



# GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) e-mail: [director.igac@gurugramuniversity.ac.in](mailto:director.igac@gurugramuniversity.ac.in)

## Annual Self-Appraisal Report Evaluation

From

Prof./Dr./Mr./Ms.  
Department of \_\_\_\_\_,  
Gurugram University, Gurugram.

*(Through Proper Channel)*

To

Deputy Registrar (Estt.)  
Gurugram University, Gurugram.

**Confidential**

Dated:

**Subject:** Self-Appraisal Report for the period \_\_\_\_\_ to \_\_\_\_\_

Ref. No. GUG/Estt./ \_\_\_\_\_ dated \_\_\_\_\_)

Sir,

This is with reference to the subject mentioned above. Kindly find enclosed self-appraisal report (offline) for the period \_\_\_\_\_ to \_\_\_\_\_ duly filled in for your kind information and further necessary action at your end please.

Thanking you,

Yours sincerely,

Encl. SAR

(\_\_\_\_\_)

**GURUGRAM UNIVERSITY, GURUGRAM**  
**ANNUAL SELF APPRAISAL REPORT**  
**FOR THE PERIOD \_\_\_\_\_ to \_\_\_\_\_.**

A General Information

(a).	NAME	
(b).	DATE OF BIRTH	
(c).	RESIDENTIAL ADDRESS WITH MOBILE NO.  E-MAIL ADDRESS	
(d).	DESIGNATION	
(e).	DEPARTMENT	
(f).	AREA OF SPECIALISATION	
(g).	DATE OF APPOINTMENT (i) In the University (ii) In the present post	

B. TEACHING:

(a) Classes Taught:

Class	Periods		Steps taken for the teaching of periods missed during absence of leave
	Assigned per week (both semester) **L T/P (1)	Taught in the year **L T/P (2)	
i) U.G.(B.A./B.Sc./BBA etc. Pass) (B.A./B.Sc./BBA etc., Hons.)			(3)
ii) PG (M.A./M.Sc./MCA, <b>B.Tech.</b> etc.)			
iii) M.Phil/ <b>M.Tech.</b>			
iv) Any other			

\* (To be filled at the end of every academic year) \*\* L = Lecture T = Tutorial P = Practical

(b) Regularity and Punctuality:

(c) Details of course teaching plan, synopses of lectures and reading lists supplied to students

(d) Details of participation in the following:

(i) University Evaluation:

(ii) Internal Evaluation:

(iii) Paper Setting:

(iv) Assessment of Home assignments:

(v) Conduct of Examinations :

(vi) Evaluation of Dissertation etc.:

C. Details of Innovation/Contribution in Teaching, during the year:

- (a) Design of curriculum :
- (b) Teaching methods :
- (c) Laboratory experiments :
- (d) Evaluation methods :
- (e) Preparation of resource material :  
including books, reading  
Materials, Laboratory manuals etc.
- (f) Remedial Teaching/Student Counseling (academic):
- (g) Any Other :

D. Improvement of Professional competences

- (a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/ M.Phil., Ph.D.

E. Research contributions:

- (a) Number of students (M.Phil./M.Tech./Ph.D.)

	At the beginning of year.	Registered during the year	Completed during the year.
M.Phil/M.Tech..			
Ph.D.			

- (b) No. of research papers (/Chapters) published (please enclose list having details of author(s), title, Volume no., page nos., year, journal, indexing (Scopus/SCI/IEEE etc.):
- (c) Research Projects (Amount sanctioned, date of sanction, funding Agency details, Status):
- (d) Details of Seminars, Conferences, Symposia Organised:
- (e) Patents taken, if any, give a brief description:
- (f) Membership of Professional Bodies. Editorship of Journals etc.:

F. Extension Work/Community Service

- (a) Please give a short account of your contribution to:
- (i) Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
- (ii) National Literacy Mission:
- (iii) Positions held/ Leadership role played up organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- (a) College/University/Institution
- (b) Co-Curricular activities
- (c) Enrichment of Campus Life (hostels, sports, games, Cultural activities).
- (d) Students Welfare and Discipline

- (e) Membership /Participation in Bodies/ Committees on Education and National Development.
- (f) Professional Organizations of Teachers:

H. Assessment

- 1. Steps taken for the evaluation/assessment of the course/programme taught:

I. General Data

State brief assessment of your performance indicating

- 1. Achievements:
- 2. Difficulties faced:
- 3. Suggestions for improvement:

**Signature of the Teacher**

J. **Verification of factual data.**

- A. General Information
- B. Teaching
- C. Details of Innovations/Contribution in Teaching, during the year
- D. Improvement of Professional Competence
- E. Research Contributions
- F. Extension Work/Community Service
- G. Participation in Corporate Life

**Chairperson**

*(in cases of Assistant / Assoc. Professor)*

**Vice-Chancellor**

*(in cases of Professors/ Chairperson  
/incharge of the Deptt.)*

Signature

**Acceptance by the Vice-Chancellor**