

ANNUAL REPORT
PROFORMA FOR COLLEGES / POLYTECHNICS
(1st June 2017 to 31st May 2018)

1. Name of the College / Polytechnic :

2. Address

Postal Correspondence :

Telephone No. with STD code :

Fax No. :

Mobile No. :

E-mail :

3. Year of Establishment of the College :

4. Name and Period of the Associate Dean / Principal:

Name	Period	
	From	To

5. Programmes Offered:

S. No.	Name of the Programme	Department and Specialization	Duration (No. of years)	Year of Starting
1.	Doctoral i. ii. iii.			
2.	Postgraduate i. ii. iii. iv.			
3.	Undergraduate i. ii. iii.			
4.	Diploma / Certificate			
5.	Other (if any)			

Agricultural Engineering & Technology									
26.	Farm Machinery & Power								
27.	Soil and Water Engineering								
28.	Agriculture Process and Food Engineering								
29.	Agriculture Structures								
30.	Agro-Energy								
31.	Others (specify) if any								

SS – Sanctioned Strength IP – In-position

Note: Strictly mention the University sanctioned posts only under SS. The details of other posts, if any may be given separately.

7. Deputation to M.Sc. or Ph.D. on Study Leave / Other Trainings / Summer Institutes / Other Organizations

Name of the Individual	Period		Purpose	Place / Institute
	From	To		

8. Strength of Non-Teaching Staff

S. No.	Sanctioned Post / Category	Sanctioned Strength	In-position

Note: Name of the sanctioned post should be specified correctly
Category means AO/AR/Supt./Sr. Asst. / JACT/AEO/Rec. Asst.

9. Social Status of the Staff (Teaching and Non-teaching)

Particulars	SC	ST	BC	OC	Minorities					
					M	C	S	P	B	Others
Teaching										
Professor										
Assoc. Professor										
Asst. Professor										
Non-Teaching										
Class I										
Class II										
Class III										
Class IV										

M-Muslims, C-Christians, S-Sikhs, P-Parsis, B-Buddhists

10. Information of Individual Teaching Staff

S. No.	Name of sanctioned post	Name of the employee	Designation	Cadre (Asst. Prof./ Assoc. Prof./Prof.)	CAS/ Direct	Date of Birth	Gender	Religion	Social status	Disabled Y/N	Date of joining in the Univ.	Educational Qualification M.Sc. / Ph.D.	Department (Agronomy / Extension etc.,)	Mobile	E-mail
	1	2	4	5	6	7	8	9	10	11	12	13	14	15	16

Note: In Col.10, if Social Status is BC, Please give A/B/C/D/E also (Eg:BC-D) If vacant, indicate 'Vacant' in Col.3 and Col. 4 against Sanction Post in Col. 2

11. Information of Individual Non-Teaching Staff

S. No.	Name of sanctioned post	Name of the employee	Designation	Date of Birth	Gender	Religion	Social status	Disabled Y/N	Date of joining in the Univ.	Educational Qualification	Mobile	Email
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: In Col.8, if Social Status is BC, Please give A/B/C/D/E also (Eg:BC-D) If vacant, indicate 'Vacant' in Col.3 against Sanction Post in Col.2

12. Social Status of the Staff

Particulars	SC	ST	BC	OC	Minorities					
					M	C	S	P	B	Others
Teaching										
Professor										
Assoc. Professor										
Asst. Professor										
Non-Teaching										
Class I										
Class II										
Class III										
Class IV										

M-Muslims, C-Christians, S-Sikhs, P-Parsis, B-Buddhists

13. Staff Quarters

Type	Total No. of Staff Quarters	Vacant	Staff Quarters Occupied (Cadre-wise)				
			OC	BC	SC	ST	Minorities
Teaching							
Non-Teaching							

Note: If vacant, specify reasons

14. Land particulars

S. No.	Particulars	Area in hectares
1.	Total	
2.	Dry	
3.	Wet	
4.	I.D.	
5.	Roads, buildings, canals etc.	
6.	Grazing lands or pastures	
7.	Cultivable area	
8.	Cultivable but not cultivated during the year (Specify the reasons)	
9.	Land not brought under cultivation	
	Total	

15. Source wise and season wise area irrigated

S.No.	Source of Irrigation	Area irrigated (ha.)			
		<i>Kharif</i>	<i>Rabi</i>	Summer	Total
1.	Canals				
2.	Rainfed				
3.	Open wells				
4.	Tube wells				
5.	Any other source (Please specify)				

16. Equipment Purchased (costing more than Rs.25,000/- per unit) during the Year:

S. No.	Equipment Purchased	Value (Rs.)

17. Budget Details:

a) Particulars of Schemes Operating in the Station / Centre

Name of the Scheme (Specify the name)	Date of Implementation	Budget	
		NRC	Recurring contingencies
State Plan			
RKVY			
ICAR			
UGC			
DST / DBT			
Foreign, etc			
Others (Specify the scheme)			
Total			

b) Revolving Fund (Rs.)

S. No.	Particulars	2015-16	2016-17
1.	Amount Sanctioned (Rs.)		
2.	Seed Production		
3.	Others (if any)		
4.	Transfer of reserve amount to University, if any		

18. Receipts (value in Rs.)

a. College

- i. Admission Fees
- ii. Tuition Fees
- iii. Other Fees
- iv. Miscellaneous receipts

b. Farm

i. Sale of Seed

- a. Foundation seed supplied to APSSDC and other agencies (both private and public)
 - b. Breeder Seed supplied to APSSDC and other agencies (both private and public)
 - c. Breeder and Foundation seed sold to farmers
 - d. Foundation seed on F.T. bill
 - e. Breeder seed on F.T. bill
- ii. Sale of Non-seed to staff and casual mazdoors
 - iii. Sale of usufructs
 - iv. Miscellaneous receipts (please specify)

19. Weather

a. Meteorological Information

Month	For the year		Mean for the last 10 years	
	Total Rainfall (mm)	Total Rainy days (No.)	Total Rainfall (mm)	Total Rainy days (No.)
June, 2017				
July, 2017				
August, 2017				
September, 2017				
October, 2017				
November, 2017				
December, 2017				
January, 2018				

February, 2018				
March, 2018				
April, 2018				
May, 2018				

b. Influence of Weather on crops

20. Infrastructure of College:

- a. No. of Class Rooms :
- b. No. of Toilets : Gents : Ladies :
- c. No. of Staff Rooms (Teaching) : Gents: Ladies :
- d. No. of Staff Rooms (Non Teaching) :
- e. No. of Office Rooms :

21. Financial parameters

Income			Expenditure		
S. No	Item	Amount in Rupees	S.No	Item	Amount in Rupees
1.	Grants Received from		1.	Salary, Allowances & Retirement benefits	
(i)	ICAR		2.	Buildings (Construction & Maintenance)	
(ii)	Other Central Govt. Departments		3.	Library & Laboratory	
2.	Grants Received from State Govt.		4.	Scholarships	
3.	Grants Received from local bodies		5.	Grants to Colleges	
4.	Donations		6.	Other expenses (Specify)	
5.	Tuition Fees		7.	Total	
6.	Other Fees				
7.	Interests				
8.	Sale of application forms				
9.	Other Income (Specify)				
10.	Total				

(b) Examination Results

Name of Course (UG/PG/ Ph.D./Diploma)	Total No of Students Appeared		Total No. of Students Passed	
	Boys	Girls	Boys	Girls

23. Scholarships and Endowments

S. No.	Name of the Scholarship	No. of Students Awarded	Rate of Scholarship / Stipend / Jr. Fellowship	Amount in Rs. per Year
1	2	3	4	5
1.	National Merit Scholarship			
2.	National Loan Scholarship			
3.	National Scholarship for the Children of Primary & Secondary School Teachers			
4.	State Merit Scholarship			
5.	Coromandel 'GROMOR' Scholarship			
6.	Govt. of India Merit - cum-Means Scholarship			
7.	Govt. of India Scholarship to the Students under HRD Programme			
8.	Govt. of India Post-Matric Scholarship to Scheduled Castes			
9.	Govt. of India Post-Matric Scholarship to <i>Harijan</i> - Christian			
10.	Govt. of India Post-Matric Scholarship to Scheduled Tribes			
11.	Govt. of India Post-Inter Merit Scholarship (Dist. level) to SCs and STs			
12.	State Scholarship to Denoted Tribes			
13.	State Scholarship to Listed Backward Class			
14.	State Scholarship to Economically Poor Persons.			
15.	Junior Fellowship to P.G. Students			
16.	Stipend to P.G. Students			
17.	Stipend to U.G. Students from Other States			
18.	Stipend to Agril. Officers studying M.Sc. (Ag.) Course			

19.	Stipend to VEOs studying B.Sc. (Ag.) Course			
20.	Stipend to VDOs studying B.Sc. (Ag.) Course			
21.	Dress and Book Allowance			
22.	Others, if any (Specify)			

24. Details of RAWE Programme / In-Plant Training / RHWEP / ABEP / AELP

Course	No. of Students Attended	No. of Villages	No. of Host Farmers	Stipend / Month (Rs)	Total Amount (Rs.)

25. Details of AELP Units

Course	No. of Units	No. of Students	Duration	
			From	To

26. Details of Internship

Course	Name of the Programme	No. of Students	Location	Duration	
				From	To

27. Placements*

Name of the Firm Offered Placement	Name of the Post	Mode of Selection	Date of Interview / Examination	No. of Students got Placement	
				Boys	Girls

(*Furnish the details programme wise i.e., UG, PG & Ph.D.)

28. (a) Awards and Honours received (Institutional, Staff)

S. No.	Name of the Faculty / Dept./ Institution	Name of the Award	Remarks

(b) Performance of the students' in competitive Exams / Awards

S. No.	Name of the student	Name of Exam / Award

29. Students' Welfare

(a) Hostel particulars

Programme	No. of Hostels		No. of Rooms		Intake Capacity		No. of Occupants in Hostels													
	B	G	B	G	B	G	B	G	Total	SC		ST		BC		OC		Minorities		
										B	G	B	G	B	G	B	G	B	G	
U.G.																				
P.G.																				
Ph.D.																				
Diplo- ma																				
Total																				

B –Boys G – Girls

(b) International Students Hostels

No. of Hostels		No. of Rooms		No. of Occupants (Country wise)		
Boys	Girls	Boys	Girls	Country	Boys	Girls

(c) Medical Services :

i). Staff position

(Give details of posts sanctioned and vacant)

Post	Name of the incumbent	Duration	
		From	To

ii). Services

- i. Average daily attendance
- ii. Number treated in the year

30. Student Amenities created during the period under report (Give details)

31. Student Activities

S. No.	Name of the Camp	Place	Date		No. of Cadets / Students attended	No. of Prizes received if any
			From	To		
a) NSS						
b) NCC						
c) Students' Participation in Sports and Games (give details) at State /National/ International Level (soft copy of Photos, if any)						
d) Others, if any (Specify)						

32. Publications Brought out by the College, if any

S. No.	Title	No. of Copies	Source of Finance

33. Other Information

i). Ad-hoc Projects Sanctioned to Staff Members

ii). Details of Articles / Books / Chapters Published

- a. Give the citation of references strictly as per the guidelines of Journal of Research ANGRAU.
- b. Present the Articles in alphabetic order of authors only
- c. Avoid repetition of articles while compiling

iii). Popular Articles

iv). Seminars / Workshops / Training programmes attended by the Staff

S. No.	Name of the Faculty	Place	Duration		Purpose	Source of Finance
			From	To		

v). Abroad visits if any by the staff

S. No.	Name of the Faculty	Place	Duration		Purpose	Source of Finance
			From	To		

vi). Training programmes / Short courses / Workshops / Seminars / Conferences / Symposia Organized (> 5 days)

S. No.	Title of the Training programme / Short course / Workshop	Period		Venue	Organized by	Source of funding	No. of participants
		From	To				

vii). Radio / TV Programmes participated

S. No.	Name of the Faculty	Title of the Programme	TV/ Radio	Time and Date

viii). Guest Lectures delivered by the Faculty

S. No.	Name of the Faculty	Topic	Date	Venue	Remarks

34. Visitors

S. No.	Name and address of the visitor	Date of visit	Purpose of visit

35. Special / Guest / Memorial Lectures organized

S. No.	Name of the Expert	Topic	Date

36. Other Significant Event (s)

S. No.	Event	Date	Venue	Organised by

37. Research & Extension Activities of the Departments (Each Department Separately) During the Year

(i) Staff Research - Title of the project and results achieved in any.

(ii) Extension activities

38. PG students Research Outcome (Each Department separately) during the Year
(Furnish the title of the research project and mention the salient outcome of the Study. Avoid just giving the title alone.)
