

NATIONAL SANSKRIT UNIVERSITY

TIRUPATI - 517 507 (A.P.)

F.No. NSUT/Admn./APARs/2022-23

Dated: 05.07.2022

CIRCULAR No.16 of 2022-23

Sub : National Sanskrit University - Administration - Submission of Annual Performance Assessment Report (APARs) of teachers for the year 2021-22 - Regarding.

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The Annual Performance Assessment Report (APARs) forms of teachers for the Academic Year 2021-22 are available in the office of the concerned Dean. All the Faculty members are hereby requested to submit the duly filled in form to the concerned Head of Departments, which will be sent to the Dean concerned and the same are to be returned to the undersigned by the Dean concerned in a closed cover. The report in all respects should be sent by 29.07.2022 positively.

Reporting, Reviewing and Accepting authorities in respect of the teachers is as follows :

	Reporting	Reviewing	Accepting
Faculty	Head of the Department of respective departments	Dean of respective departments	Vice-Chancellor
Head of the Department	Dean of respective schools	Vice-Chancellor	
Dean, Academic Affairs	Vice-Chancellor		
Deans of School of Studies	Vice-Chancellor		

Chandru
05/07/2022
REGISTRAR

To

Be circulated to all the Teaching Staff

Copy to

The Dean, Academic Affairs	The Information Scientist
The Dean, School of Darsanas	All Assistant Registrars
The Dean, School of Education	The System Analyst
The Dean, School of Sahitya & Samskriti	OSD to Vice-Chancellor
The Dean, School of Vedavedangas	PS to Vice-Chancellor
The Heads of Departments	PS to Registrar
The Deputy Registrar	Office Order File.

NATIONAL SANSKRIT UNIVERSITY
TIRUPATI - 517507 (A.P.)

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR TEACHERS
(To be filled at the end of every Academic Year)

Report for the year / period ending **01.06.2021 to 31.05.2022**

GENERAL INFORMATION

- (a) Employee Number :
(b) Name :
(c) Address (Residential) :

(d) Designation :
(e) Department :
(f) Date of appointment
(i) In the Institution :
(ii) In the present post :
(g) Academic Level :
(h) Present Pay :

PART - I

SELF ASSESSMENT OF THE TEACHER
(To be filled in by the Teacher concerned)

A. TEACHING

L: Lecture
T: Tutorial
P: Practical

- (a) Courses taught

Class	Course Title	Periods allotted per week			Periods actually taught in the Year		
		L.	T.	P.	L.	T.	P.
(i) Prak-Shastri (eq. to intermediate)							
(ii) Shastri (eq. to B.A.)							
(iii) Acharya (eq. to M.A.)							
(iv) M.Phil.							
(v) Any Other							

*** Please see for instructions on how to fill up the form.**

(b) Did you supply the Lecture Teaching Plans of the course to the students? How many? If yes, give a specimen copy.

(c) Did you supply the synopses of your lectures to the students? How many? If yes, give a specimen copy.

(d) Did you give a list of reading material to your students? If yes, give the list.

(e) Reasons for the difference in the allotted periods and those actually engaged (Month-wise)

(f) Steps taken to fill the gaps in (e) above.

(g) Internal evaluation of students carried out-

(i) Tests

(ii) Quizzes

(iii) Home assignments

(iv) Any other.

(h) Results of the courses taught (Last published Results)

Results of Prak-Sastri Exam -

Results of Sastri Exam -

Results of Acharya Exam -

Results of Visistacharya Exam-

Result of Other Exam -

B. INNOVATIONS IN TEACHING

(a) Contributions, if any, to development of curriculum. Give a brief description.

(b) Innovations in teaching methods, Give a brief description

(c) Innovations in laboratory experiments, if any. Give a brief description.

(d) Innovations in evaluation methods.

(e) Preparation of reading materials, textbooks, laboratory manuals, etc. (give a brief description and particulars as in format below).

Title of the Work	Name of the Publisher / Printer	Date and Year of publication	Remarks (like co-authors, etc.)

C. IMPROVEMENT OF QUALIFICATIONS:

(Refresher Courses attended, summer schools, workshops, open University Courses/M Phil/Ph.D)

Names of Courses/ Diploma / Degrees	Name of the university	Subjects with specializations	Duration	Year	Marks/grade obtained

D. RESEARCH WORK DONE:

(a) No. of M.Phil./Ph.D. students guided in the year (Give names of students)

(b) No. of students awarded M.Phil/Ph.D. degree (Give names of students and titles of thesis)

(c) No. of research papers published.

Title of the Paper	Name of the Journal	Date and Year of Publication	Remarks (Co-authors)

(d) Research Projects in progress

Title of the Project	Name of the funding agency	Duration	Remarks

(e) Seminars, Conferences, Symposium attended.

Name of the Seminar Conf./Symposium	Name of the Sponsoring agency	Country and Date	Paper contributed	Remarks

(f) Patents taken if any, Give a brief description

(g) Membership of professional bodies.

E. EXTENSION WORK:

(a) Please give a short account of your contribution to –

(i) Service of the community in the solution of their problems

(ii) Inculcation of the values of national integration, secularism, democracy, socialism, humanism, peace and the scientific temper.

.....Popular Lectures

.....Popular writings

.....Other ways

(iii) Adult education, flood or drought relief and similar other activities.

(b) positions held in organizations linked with extension work and national social service, (NSS)

(c) position held in N.C.C., if applicable.

F. ADMINISTRATION

Please give a short account of your contribution to

(a) administration of the Department / University

(b) organization of co- and extra-curricular activities

(c) residential life of students

(d) maintenance of student discipline

(e) decision making and advisory bodies of your and other universities / academic institutions

(f) professional organizations of teachers.

G. ASSESSMENT

(a) Please state the honours conferred on you by---

..... Your students

..... Yours peers

..... Government

..... Others

(b) Did you get the curricular programme evaluated by students? If so, please give its finding

H. GENERAL DATA

(a) What in your judgment was your most important contribution?

(b) What were the major difficulties that you faced?

(c) What are your suggestions for the future?

Signature of Teacher

**PART – II OBSERVATIONS BY THE HEAD OF DEPARTMENT /
REPORTING AUTHORITY**

(a) Verification of factual data. -

(b) Observations regarding academic work. -

(c) Observations about character, sociability and integrity of the teacher.

**Signature of the Head of the
Department / Reporting Authority**

PART III – REMARKS OF DEAN / REVIEWING AUTHORITY

Date:

Signature of the Dean

PART IV – REMARKS OF VICE-CHANCELLOR / ACCEPTING AUTHORITY

Date:

Signature of the Vice-Chancellor

Record of action taken, if any.