**ANNUAL PROGRESS REPORT OF FACULTY**

**YEAR 20\_ \_ - 20\_ \_**

1. Name: P.F. No.:
2. School:
3. Designation:
4. Date of Joining the Institute:
5. Publications:
6. Preprints, publications and papers communicated to journals:
7. Projects from Non DAE Schemes:
8. Projects from DAE Schemes:
9. Courses taught:
10. Seminar talks delivered:
11. Conference and Symposia attended:
12. Popular talks delivered:

10. Visits to and collaboration with outside institutions:

11. Administrative duties / services rendered:

12. Research guidance:

**Date: Signature of faculty**

The guidelines for grading Annual Progress Reports are as follows:

1. The performance of faculty members under different attributes of Annual Progress Report shall be graded in “**Numerical manner”** in the **10 point scale**.
2. APRs graded between **8 and 10 will be rated as “outstanding”** and will be given score of 9 for overall scores.
3. APRs graded between **6 and short of 8 will be rated as “very good”** and will be given a score of 7.
4. APRs graded between **4 and short of 6 will be rated as “good”** and will be given a score of 5.
5. APRs graded below 4 will be given a score of zero.

**Time schedule for preparation/completion of APR**

**(Reporting year :20 \_ \_**-**20 \_ \_)**

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| **S. No.** | **Activity** | **Date by which to be completed** |
| 1. | Distribution of blank APR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given) | 31st March.  (This may be completed even a week earlier). |
| 2. | Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable). | 15th April. |
| 3. | Submission of report by reporting officer to reviewing officer | 30th June |
| 4. | Report to be completed by Reviewing Officer and to be sent to Academic Section. | 31st July |

**Assessment by Reporting Officer**

**NAME of Faculty:**

|  |  |
| --- | --- |
| **Attributes of Assessment** | **Numerical Grading**  **(in 10 Point Scale)** |
| (a) Research work |  |
| (b) Teaching work |  |
| (c) Collaboration & cooperation with colleague |  |
| (d) Research guidance |  |
| (e) Development work of the Institute |  |
| **Overall Grading** |  |

**Date:**  **Signature of Reporting Officer**

**DIRECTOR’S/REVIEWING OFFICERS’GRADING**

**Remarks of the reviewing Officer:** I agree/ do not agree with the assessment of the Reporting Officer.

In case of disagreements, please specify the reasons. Is there anything you wish to modify or add?

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**Pen Picture by the Reviewing Officer:** Please mention the overall qualities, strength and attitude towards weaker sections:

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**OVERALL NUMERICAL GRADING**

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**Date: Signature of the Director/Reviewing Officer Place: Name:**