



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)
(University of Delhi)

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संदर्भ सं./Ref. No.....

दिनांक/Date.....

Supporting documents for 6.5.1

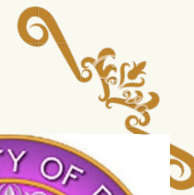
6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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Principal
दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय) / (University of Delhi)
नेताजी नगर, नई दिल्ली-110023
Netaji Nagar, New Delhi-110023



Delhi College of Arts and Commerce (University of Delhi)



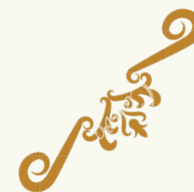
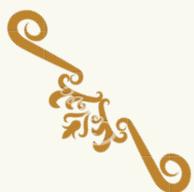
Certificate of Participation

This is to certify that Dr./ Mr./ Ms. participated in the webinar entitled "Campus to Corporate" held on 24th September 2021, conducted by the Skill Development Committee in collaboration with the Internal Quality Assurance Cell, Delhi College of Arts and Commerce, University of Delhi.

Dr. Shilpa Chowdhary
(Convener, Skill Development Committee)

Mr. Srikant Pandey
(Convener, IQAC)

Prof. Rajiv Chopra
(Principal)





दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय)
(**University of Delhi**)

Digital Marketing Certificate Course



Delhi College of Arts & Commerce, South Campus, Netaji Nagar, New Delhi-110023

Email: dcac@aparindia.in, Web: www.dcacdigital.com

Tel: 8447757567 / 68

DELHI COLLEGE OF ARTS & COMMERCE (DCAC, DU)

1. Delhi College of Arts and Commerce (DCAC), a premier institution of higher learning, was established in 1987 is a constituent college of the Delhi University, financed partially (5 percent) by the Govt. of NCT, Delhi.
2. The high quality of education imparted at DCAC is reflected in the All India survey done by India Today and Nielsen Company. This survey, gave a ranking of 30 to DCAC among All India Colleges in Commerce stream in 2015; a rank of 32 among All India Colleges in Arts stream in 2015; and a rank of 8 among top 10 colleges in India offering Mass Com in 2014.
3. DCAC has a campus area of approximately 5 acres.
4. The college offers 18 undergraduate courses leading to the Bachelor with Honours/Programme Degree. The college also offers various add on and self financed courses.
5. The college also collaborated with National Skill Development Corporation (NSDC), The college has also been making various efforts and initiatives to integrate cross cutting issues as gender, climate change, environmental education, human rights, ICT, etc. through various cells, societies and community outreach programmes.
6. DCAC was also the pioneer college in Delhi University to introduce a three year Honors Programme in Journalism in July-August 1989.
7. DCAC Alumni are shining brightly in different walks of life. A significant number of them are holding faculty positions in various colleges of Delhi University and an increasingly large number of them are joining the corporate sector as Chartered Accountants, Lawyers, Company Secretaries, Journalists, etc.

PROGRAM FEATURES



LEARNING THROUGH ASSIGNMENTS

Student shall register at Google Classroom for Assignments



EXPERT INSTRUCTORS & MENTORS

Our instructor panel consists of a mix of renowned industry leaders in the same domain and accomplished subject matter experts, who not only co-develop the program with us, but also mentor the students.



REAL INDUSTRY INSIGHTS

Our aim is to nurture sharp minds with latest industry practices and cutting-edge curriculum. Each program is delivered using industry relevant content, real industry case studies and project work and internships.



DIPLOMA & CERTIFICATION

Certificate would be awarded by premier institution namely the DELHI COLLEGE OF ARTS AND COMMERCE.



PLACEMENT/INTERNSHIP ASSISTANCE

Having a very good placement cell helping students to place in various companies. Students placed in reputed companies.



DEDICATED STUDENT SUPPORT

Our team of in-house advisors assists the students on all fronts - be it career counselling or support or program-related doubts.

DIGITAL MARKETING CERTIFICATE COURSE

Digital marketing plays a vital role in helping business grow. Considering that over 4.3 billion people are on the web and two billion of them are online shoppers, there are dozens of opportunities to reach people who are interested in your company.

The role of digital marketing is to help you garner new traffic, leads, and sales for your business by reaching people looking for your products and services.

COURSE CONTENT

1. Understanding Digital Marketing.
2. Design Theory & Structure
3. Blogging
4. Content Writing and Marketing
5. Email Marketing & Tools
6. Website Planning and Structure
7. SEO (Search Engine Optimization)
 - On Page & Off Page SEO
 - Title and Meta Tags
 - Keyword Planner
 - SEO Audit
8. Social Media Marketing
 - Using various social media platforms
 - Facebook Marketing and Adwords
 - LinkedIn Marketing
 - Instagram Marketing
 - Pinterest Marketing
 - Youtube Marketing
 - Twitter Marketing
9. Mobile Marketing
10. Google Adwords
11. Google Analytics
12. Online Reputation Management
13. Funnel Marketing & Tools
14. Digital Ad Sales Concepts (CPM/CPC/CPL)
15. Affiliate Marketing
16. E-Commerce Marketing
17. Lead Generation
18. How to Grab Freelancing Projects
19. Video Marketing
20. Live Project / Practical
21. Useful Tools & Links
22. Internet Marketing Strategy

COURSE DURATION- 6 MONTHS

COURSE FEE: 50,000/-

*Institute will provide assistance for free online certification

WHO IS THIS PROGRAM FOR ?

This Course is for beginners and is ideal for anyone who wishes to learn the fundamentals of Digital Marketing and pursue a career in this growing field.

Welcome to Delhi College of Arts and Commerce, Delhi University

MESSAGE FROM PRINCIPAL DCAC, DU



Established in 1987, Delhi College of Arts and Commerce (DCAC) has achieved a reputation for nurturing and promoting excellence. Over the years, the college has made remarkable progress in the fields of both academic and extra-curricular activities. DCAC caters to the learning needs of more than 2500 students and has emerged as one of the most sought-after colleges in the University of Delhi.

At DCAC, we creatively negotiate between traditional values and the possibilities offered by the modern world. We try and inculcate the love of knowledge and learning among our students and develop skills to help them become responsible global citizens. With a focus on providing holistic education, the college encourages the use of innovative pedagogical practices to further the teaching-learning process.

"Delhi College of Arts and Commerce takes pride in its initiative towards skilling the students through Add-on courses. Join these courses and be empowered. Interested students may refer the notification on dcac.du.ac.in .

Prof. Rajiv Chopra
Principal

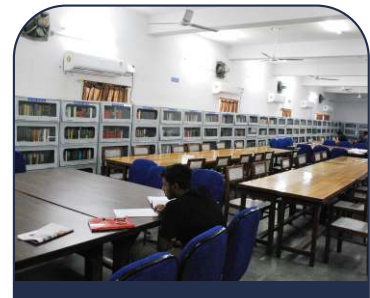
CAMPUS TOUR



AMBROSIA FEST



SPORTS GROUND



LIBRARY



CLASS ROOM



NCC ACTIVITIES

DELHI COLLEGE OF ARTS & COMMERCE

New Moti Bagh, Netaji Nagar, New Delhi Pin Code – 110023

DELHI COLLEGE OF ARTS & COMMERCE, UNIVERSITY OF DELHI

Netaji Nagar, Delhi - 110023

Skill Knowledge Provider: Apar India Institute of Management & Technology

PROGRAMME : Digital Marketing Certification Course, Batch ID: WD/MWF/E/02

Aug 2022 Examination

Sr no	Enrollment No.	Student Name	Subject	Digital Marketing Theory Exam		Project / Viva / IA		Total GP	Overall Average Grade Point	Overall Average Letter Grade	Result
			Credit	4	6						
			Max. Marks	100	100						
1	DCAC/DM/007	Mahima	78	PP	AB	AB	312	31.2	FS	FS	
2	DCAC/DM/028	Minakshi	55	PP	84	PP	724	72.4	B+	PP	
3	DCAC/DM/033	Anishka Lunawat	72	PP	83	PP	786	78.6	B+	PP	
4	DCAC/DM/034	Sana Madaan	AB	AB	AB	AB	FS	FS	FS	FS	
5	DCAC/DM/039	Nikulansh Kapoor	77	PP	89	PP	842	84.2	A	PP	
6	DCAC/DM/040	Nancy	63	PP	83	PP	750	75	B+	PP	
7	DCAC/DM/042	Aanchal Arora	77	PP	84	PP	812	81.2	A	PP	
8	DCAC/DM/043	Sarika	71	PP	78	PP	752	75.2	B+	PP	
9	DCAC/DM/044	Rainee Kaur	74	PP	84	PP	800	80	A	PP	
10	DCAC/DM/045	Khushi Ahuja	82	PP	77	PP	790	79	B+	PP	
11	DCAC/DM/046	Shivani Kumari	71	PP	83	PP	782	78.2	B+	PP	
12	DCAC/DM/047	Manali Jain	60	PP	80	PP	720	72	B+	PP	
13	DCAC/DM/048	Damini Singh	78	PP	85	PP	822	82.2	A	PP	
14	DCAC/DM/052	Tresha Khanagwal	79	PP	81	PP	802	80.2	A	PP	
15	DCAC/DM/053	Ayush Tandon	77	PP	95	PP	878	87.8	A	PP	
16	DCAC/DM/054	Neha verma	81	PP	79	PP	798	79.8	A	PP	
17	DCAC/DM/055	Deependra Singh Chouhan	56	PP	77	PP	686	68.6	B	PP	
18	DCAC/DM/056	Nishtha lalwani	66	PP	81	PP	750	75	B+	PP	
19	DCAC/DM/058	Aryan Chauhan	68	PP	76	PP	728	72.8	B+	PP	
20	DCAC/DM/059	Mansi	81	PP	81	PP	810	81	A	PP	
21	DCAC/DM/060	Aakash Bhatt	72	PP	72	PP	720	72	B+	PP	
22	DCAC/DM/061	Gautam Bhardwaj	46	PP	77	PP	646	64.6	B	PP	
23	DCAC/DM/063	Yash Goel	79	PP	83	PP	814	81.4	A	PP	
24	DCAC/DM/064	Abhishek Sirohi	AB	AB	AB	AB	FS	FS	FS	FS	
25	DCAC/DM/065	Vishwas Palthania	61	PP	72	PP	676	67.6	B	PP	
26	DCAC/DM/066	Aman Chauhan	70	PP	77	PP	742	74.2	B+	PP	
27	DCAC/DM/068	Rakshit Kapoor	77	PP	76	PP	764	76.4	B+	PP	
28	DCAC/DM/070	Vanshika Bhogal	68	PP	82	PP	764	76.4	B+	PP	
29	DCAC/DM/071	Lakshya Sharma	76	PP	73	PP	742	74.2	B+	PP	
30	DCAC/DM/073	Shivam Pal	64	PP	79	PP	730	73	B+	PP	
31	DCAC/DM/074	Paras sharma	73	PP	79	PP	766	76.6	B+	PP	

FS = FAILED & ALLOWED TO REAPPEAR; PP = PASSED & PROMOTED; FR = FAILED & REPEAT THE COURSE; AB = ABSENT;

SUMMARY REPORT:	
PROGRAMME: Digital Marketing Certification Course	
August 2022 Examination	
Total Appeared	Pass
29	28

Letter Grade, Grade Points & Percentage equivalence

Letter Grade	Level Of Performance	Grade Point Range	Percentage
O	Outstanding Performance-demonstrating high level mastery and ability to apply concepts to new situations	10	100
A+	Excellent-demonstrating mastery of all learning or assessment situations	9	90-99
A	Very Good-demonstrating mastery of most learning or assessment situations	8	80-89
B+	Good-demonstrating thorough competence in most situations	7	70-79
B	Above Average-showing reasonably acceptable competence in some situations, minimal competence in others	6	60-69
C	Average Competence-demonstrating minimal competence in most situations, while showing considerable capacity for improvement in others	5	50-59
P	Pass	4	40-49
F	Fail	0	0
Ab	Absent	0	0

Note:- P (4 or 40%) is the minimum grade for passing in an individual course and award of the Certificate

DELHI COLLEGE OF ARTS & COMMERCE, UNIVERSITY OF DELHI

Netaji Nagar, Delhi - 110023

Skill Knowledge Provider: Apar India Institute of Management & Technology

PROGRAMME : Digital Marketing Certification Course, Batch ID: WD/MWF/E/04

April 2023 Examination

Sr no	Enrollment No.	Student Name	Subject	Digital Marketing Theory Exam		Project / Viva / IA		Total GP	Overall Average Grade Point	Overall Average Letter Grade	Result
			Credit	4		6					
			Max. Marks	100		100					
1	DCAC/DM/080	Sakshi Avasthi		74	PP	76	PP	752	75.2	B+	PP
2	DCAC/DM/097	Anushka Kaushik		61	PP	53	PP	562	56.2	C	PP
3	DCAC/DM/104	Keshav Choudhary		82	PP	75	PP	778	77.8	B+	PP
4	DCAC/DM/107	Jagrit		44	PP	68	PP	584	58.4	C	PP
5	DCAC/DM/108	Prerna Kashyap		71	PP	77	PP	746	74.6	B+	PP
6	DCAC/DM/109	Mansi Sharma		88	PP	61	PP	718	71.8	B+	PP
7	DCAC/DM/112	Somye Nagpal	AB	AB	AB	AB	AB	0	0	FS	FS
8	DCAC/DM/113	Sunandan Sharma		59	PP	75	PP	686	68.6	B	PP
9	DCAC/DM/114	Soumya Anand		82	PP	51	PP	634	63.4	B	PP
10	DCAC/DM/116	Gargi Singhal		73	PP	85	PP	802	80.2	A	PP
11	DCAC/DM/117	Sanjana Dhariwal		53	PP	79	PP	686	68.6	B	PP
12	DCAC/DM/119	Aakansha Agarwal	AB	AB	80	PP	PP	480	48	FS	FS
13	DCAC/DM/120	Aditya Jain		77	PP	79	PP	782	78.2	B+	PP
14	DCAC/DM/123	Vidur Narula		70	PP	52	PP	592	59.2	C	PP
15	DCAC/DM/127	Rajeev Kumar Sharma		81	PP	64	PP	708	70.8	B+	PP
16	DCAC/DM/129	Aditya H Pagdel		69	PP	73	PP	714	71.4	B+	PP
17	DCAC/DM/130	Tenzing Namdul	AB	AB	AB	AB	AB	0	0	FS	FS
18	DCAC/DM/131	Shivam		77	PP	69	PP	722	72.2	B+	PP
19	DCAC/DM/132	Tanuj Chaudhary	AB	AB	AB	AB	AB	0	0	FS	FS
20	DCAC/DM/133	Rahet Singh Kohli		74	PP	68	PP	704	70.4	B+	PP
21	DCAC/DM/134	Nitya Vij		73	PP	71	PP	718	71.8	B+	PP
22	DCAC/DM/136	Kanak Choudhary		71	PP	55	PP	614	61.4	B	PP
23	DCAC/DM/137	Tuba Kazmi		71	PP	82	PP	776	77.6	B+	PP
24	DCAC/DM/138	Jay Yadav		69	PP	61	PP	642	64.2	B	PP
25	DCAC/DM/139	Kapil Kumar		77	PP	80	PP	788	78.8	B+	PP
26	DCAC/DM/141	Harsharan Singh		51	PP	AB	AB	204	20.4	FS	FS
27	DCAC/DM/142	Priya Kumari		75	PP	81	PP	786	78.6	B+	PP
28	DCAC/DM/143	Bhavya Pandit		76	PP	76	PP	760	76	B+	PP
29	DCAC/DM/144	Anuj Lakra		68	PP	65	PP	662	66.2	B	PP
30	DCAC/DM/145	Ishmeet kaur		82	PP	69	PP	742	74.2	B+	PP
31	DCAC/DM/146	Nikunj Khandelwal		82	PP	87	PP	850	85	A	PP
32	DCAC/DM/147	Ritu		71	PP	60	PP	644	64.4	B	PP
33	DCAC/DM/148	Priya Kumari	AB	AB	AB	AB	AB	0	0	FS	FS

FS = FAILED & ALLOWED TO REAPPEAR; PP = PASSED & PROMOTED; FR = FAILED & REPEAT THE COURSE; AB = ABSENT;

SUMMARY REPORT:	
PROGRAMME: Digital Marketing Certification Course	
April 2023 Examination	
Total Appeared	Pass
29	27

Letter Grade, Grade Points & Percentage equivalence

Letter Grade	Level Of Performance	Grade Point Range	Percentage
O	Outstanding Performance-demonstrating high level mastery and ability to apply concepts to new situations	10	100
A+	Excellent-demonstrating mastery of all learning or assessment situations	9	90-99
A	Very Good-demonstrating mastery of most learning or assessment situations	8	80-89
B+	Good-demonstrating thorough competence in most situations	7	70-79
B	Above Average-showing reasonably acceptable competence in some situations, minimal competence in others	6	60-69
C	Average Competence-demonstrating minimal competence in most situations, while showing considerable capacity for improvement in others	5	50-59
P	Pass	4	40-49
F	Fail	0	0
Ab	Absent	0	0

Note:- P (4 or 40%) is the minimum grade for passing in an individual course and award of the Certificate

DELHI COLLEGE OF ARTS & COMMERCE, UNIVERSITY OF DELHI

Netaji Nagar, Delhi - 110023

Skill Knowledge Provider: Apar India Institute of Management & Technology

PROGRAMME : Digital Marketing Certification Course, Batch ID: WD/MWF/M/01

Aug 2022 Examination

Sr no	Enrollment No.	Student Name	Subject	Digital Marketing Theory Exam		Project / Viva / IA		Total GP	Overall Average Grade Point	Overall Average Letter Grade	Result
			Credit	4	6						
			Max. Marks	100	100						
1	DCAC/DM/001	Chahat Kukreja	63	PP	79	PP	726	72.6	B+	PP	
2	DCAC/DM/002	Agrim Singhal	74	PP	82	PP	788	78.8	B+	PP	
3	DCAC/DM/004	Shivang Malhotra	57	PP	76	PP	684	68.4	B	PP	
4	DCAC/DM/005	Aditya Yadav	76	PP	86	PP	820	82	A	PP	
5	DCAC/DM/006	Sanjana Kandwal	70	PP	73	PP	718	71.8	B+	PP	
6	DCAC/DM/008	Siddharth Jain	82	PP	96	PP	904	90.4	A+	PP	
7	DCAC/DM/009	Tanya Jain	83	PP	90	PP	872	87.2	A	PP	
8	DCAC/DM/010	Lokesh Kumar	63	PP	AB	AB	252	25.2	FS	FS	
9	DCAC/DM/011	Anishka Tyagi	75	PP	86	PP	816	81.6	A	PP	
10	DCAC/DM/012	Chirag Gulia	66	PP	81	PP	750	75	B+	PP	
11	DCAC/DM/013	Sakshamjeet Singh	76	PP	88	PP	832	83.2	A	PP	
12	DCAC/DM/014	Faagun Bhalla	80	PP	85	PP	830	83	A	PP	
13	DCAC/DM/016	Aparna Tiwari	64	PP	87	PP	778	77.8	B+	PP	
14	DCAC/DM/017	Divyanshi Chadha	82	PP	94	PP	892	89.2	A	PP	
15	DCAC/DM/018	Tejasvi Jain	63	PP	87	PP	774	77.4	B+	PP	
16	DCAC/DM/019	Aryan Rawat	AB	AB	84	PP	504	50.4	FS	FS	
17	DCAC/DM/020	Anamika Mishra	82	PP	92	PP	880	88	A	PP	
18	DCAC/DM/021	Kanan Gupta	57	PP	85	PP	738	73.8	B+	PP	
19	DCAC/DM/022	Ansh Malhotra	59	PP	79	PP	710	71	B+	PP	
20	DCAC/DM/023	Rakhi Sharma	56	PP	79	PP	698	69.8	B+	PP	
21	DCAC/DM/024	Paras Sah	74	PP	88	PP	824	82.4	A	PP	
22	DCAC/DM/025	Priya sharma	59	PP	82	PP	728	72.8	B+	PP	
23	DCAC/DM/026	Manoj Attrish	77	PP	85	PP	818	81.8	A	PP	
24	DCAC/DM/027	Harsh Gaur	86	PP	95	PP	914	91.4	A+	PP	
25	DCAC/DM/029	Ashu	75	PP	84	PP	804	80.4	A	PP	
26	DCAC/DM/030	Sachin Singh	63	PP	90	PP	792	79.2	B+	PP	
27	DCAC/DM/031	Paras Verma	75	PP	89	PP	834	83.4	A	PP	
28	DCAC/DM/032	Srishti Singh	76	PP	87	PP	826	82.6	A	PP	
29	DCAC/DM/035	Aarti Rathore	52	PP	77	PP	670	67	B	PP	
30	DCAC/DM/037	Shivani Mishra	62	PP	83	PP	746	74.6	B+	PP	
31	DCAC/DM/038	Deepak	7	FR	AB	AB	28	2.8	FS	FS	
32	DCAC/DM/049	Bhumika Bhargava	81	PP	83	PP	822	82.2	A	PP	
33	DCAC/DM/050	Ishika Bhargava	80	PP	92	PP	872	87.2	A	PP	
34	DCAC/DM/067	Srishti Bahukhandi	79	PP	93	PP	874	87.4	A	PP	

35	DCAC/DM/072	Aryan Dhingra	50	PP	84	PP	704	70.4	B+	PP
36	DCAC/DM/075	Vansh Raghav Kalra	75	PP	75	PP	750	75	B+	PP
37	DCAC/DM/076	Kritika Dhupar	78	PP	88	PP	840	84	A	PP
FS = FAILED & ALLOWED TO REAPPEAR; PP = PASSED & PROMOTED; FR = FAILED & REPEAT THE COURSE; AB = ABSENT;										

SUMMARY REPORT:	
PROGRAMME: Digital Marketing Certification Course	
August 2022 Examination	
Total Appeared	Pass
37	34

Letter Grade, Grade Points & Percentage equivalence

Letter Grade	Level Of Performance	Grade Point Range	Percentage
O	Outstanding Performance-demonstrating high level mastery and ability to apply concepts to new situations	10	100
A+	Excellent-demonstrating mastery of all learning or assessment situations	9	90-99
A	Very Good-demonstrating mastery of most learning or assessment situations	8	80-89
B+	Good-demonstrating thorough competence in most situations	7	70-79
B	Above Average-showing reasonably acceptable competence in some situations, minimal competence in others	6	60-69
C	Average Competence-demonstrating minimal competence in most situations, while showing considerable capacity for improvement in others	5	50-59
P	Pass	4	40-49
F	Fail	0	0
Ab	Absent	0	0

Note:- P (4 or 40%) is the minimum grade for passing in an individual course and award of the Certificate

DELHI COLLEGE OF ARTS & COMMERCE, UNIVERSITY OF DELHI

Netaji Nagar, Delhi - 110023

Skill Knowledge Provider: Apar India Institute of Management & Technology

PROGRAMME : Digital Marketing Certification Course, Batch ID: WD/MWF/M/03

April 2023 Examination

Sr no	Enrollment No.	Student Name	Subject	Digital Marketing Theory Exam		Project / Viva / IA		Total GP	Overall Average Grade Point	Overall Average Letter Grade	Result
			Credit	4		6					
			Max. Marks	100		100					
1	DCAC/DM/077	Sachin Singh		81	PP	82	PP	816	81.6	A	PP
2	DCAC/DM/078	Mahek Anand		82	PP	72	PP	760	76	B+	PP
3	DCAC/DM/079	Ashmeet Kaur		82	PP	69	PP	742	74.2	B+	PP
4	DCAC/DM/082	Muskan		80	PP	83	PP	818	81.8	A	PP
5	DCAC/DM/083	Farhan Khan		80	PP	75	PP	770	77	B+	PP
6	DCAC/DM/084	Madhav Chadha		81	PP	AB	AB	324	32.4	FS	FS
7	DCAC/DM/085	Mayank Aggarwal		82	PP	65	PP	718	71.8	B+	PP
8	DCAC/DM/086	Abhishek Singh		85	PP	79	PP	814	81.4	A	PP
9	DCAC/DM/087	Deepti Singhal		82	PP	78	PP	796	79.6	A	PP
10	DCAC/DM/088	Kanika Bansal		85	PP	79	PP	814	81.4	A	PP
11	DCAC/DM/089	Devanshu Aggarwal		86	PP	81	PP	830	83	A	PP
12	DCAC/DM/090	Mohit		84	PP	77	PP	798	79.8	A	PP
13	DCAC/DM/091	Harsh Bhura		81	PP	83	PP	822	82.2	A	PP
14	DCAC/DM/092	Abhishek Pandit		80	PP	90	PP	860	86	A	PP
15	DCAC/DM/093	Ishita Singh		78	PP	76	PP	768	76.8	B+	PP
16	DCAC/DM/095	Bhavay Khandelwal		82	PP	78	PP	796	79.6	A	PP
17	DCAC/DM/096	Priyal Gupta		86	PP	79	PP	818	81.8	A	PP
18	DCAC/DM/098	Junaid Khan		76	PP	79	PP	778	77.8	B+	PP
19	DCAC/DM/099	Priya Purohit		87	PP	78	PP	816	81.6	A	PP
20	DCAC/DM/100	Mehul Kumar		85	PP	56	PP	676	67.6	B+	PP
21	DCAC/DM/101	Deepak Yadav		86	PP	83	PP	842	84.2	A	PP
22	DCAC/DM/102	Mohit Verma		81	PP	78	PP	792	79.2	B+	PP
23	DCAC/DM/103	Garima Gupta		80	PP	89	PP	854	85.4	A	PP
24	DCAC/DM/105	Aditya Sharma		73	PP	75	PP	742	74.2	B+	PP
25	DCAC/DM/106	Meenakshi		89	PP	78	PP	824	82.4	A	PP
26	DCAC/DM/110	Rounak Singh		AB	AB	AB	AB	0	0	FR	FR
27	DCAC/DM/111	Divyang Gogia		75	PP	72	PP	732	73.2	B+	PP
28	DCAC/DM/115	Hitesh Kumar Mishra		77	PP	85	PP	818	81.8	A	PP
29	DCAC/DM/118	Ishan Sukheeja		74	PP	75	PP	746	74.6	B+	PP
30	DCAC/DM/121	Kashish Srivastava		86	PP	78	PP	812	81.2	A	PP
31	DCAC/DM/126	Sahil Sheoran		84	PP	81	PP	822	82.2	A	PP
32	DCAC/DM/135	Santosh Singh Rawat		69	PP	74	PP	720	72	B+	PP
33	DCAC/DM/149	Ansh Khanna		76	PP	40	PP	544	54.4	C	PP
34	DCAC/DM/150	Shourya Soni		78	PP	41	PP	558	55.8	C	PP
35	DCAC/DM/151	Mohit Sonwal		60	PP	77	PP	702	70.2	B+	PP

FS = FAILED & ALLOWED TO REAPPEAR; PP = PASSED & PROMOTED; FR = FAILED & REPEAT THE COURSE; AB = ABSENT;

SUMMARY REPORT:	
PROGRAMME: Digital Marketing Certification Course	
April 2023 Examination	
Total Appeared	Pass
34	33

Letter Grade, Grade Points & Percentage equivalence

Letter Grade	Level Of Performance	Grade Point Range	Percentage
O	Outstanding Performance-demonstrating high level mastery and ability to apply concepts to new situations	10	100
A+	Excellent-demonstrating mastery of all learning or assessment situations	9	90-99
A	Very Good-demonstrating mastery of most learning or assessment situations	8	80-89
B+	Good-demonstrating thorough competence in most situations	7	70-79
B	Above Average-showing reasonably acceptable competence in some situations, minimal competence in others	6	60-69
C	Average Competence-demonstrating minimal competence in most situations, while showing considerable capacity for improvement in others	5	50-59
P	Pass	4	40-49
F	Fail	0	0
Ab	Absent	0	0

Note:- P (4 or 40%) is the minimum grade for passing in an individual course and award of the Certificate

Skill Development Committee



DELHI COLLEGE OF ARTS & COMMERCE

University of Delhi

[In collaboration with IQAC]

Webinar

On the topic

Interviewing Skills For Success



Ms. Nidhi Thomas
AGM-HR
Tata Power
Delhi Distribution Limited

Date - 25th November 2021

Time - 2 p.m

Link - Google Meet

<http://.google.com/uis-bnnn-znt>

Dr. Shilpa Chowdhary
Convener, Skill Development
Committee, DCAC

Mr. Srikant Pandey
Convener, IQAC,
DCAC

Prof. Rajiv Chopra
Principal,
DCAC

**SKILL DEVELOPMENT COMMITTEE
DELHI COLLEGE OF ARTS AND COMMERCE
UNIVERSITY OF DELHI
(IN COLLABORATION WITH IQAC)**



PRESENTS A WEBINAR ON

POSITIVE THINKING: KEY TO OVERALL SKILL DEVELOPMENT

**MRS GIRIJA SRIDHAR
EDUCATIONIST
MASTER TRAINER, NSDC**



**DATE: Friday, 12TH NOVEMBER, 2021
TIME: 3PM
LINK: <https://meet.google.com/uyr-rwyu-feh>**

**DR. SHILPA CHOWDHARY
CONVENER, SKILL DEVELOPMENT
COMMITTEE, DCAC**

**MR. SRIKANT PANDEY
CONVENER,
IQAC, DCAC**

**PROF. RAJIV CHOPRA
PRINCIPAL
DCAC**



Skill Development
Committee

Delhi College of Arts and
Commerce

University of Delhi
(In collaboration with IQAC)

Presents a webinar on

“Why and How Practicing Managers use Microsoft Excel
in their day-to-day work”



Eminent Speaker : Ratan Prasad Gupta, Director, Knowledge
Varsity, B.Tech, IIT Kharagpur, CFA and FRM

Date: October 25, 2021

Timing: 2PM to 3PM

Google meet link: <https://meet.google.com/nui-rvdq-syh>

Dr. Shilpa Chowdhary
Convener, Skill Development Committee
DCAC

Mr. Srikant Pandey
Convener, IQAC,
DCAC

Prof. Rajiv Chopra
Principal
DCAC



SKILL DEVELOPMENT COMMITTEE
in collaboration with IQAC
DELHI COLLEGE OF ARTS AND COMMERCE
UNIVERSITY OF DELHI

In Association with



ORGANIZES A WEBINAR ON

Communication & Employability Skills

Date : 11th Sept 2021 | Time : 02:00 PM



SPEAKER

MR. VINOD DAVID

Corporate Trainer @
SkillingIndia

PROF. RAJIV CHOPRA

Principal
Delhi College of Arts and Commerce

MR SRIKANT PANDEY

Convenor IQAC
Delhi College of Arts and Commerce

DR SHILPA CHOWDHARY

Convenor,
Skill Development Committee
Delhi College of Arts and Commerce

Join the session here

<https://bit.ly/DCACZoom>

Participation Certificate will be issued to all attendees who fill in the attendance form.

T&C Applicable

Skill Development Committee

DELHI COLLEGE OF ARTS & COMMERCE



University of Delhi

(In collaboration with IQAC)



Webinar

On the topic
CAMPUS TO CORPORATE



Date - 24th September 2021

Time - 4p.m.

Link- Google Meet



Speaker
Mr. Priyank Ahuja
Product Manager
Accenture

<https://meet.google.com/wwh-ugcg-fdf>

DR. SHILPA CHOWDHARY
Convener, Skill
Development Committee
DCAC

MR. SRIKANT PANDEY
Convener, IQAC
DCAC

PROF. RAJIV CHOPRA
Principal
DCAC

Skill Development Committee
DELHI COLLEGE OF ARTS & COMMERCE



University Of Delhi
(In collaboration with IQAC)

WEBINAR

On the topic
Total Quality Person

Eminent Speaker:



Dr. CV Ramanan
Director - IMM Business School
Professor & Life Coach,
Spiritual Sadhak

Date - 7th October 2021

Time - 2 p.m.

Link - Google Meet

<https://meet.google.com/ypt-bsst-fsk>

DR. SHILPA CHOWDHARY
Convener, Skill Development
Committee
DCAC

MR. SRIKANT PANDEY
Convener, IQAC
DCAC

PROF. RAJIV CHOPRA
Principal
DCAC



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
DELHI COLLEGE OF ARTS & COMMERCE

दिल्ली विश्वविद्यालय
(University of Delhi)

नेताजी नगर नई दिल्ली - 110023
Netaji Nagar, New Delhi - 110023

DCAC/SKILL/2021/ 17 August 2021

The College has constituted a Skill Development Committee for the purpose of deliberating on the various skills that can be enhanced to the students of the College.

The composition of the Committee is as follows:

- | | |
|---------------------------------|------------|
| 1. Dr. Shilpa Chowdhary | - Convenor |
| 2. Ms. Neha Agarwal | - Member |
| 3. Dr. Sangeeta Gupta | - Member |
| 4. Dr. Shallu | - Member |
| 5. Ms. Sunita Yadav | - Member |
| 6. Ms. Mansi Kapoor | - Member |
| 7. Ms. Neha | - Member |
| 8. Ms. Bhawna Yadav | - Member |
| 9. Ms. Heena Siukka | - Member |
| 10. Mr Brahm Prakash Chaturvedi | - Member |
| 11. Ms. Aakriti Kohli | - Member |
| 12. Dr Madhu Kumari | - Member |

I wish you best for the future. Stay safe and healthy.

Prof Rajiv Chopra
Principal

Copy for information to all concerned

2nd September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/kay-mywt-hjc>) at 7:30 pm on 2nd September, 2021.

The following members were present:

- | | |
|---------------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Sangeeta Gupta | (Member) |
| 4) Dr Shallu | (Member) |
| 5) Ms Sunita Yadav | (Member) |
| 6) Ms Mansi Kapoor | (Member) |
| 7) Ms Neha | (Member) |
| 8) Ms Bhavna Yadav | (Member) |
| 9) Ms Henna Sikka | (Member) |
| 10) Mr Brahm Prakash Chaturvedi | (Member) |
| 11) Ms Aakriti Kohli | (Member) |
| 12) Dr Madhu Kumari | (Member) |

All 12 members were present in the meeting.

The following matters were discussed:

- 1) It was decided that due to certain unavoidable constraints the webinar proposed to be organized on 14th September, 2021 will be preponed and organized on 11th September, Saturday at 2 pm instead.
- 2) As advised by the Principal, Prof (Dr) Rajiv Chopra, Dr Shilpa Chowdhary had a telephonic conversation with Ms Etee Bajaj after receiving her reference from Mr Khanna. Dr Chowdhary requested Ms Bajaj to conduct a webinar in the 4th week of September, 2021.
- 3) It was decided that Ms Henna Sikka, Dr Madhu Kumari and Mr Brahm Prakash Chaturvedi shall handle the technical aspects of conducting the webinars. Subsequently they will coordinate with Mr Amit Sharma to generate an official email ID for the Skill Development Committee.
- 4) As advised by the Principal, Prof (Dr) Rajiv Chopra, in the previous meeting, a few more themes for upcoming webinars were added:
 - (i) Basics of Finance
 - (ii) Basics of Computers
 - (iii) Basics of Tally
 - (iv) Basics of Investing
- 5) Responsibilities of the Skill Development Committee were shared with the members:
 - (i) Technical Aspects – Ms Henna Sikka, Dr Madhu Kumari and Mr Brahm Prakash Chaturvedi
 - (ii) Minutes of the Meeting – Ms Sunita Yadav and Ms Aakriti Kohli
 - (iii) Poster Making – Ms Neha Agarwal and Dr Shallu
 - (iv) Certificates – Dr Sangeeta Gupta and Ms Bhavna Yadav
 - (v) Student Attendance and Promotional Activities – Ms Neha Kakkar and Ms Mansi Kapoor

Dr Shilpa Chowdhary will monitor and supervise all the above activities of the committee.
- 6) It was also decided that the team overseeing the technical aspects of conducting webinars will coordinate with the concerned person(s) to generate a Google Meet link which would allow for accommodating more than 100 participants in the webinar.

The meeting ended with a vote of thanks to the chair.

3rd October, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/wqz-fysj-quy>) at 7:30 pm on 3rd October, 2021.

The following members were present:

- | | |
|--------------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Sangeeta Gupta | (Member) |
| 4) Dr Shallu | (Member) |
| 5) Ms Sunita Yadav | (Member) |
| 6) Ms Mansi Kapoor | (Member) |
| 7) Ms Bhavna Yadav | (Member) |
| 8) Ms Henna Sikka | (Member) |
| 9) Mr Brahm Prakash Chaturvedi | (Member) |
| 10) Dr Madhu Kumari | (Member) |

Ms Neha Kakkar and Ms Aakriti Kohli were not present.

The following matters were discussed:

- 1) The e-certificates for the webinar held on 24.09.2021 will be provided to the participants at the earliest.
- 2) It has been decided that the next webinar will be conducted on Monday, 25.10.2021 at 2 pm by Mr. Vikrant Bhatnagar on the topic, 'Creating an Edge for yourself'.
- 3) Ms. Mansi Kapoor will anchor the upcoming webinar and Ms. Neha Kakkar will give the vote of thanks.

The meeting ended with a vote of thanks to the chair.

7th September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/kay-mywt-hjc>) at 7:30 pm on 7th September, 2021.

The following members were present:

- | | |
|--------------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Sangeeta Gupta | (Member) |
| 4) Dr Shallu | (Member) |
| 5) Ms Sunita Yadav | (Member) |
| 6) Ms Mansi Kapoor | (Member) |
| 7) Ms Neha | (Member) |
| 8) Mr Brahm Prakash Chaturvedi | (Member) |
| 9) Ms Aakriti Kohli | (Member) |

Ms Bhavna Yadav, Ms Henna Sikka and Dr Madhu Kumari were not present.

The following matters were discussed:

- 1) An invite and link for the webinar (to be held on 11th September, 2021 at 2 pm) was sent to Mr Vinod David, and he has given his consent to be the resource person for the same.
- 2) Mr Amit Sharma has provided the digital signatures of Prof. Rajiv Chopra, Principal, DCAC, Mr Srikant Pandey, Convener, IQAC, DCAC, and Dr Shilpa Chowdhary, Convener, Skill Development Committee, DCAC. These digital signatures have been forwarded to Ms Anu for preparing e-certificates for the participants of the webinar.
- 3) The Zoom link for the webinar has been shared by Ms Anu. She has requested to appoint a co-host to let the participants in. Ms Henna Sikka/Dr Madhu Kumari/Ms Sunita Yadav will be appointed as a co-host in the next meeting.
- 4) Ms Anu will share a Feedback Form with the participants of the webinar during the session to facilitate attendance and data collection for preparing e-certificates for the participants.
- 5) A profile of Mr Vinod David, the resource person of the webinar to be conducted on 11th September, 2021 at 2 pm, was received.
- 6) Mr Brahm Prakash Chaturvedi will anchor the entire session. Dr Shilpa Chowdhary will be giving the vote of thanks towards the end of the webinar.
- 7) The brochure of the webinar along with a short write-up would be shared on the DCAC Staff Association WhatsApp group.
- 8) The Zoom link for the webinar will be shared on the DCAC Staff Association WhatsApp group on Friday, 10th September, along with a reminder for the webinar.
- 9) The online publicity for the webinar (sharing of brochure and write-up) among the students of DCAC as well as outside the college will be done by Ms Neha Kakkar and Ms Mansi Kapoor. All the members of the Skill Development Committee shall also circulate the same with their students as well as in their academic and social network.

The meeting ended with a vote of thanks to the chair.

8th October, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/nhv/envh/kpo>) at 1:30 pm on 8th October, 2021.

The following members were present:

- | | |
|--------------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr. Sangeeta Gupta | (Member) |
| 4) Dr Shallu | (Member) |
| 5) Ms Sunita Yadav | (Member) |
| 6) Ms Neha | (Member) |
| 7) Ms Bhavna Yadav | (Member) |
| 8) Ms Henna Sikka | (Member) |
| 9) Mr Brahm Prakash Chaturvedi | (Member) |
| 10) Ms Aakriti Kohli | (Member) |
| 11) Dr Madhu Kumari | (Member) |

Ms Mansi Kapoor was not present in the meeting.

The following matters were discussed:

- 1) It has been decided to speak with Mr Amit Sharma regarding generating a paid Google Meet link for the upcoming webinars in order to facilitate:
 - (i) Video recording of the webinar
 - (ii) Disabling of cameras and muting of mics
- 2) It has been decided that henceforth the host will invite questions from the participants in the chat box only, and will curate and take up relevant questions, not more than 3 or 4 in number.
- 3) It has also been decided that no questions will be entertained after the vote of thanks.
- 4) All members were advised to take notes of the proceedings of every committee meeting as well as the webinars organized by the committee.
- 5) Webinar coordinators from the committee need to apprise their respective resource persons about filling the RTGS form, the processing of which can take up to 4 to 6 weeks.
- 6) Ms Aakriti Kohli will contact a resource person for conducting a webinar on positive thinking, to be held tentatively on 12.11.2021.
- 7) The poster and write-up for the upcoming webinar to be held on 25.10.2021 at 2 pm will be prepared by Ms Mansi Kapoor by 13.10.2021 so that any revisions, if required, can be incorporated in time.
- 8) Dr Sangeeta Gupta and Dr Shallu will introduce and give the vote of thanks, respectively, in the forthcoming webinar.
- 9) The poster and details of the upcoming webinar will be shared in the DCAC Staff Association WhatsApp group on 18.10.2021. A gentle reminder for the same will be posted on 25.10.2021.
- 10) Ms Neha Agarwal will compile and prepare lists of the meetings and webinars conducted by the committee till date.
- 11) The technical team will share the hard copies of the applications submitted to the Principal as well as webinar reports prepared until now.
- 12) Punctuality of the committee members in attending meetings and webinars would be appreciated.

The meeting ended with a vote of thanks to the chair.

11th October, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/wjb-asov-ztp>) at 4:00 pm on 11th October, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr. Sangeeta Gupta | (Member) |
| 4) Dr Shallu | (Member) |
| 5) Ms Sunita Yadav | (Member) |
| 6) Ms Neha | (Member) |
| 7) Ms Bhavna Yadav | (Member) |
| 8) Ms Henna Sikka | (Member) |
| 9) Ms Aakriti Kohli | (Member) |
| 10) Ms Mansi Kapoor | (Member) |

Mr Brahm Prakash and Dr Madhu Kumari were not present in the meeting.

The following matters were discussed:

- 1) The report of the previous webinar held on 07.10.2021 has been submitted to the principal.
- 2) A few of the e-certificates for the previous webinar have been emailed by Ms. Henna Sikka. Confirmation of the emailing of pending e-certificates will be taken from Mr. Brahm Prakash and Dr Madhu Kumari.
- 3) The resource person, Mrs Girija Sridhar has confirmed her availability for the webinar to be held on 12.11.2021 at 3 pm, on the topic, 'Covid-19 and Positive Thinking: Practicing Mindfulness'. An invitation for the same will be emailed to her by Ms Henna Sikka.
- 4) An application seeking permission for conducting the proposed webinar will be submitted to the Principal, Delhi College of Arts and Commerce, Mr. Srikant Pandey, Convener, IQAC and Ms. Neeru Ailawadi by the technical team on 19.10.2021.
- 5) It was reiterated that all members have to take notes during the webinars conducted by the committee.
- 6) Ms. Neha Aggarwal will contact a resource person, Ms. Nidhi Thomas, for a webinar to be held tentatively on 29.11.2021 at 3 pm.
- 7) Dr Shallu will also be contacting a resource person for conducting a training webinar on Microsoft Excel, to be held tentatively in December.

The meeting ended with a vote of thanks to the chair.

14th September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/fts-tjvb-hni>) at 7:30 pm on 14th September, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Henna Sikka | (Member) |
| 3) Ms Neha Agarwal | (Member) |
| 4) Dr Sangeeta Gupta | (Member) |
| 5) Ms Bhavna Yadav | (Member) |
| 6) Dr Shallu | (Member) |
| 7) Ms Sunita Yadav | (Member) |
| 8) Ms Mansi Kapoor | (Member) |
| 9) Ms Neha | (Member) |
| 10) Ms Aakriti Kohli | (Member) |

Dr Madhu Kumari and Mr Brahm Prakash were not present.

The following matters were discussed:

- 1) The report of the webinar held on Communication and Employability Skills on 11.09.2021 at 2 pm will be prepared and submitted to Prof. Rajiv Chopra, Principal, Delhi College of Arts and Commerce.
- 2) It was decided that the next webinar will be tentatively scheduled on 25.09.2021 at 2 pm. The topic for the webinar will be finalized in the next meeting.
- 3) It was also decided to contact another resource person and finalize the topic for a webinar to be tentatively scheduled on 09.10.2021 at 2 pm.

The meeting ended with a vote of thanks to the chair.

16th September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/nmz/qtdt/hhu>) at 7:30 pm on 16th September, 2021.

The following members were present:

- | | |
|--------------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Shallu | (Member) |
| 4) Ms Sunita Yadav | (Member) |
| 5) Ms Mansi Kapoor | (Member) |
| 6) Ms Neha | (Member) |
| 7) Ms Bhavna Yadav | (Member) |
| 8) Ms Henna Sikka | (Member) |
| 9) Mr Brahm Prakash Chaturvedi | (Member) |
| 10) Ms Aakriti Kohli | (Member) |
| 11) Dr Madhu Kumari | (Member) |

Dr Sangeeta Gupta was not present in the meeting.

The following matters were discussed:

- 1) It has been decided that the next webinar will be conducted on Friday, 24.09.2021 at 4 pm by Mr. Priyank Ahuja on the topic, 'Campus to Corporate'.
- 2) An application seeking permission for conducting the proposed webinar will be submitted to the Principal, Delhi College of Arts and Commerce and Mr. Srikant Pandey, Convener, IQAC.
- 3) Dr Madhu Kumari will prepare a soft copy of the college RTGS and Conveyance form to be shared with the resource person and generate a Google Meet link for conducting the webinar.
- 4) Ms Bhavna Yadav, Dr Shallu and Dr Sangeeta Gupta will prepare and design a template for e-certificates to be provided to the participants.
- 5) Ms Neha Agarwal and Dr Sangeeta Gupta will design the poster for the upcoming webinar.
- 6) Ms Neha Agarwal will contact a resource person for conducting a webinar on soft skills in the month of October, 2021.

The meeting ended with a vote of thanks to the chair.

20th October, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/cge-bjfd-mzn>) at 7:30 pm on 20th October, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Shallu | (Member) |
| 4) Ms Sunita Yadav | (Member) |
| 5) Ms Neha | (Member) |
| 6) Ms Bhavna Yadav | (Member) |
| 7) Mr Brahm Prakash | (Member) |
| 8) Ms Aakriti Kohli | (Member) |
| 9) Ms Mansi Kapoor | (Member) |

Dr Sangeeta Gupta, Ms Henna Sikka and Dr Madhu Kumari were not present in the meeting.

The following matters were discussed:

- 1) The webinar to be conducted by Mr Vikrant Bhatnagar has been rescheduled for a later date.
- 2) It has been decided that the next webinar will be conducted on Monday, 25.10.2021 at 2 pm by Mr. Ratan Prasad Gupta on the topic, 'Why and How Practicing Managers use Microsoft Excel in their day-to-day work'.
- 3) An application seeking permission for conducting the proposed webinar will be submitted to Prof. Rajiv Chopra, Principal, Delhi College of Arts and Commerce, Mr. Srikant Pandey, Convener, IQAC and Ms. Neeru Ailawadi by the technical team.
- 4) The poster and write-up for the upcoming webinar will be prepared by Ms Mansi Kapoor and shared in the DCAC Staff Association WhatsApp group on 21.10.2021.
- 5) Dr Sangeeta Gupta and Dr Shallu will compere and give the vote of thanks, respectively, for the upcoming webinar.
- 6) The poster for the forthcoming webinar to be held on 12.11.2021 at 3 pm has been designed and will be shared in the DCAC Staff Association WhatsApp group on 26.10.2021.
- 7) Ms Aakriti Kohli and Ms. Bhawna Yadav, will compere and give the vote of thanks, respectively, for the webinar to be conducted on 12.11.2021.
- 8) It has been decided to conduct a webinar on Artificial Intelligence, to be held tentatively on 26.11.2021.
- 9) The committee will explore the possibility of organizing future webinars on hard skills and entrepreneurship.
- 10) Mr Brahm Prakash will contact a resource person for a webinar on skill development and training to be held tentatively in the month of January.
- 11) The committee has received a proposal from Gillette for conducting a workshop on personality development for the male students of the college. The company will be providing gift hampers to all the participants, as well as opportunities for an internship and a job.

The meeting ended with a vote of thanks to the chair.

21st September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/pqh-kciv-sdv>) at 7:30 pm on 21st September, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Henna Sikka | (Member) |
| 3) Ms Neha Agarwal | (Member) |
| 4) Dr Sangeeta Gupta | (Member) |
| 5) Ms Bhavna Yadav | (Member) |
| 6) Dr Shallu | (Member) |
| 7) Ms Sunita Yadav | (Member) |
| 8) Ms Neha | (Member) |
| 9) Ms Aakriti Kohli | (Member) |
| 10) Mr Brahm Prakash | (Member) |
| 11) Dr Madhu Kumari | (Member) |

Ms Mansi Kapoor was not present.

The following matters were discussed:

- 1) The poster and write-up of the webinar 'Campus to Corporate' to be held on 24.09.2021 at 4 pm will be shared in the DCAC Staff Association WhatsApp group tomorrow.
- 2) Ms Mansi Kapoor will be anchoring the upcoming webinar and Ms Neha Kakkar will give the vote of thanks.
- 3) A Google form for recording attendance and names of participants for the purpose of e-certificates will be prepared.
- 4) The e-certificate template for the participants of the webinar will be finalized and shared with Mr Amit Sharma to incorporate digital signatures of Prof. Rajiv Chopra, Principal, DCAC, Mr Srikant Pandey, Convener, IQAC, DCAC, and Dr Shilpa Chowdhary, Convener, Skill Development Committee, DCAC.
- 5) Subsequently the e-certificate template with digital signatures will be shared with the team preparing the same.
- 6) Soft copy of the RTGS form will be shared with the resource person after the webinar and submitted in the office next week.
- 7) Summary and report will also be prepared after the completion of the webinar.

The meeting ended with a vote of thanks to the chair.

27th October, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/fza-fxph-vab>) at 7:30 pm on 27th October, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Neha Agarwal | (Member) |
| 3) Dr Shallu | (Member) |
| 4) Ms Sunita Yadav | (Member) |
| 5) Ms Neha | (Member) |
| 6) Ms Bhavna Yadav | (Member) |
| 7) Mr Brahm Prakash | (Member) |
| 8) Ms Aakriti Kohli | (Member) |
| 9) Ms Mansi Kapoor | (Member) |
| 10) Dr Sangeeta Gupta | (Member) |
| 11) Ms Henna Sikka | (Member) |
| 12) Dr Madhu Kumari | (Member) |

The following matters were discussed:

- 1) Dr Shallu will follow up on the e-certificates for the webinar conducted on 25.10.2021 by Mr Ratan Prasad Gupta.
- 2) It was decided that from here on Dr Shilpa Chowdhary will give the welcome speech for every webinar conducted by the Skill Development Committee. Additionally, she will share the poster and write-up of subsequent webinars in the DCAC Staff Association WhatsApp group.
- 3) It was also decided that Dr Sangeeta Gupta, Ms Neha Agarwal, Ms Bhavna Yadav and Ms Aakriti Kohli will prepare the subsequent Minutes of the Meetings and Webinar Reports.
- 4) For future webinars Ms Sunita Yadav and Dr Shallu will prepare e-certificates for the participants.
- 5) Dr Madhu Kumari will generate a Google Meet link from her institutional email id for the next committee meeting to test video recording feature for forthcoming webinars.
- 6) It was also decided that attendance of webinar participants will be prepared in one standard format in ascending order.

The meeting ended with a vote of thanks to the chair.

29st September, 2021

Skill Development Committee

Minutes of the Meeting

A meeting of the Skill Development Committee was held in the online mode via Google Meet (Meeting ID: <https://meet.google.com/ypt-bsst-fsk>) at 7:30 pm on 29th September, 2021.

The following members were present:

- | | |
|------------------------|------------|
| 1) Dr Shilpa Chowdhary | (Convener) |
| 2) Ms Henna Sikka | (Member) |
| 3) Ms Neha Agarwal | (Member) |
| 4) Dr Sangeeta Gupta | (Member) |
| 5) Ms Bhavna Yadav | (Member) |
| 6) Dr Shallu | (Member) |
| 7) Ms Sunita Yadav | (Member) |
| 8) Ms Neha | (Member) |
| 9) Ms Mansi Kapoor | (Member) |
| 10) Dr Madhu Kumari | (Member) |

Ms Aakriti Kohli and Mr Brahm Prakash were not present.

The following matters were discussed:

- 1) An internal feedback session was conducted by the committee on the previous webinar held on 24.09.2021.
- 2) It has been decided that the next webinar will be conducted on Tuesday, 07.10.2021 at 2 pm by Dr. CV Ramanan, Director, IMM on the topic, 'Total Quality Person'.
- 3) An application seeking permission for conducting the proposed webinar will be submitted to the Principal, Delhi College of Arts and Commerce and Mr. Srikant Pandey, Convener, IQAC by Ms Henna Sikka.
- 4) Ms Neha Kakkar will be anchoring the upcoming webinar and Ms Mansi Kapoor will give the vote of thanks.
- 5) Ms Neha Agarwal will design the poster for the webinar.
- 6) A Google form for recording attendance and names of participants for the purpose of e-certificates will be prepared by Dr Sangeeta Gupta, Bhavna Yadav and Dr. Shallu.
- 7) E-certificates will be provided to all the attending participants within 4 days of the webinar.
- 8) Summary and report will be prepared by Ms Aakriti Kohli and Ms Sunita Yadav after the completion of the webinar.

The meeting ended with a vote of thanks to the chair.

To
The Principal
Delhi College of Arts and Commerce,
University of Delhi
Netaji Nagar
New Delhi

Subject: Report of Webinar conducted on 07.10.2021

The Skill Development Committee in collaboration with IQAC, Delhi College of Arts and Commerce organized a webinar on 07.10.2021 from 2:00 PM to 3:30 PM via Google Meet (meet.google.com/ypt-bsst-fsk). The resource person for the webinar, Dr C V Ramanan delivered his talk on the topic 'Total Quality Person'. Dr. C V Ramanan is the Director of IMM, and has done his B.Tech. from Delhi College of Engineering (DCE), MBA from University Business School (UBS), Chandigarh and PhD in Vivek Management / Life Skills based on Indian Ethos. He has around 40 years of experience, which includes senior positions in the corporate world. He has conducted over 800 workshops in 25 years in 30 cities across India.

86 participants attended the webinar and the session commenced in the presence of the following members of the Skill Development Committee—

1. Dr. Shilpa Chowdhary
2. Dr. Sangeeta Gupta
3. Dr. Shallu
4. Dr. Madhu Kumari
5. Ms. Neha Agarwal
6. Ms. Sunita Yadav
7. Ms. Mansi Kapoor
8. Ms. Neha Kakkar
9. Ms. Aakriti Kohli
10. Mr. Brahm Prakash
11. Ms Bhavna Yadav

Dr Shilpa Chowdhary, Convener, Skill Development Committee welcomed Dr CV Ramanan and **Ms. Neha Kakkar**, Assistant Professor, Department of Commerce started the session with a brief introduction of the resource person and welcomed the participants. The session witnessed active participation from the students of the college.

The session was conducted via an interactive presentation format.

In the beginning, the resource person mapped the key ideas to be discussed in the session, namely:

- (i) Integrated Personality Development: Physical, Mental, Emotional and Spiritual
- (ii) Effects of Purity of Mind
- (iii) Model for Enriching Productivity
- (iv) Total Quality Person: Head, Heart, Soul
- (v) Ways to develop as a Total Quality Person
- (vi) 6 Ways of becoming Effective
- (vii) Processes and Levels of Leadership
- (viii) Practicing Effective Communication
- (ix) The Power of Values
- (x) Redefining Success
- (xi) The Journey of Life towards Happiness

Dr Ramanan began the session by introducing the idea of developing an integrated personality that is physically, mentally, emotionally and spiritually aligned. He emphasized on the need and benefits of a pure mind by contrasting it with an impure mind that results in sorrow and unhappiness. He encouraged the students to align noble thoughts with selfless action to achieve happiness and peace. In the context of organizational happiness and success, he introduced a model for enhancing productivity built on respect, trust, empathy and commitment. According to him following these principles would ensure motivation, inspiration, balance and enhanced productivity. He then proceeded to elaborate on how to become a 'Total Quality Person' and urged the students to reflect on how they can harmoniously align their head, heart and soul. He expanded on this by encouraging students to develop knowledge and skills, in conjunction with the right attitude and values. In the same vein he emphasized on placing the 'self', 'family' and 'teachers' centrally in the quest for becoming a total quality person. Building on this further he outlined significant ways in which students can become effective, such as possessing a friendly demeanor, right attitude, and a smile on the face, amongst others. He then proceeded to lay out the path for becoming a successful leader. Inspiring others, communicating effectively, managing time efficiently, possessing emotional intelligence, and focusing on the growth, development and welfare of other people were some of the important strategies that he discussed. Further he elaborated on the significance of effective communication by focusing on language, tone, body language, social etiquette, and listening skills.

He also highlighted the power of values by sharing some real-life stories and anecdotes to motivate and inspire the students. Towards the end he encouraged the students to redefine what success meant to them, by pursuing goals which make them happy.

The students were interactive throughout the session, seeking answers to the issues and problems they face in life. The session was very well received and appreciated by the faculty and students. The webinar concluded with a Q&A session where students asked questions

pertaining to holistic development, and how to orient themselves in order to embark on the journey towards becoming a 'Total Quality Person'.

Ms Mansi Kapoor, Assistant Professor, Department of Commerce gave the vote of thanks to formally close the session and gave special thanks to **Prof. Rajiv Chopra**, Principal, Delhi College of Arts and Commerce and **Mr. Srikant Pandey**, Convener, IQAC, Delhi College of Arts and Commerce for their guidance and support.

Certificate of Participation will be issued shortly to all the participants.

To,
The Principal,
Delhi College of Arts and Commerce
University of Delhi
Netaji Nagar
New Delhi

Subject: Report of Webinar conducted on 11.09.2021

The Skill Development Committee in collaboration with IQAC, Delhi College of Arts and Commerce organized a webinar in association with SkillingIndia on 11.09.2021 from 2:00 PM to 3:00 PM via Zoom Meet and You Tube. The resource person for the webinar Mr Vinod David conducted the webinar on 'Communication and Employability Skills'.

The session commenced in the presence of the following members of the Skill Development Committee–

1. Dr. Shilpa Chowdhary
2. Dr. Sangeeta Gupta
3. Dr. Shallu
4. Dr. Madhu Kumari
5. Ms. Neha Agarwal
6. Ms. Sunita Yadav
7. Ms. Bhavna Yadav
8. Ms. Mansi Kapoor
9. Ms. Neha Kakkar
10. Ms. Henna Sikka
11. Ms. Aakriti Kohli
12. Mr. Brahm Prakash

Mr. Brahm Prakash Chaturvedi, Assistant Professor, Department of Journalism started the session with a brief introduction of the resource person and welcomed the participants. The session witnessed wide participation from students. More than 250 students registered for the session and majority of them attended the session and participated actively & enthusiastically.

The session was conducted via a presentation with infographics.

The webinar started with the introduction of basic communication concepts and steps for effective listening and other allied themes. The speaker also shared insights about various concepts related to employability and personal management skills. He shared his experience in terms of leadership qualities one should possess and hone, and also emphasized on the importance of reading.

Some of the important topics which were covered under the webinar were:

- Importance of Communication
- Types of Communication
- Importance of Listening
- Improving Communication Skills
- Employability skills
- Team work skills

It was an insightful session which equipped students with communication and employability skills. The webinar concluded with FAQs.

Dr. Shilpa Chowdhary, Convener of the Skill Development Committee gave the vote of thanks to formally close the session and gave a special thanks to **Prof. Rajiv Chopra**, Principal, Delhi College of Arts and Commerce and **Mr. Srikant Pandey**, Convener, IQAC, Delhi College of Arts and Commerce for their guidance and support.

Participation Certificates were issued to all attendees.

To
The Principal
Delhi College of Arts and Commerce,
University of Delhi
Netaji Nagar
New Delhi

Subject: Report of Webinar conducted on 25.10.2021

The Skill Development Committee in collaboration with IQAC, Delhi College of Arts and Commerce organized a webinar on 25.10.2021 from 2:00 PM to 3:30 PM via Google Meet (meet.google.com/nui-rvdq-syh). The resource person for the webinar, Mr Ratan Prasad Gupta, delivered his talk on the topic, 'Why and How Practicing Managers use Microsoft Excel in their day-to-day work'. The webinar aimed at giving students hands-on training for the MS Excel platform. Mr. Ratan Prasad Gupta (B.Tech, IIT Kharagpur, CFA and FRM) has over 13 years of industry experience. He currently holds the position of Director at Knowledge Varsity. Knowledge Varsity is engaged in technology and content development to support higher education in India and in the USA. Their clients include UPES Dehradun and CHRIST University. In the USA, Virginia Commonwealth University, University of North Carolina and University of North Texas, among others, are part of their client portfolio.

55 participants attended the webinar and the session commenced in the presence of the following members of the Skill Development Committee–

1. Dr. Shilpa Chowdhary
2. Dr. Sangeeta Gupta
3. Dr. Shallu
4. Dr. Madhu Kumari
5. Ms. Neha Agarwal
6. Ms. Sunita Yadav
7. Ms. Aakriti Kohli
8. Mr. Brahm Prakash
9. Ms Bhavna Yadav
10. Ms Henna Sikka

Ms Aakriti Kohli, Assistant Professor, Department of Journalism, welcomed Mr Ratan Prasad Gupta and **Dr Sangeeta Gupta**, Assistant Professor, Department of Commerce started the session with a brief introduction of the resource person and welcomed the participants. The session witnessed active participation from the students of the college.

The session was conducted via an interactive presentation format.

In the beginning, the resource person introduced MS Excel platform to the students by explaining why the platform is an essential part of every manager's work life. He elaborated that it is readily available with the Microsoft Windows operating system and is easy to access, use and learn. He further built the case for MS Excel by highlighting the shallow learning curve of the platform and its use by small and growing businesses. Some of its salient functions include: computation, presentation, tools, and template features which make it ideal for work life.

He further outlined major uses of the MS Excel platform:

- 1) Basic Data Entry
- 2) Importing of data from other Sources
- 3) Cleaning the Data
- 4) Analyzing Data
- 5) Reporting
- 6) Business Process Automation
- 7) Solving Linear Programming Problems

He also discussed the commonly used functions:

- 1) SUM/AVERAGE/COUNT
- 2) IF/IFS/ERROR/AND/OR
- 3) SUMSIFS/AVERAGEIFS/COUNTIFS
- 4) VLOOPUP/HLOOKUP/MATCH/INDEX
- 5) PV/PMT/RATE/NPER/NPV/IRR/XIRR/MIRR
- 6) Mode/MEDIAN/STDEV/VAR
- 7) LINEST, RSQ, INTERCEPT, COVARIANCE, CORREL

For accounting and finance professionals he listed, explained and demonstrated the following uses specifically:

- 1) Budgeting
- 2) Forecasting
- 3) Financial Analysis and Planning
- 4) Financial Modeling and Valuation
 - a) Stocks
 - b) Bonds
 - c) Projects

He also shared Excel functionality for other job profiles such as:

HR Professionals

- Recruitment, compensation, performance, analysis

Sales Professionals

- Client, area/region, product, competition analysis

Marketing Professionals

- Advertisement targeting, effectiveness analysis

Retail Professionals

- Product bundling, consumption baskets, purchase frequency analysis

He then proceeded to share some useful Excel template links with the students. Towards the end of the session, he explained the Data Analysis Proficiency Test (DAPT) syllabus offered by Knowledge Varsity as well as the fee and calendar structure for the same.

The students were inquisitive and interactive during the session, asking questions about the practical aspects of using the MS Excel platform. The session was well received and appreciated by the faculty and students.

Dr Shallu, Assistant Professor, Department of Commerce gave the vote of thanks to formally close the session and gave special thanks to **Prof. Rajiv Chopra**, Principal, Delhi College of Arts and Commerce and **Mr. Srikant Pandey**, Convener, IQAC, Delhi College of Arts and Commerce for their guidance and support.

Certificate of Participation will be issued shortly to all the participants.

Webinar - Covid-19 and Positive Thinking: Practicing Mindfulness

Resource Person:

Mrs Girija Sridhar is an educationist who has been teaching children and training teachers for the past 40 years. Alumna of Miranda College and the Delhi School of Social Work, she is a certified Master Trainer with the Ministry of Human Resources sponsored NSDC (National Skill Development Centre).

She has conducted workshops on various training modules including TTT, TOT, induction training, positive thinking, mindfulness, among others. Her workshops have been conducted across Indian cities, including, Delhi, Bangalore, Hyderabad, Warangal and Lucknow, to name a few. Most of her training sessions have been conducted in educational institutions, ranging from primary schools to engineering and management institutes.

Session Brief:

The Covid-19 pandemic has taken a physiological toll on our bodies, leading to concerns of health, fitness and longevity. However, the psychological implications of the pandemic have also been stark. A general sense of doom and despair has engulfed us, producing constant anxiety, uncertainty about the future, and other mental stresses. Students have been the hardest hit in this pandemic, getting stir-crazy for being confined to homes, adjusting to online learning and worrying about their careers. It then becomes imperative to address these issues for their overall well-being. This session will introduce them to the importance and techniques of developing a positive attitude in face of adversity. They will be encouraged to practice mindfulness by equipping them with mental health skills that promote positive thinking and outlook to life.



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I - वैयक्तिक तथ्य PERSONAL DATA

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
4. धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the
present grade : _____
5. शैक्षणिक योग्यताएं
Educational Qualification : _____
6. व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical
Qualification. : _____
7. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.
8. वर्ष के दौरान किये गये प्रशिक्षण कार्यक्रम
Training programmes attended during
the year : _____
9. रिपोर्ट अवधि के दौरान- कार्य-भार
Charges held during the period
under report : _____

जारी Contd...P-2/-

अधिकारी द्वारा स्वमूल्यांकन -भाग-II
SELF APPRIASAL BY THE OFFICER - PART-II

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए, यदि आवश्यक हो तो कृपया अलग से पृष्ठ संलग्न करें।)

(To be filled in by the Officer reported upon, if necessary extra sheet to be used)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (अA) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

4. (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

5. कृपया वह विशिष्ट क्षेत्र अंकित करें जिससे आप अपने कार्य कौशल को प्रशिक्षण के माध्यम से निखारना चाहते हैं।

Please indicate specific area in which you feel the need to upgrade your skill through training programme.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

अधिकारी के हस्ताक्षर **Signature of the Officer**

जारी Contd...P-4/-

प्रतिवेदन अधिकारी द्वारा प्रतिवेदन-भाग-III
REPORT BY THE REPORTING OFFICER - PART-III

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
Assessment of "Work Output" (weightage to this section would be 40%)

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

2. व्यक्तिगत विशेषताओं का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of "Personal Attributes" (on scale of 1-10); weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की दृष्टिकोण Attitude to work		

ii) जिम्मेदारी का बोध Sense of responsibility		
iii) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) अनुशासन का अनुरक्षण Maintenance of Discipline		
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity to work in time limit		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal Attributes’		
आद्यक्षर Initial		

3. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of “Functional Competency” (on scale of 1-10) : weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		

ii) पहल शक्ति Initiative		
iii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iv) पर्यवेक्षण योग्यता Supervisory ability	4	
v) निर्णय लेने की क्षमता Decision making ability		
vi) समन्वय क्षमता Coordination ability		
vii) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initial		

3. स्वास्थ्य की स्थिति State of Health

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4. अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग/शा.वि. श्रेणी के व्यक्तियों के प्रति दृष्टिकोण
Attitudes towards people belonging to SC/ST/OBC/PH Categories:

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5. जनसाधारण के संबंध (जहां कहीं लागू हो)
Relations with public (wherever applicable)

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6. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

i)	संदेह से परे अथवा, Beyond Doubt; or	
ii)	मेरे संज्ञान मे कोई प्रतिकूल बात नहीं आई है अथवा, Nothing adverse has come to my notice; or	
iii)	चूंकि अधिकारी की सत्यनिष्ठा मे संदेह है, अतः एक गुप्त टिप्पणी संगलन है Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

7. रिपोर्टिंग अधिकारी द्वारा अंकित शब्द -चित्र जिस अधिकारी की रिपोर्ट लिखी जा रही है उसका उसके समग्र गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित मूल्यांकन एवं छोटे खाने मे 01 से 10 के पैमाने पर समग्र श्रेणीकरण (समग्र श्रेणीकरण हर वर्ग के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है।)

Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

--

8. समग्र श्रेणी (1-10 अंको के हिसाब से) /Overall Grade (on score of 1-10):

--

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

नाम स्पष्ट अक्षरों में

दिनांक Date:.....

Name in Block letters: _____

पदनाम

Designation: _____

भाग PART-IV पुनरीक्षण / Review
(पुनर्विलोकन अधिकारी REVIEWING OFFICER)

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं है, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

2. असहमति होने की स्थिति में कृपया इसका कारण बताये, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करे लगभग 100 शब्दों में जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. प्रतिवेदन के खंड -III में दिए गए सारांश के आधार पर कुल मिलकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Part-III of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम स्पष्ट अक्षरों में

दिनांक Date:.....

Name in Block letters: _____

पदनाम

Designation: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I - वैयक्तिक तथ्य PERSONAL DATA

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
4. धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the
present grade : _____
5. शैक्षणिक योग्यताएं
Educational Qualification : _____
6. व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical
Qualification. : _____
7. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.
8. वर्ष के दौरान किये गये प्रशिक्षण कार्यक्रम
Training programmes attended during
the year : _____
9. रिपोर्ट अवधि के दौरान- कार्य-भार
Charges held during the period
under report : _____

जारी Contd...P-2/-

अधिकारी द्वारा स्वमूल्यांकन -भाग-II
SELF APPRIASAL BY THE OFFICER - PART-II

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए, यदि आवश्यक हो तो कृपया अलग से पृष्ठ संलग्न करें।)

(To be filled in by the Officer reported upon, if necessary extra sheet to be used)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हैं या आपके लिए निर्धारित किए गए हैं उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (अA) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

4. (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

5. कृपया वह विशिष्ट क्षेत्र अंकित करें जिससे आप अपने कार्य कौशल को प्रशिक्षण के माध्यम से निखारना चाहते हैं।

Please indicate specific area in which you feel the need to upgrade your skill through training programme.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

अधिकारी के हस्ताक्षर **Signature of the Officer**

जारी Contd...P-4/-

प्रतिवेदन अधिकारी द्वारा प्रतिवेदन-भाग-III
REPORT BY THE REPORTING OFFICER - PART-III

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।
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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
Assessment of "Work Output" (weightage to this section would be 40%)

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

2. व्यक्तिगत विशेषताओं का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of "Personal Attributes" (on scale of 1-10); weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की दृष्टिकोण Attitude to work		

ii) जिम्मेदारी का बोध Sense of responsibility		
iii) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) अनुशासन का अनुरक्षण Maintenance of Discipline		
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity to work in time limit		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal Attributes’		
आद्यक्षर Initial		

3. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of “Functional Competency” (on scale of 1-10) : weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		

ii) पहल शक्ति Initiative		
iii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iv) पर्यवेक्षण योग्यता Supervisory ability	4	
v) निर्णय लेने की क्षमता Decision making ability		
vi) समन्वय क्षमता Coordination ability		
vii) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initial		

3. स्वास्थ्य की स्थिति State of Health

--

4. अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग/शा.वि. श्रेणी के व्यक्तियों के प्रति दृष्टिकोण
Attitudes towards people belonging to SC/ST/OBC/PH Categories:

--

5. जनसाधारण के संबंध (जहां कहीं लागू हो)
Relations with public (wherever applicable)

--

6. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

i)	संदेह से परे अथवा, Beyond Doubt; or	
ii)	मेरे संज्ञान मे कोई प्रतिकूल बात नहीं आई है अथवा, Nothing adverse has come to my notice; or	
iii)	चूंकि अधिकारी की सत्यनिष्ठा मे संदेह है, अतः एक गुप्त टिप्पणी संगलन है Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

7. रिपोर्टिंग अधिकारी द्वारा अंकित शब्द -चित्र जिस अधिकारी की रिपोर्ट लिखी जा रही है उसका उसके समग्र गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित मूल्यांकन एवं छोटे खाने मे 01 से 10 के पैमाने पर समग्र श्रेणीकरण (समग्र श्रेणीकरण हर वर्ग के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है।)

Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

--

8. समग्र श्रेणी (1-10 अंको के हिसाब से) /Overall Grade (on score of 1-10):

--

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

दिनांक Date:.....

भाग PART-IV पुनरीक्षण / Review
(पुनर्विलोकन अधिकारी REVIEWING OFFICER)

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं है, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

2. असहमति होने की स्थिति में कृपया इसका कारण बताये, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करे लगभग 100 शब्दों में जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. प्रतिवेदन के खंड -III में दिए गए सारांश के आधार पर कुल मिलकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Part-III of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम स्पष्ट अक्षरों में

दिनांक Date:.....

Name in Block letters: _____

पदनाम

Designation: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

निजी सचिव/वरिष्ठ वैयक्तिक सहायक/वैयक्तिक सहायक/आशुलिपिक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PRIVATE SECRETARY/SENIOR
PERSONAL ASSISTANT/PERSONAL ASSISTANT/STENOGRAPHER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to : _____
S. C./S. T./OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
6. प्रतिवेदन अवधि के दौरान सम्बद्ध अधिकारी
का नाम तथा पदनाम
Name of Officer with designation : _____
with whom attached during the
period under report _____
7. वर्ष के दौरान छुट्टी, प्रशिक्षण आदि के कारण इयूटी
से अनुपस्थिति की अवधि।
Period of absence from duty on : _____
Leave, training, etc. during the year.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. वर्ष/अवधि के दौरान _____ से _____ तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण **100 शब्दों** में लिखा जाना चाहिए)
Brief resume of the work done by you during the year/period from _____ to _____ (The resume to be furnished should be limited to 100 words):

2. कृपया उन मदों का भी उल्लेख करें जिनमें बहुत अधिक उपलब्धियाँ रहीं हों और उनमें अपने योगदान का भी उल्लेख करें।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3. कृपया अपने इनपुट(उद्देश्यों) की प्राप्ति में हो रही कमियों तथा कारणों, यदि कोई हों, तो उनका संक्षेप में उल्लेख करें।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

--

स्थान Place:

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

दिनांक Date:.....

भाग PART-3

मूल्यांकन APPRAISAL

1. क्या भाग-2 के विवरण से प्रतिवेदन अधिकारी सहमत हैं? यदि नहीं, तो किस सीमा तक असहमत हैं और क्या कारण हैं?

Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

--

2. प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	ग्रेडिंग Grading
i) कार्य की गुणता Quality of work	

ii) व्यावसायिक कौशल का स्तर Level of professional skill	
iii) गुप्त एवं परम गुप्त मामलों तथा कागजात को निपटाने में विश्वसनीयता बनाए रखने की योग्यता Trust worthiness in handling secret and top secret matters and papers	
iv) कार्य डायरी का अनुरक्षण और बैठकों, साक्षात्कारों आदि के लिए आवश्यक कागजात को समय पर प्रस्तुत करना Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग (कुल[i से iv]) Overall Grading on ‘Work Output’ (Total [i to iv])	

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Personal Attributes (weightage to this section would be 30%)

	ग्रेडिंग Grading
i) कार्य की अभिवृत्ति Attitude to work	
ii) बुद्धि, उत्सुकता Intelligence, keenness	
iii) अनुशासन का अनुरक्षण Maintenance of discipline	
iv) जिम्मेदारी का बोध Sense of responsibility	
v) संप्रेषण क्षमताएं Communication skills	
vi) टीम में कार्य करने की योग्यता Ability to work in team	
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline	
viii) उपस्थिति में नियमनिष्ठा/नियमितता तथा समयपालन Regularity and Punctuality in attendance	
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल[i से viii]) Overall Grading on ‘Personal Attributes’ ([i to viii])	

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	ग्रेडिंग Grading
i) आशुलिपिकीय कार्य में प्रवीणता तथा शुद्धता Proficiency and accuracy in Stenographic work	

ii) परस्पर व्यक्तिगत संबंध Inter-personal relations	
iii) समन्वय करने योग्यता Coordination ability	
iv) प्रभावी संपर्क, पहल शक्ति एवं टेलीफोन कॉल्स तथा आगंतुकों के साथ अच्छा व्यवहार Effective liaison, Initiative and tact in dealing with telephone calls & visitor	
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल[i से iv]) Overall grading on ‘Functional Competency’ ([i to iv])	

नोट Note: संकेतक के प्रत्येक गुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

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

भागPART-4

सामान्य GENERAL

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें)
(Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें
Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	प्रतिवेदन की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

अनुभाग अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SECTION OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____

3. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
4. वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post _____
appointment thereto : दिनांक Date _____
5. क्या आप अनुसूचित जाति/अनुसूचित
जनजाति/अ.पि.व. से संबंधित हैं?
Whether the officer belongs to SC/ST/OBC : _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training,
specify.

जारी Contd...P-2/-

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

(बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
(A) Assessment of work output (weightage to this section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted			

ii) कार्यनिष्पादन की गुणता Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Personal attributes'			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’			

सामान्य GENERAL – (भागPART-4)

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ
REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि
Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? [संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]
(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref. Part-3(A) (iv) and Part-4(5)]
(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पणी (लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comments (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

--

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वरिष्ठ सहायक/सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SENIOR ASSISTANT/ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade : ग्रेड Grade:_____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. वर्ष/अवधि के दौरान _____से _____तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण **100 शब्दों** में दिया जाना चाहिए)

Brief resume of the work done by you during the year/period from_____ to_____ (The resume to be furnished should be limited to **100 words**)

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A)Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणता Quality of work			
iii) कार्य निष्पादन करने में प्रवीणता अर्थात् निर्धारित रजिस्ट्रों एवं चार्ट्स आदि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग (कुल [i से iii]) Overall Grading on 'Work Output' (Total [i to iii])			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B)Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			

जारी Contd ...P-4/-

iii) अनुशासन को बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline			
viii) परस्पर व्यक्तिगत संबंध Inter personal relations			
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			
ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])			

नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

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

सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
पदनाम
दिनांक Date:..... Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग। Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:..... पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वृत्तिक सहायक/अर्ध-वृत्तिक सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROFESSIONAL ASSISTANT/SEMI PROFESSIONAL ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

रिपोर्ट की अवधि:

PERIOD OF REPORT: FROM

वैयक्तिक ब्यौरा PERSONAL DATA

(पदधारी द्वारा भरा जाए To be filled in by the incumbent)

1. नाम Name :
2. पदनाम Designation :
3. स्थायी Permanent / अस्थायी
Temporary :
4. योग्यताएं Qualification :
5. जन्मतिथि Date of Birth :आयु Age.....
6. क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to
S. C./S. T./OBC? :
7. नियुक्ति/वर्तमान ग्रेड में प्रोन्नति
की तिथि Date of appointment /
promotion to the present cadre :
8. वेतनमान Pay Scale :
- मूल वेतन Basic Pay : ₹
9. पुस्तकालय इकाई का नाम जहाँ
कार्यरत हैं Name of the Library
Unit in which worked :

10. आलोच्य अवधि के दौरान यदि आपने कोई

उल्लेखनीय कार्य किया है तो उसका उल्लेख करें

State if you did any noteworthy work
which increased the output/efficiency
during the period under review :

.....

11. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date: _____

(पदधारी के हस्ताक्षर Signature of the incumbent)

खंड SECTION 1:

कर्तव्यों के निष्पादन PERFORMANCE OF DUTIES

	विशिष्ट SPECIFIC रेटिंग RATING	औसत AVERAGE रेटिंग RATING
1.1 कार्य के आवंटित क्षेत्रों में नेमी कार्य एवं प्रक्रियाओं का ज्ञान Knowledge of routines and procedures in the assigned areas of work.		
क) पुस्तकालय अधिकारियों की सचिवीय-सह-वैयक्तिक सहायता		
a) Secretarial-cum-Personal Assistance to Library Officers
ख) अर्जन कार्य		
b) Acquisition Work
ग) आवधिक कार्य		
c) Periodicals Work

घ)	प्रक्रमण कार्य		
d)	Processing Work
ड.)	संचलन कार्य		
e)	Circulation Work
च)	संदर्भ एवं रीडर्स कार्य को सहायता		
f)	Reference & Assistance to Readers Work
छ)	स्थापना कार्य		
g)	Establishment Work
ज)	लेखा कार्य		
h)	Accounts Work
झ)	बाइंडिंग कार्य		
i)	Binding Work
ट)	भंडार कार्य		
j)	Stores Work
ठ)	प्रेषण कार्य		
k)	Despatch Work
1.2	सरकारी रिकार्ड्स, फाइलें, सुव्यवस्थित कागजात, कागज की पुनःप्राप्ति आदि का रखरखाव Maintenance of Official records, files, papers with orderliness, retrieval of papers etc.
1.3	मसौदा नोट्स, पत्राचार हेतु पत्र आदि तैयार करने की योग्यता Ability to draft notes, letters correspondence etc.
1.4	आउटपुट रेटिंग Output rating
1.5	भाषाओं में प्रवीणता एवं लिखावट Proficiency & Handwriting in languages:		
i.	अंग्रेजी English
ii.	हिंदी Hindi
iii.	अन्य भारतीय भाषाएं Other Indian Language
iv.	अन्य विदेशी भाषाएं Other Foreign Language

1.6 स्वच्छता, परिशुद्धता एवं तैयारी/निपटान/टंकण/ तत्परता
Degree of neatness, accuracy and promptness in
preparation / disposal / typing / performance of

- | | | | |
|------|---|-------|-------|
| i. | सूचीपत्र कार्ड Catalogue Cards | | |
| ii. | ग्रन्थसूची Bibliographic | | |
| iii. | स्टेंसिल Stencils | | |
| iv. | सरकारी कागजात Official papers | | |
| v. | अन्य बातें, यदि कोई हों Other things, if any..... | | |

अन्य विशेषताओं का मूल्यांकन
ASSESSMENT OF OTHER QUALITIES

औसत रेटिंग खंड
AVERAGE RATING SECTION

- | | | |
|-----|---|-------|
| 2.1 | प्रत्यक्ष प्रयास करने और दुरूह कार्य अर्थात्
श्रमसाध्य कार्य करने की योग्यता
Ability to make physical efforts and to handle
arduous assignments i.e. Industriousness | |
| 2.2 | बुद्धिमत्ता, सतर्कता, उत्सुकता इत्यादि मानसिक क्षमता
का उपयोग करने की योग्यता
Ability to exercise mental capacities i.e. intelligence,
alertness, keenness etc. | |
| 2.3 | कार्यालय समय का अनुपालन करने में समयनिष्ठ
Punctuality in observance of office hours | |
| 2.4 | छुट्टी लेने में बारंबारता
Frequency in availing of leave | |
| 2.5 | सौंपे गए कार्य का निपटान अर्थात् कार्य को शीघ्रता,
शुद्धता और तत्परता से निपटाने में समर्पण
Disposal of assigned work i.e. Dedication to clear
the assignment with speed, accuracy and promptness | |
| 2.6 | सरकारी प्राधिकारियों, कार्यालय आदेशों, कार्यालय
प्रक्रियाओं आदि का सम्मान और सहयोग करने
की इच्छा की तीव्रता
Regard for and degree of willing cooperation with
official authorities, office orders, office procedures etc. | |

- 2.7 सहकर्मियों एवं अधीनस्थों के साथ संबंध और उनका सहयोग करने की इच्छा
Relations and willingness cooperation with colleagues and subordinates
- 2.8 संबंधित पुस्तकालय अधिकारियों से 'दैनिक उपलब्धि रिकार्ड' को नियमित साक्ष्यांकित कराना और उसका उचित रखरखाव करना
Proper maintenance of 'Daily Achievement Record' with regular attestation from concerned library officers

खंड-2 की औसत रेटिंग

AVERAGE RATING OF SECTION 2

समग्र मूल्यांकन OVER ALL ASSESSMENT

1. उपर्युक्त खंडों के आधार पर औसत रेटिंग
Average rating based on above sections
2. आचरण के संदर्भ में सत्यनिष्ठा, व्यवहार, अनुशासन उत्पादक, आत्मविश्वास, सरकारी मामलों का रखरखाव आदि का मूल्यांकन
Assessment of integrity in terms of conduct, behaviour discipline, productive, confidence, maintenance of official matters etc.
3. यदि समीक्षाधीन वर्ष के दौरान किसी भी अनुशासनहीनता, लापरवाही, चूक अथवा उदासीनता के लिए भर्त्सना की गई हो, तो उसका ब्यौरा दें
Details, if reprimanded for any indiscipline, negligence lapse or indifference during the year under review
4. स्थायीकरण/प्रोन्नति/ई.बी. की क्रॉसिंग के बारे प्रस्ताव
Proposal about confirmation / promotion / crossing of E.B.

दिनांक Date _____

हस्ताक्षर एवं पदनाम Signature and Designation
(रिपोर्टिंग अधिकारी Reporting Officer)

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ
REMARKS OF REVIEWING OFFICER

दिनांक Date: _____

हस्ताक्षर एवं पदनाम **Signature and Designation**
(पुनर्विलोकन अधिकारी **Reviewing Officer**)

विश्वविद्यालय पुस्तकाध्यक्ष की अभ्युक्तियाँ, यदि कोई हों
REMARKS, IF ANY OF THE UNIVERSITY LIBRARIAN

दिनांक Date: _____

विश्वविद्यालय पुस्तकाध्यक्ष
UNIVERSITY LIBRARIAN

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
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APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कनिष्ठ सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JUNIOR ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/ST/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
in the present grade : ग्रेड Grade:_____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्व मूल्यांकन SELF APPRAISAL – भाग PART-2

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण Brief description of duties:

2. _____ से _____ तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्यों का संक्षिप्त सार-वृत्त (दिया जाने वाला सार- 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from _____
to _____ (The resume to be furnished should be limited to **100 words**)

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
 (Please read carefully the guidelines before filling the entries)

1. द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो की 1-10 तक के पैमाने पर होनी चाहिए जिसमे 1 का तात्पर्य निम्नतम ग्रेड और 10 का तात्पर्य उच्चतम ग्रेड से है।

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

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तहरीज 40% होगा)

(A)Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) योजनाबद्ध कार्य/ आबंटित विषयों के अनुसार आबंटित कार्य को पूरा करना Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणवत्ता Quality of work			
iii) टंकण में प्रवीणता Proficiency in typing (speed and accuracy)			
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
‘कार्य निष्पादन पर’ समय ग्रेडिंग (कुल [i से iv]) Overall Grading on ‘Work Output’ (Total [i to iv])			

(ख) व्यक्तिगत गुण/विशेषता का मूल्यांकन (इस खंड की तहरीज 30% होगा)

(B) Assessment of Personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की प्रति अभिवृत्ति Attitude to work			
ii) उत्तरदायित्व की भावना Sense of responsibility			
iii) अनुशासन बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा का पालन करने की योग्यता Ability to meet deadline			
viii) अंतरव्यक्तिगत संबंध Inter personal relations			
‘व्यक्तिगत गुण /विशेषताओं’ की समय ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])			

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तहरीज 30% होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) काम-काज के क्षेत्र में नियमों /विनयमों /पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			

ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
‘कार्यात्मक क्षमता’ पर समग्र ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])			

नोट Note: समग्र ग्रेडिंग, निर्धारित की गई तहरीज के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी

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

सामान्य GENERAL-भागPART-4

1. जनता के साथ संपर्क Relations with the public (जहाँ कहीं लागू हो wherever applicable)
(कृपया जनता की अधिकारी तक पहुँच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

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2. प्रशिक्षण Training
(कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें) Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

--

3. स्वास्थ्य की स्थिति State of Health

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4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें) Please comment on the integrity of the officer)

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5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियां, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समग्र गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा की शब्द चित्र (लगभग 100 शब्दों में) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग- III में खंड क, ख और ग में दी गई तहरीज के आधार पर समग्र आंकिक ग्रेडिंग। Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम मोटे अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि के दौरान
During the period of Report: _____

समीक्षा अधिकारी द्वारा अभ्यक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. समीक्षा अधिकारी के तहत सेवाकाल Length of service under the Reviewing Officer

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2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 और भाग-4(5)} (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिये गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

--

3. असहमति की स्थिति में कारण बताएं। कृपया ऐसा कुछ हैं जिसमे आप संशोधन करना अथवा जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. अ.जा./ अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

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5. समीक्षा अधिकारी द्वारा शब्द चित्र । (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें ।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. रिपोर्ट के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तहरीज के आधार पर समय आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम मोटे अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि के दौरान
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

मल्टी टासकिंग स्टाफ के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSEMENT REPORT FOR MULTI TASKING STAFF

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT -----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम
Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____

4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

स्थान Place:

दिनांक Date:.....

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3

ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A)Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
1	2	3
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) क्या वह मशीन/ स्टोर का ज्ञान रखता है। Does he/she know the machine/ store		
iv) क्या वह नियमित रूप से मशीन/ स्टोर/भवन को ठीक रखता है Does he/she maintain the machine/ store/ building properly and regularly.		
v) क्या वह सफाई करता है और चार्ट, दृश्य स्लइड/ भंडारण आइटम/ परिसर की देखभाल करता है Does he/she clean and takes care of chart, visual slides/ storage items/ premises.		
vi) किए गए अप्रत्याशित कार्य/ अपवादात्मक कार्य की परिपूर्णता Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B)Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		

iii) Regularity and Punctuality नियमितता और समय की पाबंदी		
iv) अनुशासन को बनाए रखना Maintenance of discipline		
v) संप्रेषण कौशल Communication skills		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline		
viii) परस्पर व्यक्तिगत संबंध Inter -personal relations		
ix) Clean use of uniform		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से ix]) Overall Grading on ‘Personal Attributes’ (Total [i to ix])		
आद्यक्षर Initial		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly		
ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता, जहां पर उपलब्ध हो Proficiency in working on computer, wherever available		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv])Overall grading on ‘Functional Competency’ (Total [i to iv])		
आद्यक्षर Initial		

नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned

सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
पदनाम
दिनांक Date:..... Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
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) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

Mentor-mentee at DCAC

DCAC College <principaldcac@gmail.com>

Mon, Apr 10, 2023 at 11:54 AM

To: rajiv.chopra@dcac.du.ac.in, rkgoel@dcac.du.ac.in, anita@dcac.du.ac.in, nkapoor@dcac.du.ac.in, bsjaryal@dcac.du.ac.in, bthakur@dcac.du.ac.in, kishor.kumar@dcac.du.ac.in, anuj.jain@dcac.du.ac.in, neha.agarwal@dcac.du.ac.in, sangeeta.gupta@dcac.du.ac.in, shallu.9891@dcac.du.ac.in, lalita.kumari@dcac.du.ac.in, chandan.k.singh@dcac.du.ac.in, kiran.gupta@dcac.du.ac.in, akanksha.garg@dcac.du.ac.in, radheshyam.kalawat@dcac.du.ac.in, laxmi@dcac.du.ac.in, shubham.chavriya@dcac.du.ac.in, prem.singh@dcac.du.ac.in, mukesh.meena@dcac.du.ac.in, monika.arora@dcac.du.ac.in, rohini.baghel@dcac.du.ac.in, manisha.singh@dcac.du.ac.in, pawan.kumar@dcac.du.ac.in, brijesh.yadav@dcac.du.ac.in, ghanshyamchand.yadav@dcac.du.ac.in, vipra.kapoor@dcac.du.ac.in, vikas.kumar@dcac.du.ac.in, akanksha.khurana@dcac.du.ac.in, ethi.jain@dcac.du.ac.in, mamta.kumari@dcac.du.ac.in, aman.pandey@dcac.du.ac.in, kmalhan@dcac.du.ac.in, rsharma1@dcac.du.ac.in, archana.jain@dcac.du.ac.in, Shalini Saksena <ssaksena@dcac.du.ac.in>, birsingh@dcac.du.ac.in, dtaneja@dcac.du.ac.in, nidhi.pande@dcac.du.ac.in, arun.kumar@dcac.du.ac.in, tanu@dcac.du.ac.in, ayush.agarwal@dcac.du.ac.in, shruti@dcac.du.ac.in, akanksha.aggarwal@dcac.du.ac.in, shahid.zafar@dcac.du.ac.in, vgchaturvedi@dcac.du.ac.in, smita.banerjee@dcac.du.ac.in, rsingh@dcac.du.ac.in, jpame@dcac.du.ac.in, santosh.bharti@dcac.du.ac.in, amit.yadav@dcac.du.ac.in, neelam.yadav@dcac.du.ac.in, jyotsna.pathak@dcac.du.ac.in, animesh.mohapatra@dcac.du.ac.in, shilpa.chowdhary@dcac.du.ac.in, rittvika.singh@dcac.du.ac.in, enami.chopra@dcac.du.ac.in, aditi.nagar@dcac.du.ac.in, kamal@dcac.du.ac.in, rahul.bhadouria@dcac.du.ac.in, pyarimohan.maharana@dcac.du.ac.in, rsharma@dcac.du.ac.in, kldhingra@dcac.du.ac.in, skumar1@dcac.du.ac.in, dapsharma@dcac.du.ac.in, sanjeeb.kumar@dcac.du.ac.in, puran.chand@dcac.du.ac.in, rashmi.rawat@dcac.du.ac.in, amita@dcac.du.ac.in, poonam@dcac.du.ac.in, achauhan@dcac.du.ac.in, akbasra@dcac.du.ac.in, sudha.sharma@dcac.du.ac.in, nailawadi@dcac.du.ac.in, vivek.mohan@dcac.du.ac.in, opsingh@dcac.du.ac.in, skumar@dcac.du.ac.in, awadhesh.sah@dcac.du.ac.in, prerna.gautam@dcac.du.ac.in, lakhan.lal.meena@dcac.du.ac.in, tsabharwal@dcac.du.ac.in, aakriti.kohli@dcac.du.ac.in, neha.jingala@dcac.du.ac.in, amarendra.aarya@dcac.du.ac.in, devender.bhardwaj@dcac.du.ac.in, pallav.pathak@dcac.du.ac.in, ckumar@dcac.du.ac.in, agupta@dcac.du.ac.in, indarpal.singh@dcac.du.ac.in, sumit@dcac.du.ac.in, nalini.goyal@dcac.du.ac.in, spandey@dcac.du.ac.in, rkumar@dcac.du.ac.in, mbagoria@dcac.du.ac.in, tgkrishna.yadab@dcac.du.ac.in, krushna.chichuan@dcac.du.ac.in, shudhanshu.kumar@dcac.du.ac.in, vijay.kumar@dcac.du.ac.in, shashikant@dcac.du.ac.in, ashna.monga@dcac.du.ac.in, kanchan.sharma@dcac.du.ac.in, shashank.tiwari@dcac.du.ac.in, sudhir.parida@dcac.du.ac.in, nsaxena@dcac.du.ac.in

Dear Colleagues,

It gives me immense pleasure to share that the College is introducing a system of mentorship with the aim of providing opportunities for students to benefit from the rich experience, expertise and wisdom of their teachers. Constant interaction with their mentors will enable students to develop new skills, sharpen existing ones and equip themselves to pursue suitable career goals. A vibrant mentor-mentee relationship in the campus will help students find an emotional and moral anchor whenever they face challenging situations in their lives. This system will prove particularly useful to outstation students who have to cope with life in a metropolis without familial support systems. Nurturing a healthy and vibrant mentor-mentee relationship will enrich campus life in significant ways and will transform the college into a cradle of excellence informed by compassion.

For this purpose, each teacher-mentor is placed in charge of eight first-year students-mentees. The attached pdf contains the list of mentees allocated to each mentor.

- Mentors will meet the mentees once every two weeks, enquire about the difficulties they might be facing and assess their academic progress.
- The mentor will function as a bridge between students and the college administration.
- Depending on circumstances, the mentor will get in touch with the parents/guardians of their mentees and discuss relevant issues of concern.
- Mentors will also actively motivate mentees to take part in curricular and extracurricular activities and help shape their career goals.

It is envisaged that the mentor-mentee system will buttress the foundation of the existing alumni network of the college, which will contribute significantly to enhance the employability of our students.

Best wishes

Prof. Rajiv Chopra

Principal

2 attachments



Mentor Mentee 2022-23.xlsx

134K



Mentor Mentee Final.pdf

289K

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell
Mentor's Report: July 2022–June 2023

Name of the Mentor(Teacher):

Designation:

Department:

No. of Mentees Allotted:

Mentee Details:

S.No	Roll No	Name
1		
2		
3		
4		
5		
6		
7		
8		

Report

For your reference, a sample copy of the report is given below. On the basis of your experience with the mentees, you are requested to write a report.

In the mentoring process of the students, students' generally express concern about future job prospects and choices available for higher education. Mentees were told about the different courses available and scope for job opportunities (including campus placements). The initial step was to help students with résumé building sessions so that the good candidature for the job is presented. The Placement Cell of the College conducted résumé building sessions were conducted and individual attention was paid to correct their résumé. Sessions devoted to preparation for job interviews were also conducted. Many girl students shared the pressure to get married after completing graduation irrespective of their desire to pursue higher education. Through discussions, they were advised to engage in dialogue with their parents and explain to them their points. Many girl students initiated the process of convincing the parents to let them pursue higher education and postpone marriage for a few years. Students have been approaching teachers even for guidance regarding their personal issues. This exercise has always been confidential. It was appreciated by the parents of the mentees that the college is taking extra and useful steps towards the well-being of their wards.

During these interactions with the mentees allotted to me the following issues were shared by the mentees and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
	Cleanliness of washrooms (particularly those of girls')	This issue was brought to the notice of the Principal and the Principal sir not only assured but immediately asked the concerned staff to maintain the cleanliness of girls' washrooms.

Date:

Signature:

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): Jeremiah Pame
Designation: Assistant Professor
Department: English
No. of Mentees Allotted: 08

Mentee Details:

S.No	Roll No	Name
1	125	Vansh Taank
2	126	Suvarna Joshi
3	128	Sudanshu Raj
4	129	Manaw Kumar
5	130	Vidya Vandana
6	131	Ishita Chaudhary
7	132	Akshat Verma
8	134	Sunil Choudhary

Report

During these interactions with the mentees allotted to me the following issues were shared by the mentees and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1	Difficulty in finding accommodation	Helped them by identifying some location with PGs near the college. Discussed about some places having rented houses like Safdarjung Enclave, Mohadpur, etc.
2	Difficulty in coping with cultural shock in Delhi	Shared some experiences on how to slowly learn in dealing with people in Delhi.

3	Feeling demotivated	Counseling on how to take things slowly. Meet some new friends. Sometimes organize some fun activities in college with friends. Watch some interesting movies with moral lessons.
4	Difficulty in managing money	Have to be careful. Do not buy things you don't need.
5	Fans are too old	To request the principal to replace fans in the classrooms.
6	Difficulty in understanding some papers	Discussed some background of the papers. Informed the concerned teachers to explain again.
7	Confused whether to take part in extracurricular activities or not.	Explained to them the importance of holistic development. Need to take part in extracurricular activities but not neglecting their studies.
8	Worried about future.	Discussed at length on how things will turn out well if they do well in studies.

Date: 7th June 2023

Signature: 

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): LAKHAN LAL MEENA

Designation: ASSISTANT PROFESSOR

Department: HISTORY

No. of Mentees Allotted: 08

Mentee Details:

S.No	Roll No	Name
1	1117	VEDANGI SHUKLA
2	1122	DAYA SHANKAR
3	1003	DIVANSH MISHRA
4	1004	DEV SHARMA
5	1005	VIBHA KUMARI
6	1006	YASH PRAKASH
7	1007	RAIEMA GUPTA
8	1008	ANSH GUPTA

Report

In the mentoring process, some students were found to be struggling with certain subjects and were ,therefore, demotivated. They were advised to seek help from their professors and from their classmates. They were also encouraged to set realistic academic goals and take breaks when needed. While others, who are living away from home were suffering from homesickness and were advised to stay connected with family and friends through calls and explore local support networks.

Date: 08-06-2023

Signature: LAKHAN LAL MEENA

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor(Teacher): DR. MAMTA KUMARI

Designation: ASSISTANT PROFESSOR

Department: COMPUTER SCIENCE

No. of Mentees Allotted: 08

Mentee Details: B A PROG. STUDEDNT

S.No	Roll No	Name
1	958	LAKSHYA SETH
2	959	LOKESH KUMAR BAGHEL
3	960	ASHUTOSH SHARMA
4	961	ROHIT DASS
5	962	MD JAMAL
6	965	GARV BHARGAVA
7	1021	VAIBHAV KESHRI
8	1022	SACHIN KUMAR

Report

In the mentoring process of the students, students' generally express concern about future job prospects and choices available for higher education. Mentees were told about the different courses available and scope for job opportunities (including campus placements). The initial step was to help students with résumé building sessions so that the good candidature for the job is presented. The Placement Cell of the College conducted résumé building sessions were conducted and individual attention was paid to correct their résumé. Sessions devoted to preparation for job interviews were also conducted. Many girl students shared the pressure to get married after completing graduation irrespective of their desire to pursue higher education. Through discussions, they were advised to engage in dialogue with their parents and explain to them their points. Many girl students initiated the process of convincing the parents to let them pursue higher education and postpone marriage for a few years. Students have been approaching teachers even for guidance regarding their personal issues. This exercise has always been confidential. It was appreciated by

the parents of the mentees that the college is taking extra and useful steps towards the well-being of their wards.

During these interactions with the mentees allotted to me the following issues were shared by the mentees and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1	Cleanliness of washrooms (particularly those of girls')	This issue was brought to the notice of the Principal and the Principal sir not only assured but immediately asked the concerned staff to maintain the cleanliness of girls' washrooms.
2	Feeling demotivated	Set realistic goals, celebrate small achievements and take breaks when needed. Seek support from academic advisors counsellors
3	Homesickness for those living away from home	Stay connected with family and friends through calls and visits, and explore local supports networks.

Date: 18/06/2023

Signature: MAMTA KUMARI

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): Prof Neeru Kapoor

Designation: Professor

Department: Commerce

No. of Mentees Allotted:8

Mentee Details:

S.No	Roll No	Name
1	987	ROHAN ROHILLA
2	989	PRASHANT KUMAR
3	990	ASHISH
4	1032	SURBHI HALDER
5	1037	DAKSH MONGA
6	1038	HARSHAD SHARMA
7	1072	PRAVARTAK MEHRA
8	1121	DEV PRATAP SINGH

Report

In the mentoring process of the students, I tried my level best to guide the students with regards their college life, as they were the first-year students, they had some fears and inhibitions regarding their 3-4 years in college. Some outstation students were facing problems with regards accommodation, so I tried to help them by discussing their academic and personal issues, and provide them with the relevant information, so that they should find themselves more comfortable and confident. This exercise has always been confidential. It was appreciated by the parents of the mentees that the college is taking extra and useful steps towards the well-being of their wards.

During these interactions with the mentees allotted to me the following issues were shared by the mentees and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1.	Difficulty in finding suitable and available accommodation near college	Helped them in exploring housing options, including apartments and shared rentals.
2.	Struggling with specific subjects or courses.	Guided them regarding their choice of subjects in SEC, GE etc, so that they should be able to arrive at better choices for themselves.

3.	Feeling Demotivated & Home-sick.	As most of them were outstation students, at times, they were feeling homesick and demotivated, so tried to cheer them up by listening to their problems & grievances and providing solutions to their problems.
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Date: 23rd June 2023

Signature: 

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): Mr. SUMIT

Designation: Assistant Professor

Department: Mathematics

No. of Mentees Allotted: 8

Mentee Details:

S.No	Roll No	Name
1	1029	Yashika
2	1043	Disha Jain
3	1068	Priten Agarwal
4	1075	Garvik Suri
5	1079	Lakshya Singh Rathore
6	1085	Yishu Yadav
7	1092	Sumit Kumar
8	1120	Gaurav Kumar

Report

I am writing this mentorship report as the mentor of above 8 mentees, whom I have been working with over the past one year. During the past year, I engaged in regular mentorship activities with each of my mentees. These activities included one-on-one meetings, group discussions and WhatsApp communications. The primary objectives were to provide guidance, support academic and personal growth and assist in career development.

The past year has been notable for the implementation of the National Education Policy (NEP) 2020, which has brought about significant changes in the higher education landscape. In the beginning, almost all my mentees expressed varying levels of concern and curiosity about the changes introduced by the NEP 2020. They sought clarification on the new curriculum, assessment methods and the flexibility it offers. First-year students often face challenges adapting to the college environment. The NEP changes, coupled with the usual academic stress, created additional concerns about their workload and time management. Some mentees were particularly interested in understanding how the NEP might affect their career paths and job opportunities. So I provided them the detailed explanations and resources regarding the NEP 2020 changes including the new curriculum and assessment methods. I organized group discussions and mini-workshops to facilitate peer-to-peer support and shared insights on managing academic stress.

In the mentoring process, students generally express concern about their grades, understanding course material, meeting academic expectations, future job prospects and choices available for higher education. Also as we know that college life requires effective time management skills, many were struggling with prioritizing tasks, maintaining a study schedule and

juggling extracurricular activities. So, I liaised with other faculty members to monitor curriculum adaptation and provided additional tutoring and guidance as necessary.

Some mentees faced issues related to online learning tools and platforms. So, I assisted them in troubleshooting digital learning challenges and helped mentees navigate the online learning environment. We worked together to address these technological challenges.

In summary, my interactions with my eight first-year mentees have been both challenging and rewarding. While the NEP changes presented new complexities in their educational journey, we have worked collaboratively to address concerns, provide support and guide their academic and personal growth. Students have been approaching teachers even for guidance regarding their personal issues also. This exercise has always been confidential. Moreover, it was highly appreciated by the parents of the mentees that the college is taking extra care towards the well-being of their wards.

I am committed to continuing my mentorship with these students in the upcoming year and look forward to assist them in achieving their academic and career goals. I will also closely monitor how the NEP 2020 continues to influence their educational experience.

During these interactions with the mentees allotted to me, the following issues were shared by them and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1.	Cleanliness of washrooms	This issue was brought to the notice of the Principal and the Principal sir not only assured but immediately asked the concerned staff to maintain the cleanliness of the washrooms.

Date: 23-06-2023



Signature

**Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023**

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): Dr. Rahul Bhadouria

Designation: Assistant Professor

Department: Environmental Studies

No. of Mentees Allotted: 8

Mentee Details:

S.No	Roll No	Name
1	851	VIKASH KUMAR
2	852	Ritika Sharma
3	854	Kanak
4	855	AKSHAT KASHYAP
5	856	Alay Asfaque Siddique
6	857	RITIK
7	858	ROHAN CHANDRA
8	859	TARUN RAJORA

Report

The development of a student's academic and soft abilities can be aided through mentoring. Students are empowered by mentoring and are also welcomed into a better learning environment. It also contributes to the development of a healthy relationship between teachers and students. Additionally, mentors are crucial in helping mentees comprehend the difficulties they are having in their personal and academic lives. During the mentoring process, students frequently voice their concerns regarding future employment prospects and higher education options. The many courses that were offered as well as the range of employment possibilities (including campus placements) were discussed with mentees. Meetings were held to discuss interview preparation. In order to communicate with the students who were allocated to me, we created a WhatsApp group. Additionally, it facilitated anytime peer interaction for students. Here, the students get the chance to communicate with one another and their mentor, strengthening their interpersonal skills. Personalised interactions and activities in the peer groups have helped the students to foster their talents. We discussed about inclusive environment of the college. Even for advice on personal matters, students have gone to their teachers.


The following difficulties were brought up by the mentees throughout our meetings, and they were remedied with the help of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1.	Previous examination papers	The students were provided the copies of previous examination papers
2.	Homesickness	Stay connected with family and friends through calls and explore new friends in college

Date: 11 June 2023

Rahul Bhadouria

Signature:

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Rahul Bhadouria".

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell
Mentor's Report: July 2022–June 2023

Name of the Mentor(Teacher): Shahid Zafar

Designation: Assistant Professor

Department: Economics

No. of Mentees Allotted: 08

Mentee Details:

S.No	Roll No	Name
1	930	Ananya Goel
2	931	Ananya Rajawat
3	932	PRATYAKSH SINGH SOLANKI
4	933	PRIYANSHU ANAND
5	1014	Jonathan Khumliensang Samte
6	1076	AARAV
7	1097	NAITIK NARAYAN SINGH
8	1103	Monika

Report

In the 2022-23 academic year, my college assigned me eight mentees in accordance with its policies. These students had a range of concerns and issues, all of which we worked together to address through our mentorship process. During our interactions, a number of important themes emerged, including the students' anxieties about acquiring the necessary skills for the job market and future academic pursuits.

In order to empower our mentees to make well-informed decisions, we provided them with information about various Skill Enhancement courses that were available, as well as insights into job opportunities in the current market. Additionally, we encouraged students to participate in group discussions, mock interviews organized by the placement Cell, and to cultivate professional communication skills to boost their employability.

Moreover, our students often sought guidance on personal matters and challenges, and it's worth emphasizing that we treated these discussions with the utmost confidentiality. This commitment to preserving privacy was appreciated both by the students themselves and by the college administration.

Throughout my interactions with the mentees I was assigned, a range of issues were shared, and I am delighted to report that, thanks to the cooperation of the college administration, we were able to successfully resolve these issues. The mentorship program has proven to be an invaluable resource for students, addressing their academic, career, and personal concerns, and making a substantial contribution to their overall growth and development.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
01.	Quality of food and Drinking water in college canteen	This issue was brought to the notice of the Principal and the Principal immediately passed instructions to the college canteen committee for necessary action. The matter was resolved
02.	Mental health issues	Mentees were advised to stay connected with the families and make new friends in the college. Take professional medical health if needed.
03.	Issues with college internet Wifi	The concerned assistant was asked to look into the matter and the issue was resolved

Date: 13.06.2023

Signature:



Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor(Teacher): SHALINI SAKSENA

Designation: PROFESSOR

Department: ECONOMICS

No. of Mentees Allotted: 8

Mentee Details:

S.No	Roll No	Name
1	20	PRATEEK ANAND
2	21	SHUBHANGI SINGH
3	22	VEDANSH
4	26	KISHU KANHAIYA
5	27	ISHAN
6	28	AYUSH YADAV
7	29	RISHIKESH DAS
8	30	NISHCHAY BHATT

Report

The fact that my mentees are students from my class, it makes the mentoring process easier and hopefully more fruitful. The mentees find it easier to approach me and it is easier for me to monitor them and address their concerns to the best of my ability. My mentees being students of the first batch of students enrolled under the NEP, needed a lot of guidance regarding the structure of the 4-year graduation programme, choice of electives, options of minor subjects etc. An orientation programme was arranged by the college at the beginning of the academic session which was very useful. However, students who joined late, needed special guidance.

More specifically, the following issues were shared by the mentees and to the extent possible, I have tried to address them or bring it to the notice of the concerned authority.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
1	Students were not allowed to shift from one optional paper to another even when seats were available in the latter.	Request was taken to the Principal and it was resolved. Students were permitted to shift to the paper where seats were still available.
2	AEC classes have not started and no information is available.	This issue was brought to the notice of the Principal and the Principal sir has assured corrective action.
3	Unhygienic washrooms.	

4	Administrative staff is unwilling to assist in changing students' choice of electives and other optional papers.	
5	Water coolers not working properly.	
6	Fans in some class rooms are very slow and need to be replaced with new ones.	

With the cooperation of the college Principal and administrative staff, some of the issues have been resolved while steps are underway to resolve the others.

Date: 2022-23

Signature: *Shalini Saksena.*

Shalini Saksena

Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor (Teacher): Mr. SUMIT

Designation: Assistant Professor

Department: Mathematics

No. of Mentees Allotted: 8

Mentee Details:

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6	1085	Yishu Yadav
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8	1120	Gaurav Kumar

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Date: 23-06-2023



Signature

**Delhi College of Arts & Commerce
University of Delhi
Netaji Nagar, Delhi – 110023**

Mentor-Mentee Cell

Mentor's Report: July 2022–June 2023

Name of the Mentor(Teacher): Mr. Shashank Tiwari

Designation: Assistant Professor

Department: Political Science

No. of Mentees Allotted: 8

Mentee Details:

S.No	Roll No	Name
1	475	Akansha Rai, B.A. (H) Political Science
2	474	Prateek Sisodia , B.A. (H) Political Science
3	428	Bhargavi Sharma,B.A. (H) Political Science
4	418	Kritika Raj, B.A. (H) Political Science
5	565	Simra Khalid, B.A. (H) Political Science
6	576	Akash Nair, B.A. (H) Political Science
7	568	Manik Singh, B.A. (H) Political Science
8	536	Janhvi Rai, B.A. (H) Political Science

Report

Under the mentor-mentee program, the students were able to raise the issues they face in their pursuit of an academic career. They expressed their ambitions and asked for the guidance to achieve the goals they have set for themselves. As a mentor, the teachers told them about the various opportunities available to them in form of internships, projects, and future courses. Mentees were told about the different courses available in different universities and road map for preparation for the same and they are preparing under continuous guidance. I did many counselling sessions with them to understand their concerns and requirements and then suggested them places nearby college and shared contact details of few senior students to cooperate them for this. Issue was resolved and they were able to save time consumed in commutation prior to settle in near by places.

Some students were facing future plan, Course Structure, Placement, Internship and homesickness. I talked with them and try to find out and understand their specific problems and then suggested them to be in touch with their friends and local guardians and stay connected with their family members. Also told them to develop reading habits and sitting in library.

During these interactions with the mentees allotted to me the following issues were shared by the mentees and it has been resolved with cooperation of the college administration.

No. of Issues	Issue(s) Raised	Issue(s) Resolved
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1.	Janhavi Rai,, asked “Can I go for Master’s degree in future after Completing BA(H) course”? If yes, how will the Master’s degree help in career building?	Yes, you can go for Master’s course. After your BA(H) Political Science, if you do 2 years MA as well, your knowledge about the subject will growth in depth, and you will emerge as a more articulate subject expert.
2.	Simra Khalid asked ‘what kind of internships we can take up’?	Depends on the interest of the candidate, but both paid and unpaid internships are available for graduated as well as graduating students at Think Tanks, Media Sector, Government Agencies and NGOs.
3.	Akash Nair asked ‘ how should I train myself to write analysis and commentaries on political issues of national and international importance?’	For developing good writing skills, one needs to read classical writings on the subject of your interest. Only good amount of reading can help you develop flair in writing. To test and improve your writing skills you should write regularly and you should send it to relevant publishers from time to time.
4.	Manik Singh asked, ‘ I wish to prepare for UPSC exam, how can I use my learnings in Political Science to my advantage?’	Political Science covers a very large portion of UPSC prelims and Mains syllabus. Paper-2 in Mains is largely Polity, which is part of Political Science. In the ethics and essay papers , you will find that your knowledge of political science, especially political theory and political history will be very useful. Also, taking Political Science as an optional subject will be advantageous to you in your preparation.

Date: 30.06.2023

Signature: Shashank Tiwari.