

# ANNUAL PROGRESS REPORT OF FACULTY

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

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

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

**Time schedule for preparation/completion of APR  
(Reporting year :20 \_\_-20 \_\_)**

<b>S. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>
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	
<b>Overall Grading</b>	

**Date:**

**Signature of Reporting Officer**

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**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?

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

**OVERALL NUMERICAL GRADING**

**Date:**

**Signature of the Director/Reviewing Officer**

**Place:**

**Name:**