**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY   
 ADMINISTRATIVE OFFICE :: RAJENDRANAGAR :: HYDERABAD-30.**

**\*\*\***

**Annual Confidential Report for the Teaching Staff** Teaching Faculty, Research Scientists and Extension Personnel.

The Report is in Four Parts

PART —I

PERSONAL DATA T

to be filled in by the Candidate

PART —II

SELF — APPRAISAL To be filled by the Candidate

|  |  |  |
| --- | --- | --- |
| PART — III | To be filled in by the Immediate Superior / Controlling Officer | |
| ASSESSMENT OF THE  REPORTING OFFICER | For all the Assistant Professors / Associate Professors  For all the Scientists in Research Stations  For all the Heads of Dept./Discipline / Section  For all the staff working at DAATTC, KVKs, etc | Head of the Department  Head of the concerned Dept./Discipline  Head of the Station / RARS  Heads of the concerned Centres |

|  |  |  |
| --- | --- | --- |
| PART — IV |  |  |
| ASSESSMENT OF THE  REVIEWING OFFICER | For all the Teachers in the Colleges / Polytechnics  For all Research / Extension staff  For the staff who does not come under the Control of ADR  For the Director (Polytechnic) / (P&M Cell ) / (International Programmes)  All the University Officers | Associate Deans / Principals, Vice Principals concerned  ADR of the concerned zone  Concerned Dean / Director  Registrar  Vice Chancellor |

**PART — I**

**PERSONAL DATA**

**Period of Report From : 1st January to 31st December of particular year**

1. Name in Full :
2. Date of birth :
3. Religion :
4. Social Status :

(SC/ST/BC(A/B/C/D/E)/Minority/OC/others)

1. a) Permanent Address :

b) Official Address for Correspondence :

1. Date of entry in to service :
2. Present designation :
3. Date of joining in the present grade :
4. Mobile Number :
5. Aadhar Card number :
6. PAN Card number :
7. Email ID :
8. Specialization : Ph.D\_\_\_\_\_\_\_\_\_\_\_\_\_ In work\_\_\_\_\_\_\_\_\_
9. Department :
10. Academic Qualifications :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Degree** | **University** | **Year of joining** | **Year of passing** |
| 1 | B.Sc (Ag) |  |  |  |
| 2 | M.Sc (Ag) |  |  |  |
| 3 | Ph.D |  |  |  |
| 4 | PDF |  |  |  |

1. Employment Record :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Designation** | **Date of joining** | **Date of eligibility** | **Direct / CAS** | **Remarks** |
| 1 | Instructor |  | -- | --- |  |
| 2 | Assistant Professor/Scientist |  | -- | --- |  |
| 3 | Assoc.Professor/Sr. Scientist |  |  |  |  |
| 4 | Professor/Principal Scientist |  |  |  |  |

1. Details of Place of work from the date of appointment in the University :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Designation** | **Work details** | | | **Remarks** |
| **Place** | **From** | **To** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

1. Period of Absence from duty during the :

Reporting Period (1st January to 31st Dec.)

(on EL,EOL, Medical Leave, Training,

Higher Studies etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Nature of Leave** | **From** | **To** | **No. of days** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Details of place of work :
2. During period under Report\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii) Pervious period of service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART - II**

CATEGORY I(1): SPECIFIC ACHIEVEMENTS IN TEACHING / RESEARCH / EXTENSION / ADMINISTRATION DURING THE ASSESSMENT PERIOD

(The information to be verified and certified by the competent authority)

1. Teaching

1.(i) UG / PG / Diploma Courses Offered /Student Advisory class

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Credit Hours** | **Full in charge / Associate** | **Semester and Year** | **No. of Batches** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(ii) CEO / Director of AELP / PR for RAWEP or ABEP or Industrial Attachment /

PAMP/PSPP : RAWEP / AELP Records Evaluation/Hands on Training

/ Project Work/CABM coordinator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Type of Activity or Programme** | **Year and Semester** | **Deliverables[Profit generated /Skill developed etc]** |
|  |  |  |  |  |
|  |  |  |  |  |

1[iii]. Preparation and compilation of Annual Report / Accreditation Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Report prepared / compiled** | **Contribution** | **Year** | **Details** |
|  |  |  |  |  |
|  |  |  |  |  |

2. Guidance to PG students as Chairman / Member of the Advisory Committee

(Thesis submitted & approved only )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Student** | **I.D.No** | **Ph.D / M.Sc** | **Year of Thesis approval** | **Chairman / Member** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

3. Preparation of Instruction Material (Practical Manuals, RAWEP Manual, AELP Manual, Industrial Attachment Manual etc )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Instruction Material** | **Year of Preparation** | **First Edition / Revised** | **First / Second / Other Contributors** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Examination duties etc

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the activity** | **Course number/Title** | **Semester /Year** | **No.of papers evaluated** |
|  |  |  |  |  |
|  |  |  |  |  |

1. External Examiner :UG / PG Paper Setting, Thesis Evaluation, Conducting Comprehensive or Thesis Viva Voce (Other Universities / ICAR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Name of the University / ICAR Institutes** | **Year** | **University Permission (for Viva Voce)** |
|  |  |  |  |  |
|  |  |  |  |  |

**B. Research**

1 .

1.[i] . Projects / Experiments conducted as per approved Technical Programme

(Year wise for the Assessment period)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project Code** | **Project Title** | **Lead/**  **Associate** | **Season/**  **Year** | **Ongoing / Completed** | **Year of publication in Concluded experiment booklet** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1[ii] Farm implementable Technologies developed with recommendations (excluding Varieties / Hybrids)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year.** | **Project Code** | **Technology** | **Lead / Associate** | **Season /**  **Year** | **Documentary evidence** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1[iii ] Lab or Field Protocols developed and validated [ Exhibit models /Diagnostic kits/ Soft ware and Expert system (excluding Varieties / Hybrids)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project Code** | **Technology/ Protocol/Method** | **Lead / Associate** | **Season /**  **Year** | **Documentary evidence** |
|  |  |  |  |  |  |
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1[iv]Tools /Machinery developed /Food technologies developed/Prototype manufacturing / Net work projects/Home science technologies .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Lead/**  **Associate** | **Season /**  **Year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

1[v] Crop Varieties / Hybrids /Patents developed / Notified.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Crop Varieties / Hybrids / Patents / developed / Notified / National or International accreditation obtained / Maintenance breeding of PRC & RC** | **Lead/ Associate** | **Season /**  **Year** | **documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

2

2.[i] Externally funded Projects peer reviewed on Competitive mode / Consultancy projects /Funded Technical advisory service

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code /Title** | **Funding agency** | **Lead/**  **Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2[ii] Externally funded Projects assigned by University

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code / Title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2. [iii] National or International accreditation/Recognition obtained

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **National or International accreditation obtained** | **Lead/**  **Associate** | **Season /**  **year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

3

3.[i]Maintenance breeding of PRC & RC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Maintenance breeding of PRC & RC** | **Lead/**  **Associate** | **Season**  **year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

3[ii] Revenue generation (Impact study/ Paid up trials // Consultancy / Sample Analysis/ Any

other activity):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Nature of activity** | **Revenue generated [As per Cash receipt register entry]** | **Season / Year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

3[iii].Preparation and compilation of Annual Research Report / QRT report / RKVY report etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Report prepared / compiled** | **Contribution** | **Documentary evidence** |
|  |  |  |  |
|  |  |  |  |

3[iv].Germplasm accessions catalogued/registered/Donors identified

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Entry** | **Contribution** | **Year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

**C. Extension**

**1**.

1.[i] Technology Assessment and Refinement (OFT ) as per approved Technical progrmme

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **OFT** | **Name of the farmer** | **Village** | **Season/**  **Year** | **documentary evidence** |
|  |  |  |  |  |  |
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[ii]. FLD /Minikit/Extension Impact & evaluation study

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **FLD/MINIKIT** | **Name of the farmer** | **Village** | **Season/year** | **Documentary evidence** |
|  |  |  |  |  |  |
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1[iii]. Training programmes organized

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Title of training** | **Off/On campus** | **Venue** | **Duration** | **Year** |
|  |  |  |  |  |  |
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1[iv]. Diagnostic visit / Field visits

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Date of visit** | **Crop /Season** | **Village** | **Problem diagnosed** | **Suggestions given** |
|  |  |  |  |  |  |
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1[v]. Publication and Knowledge material .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of Knowledge material / publication** | **Yearly / Half yearly / Quarterly / Monthly** | **Title of content** | **Publisher / Producer** | **Publication No/Volume No** | **Year** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1[vi].e-resource development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the programme /Exhibition** | **Topic / Theme** | **Date of broadcast / Telecast / Organized** | **Agency / Channel / Venue** | **Year** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1[vii] RAWEP / NSS programme

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Crop / Topic** | **Venue / Village** | **No.of participants** | **Semester / Year** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2 [i] Farmers outreach programmes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Title of Programme** | **Venue** | **Duration** | **Year** | **No. of Participants** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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2[ii]. Innovative extension methods

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Innovative method** | **Crop /Topic** | **Details** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |

2[iii] Formation / Promotion of farmers organization / Farmer clubs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **FO/Club** | **Details** | **Date and Year** | **Source of funds** |
|  |  |  |  |  |
|  |  |  |  |  |

2[iv] . Identification /Documentation of Indigenous Technical Knowledge /Grass root innovations [GRI]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **ITK identified** | **Crop** | **Mandal/ District** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |

3 .[i] Externally funded Projects / Consultancy projects / Technical Advisory Services

completed / ongoing [Competitive mode]

[Maximum marks: 5]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code / Title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National /International** | **Documentary evidence** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[ii] Externally funded Projects assigned by University

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project**  **Code / title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[iii] Revenue /Revolving fund generation (Third party evaluation / Seed multiplication/

Consultancy / Plant material productions/ Any other activity):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Nature of activity** | **Revenue generated [As per Cash receipt register entry]** | **Season / Year** | **Documentary evidence** |
|  |  |  |  |  |
|  |  |  |  |  |

D. **Administration and Related Activities**

1.Compilation of Annual reports / Research/Extension Highlights / Convocation report/

Budget estimates

|  |  |  |
| --- | --- | --- |
| **Assessment Year** | **Name of the Report** | **Year** |
|  |  |  |
|  |  |  |

2. Preparation and compilation of monthly reports / bimonthly / action taken reports, monitoring report, academic council meeting agenda , faculty board agenda, Board of Management agenda, question paper duties, examination calendar, academic calendar/budget expenditure report etc., (Univ. HQ/ College/ Station)

|  |  |  |
| --- | --- | --- |
| **Assessment Year** | **Name of the Activity** | **Year** |
|  |  |  |
|  |  |  |

3. Assisting in budget preparation of colleges/ research stations/ Polytechnic/KVKs/ DAATTCs

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
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4. Conduct of memorial lectures / foundation day programmes / brain storming sessions etc,

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| **Assessment year** | **Name of the Activity** | **Year** |
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|  |  |  |
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5. Preparation of annual rate contract for supply of laboratory chemicals, glassware, consumables etc.

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Monitoring, Maintenance, Sanctions of Revolving Fund at Research Stations / Schemes/ Colleges / KVKs / DAATTCs

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
|  |  |  |

1. Monitoring and administration[ technical / financial] [ICAR schemes , Non plan schemes and other externally funded projects of research stations, colleges, DAATTCs ,KVK/ Examinations at University level]

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Place** | **Year** |
|  |  |  |  |
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|  |  |  |  |

1. Processing of adjunt faculty / guest faculty/ New project/ scheme proposals for externally funding

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| **Assessment year** | **Name of the Activity** | **Year** |
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9. Detailed Project Reports/financial layout for establishment of New Colleges / Research Stations / Polytechnic/KVK/ DAATTCs, etc,

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
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10.Monitoring of breeder seed, Foundation seed, seed indents, targets and allotments

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| **Assessment year** | **Name of the Activity** | **Year** |
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11. Monitoring of paid up trials, seed hubs, mega seed project, RKVY, Tribal sub plan – maintenance of budget, sanction, reports and other correspondence

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
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12.Involvement in Admission process, Convocation preparations etc.

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
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13.Organizing meetings such as Pre ZREAC /ZREAC/ SLTP/ Technical Programmes / REAC / SLCC / Kisan Mela etc

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
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14. Conferences / Seminars / Symposia / Workshops / Training Programmes organized

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
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|  |  |  |
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15..Member in National / State Level Administrative / Research Committees such as task force/ expert/ steering committees etc., formulated by University /Government / Research organizations (details of the committee to be furnished)

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Name of the committee** | **Authority** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

16..Scrutinization of Application (PG./U/G /Polytechnic/CAS/New recruitment/Award etc.,)

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
|  |  |  |
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17. Scrutiny and preparation of variety release proposals and notifications / Semester final exam papers / PG synopsis/Annual rate contract for supply of laboratory chemicals, glassware etc.

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| --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Year** |
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18. Administrative experience

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| --- | --- | --- | --- |
| **Assessment year** | **Designation** | **Nature of activity** | **Year** |
|  |  |  |  |
|  |  |  |  |

**CATEGORY I(2): LIBRARY SCIENCE**

1. **Library Services**

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Services** | **Documentary Evidence** |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Credit hours** | **Full in charge /Associate** | **Semester and Year** | **No.of Batches** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. **Courses offered to PG Students (Non credit course)**

**3. Innovative Library Activities:**

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Activity** | **Documentary Evidence** |
|  |  |  |
|  |  |  |

[Conducting Library Usage survey, conducting Book Exhibition, Creation of databases OPAC, Preparation of recent addition (Monthly), Compilation of Current Contents of Periodicals, Preparation of Library Bulletin, Compilation of Theses Abstracts, Technical Information Services ] 1 Mark/ Activity

4. Library I.T service

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Services** | **Documentary Evidence** |
|  |  |  |
|  |  |  |

[ OPAC (Online Public Access Catalogue),

5. Externally funded Projects peer reviewed on Competitive mode

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code /Title** | **Funding agency** | **Lead/**  **Associate** | **Year** | **National / International** | **Documentary evidence** |
|  |  |  |  |  |  |  |
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6. Guidance to PG students as Chairman / Member of the Advisory Committee

(Thesis submitted & approved only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Student** | **I.D.No** | **Ph.D / M.Sc** | **Year of Thesis approval** | **Chairman / Member** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

7. Compilation of Annual reports

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| --- | --- | --- |
| **Assessment Year** | **Name of the Report** | **Year** |
|  |  |  |
|  |  |  |

**CATEGORY II**

CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES & SCIENTIFIC PUBLICATIONS

1. **Co-curricular Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Designation of post** | **Period** | **Activities taken up** | **University approval / HOD approval** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

NSS / NCC / UG / PG (Academic i/c ) / Farm i/c / Warden / OISA / Addll. Warden / Vehicle i/c / Placement Officer / SC - ST Cell i/c / JRF / Women Protection Cell / Coordinator of Chenukaburulu Radio programme / Civil service coaching / Village adoption / Conveners of entrance examination /Physical director i/c [5 Marks / year/ activity]

Additional Warden / Additional academic in charge/Member / Co Convener // Assistant Placement Officer 2.5 Marks / year

Incharge of Stock / Purchase Committee / Auction Committee / Stock Verification / Enquiry Committee / Involvement in Accreditation Activity / Organizing Committee for Convocation / College Day /Sports and cultural meet / Disaster Management /Anti ragging duty [Chairman 2.5 Mark: Member 1.5 mark /Activity/Year]

Coordinator for National level Agri Unifest / Educational Tour / Inter University Literary / Sports / Cultural Events

2 . Establishing New Facilities/ Strengthening

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of new college / Research station /Polytechnic /KVK / Hostel / Facilities improved** | **Year** | **Funding agency** | **Certified by Head of office or competent authority** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Establishing New Research Stations / New Agricultural Colleges / KVK / Agril. Polytechnic / Laboratories / Development of Farm, College, Hostel and other Infrastructure facilities /Farm development / Irrigation development activity etc

3.Member in Expert Committees

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment**  **Year** | **Activity**  **[Chairman / Member]** | **Post for which committee constituted** | **Department/ Organization** | **Year** | **Place** | **University approval** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

4.Professional development activities /Membership

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Department / Organization** | **Date / Year** | **Place** | **Official order** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

5.Orientation Course / Refresher Courses/Winter/Summer school etc attended /Resource person in training programmes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course/ Programme** | **Department/ Organization** | **Date / Year** | **Place** | **Official order** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

6.Awards

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the award** | **Department / Organization** | **International / National/ State / District** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

7.Honours /Recognition/Lead Speaker/Invited speaker/ Key note address/Oral presentation in Conferences / Seminars

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Conference** | **Date** | **International / National / State** | **Title of the Topic** |
|  |  |  |  |  |
|  |  |  |  |  |

8.Outstation Experience (Assessment period)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Name of Station** | **Designation** | **Category** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2. Scientific & Other Publications**

**Research Papers published**

1.Peer reviewed Journals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Title of the Research Article** | **Year** | **Name of the Journal** | **Volume, Page No.** | **NAAS rating** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. Non Peer Reviewed journals/ Conference/Seminar/Workshop proceedings as full papers and abstracts

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Title of the Research Article** | **Year** | **Name of the Journal/** **Conference/Seminar/Workshop** | **Volume, Page No.** | **ISBN, ISSN number** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

3.Text / Reference Books / Book Chapters / Compilations, proceeding of Workshop / Seminar / Symposium published

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Title of the book** | **Year** | **Name of the Publisher** | **Author / Editor** | **Details** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

4. Popular Articles / Chapters in other Publications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Article / Chapter** | **Year** | **Details of the Publication** | **Contribution** |
|  |  |  |  |  |
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|  |  |  |  |  |

**PART — III**

**ASSESSMENT OF THE REPORTING OFFICER**

**(Head of the Department, Head of Research Station, Extension Leader of DAATTC Training Organizers of KVKs, as the case may be)**

1. **The critical comments of the Reviewing Officer are invited particularly with reference to the self-Assessment Document — PART — II filled in by the Assessee Scientist/Teacher/Extension Worker. State specifically whether you agree with the statement relating to target and objectives achievements, shortfalls. Also comment on constraints if any stated by the assessee.**
2. **Quality of work turned out. Specifically comment on the quality of work turned out, performance with regard to programme objectives and constraints.**

**Assessment Period: 01.01.2019 to 31.12.2019**

**Name:**

**Designation:**

**Place of work:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| i | Teaching  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| Ii | Research  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| Iii | Extension  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| iv | Other duties Assigned Specify the duty assigned | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| v | Consultancies/Paid Up Trials  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| vi | Publications / Books / Research Papers / Popular Articles etc.  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |

**c. Specific Attributes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| i | Communication Skills  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| Ii | Interpersonal Relations and team work  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| Iii | Managerial / leadership qualities  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| iv | Willingness to take responsibilities  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| v | Proficiency and Accuracy in work  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| vi | Initiative and Zeal  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| vii | Sense of responsibility and devotion to duty  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| viii | Ability to plan, initiate and conduct teaching / research / extension and other official programmes  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| ix | Attitude towards collegues in the faculty and administration  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| x | Punctuality and regularity in attendance  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| xi | Amicability to discipline  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| xii | Timeliness in attending the work  (Any Specific remark) | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |
| xiii | Achieving the targets in time | **O** | **V** | **G** | **B** | **U** |
|  |  |  |  |  |  |  |

**D. General Attributes:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| i. | State of Health |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ii. | Industriousness, care and thoroughness |  |  |  |  |  |
|  |  |  |  |  |  |  |
| iii. | Integrity |  |  |  |  |  |
|  |  |  |  |  |  |  |
| iv | Keenness to learn |  |  |  |  |  |

**E. Any other information which needs to be furnished:**

**F. Overall Assessment:**

**Specify your overall assessment keeping in view his / her strengths / short comings, intellectual capacity, integrity, managerial capabilities, leadership qualities and willingness to assume responsibilities.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| G. | Overall Grading | **O** | **V** | **G** | **B** | **U** |

**(O = Outstanding, V = Very Good, G = Good, B = Below expectation,**

**U = Unsatisfactory)**

Place Signature of the Reporting Officer

Date Name

Designation

PART — IV   
REPORT OF REVIEWING OFFICER

1. Period of service of the Assessee

Under the Reviewing Officer

2. Whether the Reviewing Officer is

Satisfied that the Reporting Officer has made his/her assessment carefully full attention to details and taking into account the relevant material.

3. Do you agree with the assessment of

the Reporting Officer

1. If agreeing, justify
2. If in disagreement, specify reasons
3. Do you wish to modify/add/substantiate

with the assessment of the Reporting Officer:

4. Does the Officer being assessed of any Special

Characteristics/Strengths to justify his/her

1. Selection for a Special Assignment.
2. Deputation for a Training Programme
3. Delegation of Official Responsibilities
4. Promotion to Higher Cadre

Place Signature of the Reviewing Officer

Date Name

Designation