

POLICY FOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
SIDDHARTH UNIVERSITY, KAPILVASTU



APPROVED BY ACADEMIC COUNCIL DATED:
20.06.2024 & EXECUTIVE COUNCIL DATED: 21.06.2024

SIDDHARTH UNIVERSITY, KAPILVASTU,
SIDDHARTH NAGAR, UTTAR PRADESH, 272202

Siddharth University, Kapilvastu (SUK) Policy Document

Internal Quality Assurance Cell (IQAC)

The establishment of the Internal Quality Assurance Cell (IQAC) within higher education institutions has become a crucial requirement to ensure ongoing quality maintenance. Its primary functions include performance evaluation, assessment, accreditation, and enhancing overall quality standards.

The key objective of the IQAC is to devise a systematic approach aimed at fostering conscious, consistent, and transformative enhancements in the overall performance of the institution.

Given that quality enhancement is an ongoing endeavour, the IQAC at Siddharth University, Kapilvastu, Siddharth Nagar shall play a pivotal role within the institution's quality assurance framework. It will actively strive towards both enhancing and sustaining quality standards.

To cultivate a culture of quality as the foremost priority at Siddharth University, Kapilvastu, the IQAC shall institutionalize and internalize all initiatives aimed at enhancing and sustaining quality. This concerted effort, supported both internally and externally, aligns with the University's vision and mission, guiding it towards realizing its goals.

OBJECTIVES:

- Establishing a mechanism to encourage deliberate, regular, and proactive action plans for enhancing both academic and administrative performance within the institution.
- Fostering University quality enhancement and sustainability by ingraining a culture of quality and institutionalizing exemplary practices.

STRATEGIES:

The IQAC at SUK will develop mechanisms and procedures for:

- Ensuring timely, efficient, and continuous progress in the performance of academic, administrative, and financial units.
- Adopting pertinent and high-quality academic and research programs.
- Guaranteeing fair access and affordability of academic programs for all segments of society.
- Optimizing and incorporating modern teaching and learning methodologies.

- Ensuring robust assessment and evaluation processes.
- Properly allocating, ensuring adequacy, and maintaining support structures and services.
- Facilitating the dissemination of research findings and fostering networking with institutions both nationally and internationally.

FUNCTIONS:

Here are the important functions of IQAC, SUK:

- Developing and applying quality benchmarks.
- Establishing parameters for various academic and administrative activities.
- Fostering a learner-centric environment conducive to quality education and faculty development, enabling them to embrace necessary knowledge and technology for interactive teaching and learning.
- Collecting and analysing feedback from all stakeholders regarding University processes related to quality.
- Disseminating information on various quality parameters to stakeholders.
- Organizing intra- and inter-University workshops and seminars on quality-related topics and promoting quality circles.
- Documenting various programs and activities aimed at improving quality.
- Serving as the central agency within the University for coordinating quality-related activities, including adopting and disseminating best practices.
- Developing, supporting the process of recruitment, annual appraisal and career advancement of the academic and non-academic staff of the University.
- Developing and maintaining an University database to enhance and maintain University quality.
- Conducting periodic academic and administrative audits, followed by necessary actions.
- Preparing and submitting the Annual Quality Assurance Report (AQAR) in accordance with NAAC guidelines and parameters.

COMPOSITION OF THE IQAC:

The IQAC at SUK will be constituted with the Honourable Vice-Chancellor (Head of the Institution) as the chairperson. It will include heads of key academic and administrative units, along with several teachers, distinguished

educationists, and representatives from local management and stakeholders as members.

The composition of the IQAC shall be as follows:

1. Chairperson: Honourable Vice-Chancellor of the SUK.
 2. Teachers to represent all levels (Assistant Professor, Associate Professor and Professor) (Three to eight)
 3. The senior administrative officer(s).
 4. One nominee each from the Local Society/Trust, Students and Alumni
 5. One nominee each from the Employer/Industrialists/Stakeholders
 6. One of the senior teachers as the Director of the IQAC.
 7. Two teachers as the Assistant Director of the IQAC.
- The composition of the IQAC will be tailored to fit the size and complexity of the University, with the representation of teachers and others adjusted accordingly (The Director of the IQAC shall notify the Chairperson of any such requirements).
 - Nominated members will serve for a term of three years.
 - The IQAC is required to convene once every quarter.
 - The quorum for meetings will be two-thirds of the total number of members.
 - Agenda, minutes, and action taken reports will be documented and maintained electronically in a retrievable format.
 - The invited members can be included in IQAC on the recommendation of Director IQAC and approval of chairperson.

ROLE OF THE COORDINATOR/DIRECTOR OF THE IQAC:

- The Director IQAC holds a pivotal role in ensuring the efficient functioning of all members.
- Administrative support, including secretarial assistance, will be provided to the IQAC Director by the administration.
- Proficiency in computer skills and data management is essential for the Director of IQAC to effectively carry out their responsibilities.

OPERATIONAL FEATURES OF THE IQAC:

- The IQAC shall be responsible to the Vice Chancellor of the University with respect to the quality system, procedures and initiatives of the University.
- The IQAC shall ensure that all activities within the institution for higher education are carried out efficiently and effectively.
- To achieve this, the IQAC will establish procedures and methods to gather data and information on various aspects of University functioning.
- The IQAC may leverage support from existing units and mechanisms that contribute to the functions.
- The IQAC may also create an exclusive section on its University website to store documents related to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation.
- The IQAC shall coordinate the ranking, rating and the quality certification of the department/Sections/University, by various agencies.
- The IQAC shall provide advisory support related to quality systems and procedure to the administration.

Annexure- I

Application form for Promotion under Carrier Advancement Scheme (CAS)

(As per UGC Regulations- 2018)

☐

A. Assistant Professor – Academic Level 10 to Academic Level 11

☐

B. Assistant Professor – Academic Level 11 to Academic Level 12

☐

C. Associate Professor – Academic Level 12 to Academic Level 13A

☐

D. Professor – Academic Level 13A to Academic Level 14

(Tick ✓ whichever is applicable)

Department: _____

Faculty: _____

Self Attested
Photograph

PART- A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

S.No.	Details	
1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Mother's Name:	
4.	Present Designation & Grade Pay / Academic Level:	
5.	Date of Birth:	
6.	Gender:	
7.	Nationality:	
8.	Address for correspondence (with PIN code):	
9.	Permanent Address with PIN code:	
10.	Academic Qualifications:	

11.	Detail of Service at Siddharth University, Kapilvastu:	Designation	From	To	Enclosure No.
12.	Details of Service other than Siddharth University, Kapilvastu:	Designation	From	To	Enclosure No.
13.	Teaching Experience (in years):	Details		Years	Months
		At SUK			
		Other than SUK			
		Total Teaching Experience			
14.	Field of Specialization under the Subject/Discipline:				
15.	Any Other Relevant Information:				
16.	Email ID				
17.	Mobile Number				

18. Details of the completed course/programme from amongst the categories of: Refresher Courses/Research Methodology Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOC scourse/contribution towards conduct of a MOOCs course during the period of assessment.

Sl. No.	Details	Duration

PART- B
**ASSESSMENT OF TEACHING AND INVOLVEMENT IN UNIVERSITY/STUDENT
 RELATED ACTIVITIES/RESEARCH ACTIVITIES**

(As per Appendix II: Table- 1 of UGC Regulations– 2018)

Note- The Grades/API score should be verified by IQAC, SUK. The Candidate should not fill the scores in respective cell under verified Grade/Score.

1. Teaching:

S.N.	Academic Year	UG/PG/Semester	No. of classes taught (a)	Total classes assigned (b)	Percentage of Classes Taught	Self-appraisal Grade	Verified Grade	Enclosure No.

2. Involvement in the University/Students related activities/research activities:

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

S. No.	Academic Year	Responsibility	Evidence/ Enclosure No.

- b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation

S. No.	Academic Year	Nature of the work	Evidence/ Enclosure No.

- 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.	Academic Year	Nature of the work	Evidence/ Enclosure

			No.

d) Organising seminars/ conferences/ workshops, other university activities

S. No.	Academic Year	Nature of the work	Evidence/ Enclosure No.

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

S.No.	Student Name	Ph.D. Thesis title	Submitted /Awarded	Year	Evidence/ Enclosure No.

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

S.No.	Title of the R & D Project	Funding Agency	Sanction Number and Date	Amount Sanctioned	Ongoing/ Completed	PI/Co-PI	Evidence/ Enclosure No.

g) Publication in peer-reviewed or UGC list of Journals:

S. N.	Title of the Research Paper	Author (s)	Name of the Journal	ISSN Number	Year, Volume Number and Pagination	Peer Reviewed / UGC list Serial No. of the Journal	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/Corresponding/Coauthor	Evidence/ Enclosure No.

Summary of Part- B

ASSESSMENT OF TEACHING AND INVOLVEMENT IN UNIVERSITY/STUDENT RELATED ACTIVITIES/RESEARCH ACTIVITIES

(As per Appendix II: Table- I of UGC Regulations– 2018)

Academic Year	Grading for Activity S.No. 1	Grading for Activity S.No. 2	Overall Grading	Verified Overall Grading

PART- C

Calculation of Academic/Research Score

(As per Appendix II: Table- 2 of UGC Regulations– 2018)

1. Research Paper published in peer-reviewed /UGC listed Journals :

S.No.	Titles of the Research Paper	Author (s)	Name of the Journal	ISSN Number	Year, volume number and pagination details	Peer-Reviewed / UGC list Serial number for journals	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/ Corresponding / Coauthor	Score claimed	Verified Score	Enclosure No.
1											
2											
3											

2. (a)Books or Chapters in book:

S.No.	Titles of the Book/Chapter	Author (s)	Name of the Publisher	Status of the Publisher (Local/ National/ International)	ISBN /ISSN Number	Year	No. of authors (Single Author = 1/ actual number of authors)	Score claimed	Verified Score	Enclosure No.
1										
2										
3										
4										
5										
6										
7										

2. (b) Translation works in Indian and Foreign Languages (Chapter/Research paper/ Book):

S.No.	Titles of the Chapter/Research paper/Book	Author (s)	Name of the Publisher	Status of the Publisher (Local/ National/ International)	ISBN /ISSN Number	Year	No. of authors (Single Author = 1/ actual number of authors)	Score claimed	Verified Score	Enclosure No.
1										
2										
3										
4										
5										
6										
7										

3. Development of Innovative pedagogy/design of new curricula & courses/MOOCs/e-contents, etc., the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Title of the Innovative pedagogy/design of new curricula & coursesMOOCs/e-contents , etc.	Agency /Platform of delivery	e-learning link attached (Yes/NO)	Score claimed	Verified Score	Enclosure No.
1						
2						
3						
4						

4. (a) Research Guidance:

S.No.	Student's name	Ph.D. Thesis / M.Phil. / PG dissertation title	Ph.D. / M.Phil. / PG dissertation	Ph.D. Thesis submitted/ Ph.D. Thesis / M.Phil. / PG dissertation Awarded	Date of submission/ Award	Score claimed	Verified Score	Enclosure No.
1								
2								

4. (b) Research Projects Completed/Ongoing:

S.No.	Title of the R&D project	Funding agency	Sanction number and date	Amount sanctioned	Ongoing / Completed	Date of Completion	Principal Investigator/ Co-Investigator	Score claimed	Verified Score	Enclosure No.
1										
2										

4. (c) Consultancy Projects:

S.No.	Consultancy work	Funding agency	Sanction number and date	Amount sanctioned	Ongoing / Completed	Date of Completion	Principal Consultant / Co-Consultant	Score claimed	Verified Score	Enclosure No.
1										
2										

5. (a) Projects:

S.No.	Patents / Policy document submitted to international bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Govt.	Patent: International / National Level Policy document of International / National / State Level	Other Relevant Details	Score claimed	Verified Score	Enclosure No.
1						
2						

5. (b) Awards/Fellowship:

S.No.	Name of the Award	Awarding agency / Institution / Body	International / National	Date of the honour for the award	Score claimed	Verified Score	Enclosure No.
1							
2							

6. Invited Lectures / Resource Person / Papers presentation in Seminar / Conference:

S.No.	Title of the lecture / paper	Details of Organizer	Date of Lecture/Presentation	International (Abroad) / International (within country) / National / State / University	Score claimed	Verified Score	Enclosure No.
1							
2							
3							
4							

SUMMARY OF PART- C
Calculation of Academic/Research Score
(As per Appendix II: Table- 2 of UGC Regulations– 2018)

Academic Year	Claimed Academic/Research Score (Claimed API)	Verified Academic/Research Score (Verified API)
Total API of for Assessment Period	Claimed=	Verified=

Signature of Candidate

Place & Date

Recommendation and Remarks of Head

Signature of Head

Place& Date

Recommendation and Remarks of Dean

Signature of Dean

Place& Date

Appendix IITable 1**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: <i>(a)</i> Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. <i>(b)</i> Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. <i>(c)</i> Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. <i>(d)</i> Organising seminars/ conferences/ workshops, other college/university activities. <i>(e)</i> Evidence of actively involved in guiding Ph.D students. <i>(f)</i> Conducting minor or major research project sponsored by national or international agencies. <i>(g)</i> At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by :		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

सिद्धार्थ विश्वविद्यालय कपिलवस्तु, सिद्धार्थनगर, उत्तर प्रदेश-272202

वार्षिक प्रदर्शन मूल्यांकन प्रतिवेदन

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

(From DD/MM/YYYY to DD/MM/YYYY)

नाम(Name) :

पदनाम (Designation) :

पहचान संख्या(Employee ID No.) :

जन्मतिथि (Date of Birth)

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दिनांक(Date)

माह(Month)

वर्ष(Year)

विभाग / संस्थान (Department / Institute) :

संकाय (Faculty) :

वर्ष (Year) :

विशेष : निदेशक / संकायाध्यक्ष / विभागाध्यक्ष द्वारा पूर्णतः भरे हुए वार्षिक प्रगति मूल्यांकन प्रतिवेदन को कुलसचिव के पास जमा करने की अन्तिम तिथि नवम्बर, 2021 होगी।

(Note: Director/Deans/HOD shall submit duly completed APAR to the Registrar latest by 20Nov.)

देय तिथि (Due date) : DD/MM/YYYY

जमा करने की तिथि (Date of submission) :

दिनांक(Date) :

संकायाध्यक्ष / विभागाध्यक्ष के हस्ताक्षर एवं मुहर
(Signature & seal of Dean/HOD/ Director (As applicable))

विशेष : 1. संकाय सदस्यों के रिपोर्टिंग अधिकारी विभागाध्यक्ष होंगे तथा समीक्षा अधिकारी सम्बन्धित संकायाध्यक्ष होंगे।

(The Reporting Officer of the faculty member shall be the HOD and Reviewing Officer of the faculty member shall be the respective Dean of Faculty.)

2. कोई संस्थान, पीठ या केन्द्र होने की स्थिति में उसके निदेशक अथवा अध्यक्ष संकाय सदस्यों के रिपोर्टिंग अधिकारी होंगे।

(In case of the Institutes, Chair or Centre the Director or Chairman shall be the Reporting Officer of the faculty member)

3. विभागाध्यक्ष अथवा निदेशक के रिपोर्टिंग अधिकारी सम्बन्धित संकायाध्यक्ष होंगे तथा समीक्षा अधिकारी कुलपति होंगे।

(The Respective Dean of Faculty shall be the Reporting Officer the HOD/Director and The Vice-Chancellor shall be the Reviewing Authority of the HOD and Director.)

4. संकायाध्यक्षों के लिये रिपोर्टिंग तथा समीक्षा अधिकारी कुलपति होंगे।

(For Deans, Vice-Chancellor shall be the reporting and Reviewing Authority.)

5. किसी संकाय के संकायाध्यक्ष अथवा विभागाध्यक्ष विश्वविद्यालय परिसर में न होने की दशा में उस संकाय के सदस्यों तथा अध्यक्ष / प्रभारी के लिये रिपोर्टिंग तथा समीक्षा अधिकारी कुलपति होंगे।

6. कोई प्रतिकूल टिप्पणी होने की स्थिति में प्रतिकूल प्रविष्टि की सूचना सम्बन्धित सदस्य को दी जायेगी जो इच्छा हाने पर उक्त के 30 दिन के भीतर उसके निवारण के लिये अपने पक्ष को प्रमाणित करने हेतु अपेक्षित साक्ष्यों के साथ कुलपति के पास अपना दावा प्रस्तुत कर सकेगा।

(In case of an adverse remark, the adverse entry shall be communicated to the concerned member of the faculty who may if he/she so desires within 30 days of the date of communication represent to the Vice-Chancellor for redressal of his/her case supported by the evidence to sustain his/her claim.)

भाग—1(PART – I)

स्व-मूल्यांकन (SELF-APPRAISAL)

(सम्बन्धित शिक्षक द्वारा भरा जायेगा To be filled by the teacher concerned)

सामान्य जानकारी (GENERAL INFORMATION)

1. नाम (Name) :
2. पदनाम (Designation) :
3. आवासीय पता एवं फोन नं. :
(Address (Residential/Phone No.)
4. ग्रेड (Grade) :
5. विश्वविद्यालय में प्रथम नियुक्ति की तिथि :
(Date of First Appointment in the University)
6. वर्तमान पद पर नियुक्ति की तिथि :
(Date of Appointment in the Present Post)
7. सेवानिवृत्ति की तिथि (Date of Superannuation) :
8. शैक्षिक योग्यता (Qualification) :
9. स्थायी/परिवीक्षा पर (Confirmed/on probation) :
10. स्थाईकरण/परिवीक्षा समाप्त होने की तिथि :
(Date of confirmation/end of probation)
11. निर्धारित समयावधि में शिक्षक/शिक्षिका द्वारा लिये गये विविध अवकाशों का विवरण :
(Periods of Duration Spent by the Teacher on Different Kind of Leaves)

अवकाश का प्रकार (Type of Leave)	शैक्षणिक वर्ष में लिये गये अवकाशों की संख्या (No. of days of leave in the Academic Year)
कर्तव्यावकाश (Duty Leave)	
अर्जित अवकाश(Earned Leave)	
मातृत्व/पितृत्व अवकाश(Maternity/Paternity Leave)	
बाल्य-देखभाल अवकाश(Child Care Leave)	
अध्ययन अवकाश(Study Leave)	
चिकित्सा अवकाश(Medical Leave)	
असाधारण अवकाश(Extraordinary Leave)	
प्रतिनियुक्ति (Deputation)	
अन्य (कृपया उल्लेख करें) Others(Please Specify)	

कुलयोग (Total)	
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12. अकैडमिक स्टाफकॉलेज से किये गये ओरिएण्टेशन/रिफ्रेशर/शोध प्रविधि कोर्स (उचित प्रमाणपत्र संलग्न करें)

(Academic Staff College Orientation / Refresher Course / Research Methodology Course attended (attach proper documents))

क्रमांकSl. No.	कोर्स का नाम (Name of the Course)	स्थान (Place)	अवधि (Duration)

I. शिक्षणकार्य(TEACHING)

सत्र (Semester)	स्तर (Level)	प्रति सप्ताह प्रदत्त कक्षाएँ (Class Assigned per week)		वर्ष में पढ़ायी गयी कक्षाएँ (Class Taught in the year)		पढ़ायी गयी कक्षाओं का प्रतिशत(Teaching = (Number of Classes Taught/Total Classes Assigned) × 100 %)	स्व-मूल्यांकित ग्रेड (Self- appraisal Grade**)	सत्यापित ग्रेड (Verified Grade)
		L*	T/P*	L	T/P			
विषम सत्र (Odd Semester)	स्नातक (U.G.)							
	परास्नातक(P.G.)							
	पीएच.डी. कोर्स वर्क (Ph.D. Coursework)							
	अन्य कोई (उल्लेख करें) (Any other(Specify))							
सम सत्र (Even Semester)	स्नातक (U.G.)							
	परास्नातक (P.G.)							
	पीएच.डी. कोर्स वर्क (Ph.D. Coursework)							
	अन्य कोई (उल्लेख करें) (Any other(Specify))							

* L=Lecture, T=Tutorial, P=Practical

II. विश्वविद्यालय में विद्यार्थी एवं शोध सम्बन्धित गतिविधियों में संलग्नता (INVOLVEMENT IN UNIVERSITY STUDENT RELATED ACTIVITIES/RESEARCH ACTIVITIES)

(क) प्रशासनिक उत्तरदायित्व (संकायाध्यक्ष/विभागाध्यक्ष/प्रभारी/छात्रावास अधीक्षक सहित अन्य दायित्व जिनके निर्वाह हेतु नियमित कार्यालयी घण्टों की आवश्यकता हो)

(Administrative responsibility (including as Dean / Director/ Head / Coordinator / Teacher-in-charge / warden and similar other duties that require regular office hrs for its discharge)

क्रमांक (Sl. No.)	प्रशासनिक उत्तरदायित्व (Administrative responsibility)	वर्ष/माह (Years/Months)

(ख) परीक्षा ड्यूटी (प्रश्नपत्र-निर्माण, कक्ष निरीक्षण, उत्तर पुस्तिकाओं का मूल्यांकन आदि)

(Examination Duties (question paper setting, invigilation, evaluation of answer scripts etc.)

क्रमांक (Sl. No.)	परीक्षा ड्यूटी का प्रकार (Type of Examination Duties)	प्रदत्त ड्यूटी (Duties Assigned)	विषम सेमेस्टर (odd semester)	सम सेमेस्टर (even semester)
1				
2				
3				

(ग) छात्र-सम्बन्धित सह-पाठ्यगामी, विस्तारण तथा क्षेत्र-आधारित गतिविधियाँ (जैसे विद्यार्थी क्लब, कैरियर काउन्सलिंग, अध्ययन यात्रा, छात्र-संगोष्ठी, सांस्कृतिक, क्रीड़ा, एन.सी.सी., एन.एस.एस तथा सामुदायिक सेवा)

(Student related co-curricular, extension and field-based activities (such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services)

क्रमांक Sl. No.	गतिविधि का प्रकार (Type of Activity)	समयावधि (कब से कब तक) (Time Duration)

(घ) संकाय सदस्य द्वारा दिनांक आयोजितसंगोष्ठी/कार्यशाला/कांफ्रेंस/लघु-अवधि पाठ्यक्रम/आउटरीच कार्यक्रम

(Seminars / Workshops / Conferences / Short-Term Courses / Outreach Programmes organized by the Faculty)

क्रमांक Sl. No.	संगोष्ठी/कार्यशाला/कांफ्रेंस/लघु-अवधि पाठ्यक्रम/आउटरीच कार्यक्रम का शीर्षक (Title of the Seminar / Workshop / Conference / Short-Term Course / Outreach programme)	प्रायोजक (Sponsored by)	दिनांक (Date)	अन्तरराष्ट्रीय/राष्ट्रीय/प्रादेशिक/क्षेत्रीय/विश्वविद्यालयी, (Whether international / national / State / Regional / University Level)

(ङ) शोध-निर्देशन(Research Guidance)

(i) पीएच. डी. शोधार्थियों का निर्देशन(Guidance of Ph.D. Scholars)

शोधार्थी का नाम (Name of the Scholar)	विषय (Topic)	पंजीकरण/प्रवेश की तिथि(Date of Registration/ Admission)

(ii) उपाधि प्राप्त / शोध-प्रबन्ध जमा (Ph.D. Awarded / Thesis Submitted*)

क्रमांक Sl. No.	शोधार्थी का नाम (Name of the Scholar)	शोध-प्रबन्ध का विषय (Title of the Thesis)	उपाधि प्राप्त / जमा शोध-प्रबन्ध (Awarded / Thesis Submitted)	उपाधि प्राप्त करने / शोध-प्रबन्ध जमा करने की तिथि (Date of Award / Thesis submission)	संलग्नक संख्या (Enclosure No.)

*कृपया पीएच.डी की अधिसूचना / प्रमाणपत्र / प्रस्तुतीकरण प्रमाण जमा करें (Please submit Ph.D. Notification/Certificate of Award/ Submission)

(iii) एम. फिल. / परास्नातक लघुशोध-प्रबन्ध (M.Phil. / PG Dissertation Awarded)*

क्रमांक Sl. No.	शोधार्थी का नाम (Name of the Scholar)	लघु शोध-प्रबन्ध का विषय (Title of the Dissertation)	एम. फिल. / परास्नातक (M.Phil. / P.G.)	उपाधि प्राप्त (Date of Award)	संलग्नक संख्या (Enclosure No.)

*कृपया एम.फिल. / परास्नातक लघु शोध-प्रबन्ध की अधिसूचना / उपाधि प्रमाणपत्र जमा करें
(Please submit M.Phil. / PG dissertation Notification/Certificate of award)

(च) शोध परियोजना / पेटेंट / नीतिगत दस्तावेज (Research Projects / Patents / Policy Documents)

(I) पूर्णशोध परियोजनाएँ (Research Projects Completed)

क्रमांक (Sl. No.)	शीर्षक (Title)	संस्था (Agency)	समयावधि (Period)	अनुदान / निर्गत धनराशि (Grant/ Amount Mobilized (Rs. in Lakh)	संलग्नक संख्या (Encl. No.)

(ii) जारी शोध परियोजनाएँ (Ongoing Research Projects)

क्रमांक (Sl. No.)	शीर्षक (Title)	संस्था (Agency)	समयावधि (Period)	अनुदान / निर्गत धनराशि (Grant/ Amount Mobilized (Rs. in Lakh)	संलग्नक संख्या (Encls. No.)

(छ) प्रकाशित शोधपत्र / निर्मित ई-सामग्री (Research Publications / e-content Development)

(i) यूजीसी सूचीबद्ध अथवा पीयर रिव्यूड पत्रिकाओं में प्रकाशित शोधपत्र
(Research Papers in Peer-reviewed or UGC Listed Journals)

क्रमांक	यूजीसी	शोधपत्र का	पत्रिका का नाम	अंक	प्रकाशन	अद्यतन	एकल / मुख्य	संल.
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(Sl. No.)	क्रमांक Sl. No. in UGC Approved list	शीर्षक (Title of the Paper)	(Name of the Journal)	क्रमांक एवं पृष्ठ संख्या (Volume, issue & page nos.)	वर्ष (Year of Publication)	इम्पैक्ट फैक्टर (Latest impact factor)*	/सह लेखक (Whether you are main author/ sole author)	सं. (Encl. No.)

*Impact factor to be determined as per Thompson Reuters list

(ii) प्रकाशित पुस्तकें (Books published by International/National Publishers)

क्रमांक (Sl. No.)	शीर्षक तथा पृष्ठ संख्या (Title with page nos.)	प्रकाशक (Publisher)	प्रकाशन वर्ष (Year of Publication)	ISBN No.	लेखकों की संख्या (No. of authors)	अन्तरराष्ट्रीय / राष्ट्रीय प्रकाशक (Publisher (International/National))	संल. सं. (Encl. No.)

(iii) सम्पादित पुस्तकों में अध्याय (Chapters in Edited Books)

क्रमांक (Sl. No.)	शीर्षक तथा पृष्ठ संख्या (Title with page nos.)	पुस्तक, सम्पादक एवं प्रकाशक का नाम (Book Title, editor and publisher)	प्रकाशन वर्ष (Year of Publication)	ISBN No.	लेखकों की संख्या (No. of authors)	एकल / मुख्य / सह लेखक (main / sole/co-author)	संल. सं. (Encl. No.)

(iv) पुस्तक—सम्पादन (Editor of Books)

क्रमांक (Sl. No.)	शीर्षक तथा पृष्ठ संख्या (Title with page nos.)	अन्तरराष्ट्रीय / राष्ट्रीय प्रकाशक (Publisher (International/National))	प्रकाशन वर्ष (Year of Publication)	ISBN No.	लेखकों की संख्या (No. of authors)	एकल / मुख्य / सह लेखक (Main / sole/co-author)	संल. सं. (Encl. No.)

(v) अर्ह संकाय सदस्यों द्वारा शोधपत्रों अथवा अध्यायों का भारतीय और विदेशी भाषाओं में अनुवाद
(Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties)

क्रमांक (Sl. No.)	आलेख शीर्षक तथा पृष्ठ संख्या (Title with page nos.)	पुस्तक / पत्रिका शीर्षक, सम्पादक तथा प्रकाशक (Title, editor and publisher)	प्रकाशन वर्ष (Year of Publication)	ISBN / ISSN No.	लेखकों की संख्या (No. of authors)	एकल / मुख्य / सह लेखक Whether you are main author/ sole author	संल. सं. (Encl. No.)

(vi)आई सी टी माध्यम से शिक्षण अधिगम सिद्धान्त तथा नवीन विषयवस्तु एवं नवाचारपरक पाठ्यक्रमों का निर्माण (Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula)

क्रमांक (Sl. No.)	गतिविधि (Activity*)	संलग्नक संख्या (Encl. No.)

(x) सम्मान /अध्येतावृत्ति (Award / Fellowships)

क्रमांक (Sl. No.)	सम्मान /अध्येतावृत्ति का नाम (Name of the Award / Fellowship)	प्रदाता संस्था / संगठन (Awarding Institute/ Organization)	अन्तरराष्ट्रीय /राष्ट्रीय /राज्य स्तरीय (International / National / State Level)	प्रदत्त दिनांक (Date Awarded)	संलग्नक संख्या (Enclosure No.)

(xi)संगोष्ठियों /सम्मेलनों में आमन्त्रित व्याख्यान /स्रोत विद्वान /शोधपत्र प्रस्तुति /सम्मेलन कार्यवाही में पूर्ण शोधपत्र का प्रकाशन

(Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings)

क्रमांक (Sl. No.)	प्रस्तुत व्याख्यान / शोधपत्र का शीर्षक (Title of the lecture/ paper presented)	संगोष्ठी /सम्मेलन आदि का शीर्षक (Title of Seminar / Conference, etc.)	तिथि एवं वर्ष (Date with year)	आयोजक (Organised by)	अन्तरराष्ट्रीय /राष्ट्रीय /राज्य / विश्वविद्यालय स्तरीय (International/ National/ State / University)	संल. सं. (Encl. No.)

उपर्युक्त जानकारी मेरे सर्वोत्तम संज्ञान में सत्य है।
(To the best of my knowledge the above information is true.)

हस्ताक्षर (Signature)

.....

नाम (Name)

.....

दिनांक (Date)

.....

पदनाम (Designation)

विशेष (Note) :

1. जहाँ आवश्यक हो, वहाँ अपने पक्ष में कृपया दस्तावेज़ी प्रमाण प्रस्तुत करें। (Please attach the documentary evidence to support your claim where necessary.)
2. कृपया इसकी एक प्रति अपने पास सुरक्षित रखें। (Please keep one copy of this in your records.)
3. कृपया परिशिष्ट-I देखें (स्व-मूल्यांकन का ग्रेड यूजीसी द्वारा विश्वविद्यालयों एवं महाविद्यालयों में नियुक्त किए जाने वाले शिक्षकों तथा अन्य अकादमिक सदस्यों की न्यूनतम योग्यता से संबंधित दिनांक 18 जुलाई, 2018 को उच्च शिक्षा का स्तर बनाए रखने के प्रावधानों पर आधारित होगा।)

(Please see **Annexure I** (self-appraisal grade should be based on the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018))

भाग-2(PART- II)

रिपोर्टिंग अधिकारी द्वारा आंकलन(ASSESSMENT BY THE REPORTING OFFICER)

शिक्षक का नाम Name (Teacher) :
पदनाम (Designation) :
नियुक्ति की तिथि (Date of Appointment) :

तथ्यात्मक आँकड़ों का सत्यापन (Verification of factual data)

सामान्य सूचनाएँ (कृपया टिक करें)

General Information (Please tick)

I. शिक्षण कार्य (कृपया टिक करें)

Teaching (Please tick)

Good

Satisfactory

Not Satisfactory

II. विश्वविद्यालय में छात्र-सम्बन्धित / शोध-सम्बन्धी गतिविधियों में संलग्नता

(Involvement in University Student Related Activities / Research Activities)

संलग्न गतिविधियों की संख्या

(No. of Activities involved as per Table 1 (Sl. No. II) of Annexure I)

Overall Grade उत्तम

Excellent अच्छा

बहुत अच्छा (Very

Good)

सन्तोषजनक Satisfactory

सन्तोषजनक Not Satisfactory

क्या आप शिक्षक द्वारा भरे गये स्व-मूल्यांकन विवरण से सहमत हैं? यदि नहीं, तो उस विशेष बिन्दु पर टिप्पणी करें जिससे आप असहमत हैं।

(Do you agree with the self-appraisal details submitted by the teacher, if not, comment on the specific item on which you have disagreement?)

कोई अन्य टिप्पणी (Any other remarks) :

हस्ताक्षर (Signature) :

नाम (Name) :

पदनाम (Designation) :

संकायाध्यक्ष / विभागाध्यक्ष / निदेशक के रूप में नियुक्ति की तिथि :
(Date of appointment as Dean / HoD / Director)

दिनांक (Date) :

Seal of Reporting Officer)

विशेष (Note) :

- अभिमत / टिप्पणी वैध कारणों पर आधारित होनी चाहिए (Opinion/remarks be such that it be sustained with valid reasons.)
- कृपया एक प्रति अपने पास रखें (Please retain one copy with you.)

भाग—3 (PART – III)

समीक्षा अधिकारी की टिप्पणी (REMARKS OF THE REVIEWING OFFICER)

शिक्षक का नाम Name (Teacher) :
पदनाम (Designation) :
नियुक्ति की तिथि (Date of Appointment) :

1. रिपोर्टिंग अधिकारी के आंकलन पर विशेष टिप्पणी
(Specific remarks on the assessment of the Reporting officer)

2. स्व-मूल्यांकन का सारांश (Summary of the appraisal)

संकाय सदस्य के प्रदर्शन के आधार पर
(On performance of the faculty member)
(कृपया किसी एक पर सही का निशान लगायें)
(Please tick one)

उत्तम (Excellent) ☐
बहुतअच्छा (Very Good) ☐
अच्छा (Good) ☐
सन्तोषजनक (Satisfactory) ☐
असन्तोषजनक (Not satisfactory) ☐

संकाय सदस्य के आचरण के आधार पर
(On Conduct of the faculty members)
(कृपया किसी एक पर सही का निशान लगायें)
(Please tick one)

उत्तम (Excellent) ☐
बहुतअच्छा (Very Good) ☐
अच्छा (Good) ☐
सन्तोषजनक (Satisfactory) ☐
असन्तोषजनक (Not satisfactory) ☐

3. कोई अन्य टिप्पणी (Any other Remarks)

हस्ताक्षर (Signature)
नाम (Name)
पदनाम (Designation)
(Seal of Reviewing Officer)

दिनांक (Date) :

विशेष (Note) :

- अभिमत/टिप्पणीवैध कारणों पर आधारित होनी चाहिए (Opinion/remarks be such that it be sustained with valid reasons.)
- कृपया एक प्रति अपने पास रखें (Please retain one copy with you.)

परिशिष्ट-1

स्वमूल्यांकन रिपोर्ट के भाग-1 को भरने हेतु निर्देश

भाग

1

कारूपरूपयूजीसीद्वाराविश्वविद्यालयोंएवंमहाविद्यालयोंमेंनियुक्तकिएजानेवालेशिक्षकोंतथाअन्यअकादमिकसदस्योंकीन्यूनतमयोग्यता सेसंबंधितपरिशिष्ट-II तालिका-1 तथादिनांक 18 जुलाई, 2018 कोउच्चशिक्षाकास्तरबनाएरखनेकेप्रावधानोंसेसंबंधितजारीअधिसूचनासंख्या- F. 1-2/2017 (EC/PS) परआधारितहै।

प्रारूपइस तालिकाकेअनुरूपभराजाएगाऔरतदनुरूपस्व-मूल्यांकनस्कोरप्रदानकियाजाएगा। स्व-मूल्यांकन स्कोर रिपोर्टिंग अधिकारीतथासमीक्षाअधिकारीकेसत्यापनकेअनुसारहोगा।

तालिका 1

विश्वविद्यालयशिक्षकोंहेतुस्व-मूल्यांकनपद्धतिएवंप्रविधि

क्रमांक	गतिविधि	ग्रेड का आधार
I.	शिक्षण: (पढ़ाईगईकक्षाओंकीसंख्या/कुल आवंटित कक्षाएं) $\times 100\%$ (सत्रमेंपढ़ाईगईकक्षाओं में ट्यूटोरियल कक्षाएं, प्रयोगशालाकार्यतथाअन्यशिक्षणसंबंधितगतिविधियांसम्मिलितहैं)	80 % तथा उससे ऊपर = अच्छा 80 % से नीचे किन्तु 70 % तथा उससे ऊपर = संतोषजनक 70 % से नीचे = असंतोषजनक
	विश्वविद्यालय/महाविद्यालयोंमेंछात्रसंबंधितगतिविधियां/शोधगतिविधियां: a. प्रशासनिकउत्तरदायित्व,जैसे- विभागाध्यक्ष/अध्यक्ष/संकायाध्यक्ष/निदेशक/समन्वयक/छात्रावासअधीक्षकआदि। b. महाविद्यालय/विश्वविद्यालयद्वाराप्रदत्तपरीक्षा एवं मूल्यांकनसंबंधीदायित्व अथवापरीक्षाप्रश्नपत्रमूल्यांकनमेंसहभागिता। c. विद्यार्थीसंबंधितपाठ्य-सहगामी, विस्तरण, एवंक्षेत्रआधारितगतिविधियां,जैसे- छात्रक्लब, कैरियरकाउंसलिंग, अध्ययन-यात्रा, छात्र-संगोष्ठीतथाअन्यस्पर्धाएँ-सांस्कृतिक, खेल, एनसीसी, एनएसएसएवंसामुदायिकसेवा। d. संगोष्ठी/सम्मेलन/कार्यशालाकाआयोजन, अन्य महाविद्यालय/विश्वविद्यालय संबंधीगतिविधियां। e. पीएच. डी. शोधार्थियों के निर्देशनमेंसक्रियसहभागिताकाप्रमाण। f. राष्ट्रीयअथवा अंतरराष्ट्रीयसंस्थाद्वाराप्रदत्तलघुअथवावृहदपरियोजनाकासंचालन। g. कमसेकमएकएकलअथवासंयुक्तशोधपत्रकापियर रिव्यूड/यूजीसीद्वारासूचीबद्धपत्रिकामेंप्रकाशन।	5से अधिक गतिविधियोंसंलग्नता = उत्तम 5 गतिविधियोंसंलग्नता = बहुतअच्छा कम से कम तीन गतिविधियों में संलग्नता = अच्छा 1-2 गतिविधियाँ = संतोषजनक किसी भी गतिविधि में संलग्नता/सक्रियता नहीं = असंतोषजनक

समग्र ग्रेड :

उत्तम: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकाकीगतिविधियोंमेंउत्तम है।

बहुतअच्छा: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकाकीगतिविधियोंमेंबहुतअच्छाहै।

अच्छा: अगर कक्षाशिक्षणमेंअच्छातथाक्रमांकाकीगतिविधिमेंअच्छाअथवासंतोषजनक है।

संतोषजनक: अगर शिक्षणमेंसंतोषजनकतथाक्रमांक 2 कीगतिविधियोंमेंअच्छायासंतोषजनक है।

असंतोषजनक : अगर समग्रग्रेडिंगमेंनतोअच्छाहै औरनही संतोषजनक है।

ANNEXURE I

Instruction for Filling the Part-I of the APAR

Part-I of the Proforma is based on the Appendix II, Table I of the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 vide Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018.

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below. The self-assessment scores are subject to verification by reporting and reviewing officer.

Table 1
Assessment Criteria and Methodology for University Teachers

Sl. No.	Activity	Grading Criteria
I.	Teaching: (Number of classes taught/total classes assigned) \times 100 % (Classes taught includes sessions on tutorials, laboratory and other teaching related activities)	80 % & above = Good Below 80 % but 70 % & above = Satisfactory Less than 70 % = Not Satisfactory
II.	Involvement in University/College student related activities/research activities: a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d. Organising seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding Ph.D. students. f. Conducting minor or major research project sponsored by national or international agencies. g. At least one single or joint publication in peer reviewed or UGC list of Journals.	Involved in at least 8 activities = Excellent Involved in at least 5 activities = Very Good Involved in at least 3 activities = Good 1-2 activities = Satisfactory Not involved/ undertaken any of the activities = Not Satisfactory

Overall Grading:

Excellent: Good in teaching and Excellent in activity at Sl. No. II

Very Good: Good in teaching and very good in activity at Sl. No. II

Good: Good in teaching and satisfactory or good in activity at Sl. No. II

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. II

Not Satisfactory: If neither good nor satisfactory in overall grading