

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME

PERFORAMNCE BASED APPRAISAL SYSTEM (PBAS)

**Assistant Professor (Stage 1 to stage 2) / Assistant Professor (Stage 2 to Stage 3)
Assistant Professor to Associate Professor (Stage 3 to Stage 4) /
Associate Professor to Professor (Stage 4 to Stage 5)
Professor (Stage-6)**

PART - II

**SELF APPRAISAL REPORT OF THE PERSON UNDER REVIEW
(TO BE FILLED IN BY THE CANDIDATE)**

GENERAL INFORMATION

1. Name
(in Block letters)
2. Designation
3. Discipline / Department
4. Place of work
5. Date of Birth
6. Address for correspondence Phone No.
7. Academic qualifications:

Degree / Diploma	University / Board	College / Place of study	Month / Year of passing	Class obtained	Remarks
1	2	3	4	5	6
Ph.D					
M.Sc. (Ag) / M.Tech (Ag.) / M.Sc. (H.Sc.)					
B.Sc (Ag.) B.Sc (H.Sc) / B.Tech (Ag.)					
Intermediate					
SSC / Matriculation					

- Day Month year
8. Date of obtaining Ph.D. degree
9. Date of appointment in ANGRAU
10. Date of appointment / placement
in the present post
11. Employment Record in ANGRAU:

Station / Centre (Place of work with full address)	Designation / Post held	Scale of Pay	Period		Nature of duties
			From	To	
1	2	3	4	5	6

12. Employment Record Outside ANGRAU:

Organization	Govt. or Quasi Govt.	Post held and place of work	Scale of pay	Period		Total period	Nature of duties	Remarks
				From	To			
1	2	3	4	5	6	7	8	9

13. a) Indicate the stage No. to which eligible :
- b) Date of eligibility :

Note: Refer Appendix - 1 (enclosed)

14. Period of deputation if any

For service in other organizations:

Organization	Govt. or Quasi Govt.	Post held /Designation	Period		Nature of duties	Remarks & Orders of competent authority
			From	To		
1	2	3	4	5	6	7

b. For higher studies

Institution / Place of work	Deputed by ANGRAU or self study	Period		Degree Awarded	Year	Subject and Field of Specialization
		From	To			
1	2	3	4	5	6	7

15. Particulars of leave availed which is counted.

From To Total Period

(a) for grant of annual increment
(Earned Leave etc.) & HPL if any

(b) not counted for annual increment
(EOL without Pay & allowances)/ Dies-non etc.

16. Whether eligible for relaxation of length of service due to study leave (Quote Authority) Yes / No

If yes state the period of study leave eligible for counting of service:

Institution	Degree	From	To	Total period
		Day / Month / Year	Day / Month / Year	Day / Month / Year
1	2	3	4	5

17. ACADEMIC PERFORMANCE INDICATORS (API) BASED ON WORK

CATEGORY I: TEACHING, RESEARCH, EXTENSION, ADMINISTRATIVE, AND RELATED ACTIVITIES

A) : TEACHING AND RELATED ACTIVITY			Maximum Score / Year	Assessment years			Remarks
				Year score	Year score	Year.... score	
1a	Lectures	Course Number, Credit Hours (Theory + Practical), Full-time / Associate (one practical credit hour is equal to 3 theory hours) (for example, 2T+1P is equal to 5 credits) (2marks/each credit/year as full time teacher, 1mark/each credit/year, if >1 teacher involved) (year means, total credits taught in I+II semester together)	45				
1b	Seminars	Name of the Seminar / summer school etc., Title of the Seminar, Invited / guest lectures (2marks/lecture in international, 1mark/lecture in national/local seminar / summer school etc.)	5				
1c	Tutorials	Name of the tutorial, Purpose, Number Of hours taught (1mark/2 hours special lecture)					
2	Lectures or other teaching duties in excess of UGC norms	Name of the course, Number of credit hours in excess of UGC norms, Full-time / Associate (2/each credit/year as full time teacher, 1/each credit/year, if >1 teachers involved), (year means, total credits taught in I+II semester together)	10				
3	Preparation and imparting knowledge / instruction materials as per curriculum; syllabus	Name of the course material / practical manual (newly prepared), as sole contributor / co-contributor (10/as sole contributor, 4/as co-contributor for new preparation for the course at college level) Name of the course material / practical manual (revised), as sole contributor / co-contributor (5/as sole contributor, 2/as co-contributor for revision for the course at college level)	20				
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc,	Type of teaching material developed (slides / charts / videos (VCD/DVD) / power point presentation etc.) (give details of each contribution with course number or details for which it is prepared) (10 marks/Power Points for a course, if newly prepared-first time for the course/campus, 2 marks/power points/course, if revision is done, 2marks/10charts, 2 marks/10slides, 5marks/<5min video, 10marks/>10min video) Involvement in updating course content / improvement at college / university level (2marks/course)	20				
5	Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment	Number of hours spent for examination and invigilation duties (1mark/each hour) Question paper setting for common exams (mention course number) (5marks/each paper) Name of the course & Number of answer scripts assessed (mention course number, number of answer scripts assessed) (1mark/5papers)	25				
TOTAL			125				

- Note:**
- A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.
 - B) Furnish the details only for the assessment period.
 - C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,
 - D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximumscore in the respective column / category.
 - E) Any other information beyond the above proforma may be given as special attachment with necessary details.

B) : RESEARCH AND RELATED ACTIVITY		Maximum Score / Year	Assessment Years			Remarks
			Year score	Year score	Year... score	
1	Project Leader in Research projects / experiments as per approved technical program of work (list of completed experiments to be certified by the head as per the annual report) (10marks/each experiment as project leader)	60				
2	Project Associate in Research projects / experiments as per approved technical program of work (list of completed experiments to be certified by the head as per the annual report) (2marks/each experiment as associate)	10				
3	a) Farm Management as Farm Manager or Head of the Research Station / Scheme or DDO b) (15marks/>6months, for farm manager or head of the research station / scheme, or as DDO) c) (10 marks/3-6months, for farm manager or head of the research station / scheme, or as DDO) d) Additional charges for Research Project / Scheme / Department etc e) (5marks/year/scheme, for additional charge, 3marks/3-6months/scheme, for additional charge)	20				
4	Preparation of Annual Reports / University publications / Research Extension Highlights at Station / Scheme level (20marks/annual report preparation as in-charge for annual report preparation) (20marks/University publication in respect of the scheme/station) (10marks/in-charge of monthly report preparation for the station/scheme) (this activity to be certified by the head of the station/scheme etc.)	20				
5	Revolving fund generation (5marks/each lakh for the person responsible only) (to be certified by the concerned) Works related to germplasm collection, documentation and conservation (10marks for collection of 20germplasm, 10marks for documentation and conservation of 20germplasm) (to be certified by the concerned) Service providing activities related to production, processing, and distribution of seed and planting materials (5marks for 1lakh worth, for the person responsible only) Variety released entered into seed chain and its impact (Name of the crop, variety) (15marks/variety/for1 & 2 names in the release committee, 10marks/variety/for other scientists in the committee)	15				
TOTAL		125				

Note: Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.

B) Furnish the details only for the assessment period.

C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,

D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.

E) Any other information beyond the above proforma may be given as special attachment with necessary details.

C) : EXTENSION AND RELATED ACTIVITY		Maximum Score / Year	Assessment Year			Remarks
			Year score	Year score	Year... score	
1	<p>a) Number of TARs (OFT / FLDs / Minikits etc.) conducted (5marks/IFLD or OFT or Minikit)</p> <p>b) Annual Reports / University publications brought out / University level compilations for submission to external agencies (20 Marks /University level annual report, 20marks/University publications printed, 20marks/University level compilations for external agencies)</p> <p>c) Number of Research Projects / experiments as Project Leader as per technical program of work (5marks/each experiment as project leader)</p> <p>d) (list of completed experiments to be certified by the head as per the annual report)</p> <p>e) Number of farmers calls attended (5marks/150calls)</p> <p>f) Number of National / State level training programs / courses conducted (as Training Manager / Program Coordinator 10marks/2weeks program, 5marks/week program, 1mark/<2 days program) (as Training Associate / Associate Coordinator 4marks/2weeks program, 2marks/week program)</p> <p>g) Number of crop VCDs / DVD s developed (10 Marks per CD)</p>	60				
2	<p>a) Innovative extension methodologies / methods (10marks/method approved by University)(documentary proof to be certified by head)</p> <p>b) Preparation Annual Reports at station level (10marks/annual report) (proof of involvement to be certified by concerned)</p> <p>c) Preparation of FAQs for DD/AIR (1mark/10bulletins)</p>	10				
3	<p>a) Local training programs / courses conducted (details on name of the program, place, date, number of trainees to be furnished) (2marks/program)</p> <p>b) Radio programs / TV programs / Phone-in-radio / TV (2marks/radio program, 5marks/TV program)</p> <p>c) Diagnostic surveys (1mark/survey)</p> <p>d) Number of research projects as Associate Member (list of completed experiments to be certified by the head as per the annual report)</p> <p>e) (1mark/each experiment as associate)</p> <p>f) Organization of Regional Agril Fairs (organizer/Associated) (5marks/organizer, 3marks/associate) (Date, venue to be furnished)</p> <p>g) ICT models developed / practiced (20marks/ICT model)</p> <p>h) Number of RAWEP batches organized (10marks/RAWEP batch)</p> <p>i) Preparation of weekly reports such as weather reports / call centre queries etc. (1mark/month)</p>	30				
4	<p>a) Content development for Information materials (name of the material) (2marks/pamphlet, 10marks/booklet, 20marks/book) (1mark/month for call centre FAQs for University Magazine)</p> <p>b) New courses designed (name of the course, as sole contributor or as an associate) (5marks/course/sole contributor, 2marks/course/as associate)</p> <p>c) Content developed for new courses (name of the course) (10marks/short term course/sole contributor, 5marks/short term course/as associate, 20marks/long term course/sole contributor, 10marks/long term course/as associate) (short term=2-5days, long-term=>7 days)</p> <p>d) Messages / content developed for ICT models (10marks/ICT model as sole contributor, 5marks/model/as associate)</p>	20				
5	<p>a) New projects designed/Enterprises developed (name and other details) (2marks/new project designed, 5marks/new enterprise developed)</p> <p>b) New format designed for monitoring extension activities (type of activity, university approved) (2/format)</p>	5				
		125				

- Note:**
- A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.
 - B) Furnish the details only for the assessment period.
 - C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,
 - D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column /category.
 - E) Any other information beyond the above proforma may be given as special attachment with necessary details

D) ADMINISTRATION AND RELATED ACTIVITY		Maximum Score / Year	Assessment Years			Remarks
			Year score	Year score	Year... score	
1	Annual Reports / Research / Extension Highlights (20/report)	20				
2	University level compilations for submissions to external agencies (name of the compilation, purpose to be mentioned) (5/compilation)	10				
3	a. Preparation of Monthly Reports, Budget estimates, budget split-up, Monitoring reports, academic council agenda, faculty board agenda, question paper duties, examination calendar, academic calendar etc. (10/monthly activity/ year, 10/annual activity/year) b. Involvement in admission process, convocation preparations etc.. (10/monthly activity/ year, 10/annual activity/year) c. Organizing meetings such as pre-ZREAC / ZREAC / SLTP / College level Technical Programs / REAC / SLCC / State level Kisan mela / Seminars / Symposia / Conferences / Workshops etc.(type of event, date, venue) (5marks/program or meeting or event) d. Training programs organized (Name, place, date, type of trainees to be furnished) (5marks/>1week program, 10marks/<1week program) e. Participation in DLCC / SAC meetings of DAATTCs / KVKs (1mark/meeting)	60				
4	a) Monitoring / administrative duties for plan / non-plan schemes, and other funded govt / non-govt schemes / colleges / DAATTCs / KVK etc. b) Monitoring and administration of (teaching/research/extension) activities of stations / centers / colleges etc.,(5marks/centre) c) Maintenance of files (5marks/section)	20				
5	a) Member in National / State level administrative / Research committees such as Task Force / Expert / Steering Committees etc formulated by Government / Research organizations (details of the committee to be furnished) (10marks/national level committee, 5marks/state level committee) b) Reports / proceedings preparations, assembly / parliament questions handled, and related. (5marks/activity) c) University level Proposals for new projects / schemes for external funding (name of the proposal) (10marks/5-10crore proposal, 15marks/>10crore proposal)	15				
TOTAL		125				

Note: A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.

B) Furnish the details only for the assessment period.

C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,

D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.

E) The above proforma is applicable for candidates involved in administration related to colleges / polytechnic / research stations / research schemes / RARS / KVK / DAATTCs /Head office etc.

F) Any other information beyond the above proforma may be given as special attachment with necessary details

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Type of activity	Maximum score / Year	Assessment years			Remarks
		Year	Year	Year....	
<p>1 Student related co-curricular a) NSS officer or NCC officer, Officer Student Activities, Officer Academic Matters, Warden, Associate Warden; (10marks/year as NSS or NCC or OSA, OAM or Warden, 5marks/year as associate warden) b) Student Study Tours (south/north etc.) (10/year/tour) c) RAWEP / Internship Associate Dean Representative (ADR), PAMP in-charge, ELP chairman etc. (5marks/year as RAWEP ADR or Internship ADR, 10marks/year as PAMP group in-charge, 10marks/year/ELP group chairman, 5marks/year/as member in PAMP or ELP) Research and administration related a) In-charge for stocks / works committee / maintenance of records / purchase committee / auction committee etc. (5marks/in-charge, 3marks/committee member) b) Participation in RCY / Rythusadassu / Polambadi / RPS / T&V meetings etc. (2marks/activity, 1mark/T&V meeting) c) Organization of Exposure visits for farmers etc. (2marks/visit), Release of official press note (1mark/5press releases)</p>	20				
<p>2 Recognized participation in starting / establishing New Research Stations, Starting / establishing New Agricultural / Polytechnic colleges, Establishment / Development of Laboratories, Development of Farm, Protection of University property, Establishment of irrigation facilities etc. (10marks/activity/year) (proof of involvement/achievement to be enclosed and certified by the head) (assessment is valid only for one year for an activity, except in some cases); Formation of Farmers Clubs (1mark/club)</p>	10				
<p>3 a) External examiner / external paper setting & evaluation / selection committee member / expert , thesis evaluation, other than ANGRAU (5marks/as selection committee member, 3marks/as external examiner, 2marks/thesis, 2marks/paper setting) b) Member in Kisan Mela / ZREAC / Disaster management committee (2 Marks per committee) c) Member in Farmer award selection committee / ATMA / Adarsha Rythu Performance Evaluation Committee (1mark/committee)</p>	5				
<p>4 Professional development activities Participation in seminars / conferences / symposia / workshop etc. (details on Name of the event, Date, Venue, Duration, Purpose to be given) (3marks/national event, 5marks/international event) Membership in scientific societies or associations (Name of the Association, Membership type) (1mark/society or association/year) Editor / editorial committee member / referee for journals (5marks/as editor for journal, 2marks/editorial member, 1mark/journal referee)</p>	15				
TOTAL	50				
<p>5 Orientation courses / Refresher courses / Research Methodology / Training / Teaching-Learning-Evaluation Technology / Soft skills Programs / Faculty development programmes etc. attended (Give the details on Name of the course, duration of the course, place of course etc.) (Mandatory requirements for promotion under CAS – refer to APPENDIX-I) (10marks/short-term, 20marks/long-term) (short-term=5-14 days, long-term=>15days)</p>					

- Note:**
- A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.
 - B) Furnish the details only for the assessment period.
 - C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,
 - D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.
 - E) Any other information beyond the above proforma may be given as special attachment with necessary details

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

PUBLICATIONS AND RESEARCH PROJECTS			Assessment years			Remarks
			Year	Year	Year	
1a	Research Papers published in	Referred Journals (15marks/publication,(10 marks per second author) (5marks per third author onwards))				
		Non-referred but recognized and reputed journals, periodicals having ISBN/ISSN numbers (10marks/publication,(5 marks per second author) (3marks per third author onwards))				
		Conference proceedings as full papers and abstracts (10marks/publication as full paper, 5marks/publication as abstract)				
1b	Research publications / subject special publications	Text/Reference Books published by International publishers with an established peer review (50marks/as sole author, 25marks/as associate author, 10marks/chapter in an edited book)				
		Subject books by National level publishers / state and central govt. publications / University / Institute publications (25marks/as sole author, 10marks/as associate author, 5marks/chapter in edited book)				
		Subject books by other local publishers (10marks/as sole author, 5marks/as associate author, 2marks/chapter in an edited book)				
		Subject based Reading Materials or Exercise Materials for courses / workshops published by University (10marks/ as author/associate)				
		Chapter contributed to edited knowledge based volumes, published by International Publishers (10marks/chapter)				
		Chapters in knowledge based volumes by Indian/National level publishers with number of National and International directories (5marks/chapter)				
		National Level Practical Manuals (15/Published at National Level for University as single author, or 3/each practical exercise at National Level Publication for Universities) ** do not mention college level reading material / practical manuals here, refer Category IA/3 for details.				
		Compilations (10marks/national level as sole editor, 5marks/state level as sole editor, 5marks/national, 2marks/state level as one of the member) Popular articles (1mark/2 articles)				
2	Sponsored Research Projects- carried out / ongoing	Major project amount mobilized with grants above 30.0 Lakhs (20marks/project as Principal Investigator, 10marks/project as Co-Investigator)				
		Major project amount mobilized with grants above 5.0 Lakhs and up to 30 lakhs (15marks/project as PI, 5marks/project as Co-PI)				
		Minor project amount mobilized with grants above Rs. 50,000 and up to 5 Lakhs (10marks/project as PI only)				
	Consultancy Projects - carried out / ongoing	Amount mobilized with minimum of Rs. 2 Lakhs (1mark/every lakh)				
	Completed Projects	Completed Project Report (Acceptance from funding agency) (20marks/each major project, 10marks/each minor project)				
Projects – outcome / output	Patent / Technology Transfer / Product / crop variety / Process, out of completed externally funded projects only (10marks/state level output, 30marks/each national level output, 50marks/each international level output) ** with respect to crop varieties / technology transfer output from University trials etc., refer to Category IB/5					
3	Research Guidance – Degree awarded only	M.Sc (3marks/each degree awarded candidate(member 1 mark/each degree))				
		Ph.D (10marks/each degree awarded candidate (member 2 marks/each degree))				

Note: A) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / xerox copies of etc

B) Any other information beyond the above proforma may be given as special attachment with necessary details

C) **SPONSORED RESEARCH PROJECTS DOES NOT INCLUDE ICAR/GOI PROJECTS / PAIDUP TRIALS ASSIGNED TO CANDIDATE / SCHEME / STATION BY THE UNIVERSITY, AND HENCE THE CANDIDATE SHOULD PROVIDE INFORMATION ONLY ON PROJECTS SUBMITTED FOR EXTERNAL FUNDING THROUGH UNIVERSITY.**

APPENDIX – I

<i>S.No</i>	<i>Promotion of teachers / scientists through CAS</i>	<i>Service Requirements</i>	<i>Minimum Academic Performance Requirements and Screening / Selection Criteria, during the Assessment Period</i>
1	Assistant Professor / equivalent cadres from STAGE 1 to STAGE 2	Assistant Professor in STAGE 1 and completed FOUR years of service with Ph.D or FIVE years of service who are with M.Phil or SIX years of service who are without Ph.D / M.Phil	<ul style="list-style-type: none"> • One orientation and one refresher / research methodology course of 2/3 weeks duration.
2	Assistant Professor / equivalent cadres from STAGE 2 to STAGE 3	Assistant Professor with completed service of FIVE years in STAGE 2	<ul style="list-style-type: none"> • One course. programme from among the categories of refresher courses, methodology workshops, training, teaching-learning-evaluation technology programmes, soft skills development programme and faculty development programmes of 2/3 weeks duration.
3	Assistant Professor / equivalent cadres from STAGE 3 to STAGE 4	Assistant Professor with completed service of THREE years in STAGE 3	<ul style="list-style-type: none"> • At least THREE PUBLICATIONS in the entire period as Assistant Professor (12 Years). • One course / Programme from among the categories of methodology workshops, training, teaching-learning-evaluation technology programs, soft skills development programs and faculty development programs of minimum one week duration.
4	Associate Professor (STAGE 4) Professor / Equivalent Cadres (STAGE 5)	Associate Professor with THREE years of completed service in STAGE 4	<ul style="list-style-type: none"> • Teachers / scientists may contribute two assessment periods (in STAGE 2 & 3) to achieve minimum API score of 100 / year for Stage 2, and 120/year for Stage 3, if required. • A minimum of FIVE PUBLICATIONS since that the teachers is placed in STAGE 3.
5	Professor (STAGE 5) to Professor (STAGE 6)	Professor with TEN years of completed service in STAGE 5	<ul style="list-style-type: none"> • Additional credentials are to be given to be evidence by <ol style="list-style-type: none"> a) Post-Doctoral Research outputs of high standard b) Awards / honors / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and c) Additional research degrees, if any.

APPENDIX- II

Minimum API Marks / Score to be applied for the promotion of teachers under Career Advancement Scheme (CAS) in ANGR Agricultural University, and weightages for expert assessments

S.No	Category	Assistant professor / equivalent cadres (Stage 1 to Stage 2)	Assistant professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)	Associate Professor (Stage 4) to equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
1	Category I (A/B/C/D) Teaching, Research, Extension, Administration and other related activities	75 /year	75/year	75/year	75/year	75/year
2	Category II (Co-curricular, Extension and Professional related activities)	15/year	15/year	15/year	15/year	15/year
3	Minimum total average annual score under Categories I and II	100/year	100/year	100/year	100/year	100/year
4	Category III Research and academic contributions	10/year <ul style="list-style-type: none"> • 40/assessment period of 4 years for Ph.D candidates • 50/assessment period of 5 years for M.Phil candidates • 60/assessment period of 6 years for M.Sc candidates) 	20/year (100/assessment period of 5 years)	30/year (90/assessment period of 3 years)	40/year (120/assessment period of 3 years)	50/year (500/assessment period of 10 years)
5	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee

18. Significant Achievements in Teaching / Research / Extension:
(Not the work done report) separately year wise for the period ending 31st December 2011.

19. AWARDS & HONOURS:

(List the type of awards at University, State, National, International level etc.)

(a) During the period under Report (year wise)

(b) During the entire career (year wise)

20. Constraints experienced in meeting the assigned duties, targets in Teaching, Research, Extension if any:

21. Any other information the candidate desires to provide in support of his/her claim or application for promotion to Senior Scale / Selection Grade Scale not covered in any of the above columns.

Certified that the information provided by me is factual and correct to the best of my knowledge and belief.

Signature of the Applicant

Certified that the above information was verified office records.

Signature of the Head of the Office

Verified and approved.

Chairman (IQAC)

PART - III

CONFIDENTIAL

**(TO BE FILED IN BY THE REPORTING OFFICER)
THE CANDIDATE SHOULD NOT FILL UP THESE COLUMNS**

1. Name of the applicant
2. Designation
3. Period of service rendered under the Reporting Officer

Period		Total
From	To	Days/months/years

4. Brief record of work done by the Applicant during the period under report:
5. Has the Scientist / Teacher / Extension worker / Technical Officer responsible for any notable Achievements during the period under report
Yes / No
(If yes specify the notable Achievements / contributions)
6. Has the officer been found wanting or his performance was below normal expectation
Yes / No
(Specify reasons)
7. Has the Officer been given any suggestions for improvement, warned to carry out his official responsibilities entrusted properly:
Yes / No
(If yes provide details)
8. Whether the applicant's request for promotion is recommended:
Yes / No
(If yes give full justification)
9. Specify remarks and recommendations of the Reporting Officer (Immediate superior)

Signature:
Designation

10. Recommendations of the Respective Dean of the Faculty / Director of Research / Director of Research (AS) / Director of Extension
11. Whether recommended for placement in senior scale / selection grade / to be considered by selection committee for awarding designation of Associate Professor / Professor

Yes / No (if yes specify the notable achievements)

Signature:

Designation of the Reporting Officer

Place:

Date: