



इलाहाबाद विश्वविद्यालय

प्रयागराज – 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj - 211 002, U. P. (INDIA)



No. 05/R/1315/2025

Date: 06/11/2025

NOTIFICATION

All the faculty members are requested to submit their Annual Self Assessment Report for the session 2024-25 to the HoDs/Directors/Coordinators of their respective Departments/Institutes /Centers in the proforma enclosed by 30.11.2025.

The HoDs/Directors/Coordinators will record their assessment thereon and forward the same to the office of IQAC for further transmission to the Hon'ble Vice-Chancellor.

The earlier Notification No. 05/R/1314/2025 dated 06.11.2025 stands cancelled.

**Sd/-
Registrar**

Copy to for information and necessary action: -

1. All the Deans of Faculty (Art/Law/Commerce/Science), UoA.
2. All Heads of Departments, Directors/Coordinators of the Institute/Centres, UoA.
3. All Faculty members, UoA.
4. Chairman, ICT Cell, University of Allahabad with request to upload the same on University Website.
5. SVC for kind information of the Hon'ble Vice Chancellor.

**Sd/-
Registrar**



University of Allahabad Prayagraj, UP



Annual Self-Appraisal Report (ASAR)

Assessment Year: _____

Part – I

General Information and Academic Background		
1.	Full Name (in Block Letters)	
2.	Father's Name	
3.	Date and Place of Birth	
4.	Nationality	
5.	Marital Status	
6.	Category (SC/ST/OBC/EWS/GEN)	
7.	Address for Correspondence (with Pin Code)	
8.	Permanent Address (with Pin Code)	
9.	Mobile No. and E-mail	
10.	Academic Qualifications	
11.	Designation	
12.	Name of the Department/Centre/ Institute	
13.	Name of the Faculty/Institute	
14.	Current Grade/Cell	
15.	Date of Appointment at University of Allahabad	
16.	Date of Appointment on Present Designation	
17.	Date of starting Teaching	
18.	Date of Superannuation	
19.	PAN	

Part – II

1. Assessment of Teaching

IV. Assessment of Teaching			Number of Classes during the Academic Year								Total Percentage*
SN	Programme	Course	Assigned				Taught				
			L	T	P	C	L	T	P	C	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											

1. (b) Punctuality and Regularity in taking class:

Date:

(Signature)

Grading Criteria

- 80% & above - Good
- Below 80% but 70% & above-Satisfactory
- Less than 70% - Not satisfactory

*(Number of classes taught/total classes assigned) x 100%

2. Involvement in the University students related activities/research activities:

SN	Name of the Activity	Details of the Activity	Duration
2. (a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
2. (b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
2. (c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
2. (d)	Organising seminars/ conferences/ workshops, other college/university activities.		
2. (e)	Evidence of actively involved in guiding Ph.D. students.		
2. (f)	Conducting minor or major research project sponsored by national or international agencies.		
2. (g)	At least one single or joint publication in peer-reviewed or UGC list of Journals.		

Date:

(Signature)

Grading Criteria

- Good - Involved in at least 3 activities
- Satisfactory - 1-2 activities
- Not-satisfactory - Not involved / undertaken any of the activities

Note:

- Number of activities can be within or across the broad categories of activities.
- Attach separate sheets where necessary

3. Research, Consultancy and Extension:

SN	Name of the Activity	Details of the Activity
1.	Research Papers in Peer-Reviewed or UGC listed Journals	
2.	Publications (other than Research papers)	
	(a) Books authored which are published by • International publishers • National Publishers • Chapter in Edited Book • Editor of Book by International Publisher • Editor of Book by National Publisher	
	(b) Translation works in Indian and Foreign Languages by qualified faculties • Chapter or Research paper • Book	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
	(a) Development of Innovative pedagogy	
	(b) Design of new curricula and courses	
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	
	MOOCs (developed in 4 quadrant) per module/lecture	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	
	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete	

	course/e-book	
	e-Content (developed in 4 quadrants) per module	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	
	Editor of e-content for complete course/ paper /e-book	
4.	(a) Research guidance	
	Ph.D.	
	M.Phil./P.G dissertation	
	(b) Research Projects Completed	
	More than 10 lakhs	
	Less than 10 lakhs	
	(c) Research Projects Ongoing :	
	More than 10 lakhs	
	Less than 10 lakhs	
	(d) Consultancy	
5.	(a) Patents	
	International	
	National	
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	
	National	
	State	
	(c) Awards/Fellowship	
	International	
	National	
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	
	International (within country)	
	National	
	State/University	

Date:

(Signature)

Note:

- Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- The research assessment shall be from the minimum of three categories out of six categories.
- Attach detailed description in separate sheets where necessary

Grading Criteria

- Good - Involved in at least 3 activities
- Satisfactory - 1-2 activities
- Not-satisfactory - Not involved / undertaken any of the activities

Requirement of Annual Self-Appraisal Assessment Report (ASAR) for Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/ Professors

- I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**
A teacher shall be promoted if he/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.
- II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**
A teacher shall be promoted if the teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period.
- III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**
A teacher shall be promoted if he/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period.
- IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**
A teacher shall be promoted if he/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period.

Part – III

Assessment by the concerned Head/Director/Coordinator or Dean, Director (in case of Head/Director/Coordinator) or Vice-chancellor (in case of Dean)

ASAR Year:

Name of the Teacher :

Designation :

Date of Appointment :

Sr. No.	Activity	Grading
1.	Assessment of Teaching	
2.	Involvement in the University students related activities/research activities	
3.	Research, Consultancy and Extension	
4.	Overall Grading	

Date:

(Signature)

Note:

1. The concerned authority is required to award the overall grading as per the following grading criteria:
 - a. **Good:**
 - i. Good in teaching, involvement in the University students related activities/research activities and Research, Consultancy and Extension.
 - ii. Good in Teaching, Research, Consultancy and Extension and Good or Satisfactory in Involvement in the University students related activities/research activities.
 - b. **Satisfactory:**
 - i. Good or Satisfactory in Teaching, Involvement in the University students related activities/research activities and Good in Research, Consultancy and Extension.
 - c. **Not Satisfactory:** If neither good nor satisfactory in any activity.