**TRIPURA UNIVERSITY**

**(A Central University)**

**Suryamaninagar**

**Proforma for Other Academic Staff**

**Annual Performance Assessment Report (APAR)**

**PART-I**

**(To be filled by the Director / Deputy Director / Assistant Director of Physical Education & Sports)**

|  |  |  |
| --- | --- | --- |
| **Assessment Year/Session** | |  |
| 1. | Name |  |
| 2. | Designation (Mention Level) |  |
| 3. | Grade/Cell |  |
| 4 | Address, Phone No. and Email ID |  |
| 5. | Date of joining in Tripura University |  |
| 6. | Date of appointment of Present Post |  |
| 7. | Qualifications |  |
| 8. (a) | Confirmed/on Probation |  |
| 8. (b) | Date of Confirmation |  |
| 9. | Additional Qualification acquired during the year, if any |  |
| 10. | **Activity:** Regularity ofattending Sports Board (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)  **Grading Criteria:**  90% & above – Good  Below 90% but 80% & above – Satisfactory  Less than 80% - Not Satisfactory | |
| 10 (a) | **Activity** | **Self- Appraisal** |
| **Attendance:** calculated in terms of percentage of days attended to the total number of days he/she is expected to attend |  |
| 11. | **Activity:** Organizing inter college competition  **Grading Criteria:**  Good -Inter college competition in more than 5 disciplines.  Satisfactory - Inter college competition in 3-5 disciplines.  Unsatisfactory – Neither good nor satisfactory. | |
| **Activity** (Attach Separate Sheet, wherever necessary) | **Self- Appraisal** |
| 11(a). | Organization details – Inter-College Competition (Attach Copy) |  |
| 12. | **Activity:** Institution participation in external competitions  **Grading Criteria:**  Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  Satisfactory - State level Competition in at least one discipline plus district level competition in at least 3 disciplines Or District level competition in at least 5 disciplines.  Unsatisfactory – Neither good nor satisfactory. | |
|  | **Activity** | **Self- Appraisal** |
| 12(a). | External Competition (Attach Copy)  National + State / East-Zone/Inter College Campus team/ District level Competition |  |
| 12(b). | External Competition (Attach Copy)  State + District level Competition Or District Level Competition |  |
| 13. | **Activity:** Up-gradation of sports and physical training infrastructure with scientific and technological inputs.  Development and maintenance of playfields and sports and physical education facilities.  **Grading Criteria:**  Good/Satisfactory/Unsatisfactory/ to be assessed by the promotion committee. | |
|  | **Activity** | **Self- Appraisal** |
| 13(a). | Applied Information (Attach Copy) (Attach Separate Sheet, wherever necessary) |  |
| 13(b). | Applied Information (Attach Copy) (Attach Separate Sheet, wherever necessary) |  |
| 14. | **Activity:**  (i) At least one student of the institution participating in national / state / university (for college level only) teams. Organizing state/national/inter university/inter college level competition.  (ii)Being invited for coaching at state/national level.  (iii)Organizing at least three workshops in a year.  (iv)Publication of at least one (1) research paper in UGC approved journal. Assistant in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.  **Grading Criteria:**  Good - Involved in any two activities.  Satisfactory -One (1) activity  Not Satisfactory -Not involved / undertaken any of the activities. | |
|  | **Activity** | **Self- Appraisal** |
| 14(a). | Student of the institution participating in national / state / university (for college level only) teams (Attach Separate Sheet, wherever necessary) |  |
| 14(b). | Organizing state / national/ inter university / inter college level competition. (Attach Separate Sheet, wherever necessary) |  |
| 14(c). | Invited in coaching (Attach Separate Sheet, wherever necessary) |  |
| 14(d). | Organizing Workshop (Attach Separate Sheet, wherever necessary) |  |
| 14(e) | Publication in UGC approved journal (Attach Separate Sheet, wherever necessary) |  |
| 15. | It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. |  |
| 16. | The institution must obtain student feedback. The feed – backs must be shared with the concerned Director of Physical Education and Sports/Registrar and also the CAS Promotion committee. |  |
| 17. | The system of tracing user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee. |  |

Any other relent information:

………………………………………………………………………………………………………………………………………………………………………………………………………………

Signature: ……………………………………………………………...

Name of the Candidate : ………………………………………………..

Department: ……………………………………………………………

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.

**Part- II**

**(Detailed Assessment by the Reporting Officer)**

**APAR Year:**

Name of the Candidate: ……………………………………………………………….

Designation : …………………………………………………………………………….

Date of Appointment : …………………………………………………………………………….

1. Specific remarks on the assessment of the Reporting officer: ………………………………...

2. Adverse Remarks, if any, at items in the self-appraisal and or comments of Reporting officer: ………………………………………………………………………………………………………

3. **Grading Level on the basis of performance and conduct of the Librarian** (Good/ Satisfactory/ Not Satisfactory):

……………………………………………………………………………………………………

4. Any other remarks:

….………………………………………………………………………………………………..…………………………………………………………………………………………………………

Signature: ………………………………………………………

Name: …..……………………………………………………..

(Date and Seal of Reporting Officer)

**Part- III**

**(Remarks of the Reviewing Officer)**

**APAR Year:**

Name of the Candidate: ……………………………………………………………….

Designation : ….………………………………………………………………………..

Date of Appointment : …………………………………………………………………………..

1. Specific remarks on the assessment of the Reporting officer: ………………………………...

2. Adverse Remarks, if any, at items in the self-appraisal and or comments of Reporting officer: ………………………………………………………………………………………………………

3. **Grading Level on the basis of performance and conduct of the Librarian** (Good/ Satisfactory/ Not Satisfactory):

……………………………………………………………………………………………………

4. Any other remarks:

….………………………………………………………………………………………………..…………………………………………………………………………………………………………

Signature: ………………………………………………………

Name: …..……………………………………………………..

(Date and Seal of Reviewing Officer)

Note:

1. Opinion/ remarks be such that it be sustained with valid reasons.

2. Regain one copy with you

**Signature of the Vice Chancellor, Tripura University**