



# Rajasthan Technical University Kota

राजस्थान तकनीकी विश्वविद्यालय

Rawatbhata Road, Akelgarh Kota - 324010

क्रमांक:आरटीयू/एफ(63)IQAC/2023/2364-70

दिनांक: 17/6/23

## कार्यालय आदेश

विश्वविद्यालय की दिनांक 18 मई, 2023 को आयोजित प्रथम मण्डल की 44वीं बैठक के बिन्दु संख्या 44.9 पर लिये गये निर्णयानुसार अखिल भारतीय तकनीकी शिक्षा परिषद, नई दिल्ली द्वारा जारी डिग्री (विनियम) अधिरूचना दिनांक 01.03.2019 के अनुसार विश्वविद्यालय के संकाय सदस्यों के वार्षिक गोपनीय प्रतिवेदन के प्रारूप का अनुमोदित किया जाता है।

संलग्न: वार्षिक गोपनीय प्रतिवेदन का प्रारूप।

(वीरेन्द्र कुमार वर्मा)  
कुलसचिव

### प्रतिलिपि:-

1. निजी सचिव-मा. कुलपति
2. निजी सहायक-कुलसचिव
3. वित्त नियंत्रक
4. डीन फैकल्टी अफेयर्स को भेजकर लेख है कि शैक्षणिक सत्र 2022-23 से उक्तानुसार वार्षिक गोपनीय प्रतिवेदन भरवाने की कार्यवाही करें।
5. समस्त विभागाध्यक्ष
6. कोर्डिनेटर IQAC
7. सहायक कुलसचिव (स्थापना)
8. रक्षित पत्रावली

कुलसचिव

For necessary action

17/06/23

SA





# RAJASTHAN TECHNICAL UNIVERSITY KOTA

Rawatbhata Road, Akelgarh Kota-324010

## Performance Annual Confidential Report (ACR) for Assistant Professor/Associate Professor/Professor

Academic Session/Year:

(To be Completed and Submitted at the end of each Academic Year)

Name of Department/Centre: .....

### PART A: GENERAL INFORMATION

1.	Name (in Block Letters)	:
2.	Father's Name/Mother's Name/ Husband's Name	:
3.	Date of Birth	:
4.	Marital Status	:
5.	Current Designation and Pay Scale with Grade Pay/Pay Level	:
6.	Date of Joining	:
7.	Whether acquired any degree or fresh academic qualification during the year?	:
8.	Period of absence from duty during the year (on training/leave, etc.)	:
9.	Name of Reporting Officer and service Period under him/her	:

Dr. Anand Kumar (H. Kumar)

Dr. Shrivastava

Dr. D. D. Sharma (Dr. D. D. Sharma)

Dr. Singh (Dr. Singh)

Dr. Mohd. Shafiq

Dr. Sharma

**PART B: SELF APPRAISAL**  
(To be filled by the officer reported upon)

**10. Brief Description of Duties**

**11. Teaching at Under Graduate and Post Graduate Levels**

(i) Teaching, Learning & Evaluation Related Activities. Give semester wise details of course, lectures, seminars, tutorials and practical.

Sr. No.	Semester/ Class	Course Code/Name	Lecture/Practical/ Tutorial/Seminar	No. of Scheduled Classes	No. of actually held class
1.					
2.					
<b>Total</b>					

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resources Provided
1.				
2.				

(iii) Use of participatory and innovative teaching-learning methodology, updating of subject content, lab manual, course improvement, etc.

Sr. No.	Short Description
1.	
2.	

(iv) Examination Duties Assigned and Performed (i.e., Invigilation Duties, Question paper setting, Evaluation, Flying Squad, etc.)

Sr. No.	Type of Examination Duties	Duties Assigned by	Extent to which carried out (%)
1.			
2.			
3.			

*[Handwritten signatures and notes at the bottom of the page]*

**PART C: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**12. Details of Research Publications**

- (i) **Published Papers in Journals/Conferences**
- (ii) **Patent Details**
- (iii) **Book /Book Chapter published**
- (iv) **Participation in Conference/Seminar/Workshop (Give details of paper presented and/or official's position held)**

**13. Details of FDP/STC/Workshop/MOOCs Course/ Industrial or Professional Training attended or conducted:**

**14. Details of Research Guidance (Ph.D./PG/UG Level)**

**15. Details of Sponsored Research Project and Consultancies**

**16. Details of Invited Lecture/Session Chair or Co-Chair in Conference/Seminar/FDP/Workshop, etc.**

8/12

Singh

522

(Dr. K. Sundarajan)

(Dr. Dinesh Kumar)

Sharma

(Dr. K. Sundarajan)

**PART D: ADMINISTRATIVE ASSIGNMENTS/ CO-CURRICULAR ACTIVITIES**

PART D: ADMINISTRATIVE ASSIGNMENT	
17. Departmental activity/Institutional activity/Contribution to society, etc.	Response
Activity	

17. Departmental activity/Institutional activity/Contribution to society, etc.		Responsibility
Sr. No.	Activity	
1.		
2.		

### 18. Other Relevant Information

18. Other Relevant Information

Please give details of any other credential/s, significant contributions, awards received, etc.

18. Other Relevant Information

Please give details of any other credential/s, significant contributions, awards received, etc.

Sr.No.	Details
1.	
2.	

2. **Self-Declaration:** I certify that the information provided is correct and factual to the best of my knowledge.

Place:  
Date:

Signature of the Faculty/Officer  
Name & Designation

# **PART E: ASSESSMENT OF REPORTING OFFICER**

**(a) Comment filled by Reporting Officer: Grading is to be awarded by reporting officer with initials in grading column (2 refers to lowest grading and 10 to the highest)**

Basis of Evaluation	Excellent (10)	Very Good (8)	Good (6)	Satisfactory (4)	Unsatisfactory (2)
Work performance					
Intelligence					
Discipline including punctuality					
Devotion to duty					
Promptness in disposal					
Ability to take initiative/decision					
Coordination/strategic planning ability					

(i) Any grading of highest (10) or lowest (2) at point no. (a) (against work output or attributes or overall grade) should be adequately justified in writing with respect to specific accomplishment.

(ii) Written advice/reprimand for work done during the year should be mentioned in Brief (if any).

(iii) Whether the reporting officer/personnel is sensitive towards people belonging to SC/ST/weaker sections of the society? If not, give reasons. (YES/NO)

**(b) Overall evaluation of the reporting officer/personnel on the basis of above grading**  
(Grading is to be awarded by reporting officer with initials in grading column)

Criteria	Excellent (10)	Very Good (8)	Good (6)	Satisfactory (4)	Unsatisfactory (2)
Signature					

*Note: Please ensure that there should be consistency in the grading done in point (a) and overall evaluation in point (b). If there is no adverse remark anywhere in point (a), the overall evaluation should be done in point (b) as well. If there is any adverse remark anywhere, then the overall evaluation should also be done as Unsatisfactory.*

Date:

Signature of Reporting Officer

Name and Designation

*[Handwritten signatures and initials are present in this section, including a large signature on the left and several smaller ones across the bottom.]*



### PART E: ASSESSMENT OF REVIEWING OFFICER

(a) Overall evaluation of the reviewing officer on the basis of grading of Reporting officer (Grading is to be awarded by reviewing officer with initials in grading column)

Criteria	Excellent (10)	Very Good (8)	Good (6)	Satisfactory (4)	Unsatisfactory (2)
Signature					

(b) Do you agree with the assessment given by the Reporting officer? In case of disagreement, please specify the reasons.

Date:

Signature of Reviewing Officer

Name and Designation

### PART F: COMMENT OF ACCEPTING OFFICER

(a) Do you agree with the assessment given by the Reviewing Officer? In case of disagreement, please specify the solid reason. Also comments on the integrity of faculty/officer.

Date:

Seal and Signature of Accepting Officer  
(Vice Chancellor)

*[Handwritten signatures and marks at the bottom of the page]*