

CENTRAL SANSKRIT UNIVERSITY
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
(FOR ACADEMIC FACULTY MEMBERS)

Name	:	_____								
Designation	:	_____								
Employee I.D. No.	:	_____								
Date of Birth	:	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
		Date Month Year								
Department	:	_____								
Campus Name	:	_____								
Academic Year	:	April.....to March..... Year.....								
<hr/>										
Due Date	:	_____								
Date of Submission	:	_____								
<hr/>										
Date		Signature of Director/Principal (as applicable) (SEAL)								

NOTE :

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 ACADEMIC FACULTY CONCERNED)

1. Name :
2. Designation :
3. Address (Residential/Phone No.) :
4. Grade :
5. Date of first CSU/(RSKS) 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/periods assigned during the year
 - (ii). No. of theory periods/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 :
12. Research guidance (Detail) :
 - (i) Supervisor/Co-supervisor of the research theses in the year :
 - (ii) Number of Ph.D awarded under your supervision in this year :

20. Please indicate any other area not covered above in which there has been your significant contribution and achievements.
21. Please indicate the position held, if any, in the capacity of Director/Dean/Principal/Head of the Department this year and your contribution (Specify the details of Departmental/Faculty/Institutional activities/Staff council/Faculty/Board of studies/PPC/DPC meetings/seminar/lectures etc.)
22. Interest taken in Faculty/Department development
23. Leave taken/purpose Earned Leave/Study Leave/Duty Leave/ Compensatory Leave/ Deputation Leave/ Extraordinary Leave without pay.
24. Additional information in respect of performance, achievements and contribution by teacher belonging to the professional subjects (Shiksha-Shastra Department, Physical Education, Computer Education and others, if applicable)
25. Techniques improved/developed/Innovation/ Discovery this year.
26. Any disciplinary action/adverse administrative communication/warning/pending enquiry, if any, against you during the year.

To the best of my knowledge the above information is true.

Signature.....

Name.....

Date:

Designation
(Teacher)

Note:

- 1) Please get the format retyped in case the space provided is not adequate.
- 2) Please attach the documentary evidence to support your claim where necessary.
- 3) Please keep one copy of this in your records.

राष्ट्रिय संस्कृत संस्थान
(समविश्वविद्यालय)

Rashtriya Sanskrit Sansthan
(Deemed University)

वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report

पद
Designation

अनुभाग अधिकारी एवं सहायक
Section Officer & Assistant

अधिकारी का नाम
Name of Officer

:

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending

:

राष्ट्रिय संस्कृत संस्थान (समविश्वविद्यालय)/
विभाग
Rashtriya Sanskrit Sansthan (Deemed
University/ Department of

:

प्रपत्र
Form

राष्ट्रिय संस्कृत संस्थान (समविश्वविद्यालय) के अनुभाग अधिकारी एवं सहायक के लिए वार्षिक मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report of Section Officer & Assistant of the Rashtriya Sanskrit Sansthan Service

समाप्त वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending

वैयक्तिक व्यौरे
PERSONAL DATA

भाग - 1
PART - 1

(राष्ट्रिय संस्कृत संस्थान (समविश्वविद्यालय) कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
[To be filled by the Administrative Section of the Rashtriya Sanskrit Sansthan (Deemed University)]

1. अधिकारी का नाम
Name of Officer
2. जन्म की तारीख (दिन/माह/वर्ष)
Date of Birth (DD/MM/YYYY) (शब्दों में)
(in words)
3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख
Date of continuous appointment to the present grade दिनांक
Date श्रेणी
Grade.....
4. वर्तमान पद तथा उस पर नियुक्ति की तारीख
Present post and date of Appointment thereto पद
Post. दिनांक
Date.....
5. वर्ष के कार्य से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on Training, leave etc.) during the year. If he has undergone training, specify.

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा
Integrity
(कृपया अधिकारी की सत्य निष्ठा पर टिप्पणी दें)
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारों के समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियों, महत्वपूर्ण आवश्यकताओं (सन्दर्भ भाग- 2 का अ (अ) एवं अ (ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो)
Pen Picture by Reporting Officer, Please comment (in about 100 words") on the overall qualities of the officer including area of strengths and lesser strength extraordinary achievements, significant failures (ref 3(A) & 3(B) of part-2) and attitude towards weaker sections.

6. रिपोर्ट के भाग- में खंड क, ख और ग में दी गयी तरजीह के आधार पर समग्र सांख्यिकीय ग्रेडिंग,
Overall numerical grading on the basis of weightage given in the Section A, B and C in Part-III of the Report.

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान /Place

साफ़ अक्षरों में नाम
Name in Block letters

पदनाम
Designation

दिनांक /Date

रिपोर्ट की अवधि
Duration the Period of Report

पुनर्विलोकन अधिकारी की अभिवृत्ति
Remarks of the Reviewing Officer

पुनर्विलोकन अधिकारी के अंतर्गत सेवाकाल
Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के सम्बन्ध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन के सहमत हैं ? क्या आप अधिकारी के असाधारण उपलब्धियों/महत्वपूर्ण उपलब्धियों के सम्बन्ध में किये गये मूल्यांकन से सहमत हैं? (सन्दर्भ भाग-3 (अ) (iv.) तथा भाग-4 (5))
(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खंड के किये गये स्तम्भ में दें तथा विद्वमान्तर को आदरपूर्वक करें)
Do you agree with the assessment made by the reporting officer with respect to the word output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref Part-3(A)(iv.) and Part-4(5))
(in case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided to you in that section and initial your entries.)

हाँ Yes	नहीं No
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3. असहमत होने की स्थिति में कृपया इसके कारण बताएं, तथा कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी को समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

5. पुनर्विलोकन के भाग-3 के खंड-अ तथा खंड-ब में दिए गये प्रश्नों के आधार पर कुल निम्नलिखित संख्यात्मक समीकरण
Overall numerical grading on the basis of findings given in the Section A, B and C in Part-III of the Report

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान /Place:.....

साफ़ अक्षरों में नाम:
Name in Block letters:

पदनाम:
Designation:

रिपोर्ट की अवधि:
Duration the Period of Report:

दिनांक /Date:

07.04.2021

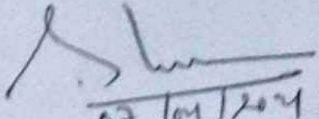
OFFICE ORDER No. 03

Consequent upon recommendations of the Selection Committee dated 21st February, 2021 and approval accorded thereto by the Executive Council in its 5th meeting held on 02.04.2021, **Dr. V.S.V. Bhaskar Reddy, Assistant Professor (Shiksha Shastra)** in Stage III [Selection Grade/Academic Level 12-Rs.79800-211500] is hereby promoted as **Associate Professor** in Stage IV [Academic Level 13A – Rs.131400-217100] under Career Advancement Scheme (CAS) of UGC Regulations, 2010 and its subsequent amendments and UGC Regulations, 2018, with effect from the date of his eligibility for promotion, i.e. **05.01.2019 (F/N)**. ✓

The above financial upgradation of Dr. V.S.V. Bhaskar Reddy is personal to him and he will continue to perform the same duties or any other higher duties as may be assigned to him from time to time.

The pay of Dr. V.S.V. Bhaskar Reddy will be fixed as per rules on receipt of his option which he may submit within 30 days from the date of issue of this office order.

This issues with the approval of the Competent Authority.


07/04/2021
[Prof. S. Subrahmanya Sarma]
Registrar

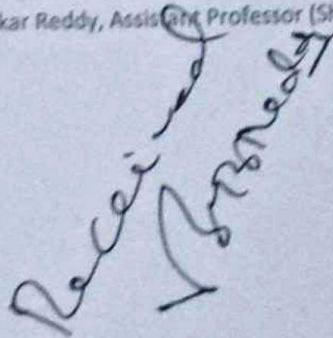
To

Dr. V.S.V. Bhaskar Reddy
Assistant Professor (Shiksha Shastra)
Central Sanskrit University
K.J. Somaiya Campus, Suruchi Bhavan,
Vidyavihar (E), Mumbai, Maharashtra-400077
rsksmumbai[at]yahoo[dot]com

(Through Director, C.S.U, K.J. Somaiya Campus, Mumbai)

Copy for information and necessary action to:-

- 1 PS to VC for information of Hon'ble Vice Chancellor
- 2 Registrar's office
- 3 The Director, CSU, K.J. Somaiya Campus, Mumbai with the request to fix the pay of Dr. V.S.V. Bhaskar Reddy, Assistant Professor (Shiksha Shastra) as per option exercised by him and to submit at this end alongwith copy of Service Book, for approval of Competent Authority.
- 4 D.D.(Finance)/c
- 5 Personal File of Dr. V.S.V. Bhaskar Reddy, Assistant Professor (Shiksha Shastra)
- 6 D.D.(Admn)/c
- 7 Guard file
- 8 Office copy



7998

F. No. 12029/2017-Admn/RSKS
RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)

Dated: 30.01.2019

OFFICE ORDER NO. 743

Consequent upon promotion under CAS of UGC from Stage II to Stage III in PB III- Rs.15600-39100 +8000 AGP w.e.f. 16.3.2017 vide office order no. 266 dated 27.7.2018 and subsequently exercising option thereon, the pay of Dr. E.R. Narayanan, Assistant Professor (Sahitya) is fixed as detailed hereunder:-

Effective date	Pay fixed at
Pay as on 15.3.2017	89900 (Level 11, Cell -10)
Date of Promotion : 16.3.2017 Consequent upon upward movement from Stage II to Stage III (AGP Rs.7000 to Rs.8000) in the pay scale of PB III Rs.15600-39100 (Pay fixed in Pay Matrix Level -12 as on 16.3.2017 at a Cell equal to or next higher in Level -11 as compared to Rs.89900/-)	92500 (L-12, Cell -06)
Pay re-fixed as on 1.7.2017 as per option exercised. (By adding two increments, one annual increment and the second on account of CAS promotion on the basic pay in the post of Assistant Professor in Level - 11 prior to the date of promotion and re-fixing at cell equal to or next higher in Level -12 as compared to Basic Pay arrived in Level -11)	98200 (L-12, Cell -08)
Pay as on 1.7.2018 on granting of Annual increment	101100 (Level 12, Cell -09)
Next date of increment.	1.7.2019

This issues with the approval of the Competent Authority.


[R.G. Murali Krishna]
Deputy Director (Admn)I/c

Dr. E.R. Narayanan, Assistant Professor (Sahitya)
RSKS (D.U.), Guruvayoor Campus, Thrissur

Copy to:-

1. The Principal I/c, RSKS (D.U.) Guruvayoor Campus for necessary action.
2. The Principal I/c, RSKS (D.U.) K.J. Somaiya Skt. Vidyapeetha, Mumbai for necessary action.
3. PS to Vice Chancellor
4. Registrar's Office
5. Deputy Director (Finance)I/c
6. Concerned File
7. Guard file