



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2019/Estt.Sec.../1.26

Date 12.09.2019

अधिसूचना/Notification

With the approval of the Competent Authority, the revised Annual Self-Appraisal Report Proforma for University Teachers and Librarians in accordance with the provisions contained in Table-1 and Table-4, Appendix-II of UGC Regulations, 2018 are hereby notified.

Assistant Registrar (Estt.)

Copy of above is forwarded to the following for information and necessary action:

1. All Deans/Heads/TICs, Central University of Haryana, Mahendergarh.
2. A.R., Vice Chancellor's Secretariat (for kind information of Vice Chancellor), Central University of Haryana, Mahendergarh.
3. P.S. to Registrar (for information of Registrar), Central University of Haryana, Mahendergarh.
4. In-Charge, Central Library, Central University of Haryana, Mahendergarh.
5. Concerned Teaching employees, Central University of Haryana, Mahendergarh.
6. In-charge, University Website, Central University of Haryana, Mahendergarh – for uploading on the Website of the University.

Assistant (Estt.)

CENTRAL UNIVERSITY OF HARYANA

Annual Self-Appraisal Report

PART-I

(To be filled by the Teacher)

Assessment Year		
1.	Name	
2.	Designation	
3.	Residential Address, Phone No. and Email ID	
4.	Grade/Cell	
5.	Date of first appointment at CUH	
6.	Date of appointment on present post	
7.	Date of superannuation	
8.	Qualifications	
9.	Confirmed/ on probation	
10.	Date of confirmation	
11.	Additional qualifications acquired during the year, if any	
1.	Activity: Teaching (Number of classes taught/ total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory	
Sr. No.	Activity	Self-Appraisal
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes taught during the year	
1(c)	Percentage of actual theory/ tutorial/ practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the University students 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 Note: Number of activities can be within or across the broad categories of activities	

2(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
2(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. (Attach separate sheet, if necessary)	
2(d)	i. Organising seminars/ conferences/ workshops, other college/university activities. (Attach separate sheet, if necessary)	
	ii. Participation in National/International Conferences/Seminars/Workshops. (Attach separate sheet, if necessary)	
2(e)	Active involvement in guiding Ph.D students (with Evidence). (Attach separate sheet, if necessary)	
2(f)	Details of minor or major research project(s) sponsored by national or international agencies. (Attach separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (Attach separate sheet, if necessary)	

Any other relevant information:

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Signature.....

Name of the Teacher:

Department:

Note:

- 1) Please get the format retyped in case the space provided is not adequate.
- 2) Please attach the documentary evidence to support your claim where necessary
- 3) Please keep one copy of this in your records.

Part-II

(Detailed Assessment by the Reporting Officer)

ASAR Year:

Name (Teacher) :

Designation :

Date of Appointment :

1.	Activity: Teaching (Number of classes taught/ total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory	
Sr. No.	Activity	Grading (as per the criteria prescribed in UGC Regulations, 2018)
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes taught during the year	
1(c)	Percentage of actual theory/ tutorial/ practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the University students 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 Note: Number of activities can be within or across the broad categories of activities	
2(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
2(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. (Attach separate sheet, if necessary)	
2(d)	i. Organising seminars/ conferences/ workshops, other college/university activities. (Attach separate sheet, if necessary)	

	ii. Participation in National/International Conferences/Seminars/Workshops. (Attach separate sheet, if necessary)	
2(e)	Active involvement in guiding Ph.D students (with Evidence). (Attach separate sheet, if necessary)	
2(f)	Details of minor or major research project(s) sponsored by national or international agencies. (Attach separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (Attach separate sheet, if necessary)	
Observations of the Reporting Officer on the Following Points:		
3	Decision-making Ability	
4	Planning Ability	
5	Involvement and Dedication	
6	Conduct of the Teacher	
7	Integrity of the Teacher	

Overall Grading:

Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:

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. 2.

Not Satisfactory: If neither 'Good' nor 'Satisfactory' in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (Table-1) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature:

Name:

Date of appointment as Dean/Head:

(Seal of Reporting Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Part-III

(Remarks of the Reviewing Officer)

ASAR Year:

Name of the Teacher:

Designation:

Date of Appointment:

1. Specific remarks on the assessment of the Reporting officer:
2. Adverse Remarks, if any, at items in the self-appraisal and /or comments of Reporting Officer:
3. **Grading Level on the basis of performance and conduct of the Faculty member (Good/Satisfactory/Not Satisfactory):**

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4. Any other remarks:

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Signature:

Name:

Date of appointment as Dean/Head:

(Seal of Reviewing Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Retain one copy with you.

Vice Chancellor

CENTRAL UNIVERSITY OF HARYANA
Annual Self-Appraisal Report Proforma for Librarians

PART-I

(To be filled by the Librarian/Deputy Librarian/Assistant Librarian)

Assessment Year		
1.	Name	
2.	Designation	
3.	Residential Address, Phone No. and Email ID	
4.	Grade/Cell	
5.	Date of first appointment at CUH	
6.	Date of appointment on present post	
7.	Date of superannuation	
8.	Qualifications	
9.	Confirmed/ on probation	
10.	Date of confirmation	
11.	Additional qualifications acquired during the year, if any	
1.	Activity: Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) Grading Criteria: 90% & above - Good Below 90% but 80% & above-Satisfactory Less than 80% - Not satisfactory	
Sr. No.	Activity	Self-Appraisal
1(a)	Library Resources and Organisation, and Maintenance of Books, Journals and Reports (Attach Separate Sheet, wherever necessary)	
1(b)	Provision of Library Reader Services such as Literature Retrieval Services to Researchers and Analysis of Report (Attach Separate Sheet, wherever necessary)	
1(c)	Assistance towards Updating Institutional Website (Attach Separate Sheet, wherever necessary)	
1(d)	Punctuality and regularity	
2.	Activity: Conduct of Seminars/Workshops related to Library Activities or on Specific Books or Genre of Books Grading Criteria: Good – One National-level seminar/workshop + one state/institution level workshop/seminar Satisfactory – One National-level seminar/workshop or one state-level seminar/workshop + one institution-level seminar/workshop or four institution-level seminar/workshop Not-satisfactory – Not falling in any of the above two categories	

2(a)	Conduct of National-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	
2(b)	Conduct of State-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	
2(c)	Conduct of Institution-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	
3.	<p>If Library has a computerized database OR Library doesn't have a computerized database.</p> <p>Grading Criteria: Good— 100% of physical books and journals in computerized database. Satisfactory— At least 99% of physical books and journals in computerized database. Unsatisfactory— Not falling under Good or Satisfactory.</p> <p>OR</p> <p>Good—100% catalogue database made up to date. Satisfactory— 90% catalogue database made up to date. Unsatisfactory— Catalogue database not up to mark. (To be verified in random by CAS Promotion Committee)</p>	
3(a)	Have you maintained computer database of Library (Attach separate sheet, if necessary)	
3(b)	Total number of books and journals in print version	
3(c)	Number of books and journals entered in computerized database (with %)	
3(d)	Is the catalogue database maintained and updated successfully?	
3(e)	Percentage of books catalogued on library database	
4	<p>Activity : Checking Inventory and Event of Missing Books Grading Criteria: Good : Checked inventory and missing books less than 0.5% Satisfactory : Checked inventory and missing books less than 1% Unsatisfactory: Checked inventory and missing books 1% or more.</p>	
4(a)	Percentage of books found missing during the session after checking of inventory	
5	<p>Activities:</p> <ol style="list-style-type: none"> i. Digitisation of Books database in institution having no computerized database. ii. Promotion of Library Network. iii. Systems in Place for Dissemination of Information relating to Books and other Resources iv. Assistance in university administration and governance related work including work done during admissions, examinations and extracurricular activities. v. Design and offer short-term courses for users. vi. Publication of at least one research paper in UGC approved journals. 	

	Grading Criteria: Good: Involved in any two activities. Satisfactory: At least one activity. Not Satisfactory: Not involved/undertaken any of these activities.	
5(a)	Your contribution in digitisation of books database in institution having no computerized database. (Attach Separate Sheet, wherever necessary)	
5(b)	Contribution in promotion of Library Network. (Attach Separate Sheet, wherever necessary)	
5c	Contribution in providing systems in place for Dissemination of Information relating to Books and other Resources. (Attach Separate Sheet, wherever necessary)	
5(d)	Contribution in designing and offering of short-term courses for users. (Attach Separate Sheet, wherever necessary)	
5(e)	Publication in UGC approved journals. (Attach Separate Sheet, wherever necessary)	
6.	Do you use ICT technology to monitor the attendance of library staff?	
7.	Participation in Refresher/Methodology Course/Training Programme	
8.	Supervision of research projects/thesis, etc. Give details.	
9.	Is the user grievances redressal mechanism in place? Give details.	

Any other relevant information:

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Signature.....

Name of the Librarian:

Department:

Note:

- 1) Please get the format retyped in case the space provided is not adequate.
- 2) Please attach the documentary evidence to support your claim where necessary
- 3) Please keep one copy of this in your records.

Part-II

(Detailed Assessment by the Reporting Officer)

ASAR Year:

Name of the Librarian:

Designation :

Date of Appointment :

1.	Activity: Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) Grading Criteria: 90% & above - Good Below 90% but 80% & above-Satisfactory Less than 80% - Not satisfactory	
Sr. No.	Activity	Self-Appraisal
1(a)	Library Resources and Organisation, and Maintenance of Books, Journals and Reports (Attach Separate Sheet, wherever necessary)	
1(b)	Provision of Library Reader Services such as Literature Retrieval Services to Researchers and Analysis of Report (Attach Separate Sheet, wherever necessary)	
1(c)	Assistance towards Updating Institutional Website (Attach Separate Sheet, wherever necessary)	
1(d)	Punctuality and regularity	
2.	Activity: Conduct of Seminars/Workshops related to Library Activities or on Specific Books or Genre of Books Grading Criteria: Good – One National-level seminar/workshop + one state/institution level workshop/seminar Satisfactory – One National-level seminar/workshop or one state-level seminar/workshop + one institution-level seminar/workshop or four institution-level seminar/workshop Not-satisfactory – Not falling in any of the above two categories	
2(a)	Conduct of National-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	
2(b)	Conduct of State-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	
2(c)	Conduct of Institution-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary)	

3.	<p>If Library has a computerized database OR Library doesn't have a computerized database.</p> <p>Grading Criteria: Good— 100% of physical books and journals in computerized database. Satisfactory— At least 99% of physical books and journals in computerized database. Unsatisfactory— Not falling under Good or Satisfactory.</p> <p>OR Good—100% catalogue database made up to date. Satisfactory— 90% catalogue database made up to date. Unsatisfactory— Catalogue database not up to mark. (To be verified in random by CAS Promotion Committee)</p>
3(a)	Have you maintained computer database of Library (Attach separate sheet, if necessary)
3(b)	Total number of books and journals in print version
3(c)	Number of books and journals entered in computerized database (with %)
3(d)	Is the catalogue database maintained and updated successfully?
3(e)	Percentage of books catalogued on library database
4.	<p>Activity : Checking Inventory and Event of Missing Books Grading Criteria: Good : Checked inventory and missing books less than 0.5% Satisfactory : Checked inventory and missing books less than 1% Unsatisfactory: Checked inventory and missing books 1% or more.</p>
4(a)	Percentage of books found missing during the session after checking of inventory
5.	<p>Activities:</p> <ol style="list-style-type: none"> i. Digitisation of Books database in institution having no computerized database. ii. Promotion of Library Network. iii. Systems in Place for Dissemination of Information relating to Books and other Resources iv. Assistance in university administration and governance related work including work done during admissions, examinations and extracurricular activities. v. Design and offer short-term courses for users. vi. Publication of at least one research paper in UGC approved journals. <p>Grading Criteria: Good: Involved in any two activities. Satisfactory: At least one activity. Not Satisfactory: Not involved/undertaken any of these activities.</p>
5(a)	Your contribution in digitisation of books database in institution having no computerized database. (Attach Separate Sheet, wherever necessary)
5(b)	Contribution in promotion of Library Network. (Attach Separate Sheet, wherever necessary)

5(c)	Contribution in providing systems in place for Dissemination of Information relating to Books and other Resources. (Attach Separate Sheet, wherever necessary)	
5(d)	Contribution in designing and offering of short-term courses for users. (Attach Separate Sheet, wherever necessary)	
5(e)	Publication in UGC approved journals. (Attach Separate Sheet, wherever necessary)	
6.	Use of ICT technology to monitor the attendance of library staff.	
7.	Participation in Refresher/Methodology Course/Training Programme	
8.	Supervision of research projects/thesis, etc.	
9.	User grievances redressal mechanism.	
Observations of the Reporting Officer on the Following Points:		
10.	Decision-making Ability	
11.	Planning Ability	
12.	Involvement and Dedication	
13.	Conduct of the Teacher	
14.	Integrity of the Teacher	

Overall Grading:

Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:

Good: Good in Item and satisfactory/good in any two other items including item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items including Item 4.

Not Satisfactory: If neither 'Good' nor 'Satisfactory' in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (Table-1) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature:

Name:

Date of appointment as Librarian/Dean/Head:
(Seal of Reporting Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Part-III

(Remarks of the reviewing officer)

ASAR Year:

Name of the Librarian:

Designation:

Date of Appointment:

1. Specific remarks on the assessment of the Reporting officer:
2. Adverse Remarks, if any, at items in the self-appraisal and /or comments of Reporting Officer:
3. **Grading Level on the basis of performance and conduct of the Librarian (Good/Satisfactory/Not Satisfactory):**
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4. Any other remarks:

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Signature:

Name:

Date of appointment as Librarian/Dean/Head:

(Seal of Reviewing Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Retain one copy with you.

Vice Chancellor

Appendix II**Table 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: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, 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.	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
<p>Overall Grading:</p> <p>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</p> <p>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.</p>		

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- | | | |
|----------------------------|---|------------|
| Academic Score | - | 84 |
| Research Publications | - | 06 |
| <u>Teaching Experience</u> | - | <u>10</u> |
| <u>TOTAL</u> | - | <u>100</u> |
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
<p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.