

**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)**

Ref. No. MU/RO/2017/1282-A

24/10/2017

**Subject: Constitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is constituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives with different parameters as specified in Appraisal policy. Committee members are mentioned below:

| Sr.No. | Name                                      | Post             |
|--------|---|------------------|
| 1      | Prof.(Dr.) V.N.R. Pillai -Vice Chancellor | Chairman         |
| 2      | Mr. D.K. Sharma Dean Academics            | Member           |
| 3      | Concerned Dean of Faculty                 | Member           |
| 4      | Concerned Head of the Department          | Member           |
| 5      | Nominee of BOM                            | Member           |
| 6      | Mr. H. Widhani OSD                        | Member           |
| 7      | Dr. T.N. Mathur- Registrar                | Member secretary |

*T.N. Mathur*  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

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**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)**

Ref. No.MU/RO/2018/1146-A

12/09/2018

**Sub.:- Subject: Reconstitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is reconstituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives. Committee members are mentioned below:

| Sr.No. | Name   | Post     |
|--------|--|----------|
| 1      | Prof.(Dr.) Vijay Kumar Vaidya -Vice Chancellor | Chairman |
| 2      | Mr. D.K. Sharma Dean Academics                 | Member   |
| 3      | Concerned Dean of Faculty                      | Member   |
| 4      | Concerned Head of the Department               | Member   |
| 5      | Nominee of BOM                                 | Member   |
| 6      | Mr. H. Widhani OSD                             | Member   |
| 7      | Dr. Venkata VPRP- Registrar                    | Member   |

  
Registrar  
Mewar University  
Gangrar, Chittorgarh (Raj.)  
Registrar

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**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, CHITTORGARH (RAJ.).**

No. MU/Admin/2020/876

Dated: 29/9/2020

**OFFICE ORDER**

**Subject: Reconstitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is reconstituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives. Committee members are mentioned below:

| S.No. | Name   | Responsibility |
|-------|--|----------------|
| 1     | Prof. Kaushal K Chandrul- Vice Chancellor-Acting | Chairman       |
| 2     | Mr. D. K. Sharma-Dean -Academics                 | Member         |
| 3     | Concerned Dean of faculty                        | Member         |
| 4     | Concerned Head of the Department                 | Member         |
| 5     | Nominee of BOM                                   | Member         |
| 7     | Mr. H. Widhani, OSD                              | Member         |
| 8     | Registrar  | Member         |

*[Signature]*  
**Registrar**  
Mewar University  
Chittorgarh (Chittorgarh)

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7. Wardens/Maint.I-C/Receptionist
8. Record File

9/20



OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, CHITTORGARH (RAJ.).

Dated: 5/10/2021

No. MU/Admin/2021/1489

**OFFICE ORDER**

**Subject: Reconstitution of APAR Committee**

APAR Committee is reconstituted to evaluate the performance and outcome of an employee on the basis of the predefined parameter. Following are the members of the committee:

| S.No. | Name                                   | Designation |
|-------|--|-------------|
| 1     | Prof. K.S. Rana- Vice Chancellor       | Chairman    |
| 2     | Mr. Dhvaj Kirti Sharma-Dean -Academics | Member      |
| 3     | BOM-Nominee                            | Member      |
| 4     | Concerned Dean of faculty(s)           | Member      |
| 5     | Concerned Head of the Department(s)    | Member      |
| 6     | BOM-Nominee                            | Member      |
| 7     | Mr. Hundal Widhani, OSD                | Member      |
| 8     | Ms. Deepti Shastri-Deputy Registrar    | Member      |

  
Registrar  
Mewar University  
Chittorgarh

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**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)**

Ref. No. MU/RO/2018/1146-A

12/09/2018

**Sub.:- Subject: Reconstitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is reconstituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives. Committee members are mentioned below:

| Sr.No. | Name   | Post     |
|--------|--|----------|
| 1      | Prof.(Dr.) Vijay Kumar Vaidya -Vice Chancellor | Chairman |
| 2      | Mr. D.K. Sharma Dean Academics                 | Member   |
| 3      | Concerned Dean of Faculty                      | Member   |
| 4      | Concerned Head of the Department               | Member   |
| 5      | Nominee of BOM                                 | Member   |
| 6      | Mr. H. Widhani OSD                             | Member   |
| 7      | Dr. Venkata VPRP- Registrar                    | Member   |

  
Registrar  
Mewar University  
Gangrar, Chittorgarh (Raj.)  
Registrar

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OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY GANGRAR, CHITTORGARH (RAJ.)

Ref. No.: MU/Admin(AC)/2018/1624-A

02-Dec-2018


Notice

Sub:-Meeting of APAR Committee -Agenda Items

APAR Committee meeting is scheduled to be held on 12/12/2018 at 11:00 AM at the VC Office under the Chairmanship of the Hon'ble President / Vice-Chancellor. The Agenda items of the meeting are as under:

- i. Approval of the list of Teaching staff members for the Annual performance appraisal
- ii. Approval of the list of non-teaching staff members for Annual performance appraisal
- iii. Finalize the parameters to be considered for the annual performance appraisal.
- iv. Any other Matter with the permission of the Chairperson.

All the APAR committee members are requested to attend the meeting & submit the Agenda accordingly as scheduled.

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

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2. PS to President/Pro President for kind information.
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4. Accounts/Examination/Stores/Security/Library/Warden
5. All Staff/All Notice Boards.



**Minutes of the meeting of the APAR Committee**  
**Date: 12/12/2018 at 11 AM at Vice Chancellor's Office**

First, the Chairman of the Committee welcomed all the members attending the meeting. Following Members attended the meeting:

The Chairman of the Committee asked the Member-Secretary to submit the agenda items for consideration and discussion. The discussion and decision on Agenda items are as follows:

**Agenda Item-1. Confirmation of the minutes of the Meeting of APAR Committee on dated 7/12/2017**

It was informed the last meeting of the APAR Committee was held on 7/12/2017 and the minutes of the meeting were sent to all the members. Nothing has been heard from any member of the Committee about any suggestions or comments. Therefore, it is proposed that the minutes of the APAR Committee may be approved.

The Committee RESOLVED that since nobody has objected or sent any suggestion, the minutes of the meetings were APPROVED.

**Agenda Item-2: Action Taken Report (ATR) of the minutes of the meeting dt 7/12/2017**

All committee members noted the contents of the ATR and APPROVED it.

**Agenda item No. 3- Approval of the list of Teaching staff members for the performance appraisal**

All Concerned Deans/HoDs placed the list of faculty members who have completed one year or more than one year on 31<sup>st</sup> December 2017. The list of Faculty members was considered by the Committee members.

Departmental Heads were instructed to collect the Duly filled self-appraisal form from all the faculty members to place before the committee members.

It is resolved that a Duly filled Self-appraisal form of all Teaching staff members will be submitted to the Dean-Academics for verification & validation before submission to the Registrar-Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda item No. 4- Approval of the list of Non-Teaching staff members for the performance appraisal**

All Concerned Sectional Heads placed the list of their staff members who have completed one year or more than one year on 31<sup>st</sup> December 2017. The list of staff members was considered by the Committee members.

Concerned Sectional Heads were instructed to collect the Duly filled self-appraisal form from all the staff members to place before the committee members.

Registrar  
Mewar University  
Gangwar, Chittorgarh  


Registrar  
Mewar University  
Gangwar, Chittorgarh  
12/12/18  


It is resolved that a Duly filled Self-appraisal form of all Non-Teaching staff members will be submitted to the Registrar- Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda No. 5 - Finalize the parameters to be considered for the annual performance appraisal.**

Registrar put up before the committee various parameters to be considered for appraisal. After detailed discussion following parameters were finalized to consider in the appraisal of any of the staff members:

- i. Punctuality
- ii. Accountability
- iii. Quality of Teaching (For teaching staff only)
- iv. Quantity of work
- v. Time management
- vi. Teamwork
- vii. Communication abilities
- viii. Leadership capabilities (Especially for those seeking management positions)
- ix. Research & other allied Activities (For teaching staff only)
- x. Book Published & Patent published/granted (For teaching staff only)

Another potential factor that an employee demonstrates in their daily job.

After detailed discussion, It is RESOLVED to consider the above parameters for the annual performance appraisal of employees and is APPROVED

Hon'ble President, Chairman of APAR Committee, advised considering all the parameters strictly with no bias. They also mentioned that the appointments along with salaries of the appointees have been fixed on the basis of existing provisions, qualifications, and experience.

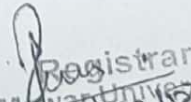
RESOLVED after consideration that the appointments made by the Hon'ble Chairperson are on the basis of need-based and salaries have also been fixed as per the qualifications and experience and are APPROVED.

**Agenda No. 6- Any other Matter with the permission of the Chairperson.**

No other matter was discussed.

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

  
Registrar  
Mewar University  
Gandrar, (Chittorgarh)

  
Registrar  
Mewar University  
Gandrar, (Chittorgarh)  
Member-Secretary



**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)**

Ref. No.MU/RO/2018/1146-A

12/09/2018

**Sub.:- Subject: Reconstitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is reconstituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives. Committee members are mentioned below:

| Sr.No. | Name   | Post     |
|--------|--|----------|
| 1      | Prof.(Dr.) Vijay Kumar Vaidya -Vice Chancellor | Chairman |
| 2      | Mr. D.K. Sharma Dean Academics                 | Member   |
| 3      | Concerned Dean of Faculty                      | Member   |
| 4      | Concerned Head of the Department               | Member   |
| 5      | Nominee of BOM                                 | Member   |
| 6      | Mr. H. Widhani OSD                             | Member   |
| 7      | Dr. Venkata VPRP- Registrar                    | Member   |

  
Registrar  
Mewar University  
Gangrar, Chittorgarh (Raj.)  
Registrar

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OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY GANGRAR, CHITTORGARH (RAJ.)

Ref. No.: MU/Admin(AC)/2019/ 3419 - A

29-Nov-2019

Notice

**Sub:- Agenda items for Meeting of APAR Committee**

APAR Committee meeting is scheduled to be held on 07/12/2019 at 03:00 PM at the President's Office, under the Chairmanship of the Hon'ble President.

The Agenda items of the meeting are as under:

- i. Confirmation of the minutes of the Meeting of APAR Committee on dated 12/12/2018
- ii. Action Taken Report (ATR) of the minutes of the meeting dt 12/12/2018
- iii. To approve the performance appraisal Policy to be considered for the appraisal
- iv. To approve the list of faculty members for the performance appraisal
- v. To approval the list of non-academic staff members for the performance appraisal
- vi. Any other item with the permission of the Chair.

All the APAR committee members are requested to attend the meeting.

All are also requested to submit the Agenda items Timely as scheduled.

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)  
29/11/19

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4. Accounts/Examination/Stores/Security/Library/Warden
5. All Staff/All Notice Boards.

**Minutes of the meeting of the APAR Committee**  
**Date: 07/12/2019 at 11 AM at Vice Chancellor's Office**

At the outset, the Chairman of the Committee welcomed all the members of APAR Committee attending the meeting. Following Members attended the meeting:

The Chairman of the Committee asked the Member-Secretary to present the agenda items for consideration and discussion.

The discussion and decision on Agenda items are as follows:

**Agenda Item-1. Confirmation of the minutes of the Meeting of APAR Committee on dated 12/12/2018**

It was informed the last meeting of the Annual Performance Appraisal Committee was held on 12/12/2018 and the minutes of the meeting were sent to all the members. It is proposed that the minutes of the APAR Committee may be approved.

The Committee RESOLVED that since The body have sent any suggestions, the minutes of the meetings were APPROVED.

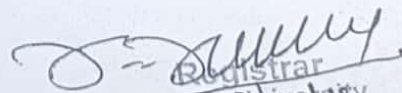
**Agenda Item-2: Action Taken Report (ATR) of the minutes of the meeting dt 12/12/2018**

Action Taken Report was read by Member Secretary and All committee members noted the contents of the ATR and APPROVED it.

**Agenda item No. 3- To approve the performance appraisal Policy to be considered for the appraisal**

Registrar, Member Secretary of the APAR Committee placed a performance appraisal policy for Teaching & Non-Teaching staff members. The policy read by the Member- Secretary which includes Various Factors to be considered for Performance Appraisal. Major factors are:

- i. Punctuality
- ii. Accountability
- iii. Quality of Teaching (For teaching staff only)
- iv. Quantity of work
- v. Time management
- vi. Teamwork
- vii. Communication abilities

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)



- viii. Leadership capabilities (Especially for those seeking management positions)
- ix. Research & other allied Activities (For teaching staff only)
- x. Book Published & Patent published/granted (For teaching staff only)

After deliberated & detailed discussion, It is RESOLVED to consider the above factors for annual performance appraisal of Teaching & Non-Teaching Staff members of the University. Performance Appraisal Policy containing all above factors accepted & resolved Unanimously by all the members of the APAR Committee.

Hon'ble Vice Chancellor, Chairman of APAR Committee, advised to include 360 Degree Feedback System in the performance appraisal. They also advised to inculcate it in the Performance Appraisal Policy.

They also mentioned that the Performance appraisal policy must be followed strictly.

**Agenda item No. 4- To approve the list of Faculty members for the performance appraisal**


All Concerned Deans & departmental Heads placed the list of faculty members who are going to complete at least one year or more than one year of their tenure at Mewar University on 31<sup>st</sup> December 2019. The list of Faculty members was considered by the Committee members.

Concerned HoDs were instructed to collect the Duly filled self-appraisal form in specified proforma from all the faculty members to place before the committee members.

It is also resolved that a Duly filled Self-appraisal form of all Faculty members will be submitted to the Dean-Academics for verification of filled Data before submission to the Registrar-Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda item No. 5- To approve the list of Non-Academic staff members for performance appraisal**

Concerned Sectional Heads placed a list of their staff members who have completed at least one year or more than one year of working at Mewar University on 31<sup>st</sup> December 2019. The list of staff members was considered by the Committee members.

  
Registrar  
Mewar University  
Gangrar (Datto garh)

  
Registrar  
Mewar University  
Gangrar (Datto garh)

All Sectional Heads were instructed to collect the Duly filled self-appraisal form in specified proforma from all the staff members to place before the committee members.

It is resolved that a Duly filled Self-appraisal form of all Non-Teaching staff members must be verified by sectional Heads prior to the submission o the Registrar- Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda No. 6- Any other item with the permission of the Chair.**

No other item was discussed other than agenda items was discussed.

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

  
Registrar (Member Secretary)  
Mewar University  
Gangrar, (Chittorgarh)

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

6

**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, CHITTORGARH (RAJ.).**

No. MU/Admin/2021/1489

Dated: 5/10/2021

**OFFICE ORDER**

**Subject: Reconstitution of APAR Committee**

APAR Committee is reconstituted to evaluate the performance and outcome of an employee on the basis of the predefined parameter. Following are the members of the committee:

| S.No. | Name                                    | Designation |
|-------|---|-------------|
| 1     | Prof. K.S. Rana- Vice Chancellor        | Chairman    |
| 2     | Mr. Dhwanj Kirti Sharma-Dean -Academics | Member      |
| 3     | BOM-Nominee                             | Member      |
| 4     | Concerned Dean of faculty(s)            | Member      |
| 5     | Concerned Head of the Department(s)     | Member      |
| 6     | BOM-Nominee                             | Member      |
| 7     | Mr. Hundal Widhani, OSD                 | Member      |
| 8     | Ms. Deepti Shastri-Deputy Registrar     | Member      |

  
Registrar  
Registrar  
Mewar University  
Chittorgarh, (Chittorgarh)

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7. Wardens/Maint.I-C/Receptionist
8. Record File



**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY  
GANGRAR, CHITTORGARH (Rajasthan)**

Ref. No.: MU/Admin(AC)/2021/1796

02/12/2021

**Agenda Note**


**Sub:- Agenda items for Meeting of APAR Committee**

APAR Committee meeting is scheduled to be held on 19/12/2021 at 02:00 PM at the President's Office under the Chairmanship of the Hon'ble President.

The agenda items of the meeting are as under:

- i. Confirmation of the minutes of the Meeting of APAR Committee dated 07/12/2019
- ii. Action Taken Report (ATR) of the minutes of the meeting dt 7/12/2019.
- iii. To approve the list of faculty members for the performance appraisal
- iv. To approve the list of Non-Teaching staff members for the performance appraisal
- v. Any other item with the permission of the Chair.

All the APAR committee members are requested to attend the meeting. All are also requested to submit the Agenda items Timely as scheduled.

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

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5. All Staff/All Notice Boards.

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

**Minutes of the meeting of the APAR Committee**  
**Date: 19/12/2021 at 11 AM at Vice Chancellor's Office**

Firstly, the Chairman of the Committee welcomed all the members of the APAR Committee to attend the meeting.

The Chairman of the Committee asked the Member-Secretary to present the agenda items for consideration and discussion.

The discussion and decision on Agenda items are as follows:

**Agenda Item-1. Confirmation of the minutes of the Meeting of APAR Committee on dated 07/12/2019**

It was informed the last meeting of the Annual performance Appraisal Committee was held on 12/12/2018 and the minutes of the meeting were sent to all the members. It is proposed that the minutes of the APAR Committee may be approved.

The Committee RESOLVED, the minutes of the meetings were APPROVED.


**Agenda Item-2: Action Taken Report (ATR) of the minutes of the meeting dt 07/12/2019**

Action Taken Report was read by Member Secretary and All committee members noted the contents of the ATR and APPROVED it.

**Agenda item No. 3- To approve the list of Faculty members for the performance appraisal**

All Concerned Deans & departmental Heads placed the list of faculty members who are going to complete at least one year or more than one year of their tenure at Mewar University on 31<sup>st</sup> December 2021. The list of Faculty members was considered by the Committee members.

It is also resolved that a Duly filled Self-appraisal form of all Faculty members will be submitted to the Dean-Academics for verification of filled Data before submission to the Registrar-Member secretary of the APAR Committee for further Recommendation and necessary action.

  
Registrar  
Mewar University  
Bikaner (garh)

**Agenda item No. 4- To approve the list of Non-Academic staff members for performance appraisal**

Concerned Sectional Heads placed a list of their staff members who have completed at least one year or more than one year of working at Mewar University on 31<sup>st</sup> December 2021. The list of staff members was considered by the Committee members.

All Sectional Heads were instructed to collect the Duly filled self-appraisal form in specified proforma from all the staff members to place before the committee members.


It is resolved that a Duly filled Self-appraisal form of all non-Teaching staff members must be verified by sectional Heads before the submission to the Registrar- Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda No. 6- Any other item with the permission of the Chair.**

- 1) Hon'ble Presidents give their suggestion to follow a unified Annual appraisal policy for all the faculty & staff members. They also mention considering the activities of all staff members for the complete academic year despite Recent Events. Appraisal of all staff members shall be unbiased.

Member Secretary conveys their sincere thanks to all the committee members.

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

  
Registrar  
(Member Secretary)  
University  
Gangrar, (Chittorgarh)



6

**OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)**

Ref. No.MU/RO/2017/1282-A

24/10/2017

**Subject: Constitution of APAR Committee**

APAR (Annual Performance Appraisal) committee is constituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives with different parameters as specified in Appraisal policy. Committee members are mentioned below:

| Sr.No. | Name                                      | Post             |
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| 2      | Mr. D.K. Sharma Dean Academics            | Member           |
| 3      | Concerned Dean of Faculty                 | Member           |
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| 5      | Nominee of BOM                            | Member           |
| 6      | Mr. H. Widhani OSD                        | Member           |
| 7      | Dr. T.N. Mathur- Registrar                | Member secretary |

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*T.N. Mathur*  
**Registrar**  
Mewar University  
Gangrar, (Chittorgarh)

*T.N. Mathur*  
**Registrar**  
Mewar University  
Gangrar, (Chittorgarh)

OFFICE OF THE REGISTRAR  
MEWAR UNIVERSITY, GANGRAR, CHITTORGARH

Ref. No.: MU/Admin(AC)/2017/ 1443

Dated: 30/11/2017

Notice

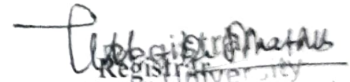
Sub:- Agenda items for Meeting of APAR Committee

A meeting APAR Committee is scheduled to be held on 26/12/2017 at 11:00 am at the Swami Vivekananda Hall under the Chairmanship of the Hon'ble Vice-Chancellor.

The agenda items of the meeting are as under:

- 1) To Approve the Service Rules, HR Manual & Performance Appraisal policy
- 2) To approve the list of faculty members for the performance appraisal
- 3) To approve the list of non-teaching staff members for the performance appraisal
- 4) To Approve the Self-appraisal form of Teaching & Non-Teaching staff members
- 5) Any other item with the permission of the Chair.

All the APAR committee members are requested to attend the meeting. All are also requested to submit the agenda items as soon as possible

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

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5. All Staff/All Notice Boards.

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)

**Minutes of the meeting of the APAR Committee**  
**Date: 26/12/2017 at 11:00 AM at Vice Chancellor's Office**

Firstly, the Chairman of the Committee welcomed all the members of the APAR Committee to attend the meeting.

The Chairman of the Committee asked the Member-Secretary to present the agenda items for consideration and discussion.

The discussion and decision on Agenda items are as follows:

**Agenda Item-1. To Approve the Service Rules, HR Manual & Performance Appraisal policy**

Service Rules, HR Manual & Annual Performance appraisal policy was presented by Mr. H. Widhani, OSD before the committee members. It was read by OSD, and after a few suggestions, It is resolved to be approved.

Efforts being made in the drafting of all the above policy and rules was well appreciated by the Hon'ble vice-chancellor of the university

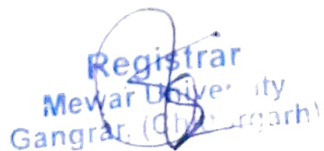
**Agenda item No. 2- To approve the list of Faculty members for the performance appraisal.**

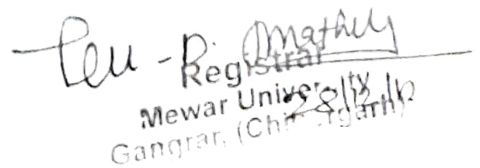
All Concerned Deans & departmental Heads placed the list of faculty members who are going to complete at least one year or more than one year of their tenure at Mewar University on 31<sup>st</sup> December 2017. The list of Faculty members was considered by the Committee members.

It is also resolved that a Duly filled Self-appraisal form of all Faculty members will be submitted to the Dean-Academics for verification of filled Data before submission to the Registrar-Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda item No. 4- To approve the list of Non-Academic staff members for performance appraisal**

Concerned Sectional Heads placed a list of their staff members who have completed at least one year or more than one year of working at Mewar University on 31<sup>st</sup> December 2017. The list of staff members was considered by the Committee members.

  
Registrar  
Mewar University  
Gangrar, (Chitwan, Rajasthan)

  
Registrar  
Mewar University  
Gangrar, (Chitwan, Rajasthan)



All Sectional Heads were instructed to collect the Duly filled self-appraisal form in specified proforma from all the staff members to place before the committee members.

It is resolved that a Duly filled Self-appraisal form of all non-Teaching staff members must be verified by sectional Heads before the submission to the Registrar- Member secretary of the APAR Committee for further Recommendation and necessary action.

**Agenda No. 6- To Approve the Self-appraisal form of Teaching & Non-Teaching staff Members**


Self-appraisal forms for teaching and non Teaching staff members were placed by placed before the committee by the HR(Executive). After minor corrections, it was resolved and approved unanimously.

**Agenda No. 6- Any other item with the permission of the Chair.**

There is no other matter to discuss.

Member Secretary. conveys their sincere thanks to all the committee members.

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

  
Registrar  
Member Secretary  
(Member Secretary)