

Dr. Ram Manohar Lohiya National Law University
Lucknow

Annual Performance Appraisal Report (APAR)
Year 20.....— 20.....
(FOR FACULTY MEMBERS)

Name :

Designation :

Employee I.D. No. :

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Date of Birth :

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Department :

Period : One Year from the date of Joining
..... to

Year : to.....

Due Date :

Date of Submission :

Date:

(Signature)

PART-I
SELF APPRAISAL
(TO BE FILLED BY THE TEACHER CONCERNED)

1. Name :
2. Designation :
3. Address (Residential/Phone No.) :
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4. Grade :
5. Date of first appointment in Dr. RML National Law University, Lucknow :
6. Date of appointment on present post :
7. Date of superannuation :
8. Qualifications :
9. Confirmed/on probation :
10. Date of confirmation/end of probation :
11. Teaching (Undergraduate/Postgraduate) :
 - (i) No. of classes/period assigned during the year :
 - (ii) No. of theory periods/classes taken during the year :
 - (iii) No. of practical classes assigned in the year :
 - (iv) No. of practical classes conducted in the year :
 - (v) Reasons for having not taken the total of allotted scheduled classes in this year :
 - (vi) Punctuality and regularity in taking classes :
12. Research guidance, if any
 - (i) Supervisor/Co-supervisor of the research theses in this year :
 - (ii) Number of Ph.D. awarded under your supervision in this year :
13. Research Activities (Detail)
 - (i) No. of Research Projects undertaken this year :
 - a) Ongoing :
 - b) New :
 - c) Completed :
 - (ii) Funding Agencies :
 - (iii) Principal Investigator :
 - (iv) Special laudable outcome of the :

research project, if any

14. Research Contribution during the year

- (i) Papers published in National/ International journals (list them according to bibliography pattern/place your exact position as author in case the paper is multi-authored/ specify, if the paper is part of P.G./Doctoral thesis submit reprint/acceptance letter of publication) :
- (ii) Paper personally presented at the state/ national/international conferences (Details of the communication with the name and venue and date of conference/seminar) :
- (iii) Coveted position at the conference (President/Secretary/Chairman of Session/ Symposium/Panel Discussion-Details) :
- (iv) Chapter in a book or having written a book (Details-title, publisher, edition and year) :
- (v) Any other documentary contribution/ creative writing with details :
- (vi) Preparation of resource material including books, reading materials, laboratory manuals, etc. :
- (vii) Institutions/Places visited in India and abroad for research/teaching/ academic assignments during the year with period, place and purpose :

15. Other academic assignments/involvements

- (i) Fellowship/Awards/Scholarship (Details) :
- (ii) Contribution in seminar/central teaching programme :
- (iii) Organization of Conference/Seminar/ Workshop :
- (iv) Refresher/Orientation course attended (Details) :
- (v) No. of Conference/Seminar/ Workshop attended (Details) :
- (vi) Meeting of the academic bodies attended-Academic Council, etc. :
- (vii) Involvement in University examination (Details) :
- (viii) Paper setting/Evaluation :
- (ix) Any other information :

16. Additional qualifications acquired, if any, this year

17. Punctuality and Regularity in attending to duties

18. Distinction/honour and recognition conferred this year (details)

19. Please indicate your contribution towards
- a) Extra/Co-curricular activities, Academic/Socio-Cultural/Sports etc in the University during the year and your contribution :
 - b) University Administrative assignment/Additional responsibilities held (Posts assignments, members of the committees) during the year and your contribution :
20. Please mention any other area not covered above in which there has been your significant contribution and achievements :
21. Interest taken in Faculty/Department development :
22. Leave taken (Earned Leave/Study Leave/Duty Leave/Compensatory Leave /Detention Leave/Sabbatical Leave/ Deputation Leave/Extraordinary Leave/ Leave without pay etc.) :
23. Additional information in respect to performance, achievements and contribution by the teachers :
24. Techniques improved/developed/ innovation this year :
25. Any disciplinary action/adverse administrative communication/warning/ pending enquiry, if any, against you during this year. :

To the best of my knowledge the above information is true.

Date:

Signature.....

Name.....

Designation.....
(Teacher)

Note: Please attach the documentary evidence to support your claim where necessary.

PART-II
DETAILED ASSESSMENT BY THE REPORTING OFFICER

APAR Year 20.....-20.....

Name (Teacher) :
Designation :
Date of Appointment :

Remarks on

1. Do you agree with the self-appraisal details submitted by the teacher, if not, comment on the specific item on which you have disagreement :
2. Teaching Assignments
 - (i) Subject Knowledge :
 - (ii) Efforts made to improve it :
 - (iii) Teaching ability/talent :
 - (iv) Punctuality and regularity in teaching duties :
 - (v) Punctuality and regularity in taking the Assigned classes :
 - (vi) Discipline and control of classes :
 - (vii) Quality of Teaching :
 - (viii) Relation with students :
 - (ix) Relation with colleagues/subordinates :
 - (x) Any special contribution in the teaching and the area of education :
3. Remarks on performance, achievement and contribution by the teacher in Reference to the item no. 24 of Part-I :
4. Attendance and contribution in University central teaching activities/academic programmes /Academic Council :
5. Opinion on performance in research
 - (i) Paper(s) published/Quality :
 - (ii) Books/Chapter :

- (iii) Resource Material :
- (iv) Supervising the research :
- (v) Projects under progress :
- (vi) Quality of research :
- (vii) Important contribution in this field :
- 6. Remarks on quality of papers personally presented at conference/ seminars :
- 7. Opinion on achievement in other academic activities :
- 8. Opinion on his/her involvement in other important assignments in University examination/University Administration etc. :
- 9. Knowledge and practice of University rules/norms/protocol :
- 10. Decision making ability :
- 11. Planning ability :
- 12. Involvement and Dedication :
- 13. Participation in Extra/Co-curricular activities :
- 14. State of Health :
- 15. Any disciplinary action/adverse administrative communication/ warning pending enquiry against the teacher :
- 16. Conduct :
- 17. Integrity of the teacher :
- 18. Any Other remarks :

Signature.....

Name.....

Designation.....

Date of Appointment as.....

Date

(Seal of the Reporting Officer)

Note: Opinion/remarks be such that it be sustained with valid reasons.

P A R T-III

(REMARKS OF THE REVIEWING/ACCEPTING AUTHORITY)

A P A R Year : 20.....-20.....

Name (Teacher) :

Designation :

Date of Appointment :

1. Specific remarks on the assessment of Reporting Officer
2. Adverse Remarks, if any, at items in the self-appraisal and/or comments or Reporting Officer
3. Summary appraisal

On performance of the Faculty member

On Conduct of the Faculty member

(Circle one)

(Circle one)

Outstanding

Outstanding

Good

Good

Satisfactory

Satisfactory

Unsatisfactory

Unsatisfactory

4. Any other remarks:

Signature.....

Name : Prof. S. K. Bhatnagar

Designation : Vice-Chancellor

(Seal of Reviewing/Accepting Authority)

Date:

Note: Opinion/remarks be such that it be sustained with valid reasons.