**BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA**

Format No.-01

**ANNUAL ASSESSMENT REPORT for Teaching / Research / Extension**

**from April’ 20…. to March’20….**

**Part- I**

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| **1.** | Name (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (CAPITAL LETTERS) | | |
| **2.** | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **3.** | Scale of Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **4.** | Scheme / Department / College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **5.** | Date of joining to the present post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **6.** | Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **7.** | Self Assessment of nature of job performed during the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | **(a)** | **TEACHING :** | |
|  |  | a. | Course taught : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | b. | Students Research Guided : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **(b)** | **RESEARCH :** | |
|  |  | a. | Research Project held & progress/ achievements   1. AICRP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. State Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Other externally funded Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. University funded Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | b. | Research Publications with names of authors and journals with title of the paper and year in which published (Attach separate sheet if necessary).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **(c)** | **EXTENSION :** | |
|  |  | a. | Programme participation – TOT / Training / Farm Advisory Service etc.  (Please specify the actual work done) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | b. | Extension Publication Popular articles published with name of article and authors / journal / periodical / magazine and year in which published : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **(d)** | **ILFC / TVCC/ VERU duties performed, if any :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **(e)** | **Administrative work done :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **(f)** | **Duties undertaken related to Hostel affairs, Sports & Games, N.S.S., N.C.C. etc.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **(g)** | **Any other (Please specify):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- |
| **(Signature with date)** |

(Please indicate in brief. If necessary, a separate sheet may be attached)

**Part – II**

**(To be filled by the Reporting Officer)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick (√) Appropriate Box** | | | | | | | | | | | | | | | | | |
| Sl. No. | Item | | | | Very  Good | | | | Good | Average | | | | Below  Average | Not  applicable | | |
| A | | | | B | C | | | | D |  | | |
| **1.** | **PERSONAL QUALITIES :** | | | | | | | | | | | | | | | | |
|  | (a) | Energy, Zeal & Initiative | | |  | | |  | |  | | | |  | |  | |
|  | (b) | Sense of responsibility | | |  | | |  | |  | | | |  | |  | |
| **2.** | **PROFESSIONAL ABILITY :** | | | | | | | | | | | | | | | | |
|  | (a) | Theoretical competence | | |  | |  | | | |  | |  | | |  | |
|  | (b) | Practical ability | | |  | |  | | | |  | |  | | |  | |
|  | (c) | Teaching ability | | |  | |  | | | |  | |  | | |  | |
|  | (d) | Research competence | | |  | |  | | | |  | |  | | |  | |
|  | (e) | Extension Education | | |  | |  | | | |  | |  | | |  | |
|  |  | (i) | Ability in Transfer of Technology | |  | |  | | | |  | |  | | |  | |
|  |  | (ii) | Involvement in Training Programme | |  | |  | | | |  | |  | | |  | |
| **3.** | **ADMINISTRATIVE CAPABILITY :** | | | | | | | | | | | | | | | | |
|  | (a) | Organizational ability | | |  |  | | | | | |  |  | | | |  |
|  | (b) | Leadership quality | | |  |  | | | | | |  |  | | | |  |
|  | (c) | Relations with colleagues and others | | |  |  | | | | | |  |  | | | |  |
| **4.** | **Remarks of the immediate Reporting Officer :** | | | | | | | | | | | | | | | | |
|  | Date: ………… | | | Signature with name, date and designation along with official seal of the reporting officer | | | | | | | | | | | | | |
| **5.** | Remarks of the **Controlling Officer / Head of the Departments** (Chairman/ Head of the Institution) as the Case may be. | | | | | | | | | | | | | | | | |
|  | Date: ………… | | | Signature :  Name :  Designation : | | | | | | | | | | | | | |
|  |  | | |  | | | | | | | | | | | | | |
| **N.B.:** | The Reporting officer as well as Controlling officer should write their names, designation, date along with the Official seal in any case, otherwise any short will be treated as incomplete.  **(Note: Any cutting or overwriting must be initiated by the Reporting Authority)** | | | | | | | | | | | | | | | | |

**Part-III**

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| **Remarks of the concerned Dean of the Faculty** | | | |
|  | Signature with date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Signature’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| (IN CAPITAL LETTERS) | |  |  |

**Part-IV**

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| **Remarks of DRI-cum-Dean, Post-Graduate studies** | | | |
|  | Signature with date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Signature’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| (IN CAPITAL LETTERS) | |  |  |

**Part-V**

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| **Remarks of Director Research** | | | |
|  | Signature with date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Signature’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| (IN CAPITAL LETTERS) | |  |  |

**Part-VI**

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| **Remarks of Director Extension Education** | | | |
|  | Signature with date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Signature’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| (IN CAPITAL LETTERS) | |  |  |

**Part-VII**

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| **Remarks by the Vice-Chancellor** | |
|  | Signature with date of the Vice-Chancellor |

**Part-VIII**

|  |  |
| --- | --- |
| **Date of Communication of Adverse Remarks, if any** | |
|  | Signature of Communicating Officer |

**(Rater’s Guide)**

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| --- | --- |
| A. | **Extra Ordinarily Good/ Very Good**. The performance has been, as a rule, consistently and substantially above the requirements of the job and he has a potential for further growth and higher level. |
| B. | **Good**. The performance meets the requirement of the job. This grade represents a good performance. He is fit for the job and should be allowed to continue there. |
| C. | **Fair**. Average performance, requires encouragement and some monitoring may be exercised. |
| D. | **Below average**. Barely meets the requirements with no potential for further improvement. This refers to the marginal workers who are to be tolerated only as long as they cannot be utilized elsewhere or dispensed with. |

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