



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042
(Vigilance Branch)

e-mail – vigilance@dtu.ac.in



F.DTU/Vig/APAR/Teach.order/14/2023/437

Dated : 01/08/2024

OFFICE ORDER

Subject: Completion of Annual Performance Assessment Report (APAR) for the reporting year 2023-24 (i.e. from 01 August 2023 to 31 July 2024) in respect of Teaching Staff

Attention of all Reporting Officers, Reviewing Officers and Officers to be reporting upon is invited to this Office Orders letter No 01/Vig./2015 dt. 23.03.2015 and U.O. No.F.DTU/Vig./APAR/112/2014/523-554 dt. 16.05.2016 regarding preparation/completion of APAR in respect of Teaching Staff, DTU.

As already communicated vide the aforesaid office order dt. 23.03.2015, the entire exercise of completion of APAR for the reporting year 2023-24 be carried out as per the schedule given at attached Annexure-I by all concerned.

Self Appraisal. All officers and staff are directed to submit the duly self-appraised APARs to their respective Reporting Officers as per schedule of Annexure - I. The officers to be reported upon shall attach summary of Annual Health Checkup Certificate.

Annual Health Checkup Certificate With reference to Circular No. F.No.1/C/982/2024/GAD/Admn./19180 dated 16.04.2024 issued by General Administration Department, GNCTD submitting Summary of Health Report/Annual Health Checkup Certificate is mandatory and therefore, all teachers are required to submit their Annual Health Checkup Certificate while filling their self-appraisal. For current Assessment Year the requisite Summary of Health Report/Annual Health Checkup Certificate of all employee aged 40 years and above is to be completed by 15.09.2024 and be attached with the revised APAR forms.

The APAR, without the Summary of health report shall be treated as incomplete and may be taken as **“Adverse”**.

Annual Immovable Property Return All Government servants belonging to Group ‘A’, ‘B’, ‘C’ and erstwhile Group ‘D’ Officers shall submit an annual return “as on 31st December” every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any other their family member’s name, or in any other person’s name.

All Government servants are required to file their returns by 31st January, in the prescribed forms under CCS (Conduct) Rule, 1964, in terms of Rule 18(4) of the CCS (Conduct) Rules. If the Govt. Servant fails to submit the return by 31st January, **vigilance clearance shall be denied to them and they shall not be considered for empanelment for senior level posts in the University.**

Reporting Officer The Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him/her to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can proceed to write the report on the basis of his experience of the work and conduct of the officer to be reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

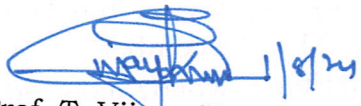
Reviewing Officer It is also emphasized that, if the APAR of any officer can't be written for any valid reason, a certificate to that effect may also be forwarded to this office alongwith the APAR form with the self-appraisal given by the officer to be reported upon, by the concerned department duly signed by the Reporting Officer for further action.

Processing of APAR Reporting Officer, after completion of his/her part of the report will submit the APAR to the Vigilance branch through Chief Vigilance Officer (CVO) in a sealed cover. The Vigilance branch will get the same reviewed by the respective Reviewing Officers/competent authorities and keep the APARs in its safe custody.

Revised APAR forms may be downloaded from the university website. In case of any problem in downloading the APAR forms from the website, please intimate to Vigilance Branch for issuing the forms.

The designations of Reporting and Reviewing authorities assigned by the competent authority is attached at Annexure-II.

Contents of this office order may be disseminated to all concerned.


(Prof. T. Vijaya Kumar)
Chief Vigilance Officer

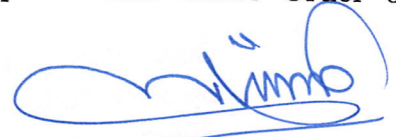
Encl : 02 sheet (Annexure)

F.DTU/Vig/APAR/Teach.order/14/2023/

Dated : /07/2024

Copy to:

1. PA to Hon'ble VC for information of Vice Chancellor.
2. PA to Registrar for information of Registrar.
3. Dy. Registrar (Estt.),
4. All Deans, HoDs, & Director (East Delhi Campus), DTU with the request to circulate to all teaching staff.
5. Head Computer Centre - With the request to upload this Office Order on University website.
6. Guard File



(Dr. Lokesh Garg)
Assistant Registrar (Vig.)

Annexure-I

F.DTU/Vig/APAR/Teach.order/14/2023/

Dated : /07/2024

Time schedule for preparation/completion of APAR in respect of Teaching Staff for the reporting year 2023-24 (i.e. from 01 August 2023 to 31 July 2024).

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon	16 th September 2024
2.	Submission of APAR by Reporting Officer to Vigilance Section	30 th November 2024
3.	Sending APAR to Reviewing Officer by Vigilance Section	7 th December 2024
4.	APAR to be completed by Reviewing Officer and to be return to Vigilance Section.	7 th January 2025
5.	Communication of APARs. Officer reported upon. may collect the copy from Vigilance Section	01 st February 2025
6.	Submission of representation by officer reported upon if any, on APAR	15 days from the date of disclosure.
7.	Forwarding of representations to the competent authority	
	(a) Where there is no accepting authority for APAR	21 st February 2025
	(b) Where there is accepting authority for APAR	06 th March 2025
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by Vigilance Section	15 th April 2025
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 th April 2025

Annexure-II

F.DTU/Vig/APAR/Teach.order/14/2023/

Dated : /07/2024

The Reporting and Reviewing Officers for DTU/DCE officers for the reporting year 2023-24 (i.e. from 01 August 2023 to 31 July 2024) shall be as under:

Sr. No.	Designation of officers to be reported upon	Designation of Reporting Officer	Designation of Reviewing Officer
1.	Assistant Professor/ Associate Professor of DTU/ DCE	HoD	VC
2.	Professor/HoD of DTU	Senior Most Dean as per seniority of Dean	VC
3.	Professor/ HoD of DCE	VC as Director	Secretary (TTE)

Handwritten mark or signature in the top right corner.

Handwritten text, possibly a title or header, located in the upper middle section.

Handwritten text, possibly a date or reference number, located in the upper right section.

Handwritten text, possibly a paragraph or list, located in the upper middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

Handwritten text, possibly a paragraph or list, located in the middle section.

DELHI TECHNOLOGICAL UNIVERSITY

Estd. By Govt. of NCT of Delhi vide Act 6 of 2009

(Formerly: Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi -110042

Annual Performance Assessment Report Form

For

Professor/ Associate Professor/ Assistant Professor

Name of the faculty.....

Report for the year/ period ending from.....to.....

Name of the Officer.....

Period.....

Annual Performance Assessment Report for the Post of Professor/ Associate Professor/ Assistant Professor.

Name of Department.....

Part I- PERSONAL DATA

(To be filled by the Administrative Section concerned of the Department/ Office)

1. Name of the Faculty _____
2. Designation _____
3. Date of Birth & Age in years _____ & _____
4. Academic Qualifications _____
5. Whether the officer belongs to Schedule Caste/ Schedule Tribe _____
6. Date of continuous Appointment to the present grade
Date _____ Grade _____
7. Period of absence from duty (on training/leave etc.) during the year. If he has under gone training specify) _____

Part II- SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given _____
2. Attach Summary of Health Report/Annual Health Checkup Certificate as per Office Memorandum No. F.No4(1)/2017/Misc./S-IV/081452118/Supt Cood/6087-6093 dated 27.11.2019 for all employees of 40 years or above age _____

Name of the Officer.....

Period.....

3. Brief description of duties _____

4. Teaching at UG & PG Levels

i) Courses taught at various levels: (Name of the courses)

Total lectures
Scheduled

Total lectures
actually engaged

Reasons for not
engaging the
Remaining classes,
if any

a) Under Graduate:

b) Post Graduate:

ii) Total of hours/ periods provided in the time table for lect., Tut., Practical, Seminars/ Discussions in the academic year and the number actually taken during the year.

iii) Work load per week :

a) Lectures

b) Tutorials

c) Practical's

d) Seminars/ Group Discussions

5. Details of teaching methods employed by you: (Lectures, Tutorials, Seminars, Practical's etc.)

6. a) Details of Tutorials/ tests held during the academic year

Under-graduate
Courses

Post-graduate
Courses

Name of the Officer.....

Period.....

Number of tests held
please give the details
semester wise & courses wise

Assignment checked
indicated time taken
for submission

- b) details of academic planning/ presentation of lectures during the session:
Please give specific details

Part III- RESEARCH & DEVELOPMENT, CONTINUING EDUCATION AND INTERACTION WITH THE INDUSTRIES & PROFESSIONAL SOCIETIES

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review.

b) Details of editing learned journals and proceedings:
2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and/ or official's position held.
3. Summer institutes, refresher or orientation courses attended or conducted.
Give details.

Name of the Officer.....

Period.....

4. Details of:
 - i) U.G. and P.G. Project Guidance
 - ii) Ph.D GuidanceSponsored Research Guidance

7. Details of industrial interaction/ professional consultancy/ patent obtained or applied for :

8. Membership or fellowship of professional/ academic Bodies, Societies etc. give details.

9. Any other information regarding academic activities not covered

Part IV- CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1. a) Curriculum development:
 - b) Give the details of courses development/ revised

Name of the Officer.....

Period.....

2. Laboratory Development and experimental set up :
Give the details of Preparation of Laboratory manual design of new experimental set up and new facility added during the year.

3.
 - a) Cultural/ extracurricular activity
 - b) Sports/ Community and Extension services/ N.S.S
 - c) Administrative Assignment
 - d) Any Other

I certify that the information's given above are correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Name of the Officer.....

Period.....

Part V – NUMERICAL ASSESSMENT OF THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

	Reporting Officer	Reviewing Officer (Revised Grades, if does not agree with column No.2)	Initials of Reviewing Officer
[A] Assessment of work output (weightage to this section would be 40%)			
1] Accomplishment of planned work/work allotted as per subjects allotted.			
2] Quality of output			
3] Analytical ability			
4] Accomplishment of exceptional work/ Unforeseen tasks performed.			
Overall Grading on " Work output"			
[B] Assessment of Personal attributes (weightage to this section would be 30%)			
1] Has the officer show himself able to do the work of his appointment.			
2] conduct			
3] Regularity and Punctuality			
4] Trustworthiness			
5] Zeal			
6] Performance of duties			
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students			
8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			

11] Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)			
Overall Grading on "Personal Attribute"			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
Overall Grading on "Functional Competency"			

Note:- the overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

Name of the Officer.....

Period.....

3. State of Health

4. Integrity

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (I 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. Overall numerical grading on the basis of weightage given in section A, B and C in Part – 3 of the Report.

Signature of the Reporting Officer

Name in Block Letters:

Designation:

During the period of Report:

Place:

Date:

Name of the Officer.....

Period.....

Part VI- REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/ her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is anything you wish to modify or add?

4. General Remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.

5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment or/ out-of-turn promotion?

Signature of the Reviewing Officer:

Place:.....

Name in block letters:.....

Date:.....

Designation:.....

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of "Zero".

