Dissertation Submitted	Degree Awarded
Ph.D			

(f) Conducting minor or major project sponsored by national or international agencies.

S. No	Title	Period		Major/Minor	Sponsoring/Funding Agency
		From	To		

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

S. No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC-CARE list

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than Two Authors
 - First/Principle/Corresponding Author
 - Joint author



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OVERALL GRADING FOR B.2

Year	No. of Activities Covered*	Overall grading as per Annual Performance Appraisal Report(APAR) for the assessment period for this section

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S.No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Scopus Indexed	Authorship	Reference number of UGC-CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author



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Total									

*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors
 - Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S.No	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC – CARE List	
Total										

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

b.(ii) Books Translated

S. No.	Title of the Book	Authorship*	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic research score
Total						



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Total	
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5. (a) Patents

S.No.	Title*	Area / Subject	Date of Award	Level (International /National)	Reference Number	Sponsoring Agency	Academic research score
Total							

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Status of PI*	Area / Subject	Date of publication /Submission	Level (International /National/State))	Reference Number	Sponsoring Agency	Academic research score
Total								

*Only Policy document published submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/Honor*	Area / Subject	Name of Awarding Body	Level (International /National)	Date	Academic research score
Total						

*Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.



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6. Invited lectures / Resource Person/ paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecture/Resource Person/Paper presented	Nature of Programme *	Details	Level *	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic research score
Total									

*Seminar/FDP/Conference

**Level : International (Abroad)/International (within country)/National / State/University.

(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading(Section B.1 and B.2)

(as per the APARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of the Grading	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Detail of Research Activity	Academic/Research Score
1.	Published Research Papers	



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2.	Publications(other than research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in edited Books	
2.a.(iii)	Books edited	
2.b	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
	Subtotal of Publications (Other than Research Papes)	
3.	Creation of ICT mediated Teaching Learning pedagogy nd development of new and innovative courses and curricula	
3.a.	Development of Innovative Pedagogy	
3.b.	Design of new curricula and courses	
3.c.	Development of MOOCs	
3.c.(i)	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.(ii)	MOOCs(developed in 4 quadrant)per module/Lecture	
3.c.(iii)	Content writer/subject matter expert	
3.c.(iv)	Course Coordinator of MOOCs	
3.d	Development of E-Content	
3.d.(i)	Development of E-content in 4 quadrants for a complete course/e-book	
3.d.(ii)	E-content(developed in 4 quadrants) per module	
3.d.(iii)	Contribution to development of E-content	
3.d.(iv)	Editor or E-content for complete course/paper/E-book	
	Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and Curricula	
4.a	Research Guidance	
4.b	Research Project Completed	
4.c	Research Project ongoing	
4.d	Consultancy	
	Subtotal of Research related activities	
5.a	Patents	



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5.b	Policy documents	
5.c	Awards/Fellowship	
Subtotal of Patents		
6.	Invited lectures/Paper presentation	
TOTAL ACADEMIC/ RESEARCH SCORE		

PART-C OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (e) Future Plans (In approximately 150 words):



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LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

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| 19. | 19. |
| 20. | 20. |

PART-D DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date :

Place :

Signature & Designation of the Applicant



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Certified that has been working as
..... in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



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Ph: 23237291

NON TEACHING



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कनिष्ठ सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JUNIOR ASSISTANT

कार्यालय/संकाय/विभाग
OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ड्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words)_____
- धारित पद का पदनाम
Designation of post held : _____
- क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to
Scheduled Caste/ST/OBC? : _____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
in the present grade : ग्रेड Grade: _____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कर्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

जारी Contd...P-2/-



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स्व मूल्यांकन SELF APPRAISAL - भाग PART-2

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण Brief description of duties:

2. _____ से _____ तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्यों का संक्षिप्त सार-वृत्त (दिया जाने वाला सार- 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from _____
to _____. (The resume to be furnished should be limited to 100 words)

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

Page 2 of 2



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**रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER - PART-3**

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो की 1-10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड और 10 का तात्पर्य उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तहरीज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आदयाक्षर Initial of Reviewing Authority
1	2	3	4
i) योजनाबद्ध कार्य/ आवंटित विषयों के अनुसार आवंटित कार्य को पूरा करना Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणवत्ता Quality of work			
iii) टंकण में प्रवीणता Proficiency in typing (speed and accuracy)			
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
'कार्य निष्पादन पर' समय ग्रेडिंग (कुल [i से iv]) Overall Grading on 'Work Output' (Total [i to iv])			

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(ख) व्यक्तिगत गुण/विशेषता का मूल्यांकन (इस खंड की तहरीज 30% होगी)
(B) Assessment of Personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की प्रति अभिवृत्ति Attitude to work			
ii) उत्तरदायित्व की भावना Sense of responsibility			
iii) अनुशासन बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा का पालन करने की योग्यता Ability to meet deadline			
viii) अंतरव्यक्तिगत संबंध Inter personal relations			
'व्यक्तिगत गुण /विशेषताओं' की समग्र ग्रेडिंग (कुल [i से viii]) Overall Grading on 'Personal Attributes' (Total [i to viii])			

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तहरीज 30% होगी)
(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) काम-काज के क्षेत्र में नियमों /नियमों /पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			

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ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
'कार्यात्मक क्षमता' पर समग्र ग्रेडिंग (कुल [i से iv]) Overall grading on 'Functional Competency' (Total [i to iv])			

नोट Note: समग्र ग्रेडिंग, निर्धारित की गई तहरीज के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL-भागPART-4

1. जनता के साथ संपर्क Relations with the public (जहाँ कहीं लागू हों wherever applicable)
(कृपया जनता की अधिकारी तक पहुंच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें) Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें) Please comment on the integrity of the officer)



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5. क्षमताओ और कमतर क्षमताओ, असाधारण उपलब्धियां, महत्वपूर्ण विफलताओ तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समय गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा की शब्द चित्र (लगभग 100 शब्दों में) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग- III में खंड क, ख और ग में दी गई तहरीज के आधार पर समय आवधिक योजिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....

नाम मोटे अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि के दौरान
During the period of Report: _____

जारी Contd....P-7/-



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**समीक्षा अधिकारी द्वारा अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5**

1. समीक्षा अधिकारी के तहत सेवाकाल Length of service under the Reviewing Officer

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 और भाग-4(5)) (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिये गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आदयास्तर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref: Part-3 and Part-4 (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. असहमति की स्थिति में कारण बताएं। कृपया ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. अ.जा./ अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

जारी Contd....P-8/-



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5. समीक्षा अधिकारी द्वारा शब्द चित्र । (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें ।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. रिपोर्ट के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तहरीज के आधार पर समय आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम मोटे अक्षरों में
स्थान Place:..... Name in Block letters: _____
पदनाम
दिनांक Date:..... Designation: _____
रिपोर्ट की अवधि के दौरान
During the period of Report: _____



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संलग्नक Annexure-I

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading**

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".



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Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



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दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

**वरिष्ठ सहायक/सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SENIOR ASSISTANT/ASSISTANT**

कार्यालय/संकाय/विभाग
OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक डेटा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____
- धारित पद का पदनाम
Designation of post held : _____
- क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to
Scheduled Caste/S T/OBC? : _____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्रमा
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

जारी Contd...P-2/-



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स्वमूल्यांकन SELF APPRAISAL - भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों का ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. वर्ष/अवधि के दौरान _____ से _____ तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण 100 शब्दों में दिया जाना चाहिए)

Brief resume of the work done by you during the year/period from _____
to _____ (The resume to be furnished should be limited to 100 words)

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

जारी Contd...P-3/-



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**प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3**

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विचार प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विचार प्राधिकारी के आदेश Initial of Reviewing Authority
1	2	3	4
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणता Quality of work			
iii) कार्य निष्पादन करने में प्रवीणता अर्थात् निर्धारित रजिस्टर्स एवं चार्ट्स आदि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
निर्गत कार्य पर कुल मिजाकर ग्रेडिंग (कुल [i से iii]) Overall Grading on 'Work Output' (Total [i to iii])			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विचार प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विचार प्राधिकारी के आदेश Initial of Reviewing Authority
1	2	3	4
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			

जारी Contd ...P-4/-



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iii) अनुशासन को बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline			
viii) परस्पर व्यक्तिगत संबंध Inter personal relations			
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर ग्रेडिंग (कुल [i से viii]) Overall Grading on 'Personal Attributes' (Total [i to viii])			

(सी) प्रकायीत्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आदेश Initial of Reviewing Authority
	2	3	4
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			
ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
'प्रकायीत्मक सक्षमता' पर कुल मिलाकर ग्रेडिंग (कुल [i से iv]) Overall grading on 'Functional Competency' (Total [i to iv])			

नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

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सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक योजिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

नाम स्पष्ट अक्षरों में
स्थान Place:..... Name in Block letters: _____
पदनाम
दिनांक Date:..... Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

**पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5**

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियाँ/सहजपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 तथा भाग-4(5)) (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आदर्यकर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? (Ref: Part-3 and Part-4 (5)) (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

जारी Contd....P-7/-



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3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर बर्गी के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....

दिनांक Date:.....

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

रिपोर्ट की अवधि में

During the period of Report: _____



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संलग्नक Annexure-I

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading**

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी पदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".



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Annexure-II

**Time schedule for preparation/completion of APAR
(Reporting year – Financial year)**

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



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दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I- वैयक्तिक तथ्य PERSONAL DATA

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : ____/____/____
4. धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the
present grade : _____
5. शैक्षणिक योग्यताएं
Educational Qualification : _____
6. व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical
Qualification. : _____
7. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दे
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.
8. वर्ष के दौरान किये गये प्रशिक्षण कार्यक्रम
Training programmes attended during
the year : _____
9. रिपोर्ट अवधि के दौरान- कार्य-भार
Charges held during the period
under report : _____

जारी Contd...P-2/-



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**अधिकारी द्वारा स्वमूल्यांकन -भाग-II
SELF APPRIASAL BY THE OFFICER - PART-II**

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए, यदि आवश्यक हो तो कृपया अलग से पृष्ठ संलग्न करें।)
(To be filled in by the Officer reported upon, if necessary extra sheet to be used)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/टियेय आपने स्वयं अपने लिए निर्धारित किए हैं या आपके लिए निर्धारित किए गए हैं उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मंदा प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं।
(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (in quantitative or other terms) of work 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.
(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/टियेय Targets/Objectives/Goal	उपलब्धियाँ Achievements

जारी Contd...P-3/-



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3. (जा) कृपया मद-2 में बताए गए लक्ष्यों/उद्देश्यों/पथों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।
Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

4. (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हों और उनमें अपने योगदान का भी उल्लेख करें।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

5. कृपया वह विशिष्ट क्षेत्र अंकित करें जिससे आप अपने कार्य-क्षेत्र को प्रशिक्षण के माध्यम से निखारना चाहते हैं।
Please indicate specific area in which you feel the need to upgrade your skill through training programme.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अथवा संपन्न वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।
Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

अधिकारी के हस्ताक्षर Signature of the Officer

जारी Contd...P-4/-



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**प्रतिवेदन अधिकारी द्वारा प्रतिवेदन-भाग-III
REPORT BY THE REPORTING OFFICER - PART-III**

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
Assessment of "Work Output" (weightage to this section would be 40%)

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्यनिष्पादन की क्वालिटी Quality of work output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अप्रत्याशित कार्य की परिपूर्णता/किण्व अथवा अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

2. व्यक्तिगत विशेषताओं का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of "Personal Attributes" (on scale of 1-10); weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की दृष्टिकोण Attitude to work		

जारी Contd....P-5/-



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ii) पहल शक्ति Initiative		
iii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iv) पर्यवेक्षण योग्यता Supervisory ability	4	
v) निर्णय लेने की क्षमता Decision making ability		
vi) समन्वय क्षमता Coordination ability		
vii) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
'प्रकार्यात्मक सक्षमता' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Functional Competency'		
आद्यक्षर Initial		

3. स्वास्थ्य की स्थिति State of Health

4. अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग/शा.वि. श्रेणी के व्यक्तियों के प्रति दृष्टिकोण Attitudes towards people belonging to SC/ST/OBC/PH Categories:

5. जनसाधारण के संबंध (जहां कहीं लागू हो) Relations with public (wherever applicable)

जासी Contd...P-7/-



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6. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

i)	संदेह से परे अथवा, Beyond Doubt; or	
ii)	मेरे संज्ञान में कोई प्रतिकूल बात नहीं आई है अथवा, Nothing adverse has come to my notice; or	
iii)	चूंकि अधिकारी की सत्यनिष्ठा में संदेह है, अतः एक गुप्त टिप्पणी संगलन है Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

7. रिपोर्टिंग अधिकारी द्वारा अंकित शब्द-चित्र जिस अधिकारी की रिपोर्ट लिखी जा रही है उसका उसके समय गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित मूल्यांकन एवं छोटे खाने में 01 से 10 के पैमाने पर समय श्रेणीकरण (समय श्रेणीकरण हर वर्ग के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है।)

Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

8. समय श्रेणी (1-10 अंकों के हिसाब से) /Overall Grade (on score of 1-10):

**प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer**

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

दिनांक Date:.....

जारी Contd...P-8/-



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**भाग PART-IV पुनरीक्षण / Review
(पुनर्विलोकन अधिकारी REVIEWING OFFICER)**

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिवृत्तियों से सहमत नहीं हैं, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

2. असहमति होने की स्थिति में कृपया इसका कारण बताये, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करे लगभग 100 शब्दों में जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो

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

4. प्रतिवेदन के खंड -III में दिए गए सारांश के आधार पर कुल मिलकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Part-III of the Report.

**पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer**

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

दिनांक Date:.....



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संलग्नक Annexure-I

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading**

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and 'after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से क्लम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन रही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".



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ii) जिम्मेदारी का बोध Sense of responsibility		
iii) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) अनुशासन का अनुरक्षण Maintenance of Discipline		
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity to work in time limit		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Personal Attributes'		
आदयक्षर Initial		

3. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of "Functional Competency" (on scale of 1-10) : weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		

जारी Contd...P-6/-



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Annexure-II

**Time schedule for preparation/completion of APAR
(Reporting year – Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



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दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

**मल्टी टासकिंग स्टाफ के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR MULTI TASKING STAFF**

कार्यालय/संकाय/विभाग
OFFICE/FACULTY/DEPARTMENT

समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING.....

वैयक्तिक न्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम
Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____
4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to
Scheduled Caste/S T/OBC? : _____
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment
to the present grade : दिनांक Date _____
: ग्रेड Grade: _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्यात्मक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

जारी Contd...P-2/-



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स्वमूल्यांकन SELF APPRAISAL - भाग PART-2
(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)
(कृपया प्रविष्टियाँ को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष का 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

स्थान Place:

दिनांक Date:.....

जारी Contd....P-3/-



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**प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3**

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।
Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
1	2	3
i) पूर्ण नियोजित कार्य की परिपूर्णा/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) क्या वह मशीन/ स्टोर का ज्ञान रखता है- Does he/she know the machine/ store		
iv) क्या वह नियमित रूप से मशीन/ स्टोर/भवन को ठीक रखता है Does he/she maintain the machine/ store/ building properly and regularly.		
v) क्या वह सफाई करता है और चार्ट, दृश्य स्लाइड/ भंडारण आइटम/ परिसर की देखभाल करता है Does he/she clean and takes care of chart, visual slides/ storage items/ premises.		
vi) किए गए अप्रत्याशित कार्य/ अपवादात्मक कार्य की परिपूर्णा Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आदयक्षर Initial		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		

जारी Contd ...P-4/-



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iii) Regularity and Punctuality नियमितता और समय की पाबंदी		
iv) अनुशासन को बनाए रखना Maintenance of discipline		
v) संप्रेषण कौशल Communication skills		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline		
viii) परस्पर व्यक्तिगत संबंध Inter -personal relations		
ix) Clean use of uniform		
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर ग्रेडिंग (कुल [i से ix]) Overall Grading on 'Personal Attributes' (Total [i to ix])		
आदर्यक्षर Initial		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly		
ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता, जहां पर उपलब्ध हो Proficiency in working on computer, wherever available		
'प्रकार्यात्मक सक्षमता' पर कुल मिलाकर ग्रेडिंग (कुल [i से iv])Overall grading on 'Functional Competency' (Total [i to iv])		
आदर्यक्षर Initial		

जारी Contd ...P-5/-



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नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समय योजिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned

सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं एवं कमजोर बर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

जारी Contd ...P-6/-



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6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक योजिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

**पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5**

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 तथा भाग-4(5)) (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्वम्भ में दें तथा अपनी प्रविष्टियों को आरक्षित करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? (Ref: Part-3 and Part-4 (5)) (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

जारी Contd....P-7/-



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3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर बर्तों के प्रति अभिवृत्ति सहित उसकी सम्स्त विशेषताओं के बारे में टिप्पण (लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....

दिनांक Date:.....

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

रिपोर्ट की अवधि में

During the period of Report: _____



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संलग्नक Annexure-I

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading**

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".



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Annexure-II

**Time schedule for preparation/completion of APAR
(Reporting year – Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



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दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

तकनीकी अधिकारी/वरिष्ठ तकनीकी सहायक/तकनीकी सहायक/सांख्यिकी सहायक/प्रयोगशाला सहायक के लिए
वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR TECHNICAL OFFICER/SENIOR
TECHNICAL ASSISTANT/TECHNICAL ASSISTANT/STATISTICAL ASSISTANT/LABORATORY
ASSISTANT

संकाय/विभाग/कार्यालय
FACULTY/DEPARTMENT/OFFICE

समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____
3. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
4. क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to : _____
S. C./S. T./OBC?
5. वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post _____
appointment thereto : दिनांक Date _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण) से अनुपस्थिति की अवधि। यदि उक्त कामिक
ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on Training, leave etc.) during the year. If he/she has under gone
training, specify.

जारी Contd...P-2/-



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भाग PART-2

**(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)**

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हैं या आपके लिए निर्धारित किए गए हैं उन (परिमाण/मात्रा या अन्य रूपों में) कार्यों की आठ-दस महत् प्राथमिकता के आधार पर बनाएँ और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएँ ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work 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.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (भा) कृपया मद-2 में बताएँ गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियाँ का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएँ रही हों तो वे बताएँ।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

जारी Contd....P-3/-



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(वB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।
Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।
Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
(A) Assessment of work output (weightage to this section would be 40%)

जारी Contd....P-4/-



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	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्वयक्षर Initial of Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आवंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्यनिष्पादन की गुणता Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादालत्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्वयक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit			

जारी Contd....P-5/-



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vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समय छवि एवं व्यक्तित्व Overall bearing and personality			
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर बेडिंग Overall Grading on 'Personal attributes'			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में परिचय एवं उनके सही प्रयोग का जानकारी Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
'प्रकार्यात्मक सक्षमता' पर कुल मिलाकर बेडिंग Overall Grading on 'Functional Competency'			

सामान्य GENERAL – (भाग PART-4)

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable) (जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer's accessibility to the public and responsiveness to their needs)

जारी Contd....P-6/-



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2. **प्रशिक्षण Training**

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. **स्वास्थ्य की स्थिति State of Health**

4. **सत्यनिष्ठा Integrity**

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. **प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।**

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

जारी Contd....P-7/-



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5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

--

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि में
During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि
Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियाँ/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? [संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]
(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आदर्यकर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref. Part-3(A) (iv) and Part-4(5)]
(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

जारी Contd....P-8/-



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3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर बर्गी के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

दिनांक Date:.....

रिपोर्ट की अवधि में

During the period of Report: _____



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संलग्नक Annexure-I

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading**

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। साक्ष्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विचारक अधिकारियों को किसी अधिकारी का दर्जनिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".



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Annexure-II

**Time schedule for preparation/completion of APAR
(Reporting year – Financial year)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November


Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002


Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002


Principal
Mata Sundri College For Women
University of Delhi