

झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/PM/ACR/01/2012/ 140

Dated: 6th April, 2015
Jm

NOTICE

All the regular employees (Teaching & Non Teaching) of the university are hereby informed to submit their Annual Performance Appraisal Report (APAR-2014-15) duly filled to their reporting officer latest by 15th April 2015.

The format of the APAR can be downloaded from the university website.


REGISTRAR (I/c)

Copy for Information and necessary action to:

1. PS to the Vice Chancellor
2. PS to the Registrar
3. PS to the Finance Officer
4. All the Deans/Heads/Coordinators of the Centre
5. Controller of Examinations
6. Dy. Registrar
7. Librarian(I/c)
8. IAO
9. Assistant Registrar-I/II/III
10. System Analyst for uploading on the University Website
11. Notice Board
12. Concerned File
13. Guard File

**CENTRAL UNIVERSITY OF JHARKHAND
ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
(FOR FACULTY MEMEBERS)**

Name :

Designation :

Employee I.D. No. :

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Date of Birth :

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 Date

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 Month

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 Year

Department :

College/Faculty/Institute :

Year : April.....to March.....

Note : Directors/Deans/Principals/Head of the Department shall submit duly completed APAR to the Registrar latest by 31st January.

Due date :

Date of submission :

Date _____ Signature of Director/Dean/Principal
(As applicable)
(SEAL)

- NOTE I:-**
1. The Reporting Officer of faculty member shall be the Head of the Department/principal, MMV.
 2. The Reviewing Officer of the faculty member shall be the Dean of Faculty.
 3. In case of Institutes the Director of the Institute shall be the Reviewing Officer of the faculty members.
 4. Dean shall be the Reporting Officer of the Head of the Department. In the Institute, the Director shall be the Reviewing Officer of the Head of the Department.
 5. The Vice-Chancellor shall be the Reporting & Reviewing Authority of the Directors, Deans, Principal, MMV. In Institute, the Director shall be the Reporting Officer of the Dean and the Vice-Chancellor shall be the Reviewing Authority of the Deans.

NOTE II:

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

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

- 1. Name
- 2. Designation
- 3. Address (Residential/Phone No.)
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- 4. Grade
- 5. Date of first CUJ Faculty
appointment
- 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 period/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

