



University of Patanjali Haridwar

6.3.5-B

Policy/records showcasing departmental a clear cut Performance Appraisal
System for teaching and non-teaching staff

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प्रति - कुलपति
पतंजलि विश्वविद्यालय, हरिद्वार





UNIVERSITY OF PATANJALI, HARIDWAR

PERFORMANCE/ SELF-APPRAISAL REPORT OF TEACHERS FOR THE ACADEMIC YEAR: 2021- 22

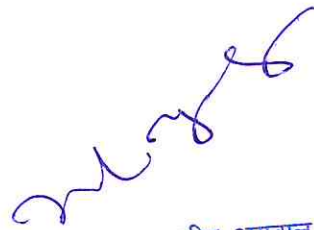
1. General Information:

- Name
- Employee Code
- Designation
- Department
- Area of Specialization (if MPhil or PhD holder)
- Date of appointment in this institution
- Date of appointment in the present post
- Honours conferred (in reverse chronological order)

2. Teaching:

- Classes taught in the year concluded:

Class	Periods			Steps taken for the teaching of periods missed during absence or leave
	Lecture/ Practical		% of attended L/ P	
	Assigned for the last academic year	Attended for the last academic year		
i) U.G. (Under Graduate)	L: P:			
ii) PG (Post Graduate)	L: P:			
iii) Any other				



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b. Have you taken long leave during the last year?

Yes/ No	If Yes, for how many time and days

c. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(Strike out or delete what is inappropriate)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

e. Details of participation in the following:

i. University Education

ii. Internal Evaluation

iii. Paper Setting

iv. Assessment of Home assignments

v. Conduct of Examinations

vi. Evaluation of Dissertation, etc.

3. Details of Innovations in / Contribution to Teaching, during the year:

a. Design of curriculum:

b. Teaching methods:


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c. Laboratory experiments:

d. Evaluation methods:

e. Preparation of resource material including books, reading materials, laboratory manuals etc.

f. Remedial Teaching / Student Counseling (academic)

g. Any other

4. Improvement of Professional Competence:

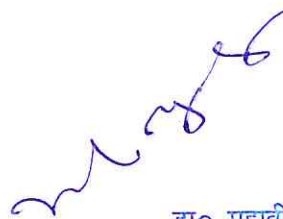
Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including open university courses/Yoga, M.Phil., Ph.D. during the academic year 2021-22:

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			
5			

5. Research Contributions:

a. Number of students:

At the beginning of the year	Registered during the year	Completed during the year
Ph.D.		



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b. NUMBER of books/ research papers published/ presented at seminars/ conferences etc., in 2021-22:

	International	National	State/ Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

c. Research projects taken up in 2021-22:

Title of the Project	Name of the funding agency	Duration

d. Details of Seminars, Conferences, Symposia organized during the year:

e. Patents taken, if any, during the year; give a brief description:

f. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Contribution to Yoga & Yajna:

a. Explain briefly your role in the field of enhancement of Yoga & Yajna.

b. Participation in Yoga & Yajna activities of University of Patanjali.



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7. Visitations to renowned institutions and its impact on students/ Patanjali

8. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

- a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- b. National Literacy Mission

- c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- d. Participation in Blood Donation Camp:

9. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

- a. College/University/Institution:

- b. Co-curricular activities:

- c. Enrichment of campus life (hostels, sports, games, cultural activities):

- d. Students' welfare and discipline:

- e. Membership/Participation in Bodies/Committees on Education and National Development:

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f. Professional Organizations of Teachers

10. Assessment

Steps taken by you, during the year, for the evaluation of the course program taught:

11. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

12. Detail of any type of disciplinary action, if taken against you.

Yes/ No:

13. I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher)

Date:

Category A, B, C, D

(To be filled by HOD and verified by Dean, Pro-Vice Chancellor)

1. HOD- Name & Signature

2. Dean- Name & Signature.....

3. Pro-Vice Chancellor- Name & Signature.....



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UNIVERSITY OF PATANJALI, HARIDWAR

PERFORMANCE/ SELF-APPRAISAL REPORT OF NON-TEACHING STAFF FOR THE ACADEMIC YEAR: 2021-2022

1. General Information:

- a. Name
- b. Employee Code
- c. Designation
- d. Department
- e. Area of Specialization
- f. Date of appointment in this institution
- g. Date of appointment in the present post

2. Name & Nature of duties assigned:

3. Performance

How do you rate of your performance regarding your duties assigned on the scale of 10.

4. Improvement of Professional Competence:

Details regarding participation in workshops, seminars, symposia etc., during the academic year 2021-22:

No	Item details	Sponsoring agency	Place and date
1			
2			

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3			
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5			

5. Contribution to Yoga, Yajna & Lekhan:

a. Explain briefly your role in the field of enhancement of Yoga & Yajna.

b. Participation in Yoga & Yajna activities.

c. Participation/ role in Lekhan (Writing) activities.

6. Visitations to renowned institutions and its impact on students/ Patanjali

7. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

b. Participation in Blood Donation Camp:

8. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Sports, games, cultural activities:

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9. General Data

a. Have you taken long leave during the last year?

Yes/ No	If Yes, for how many time and days

b. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(Strike out or delete what is inappropriate)

c. Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

10. Detail of any type of disciplinary action, if taken against you.

Yes/ No:

11. I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Employee)

Date:

Category A, B, C, D

(To be filled by Reporting Officer and verified by HOD)

1. Reporting Officer- Name & Signature

2. HOD- Name & Signature



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