

**KANNUR UNIVERSITY**  
**Annual Performance Assessment Report (APAR)**  
(As Per UGC Regulation 2018)

Session/Year: ..... to .....

(To be completed and submitted at the end of each Assessment Year)

**PART A: GENERAL INFORMATION**

1.	Name of College /University	
2.	Name of Incumbent (In block letters)	
3.	Name of Father / Mother	
4.	Sex	
5.	Date of birth	
6.	Nationality	

7. Educational Qualifications

<b>Qualification</b>	<b>Name of Degree</b>	<b>Overall Percentage</b>	<b>Year</b>	<b>University/ Institute</b>
UG				
PG				
Ph. D				
NET/NET-JRF / SLET				
Awards/Honours				

8.	Current designation	
9.	Department	

10.	Date of entry into service	
11.	Date of last promotion if any	
12.	Date of eligibility for promotion	
13.	Address for correspondence (with Pin code)	
14.	Telephone No:	
15.	Email:	

16. Academic staff College Orientation/Refresher Course /equivalent course attended:

<b>Name of the Course / Summer School</b>	<b>Venue</b>	<b>Duration (From - To)</b>	<b>Sponsoring Agency</b>

**PART B**  
**Annual Performance Assessment Report (APAR)**  
 (As Per UGC Regulation 2018)

Session/Year: ..... to .....

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**1. TEACHING:**

Sl. No.	Course/ Paper	Level (UG/ PG)	Innovative teaching methods if any	No. of hours allotted per Semester	No. of hours engaged per Semester	% of Classes/ Practical taken
1.						
2.						
3.						
4.						
5.						
6.						
7.						
<b>TOTAL</b>						
80% and above: “Good”					<b>Grade</b>	
70% to 80% : “Satisfactory”						
Less than 70% : “Not satisfactory”						

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

## 2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2.a) Administrative responsibilities such as Head/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.

Sl. No.	Type of Responsibility/Duty	Role Performed
1.		
2.		
3.		
4.		
<b>Total number of activities involved:</b>		

(2.b) Examination and evaluation duties assigned by the College/University or attending the examination paper evaluation

Sl. No.	Type of Responsibility/Duty	Role Performed
1.		
2.		
3.		
4.		
<b>Total number of activities involved:</b>		

(2.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.

Sl. No.	Type of Responsibility/Duty	Role Performed
1.		
2.		
3.		
4.		
<b>Total number of activities involved:</b>		

(2.d) Organizing seminars/conferences/workshops, other College/University activities

<b>Sl. No.</b>	<b>Organized with internal funding</b>	<b>Organized with funds from external agency</b>	<b>Role Performed</b>
1.			
2.			
3.			
4.			
5.			
<b>Total number of activities involved:</b>			

(2.e) Evidence of active involvement in guiding Ph. D students

<b>Sl. No.</b>	<b>Name of Student</b>	<b>Date of Registration and Registration No.</b>	<b>Ongoing/Submitted/Awarded</b>
1.			
2.			
3.			
4.			
5.			
<b>Total number of students:</b>			

(2.f) Major/Minor Research Projects sponsored by National or International agencies

<b>Sl. No.</b>	<b>Name of Project</b>	<b>Funding Agency</b>	<b>Amount sanctioned/ utilized</b>
1.			
2.			
3.			
4.			
5.			
<b>Total number of projects:</b>			

(2.g) Research Publications

(At least one single or joint publication in peer- reviewed or UGC approved (CARE List) Journals

Sl. No.	Title with page No.	Journal	ISSN/ ISBN No.	Peer reviewed/ UGC listed	UGC Care List ID No.	No. of Co-authors	Whether you are the main author
1.							
2.							
3.							
4.							
5.							
<b>Total number of publications:</b>							
<b>Overall Grade for SL 2. (a+b+c+d+e+f+g)</b> <b>Good</b> - Involved in at least 3 activities, <b>Satisfactory</b> - 1-2 activities <b>Not satisfactory</b> - Not involved/undertaken any of the activities) *Number of activities can be within or across the broad categories of activities					<b>Grade</b>		

**Summary of Overall Grade in APAR**

Activity	Grade
<b>1. Teaching:</b>	
<b>2. Involvement in the University/College students related activities/research activities:</b>	
<b>Overall Grade for the Assessment Year:</b>	

**Overall Grading:**

**Good** = Good in teaching and satisfactory or good in activity at Sl. No. 2.

**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.

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant:

Designation:

Place:

Date:

**CERTIFICATE**

This is to certify that Dr./Sri./Smt ..... has successfully carried out all the duties in respect to APAR Sl. No. 1 & 2 assigned to him/her, which are claimed by him/her in the APAR Proforma for the assessment year ..... - .....

Countersigned by:

Co-ordinator IQAC

Principal

(Office Seal)