



Assistant Registrar
Establishment Branch-T

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

(A+ Grade, NAAC Accredited)

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No.ET-1/21/_____

Dated: _____

NOTIFICATION

In supersession of the earlier notifications circulated issued vide Endst. No. ENT-5/13/2474-2575 dated 04.07.2013 and Endst. No. ENT-5/13/3629-3729 dated 05.09.2013, the Executive Council vide its Resolution No. 27 dated 29.10.2021, approved the measures suggested by the Committee for writing of Performance Report/ Self Appraisal Report of the Teachers be read as under:

"All the Chairpersons/ Directors/ Principals/ Heads of the Departments/ Branch Officers are requested to submit the Self-Appraisal Reports/ Annual Confidential Reports accessing from University website or download link: <https://www.kuk.ac.in/userfiles/file/Year2020/News/self%20appraisal%20for%20IT%20cell.pdf> upto **31st August of every year**, failing which, the appropriate action will be taken against the concerned Chairperson/ Director/ Principal/ Head of the Department/ Branch Officer by the competent authority for late submission of Self-Appraisal Reports/ Annual Confidential Reports.

In addition to the above, following guidelines for writing of Performance Reports/ Self-Appraisal Reports of Teachers may be adhered to strictly: -

1. Performance Reports/Self-Appraisal Reports of teachers shall be written/verified by the Chairperson/ Director/Directorate/ College. However, Performance Report/ Self-Appraisal Reports of the Chairpersons/ Directors/ Principals and other teachers who are senior to the Chairperson shall be written/ verified by the Vice Chancellor on the recommendations of the Committee.
2. The Teacher on long leave also will be required to submit their Self Appraisal Reports every year in time
3. If Self Appraisal Report is submitted after the due date, then the justification in delay will be given by the teacher concerned, and the same will be taken into the record by the respective head of the department/ Institute/Committee.
4. A Chairperson/ Director/ Principal shall record his remarks in the Performance Report of a teacher working in his Department/ Institute/ Directorate of Distance Education/ College only if he has observed his/her work and conduct for at least 03 months.
5. If remarks against the Column of "Overall Performance Report" are recorded as positive, i.e., satisfactory/good/very good, etc., the negative remarks, if any, mentioned against any other column(s) need to not be taken into consideration.
6. If the performance report contains negative/adverse remarks against any column including the Column of "Overall Performance Report", and the same are accepted by the Vice-Chancellor, these adverse remarks shall be conveyed to the concerned teacher and he/she should be given opportunity to represent against the adverse remarks, if he/she wishes to do so.

7. In case any adverse remarks are recorded in the Performance Report/ Self-Appraisal Report, the same should be adequately substantiated.
8. Every teacher shall submit his/her Annual Self-Appraisal Report by 31st August every year.
9. Self-Appraisal Reports and Performance Reports of teachers of the following categories shall be written/verified by the Vice-Chancellor after the recommendations of the Committee:
 - a. Self-Appraisal/Performance Reports of the teachers relating to the period of the previous Chairperson/ Director/ Principal, if he/she is available in the department, the Column-J may be got written/signed by him/her.
 - b. Self-Appraisal/Performance Reports of the Chairperson/ Directors/ Principals/ Sr. Professors relating to the period of the previous Vice-Chancellor


Note:- For teachers not complying with the provision of submitting Self Appraisal Reports in time, their requests/cases for further promotion/forwarding of applications for outside posts/ assigning of various duties within the University including Chairmanship/ Deanship/their re-engagement after retirement etc. may not be considered by the administration."

REGISTRAR

Endst. No. ET-1/2021/14023-14092 Dated: 15/12/2021

Copy of the above is forwarded to the following for information and taking immediate necessary action:

1. Dean, Academic Affairs, K.U.K.
2. Deans of all Faculties on the Campus, K.U.K.
3. All the Chairpersons/ Directors/Principals of all the University Teaching Departments/ Institutes, K.U.K.
4. Director, IT Cell, KUK with the request to upload this notification on the University website.
5. Controller of Examinations-I, KUK
6. Controller of Examinations-II, KUK.
7. Librarian, University Library, K.U.K.
8. OSD to Vice-Chancellor & Supdt. O/o Registrar (for kind information of the Hon'ble Vice-Chancellor/Registrar), K.U.K.
9. Assistant Registrar (Estt-NT), KUK
10. Steno to Assistant Registrar (Estt. -T), KUK.


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9. 14/12/21