



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

Central Sanskrit University

Established by an Act of Parliament

(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)

Under Ministry of Human Resource Development, Govt. of India

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

Website: www.sanskrit.nic.in

Campus.....

PERFORMANCE APPRAISAL FOR CONTRACT/GUEST FACULTY

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

Part I

(To be filled by the Campus Office)

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

Part II

SELF ASSESSMENT REPORT

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

(To be filled by the Contractual/Guest Teacher)

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

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

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

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

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

9. Reasons for shortfall, if any, in Lectures and practical taken.

10. Any specific problem of any student solved, or taken initiative to solve

11. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).

12. Any project completed other than students projects.

13. Any new Experiment added in the Practical course.

14. Any innovation of any type introduced in the Campus

15. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary.

16. Any contribution in Laboratory / Course Development, not mentioned above.

16. (a) How many Online Classes have been taken
(Proof should be attached)

17. Contribution to Corporate life of the Campus

(a) Curriculum development

(b) Cultural/Extra Curricular activities

(c) Sports/Community and Extension services

(d) Administrative assignments

(e) Any other

18. Refresher or Orientation course attended, during the year, give details.

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

Signature

Name in Block letters

Designation

Place:

Date:

Name & Designation
of the Head of Department: _____

PART III

Assessment of the Head of Department

Length of service under the Head of Department:

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

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

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

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

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

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

Assessment on Five Point Scale

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

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

Total (A): _____

**B. Performance and General Attributes ((Each Point 5 marks - 9 x 5 = 50 weightage)
Assessment on Five Point scale**

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

(ix)	Integrity and Trustworthiness	
(x)	General conduct	

Total (B): _____

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

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

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

Signature of the Head of Department: _____

Seal:

Date:

(To be filled in by the Director of the Campus)

PART IV

Name of the Contract / Guest Teacher :

Subject :

Length of service under the Head of Department:

1. Are you satisfied that the Head of Department has made his / her report with due care and after taking into account all the relevant material
2. Do you agree with the assessment of the Contract/Guest Teacher given by the Head of the Department ?
3. Remarks about any meritorious work or otherwise of the Contract/Guest Teacher.
4. Remarks about grading of the Contract/ Guest Teacher by the Head of the Department.
5. Has the Contract/Guest Teacher any special characteristics, and /or any abilities which would justify his or her re-engagement. If so, specify.
6. Do you recommend for engagement of this Contract/Guest teacher for next Academic Session
7. Over all performance of the Contract/Guest Teacher (Outstanding/Very Good/Good/ Satisfactory/Un Satisfactory)
8. Please give remarks, if any

Signature of the Director

Name of the Director

Campus Name

Seal :

Place :

Date :