**Bihar Agricultural University, Sabour**

Annual Assessment Report (AAR) for the Academic Year: **\_\_\_\_\_\_\_\_**

(For Deans/Directors/Teaching& Research Staff of University/Colleges/Research Stations/KVK)

(Reporting period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Part-I: Personal information**

|  |  |  |
| --- | --- | --- |
| **1.** | Name |  |
| **2.** | Date of birth |  |
| **3** | Present post and date of appointment* Designation
* Date of appointment
* Place of posting during the year
 |  |
| **4.** | Pay scale and Grade Pay |  |
| **5.** | Department/Section |  |
| **6.** | Original/Initial date and place of appointment with designation and pay scale |  |
| **7.** | Nature of duties: (Teaching, Research, Extension, Others) |  |  |
| **8.** | Deputation outside BAU (Period/Department) |  |
| **9.** | Period on leave during the year except casual leave (more than 45 days) |  |

**Part-II: Professional Accomplishment**

Please specify targets/objectives/goals set by yourself or set for you during the period under

report as per Annual Action Plan of the Department/College/University (in order of priority)

**Professional Goals: Academic Year \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Targets/Objectives/Goals** | **Achievements** |
|  |  |
|  |  |
|  |  |

1. **TEACHING**
2. ***Teaching assignments:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Course No.** | **Credit Hours** | **Name (s) of Teacher (s) if taught jointly** |
| **Under-Graduate** |
|  |  |  |  |
| **Post- Graduate** |
|  |  |  |  |

1. ***Guidance/Supervision of Thesis:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Topic** | **Name of Student** | **Year of start** | **Status** | **Advisor/Co-Advisor** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. ***Manuals Prepared:***

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Title** | **Year** |
| **1.** |  |  |
| **2.** |  |  |

1. **Research:**

**1. Details of Research projects**

**(i) On-going AICRP/ Externally funded Projects:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Year of start** | **Funding agencies** | **Amount (Rs.)** | **Progress during the year** | **Salient findings** | **Remarks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**(ii) On-going Non-Plan Projects:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Year of start** | **Amount (Rs.)** | **Progress during the year** | **Salient findings** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**(iii) Ongoing Field demonstrations/On farm Trials/Other Programmes:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Year of start** | **Amount (Rs.)** | **Progress during the year** | **Salient findings** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**(iv) On-going Consultancy Projects:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Year of start** | **Amount (Rs.)** | **Progress during the year** | **Salient findings** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2. Projects submitted for external funding during the year under report:**

|  |  |  |
| --- | --- | --- |
| **Name of Project** | **Date of Submission** | **Funding agencies** |
|  |  |  |
|  |  |  |

**3. Publications**

|  |  |  |
| --- | --- | --- |
| **Research papers**(Give details on separate sheet with Authors, Title, Journal, Volume & page number) | >6.00 NAAS Rating | Number of papers published during the year |
| <6.00 NAAS Rating |  |
| **Books (Authored/Edited)** |
| **Technical Bulletins:** |
| **Book chapters:** |
| **Technical folders/Leaflets etc.:** |
| **Popular Article:** |

**4. Participation in Conference/Seminars/Workshops**

1. **National:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Seminar/Symposia/Conference / Training / Workshop** | **Organized by/at** | **Date** |
| **1.** |  |  |  |

1. **International:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Seminar/Symposia/Conference / Training / Workshop** | **Organized by/at** | **Date** |
| **1.** |  |  |  |

1. **Training Programmes/Summer/Winter course attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Training Programmes / Summer / Winter School** | **Organized by/at**  | **Date** |
| **1.** |  |  |  |

**5. Award/Recognition received during the year:**

**6. Funds generated and utilization during the period under report:**

|  |  |
| --- | --- |
| Activities | Achievements (Amount/Rs.) |
| Resource Generation |  |
| Fund utilization |  |

**7. Organization of Workshop/Conference/Symposia/Summer/Winter School:**

**8. Review of papers/reports/proposals, as referee/reviewer:**

**9. Member of professional societies/Editorship of any journals, etc:**

**10. Any Administrative responsibilities/duties discharged:**

**11. Justify your duties and responsibilities in relation to main duties in particular and additional duties in general:**

**12. Uploading information on website/social activities**:

**13. Technology/Varieties/Products developed (Give details):**

1. **Technology/Varieties/Registration of germplasm/genetic stocks/sequences accepted for inclusion in Package of Practice:**
2. **Inventions/Innovations/Patents/Models/Modules/Branding, (if any):**
3. **Commercialization of Technology/Success Story/Film etc:**

**C. EXTENSION:**

1. **Farmers/Extension workers training programme organized (attach separate sheet):**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Topic** | **Duration &Date** |
|  |  |  |
|  |  |  |

1. **Farmers-Scientist interface organized:**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Topic** | **Duration &Date** |
|  |  |  |
|  |  |  |

1. **Field demonstration/Adoptive research conducted:**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Topic** | **Duration &Date** |
|  |  |  |

1. **Lectures delivered in Farmers/Extension workers training programme (attach separate sheet):**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Topic** | **Date** |
|  |  |  |
|  |  |  |

1. **Kisan mela**:

**(a) Organized:**

**(b) Participated:**

1. **Radio talk/TV talks (Specify date, topic and place):**
2. **Village(s) adopted for transfer of technology (Specify details):**
3. **IFS modules developed, mention block/village:**
4. **Participation in KVK programme (Give details):**
5. **New Initiatives/Programme launched:**
6. **What is the overall impact of your work on the farming community of that area:**
7. **Any other achievement if any:**

**(Signature with Date)**

**PART III**

1. Comments of the Reporting Officer on the functional Competency of employee.

|  |  |
| --- | --- |
| **Quality** | **Grading (A/B/C/D/E)** |
| * Teaching/Research/Extension aptitude
 |  |
| * Punctuality – in office/work
 |  |
| * Professional knowledge
 |  |
| * Aptitude and potential for New programme Planning
 |  |
| * Communication skill (Oral/Written)
 |  |
| * Innovative approach
 |  |
| * Capability as team leader
 |  |
| * Attitude towards sub-ordinate staff
 |  |
| * Promptness in disposal of work
 |  |
| * Decision taking abilities
 |  |
| * Willingness to assume responsibility etc.
 |  |
| * Leadership skills
 |  |
| * Obedience and general behaviour
 |  |

Grading\*: Outstanding (A)/Very Good (B)/Good (C) /Average (D)/Below Average (E).

1. Assessment and comment of the Head of Department:
2. Significant contribution(s) of employee to the department:
3. Remarks of Chairman/HOD/Officer In charges on the overall qualities, achievements, and integrity of the officer (not more than 100 words)

|  |
| --- |
|  |

**Grading:** Outstanding (A)/Very Good (B)/Good (C) /Average (D)/Below Average (E).

***Certificate from the Head of Department***

 HOD/Chairman:

 Date:

 Stamp:

**PART-IV (Applicable only for HOD, Chairman, Dean, Directors, Principal)**

1. Cleanliness:
2. Team work:
3. Demonstration/Display:
4. Laboratory output/New Courses/Efforts for making Referral laboratory/NABL:
5. Utilization of scientists/teachers in terms of output and allotment of work:
6. Modelling Systems/Modules/Models:
7. Revenue generation:
8. Product development/varieties:
9. Concept/Methodology:
10. MOU’s:
11. Foreign Collaborations:
12. Linkages with other organizations:
13. Public Perception:
14. Faculty development programme/Career counselling etc.:
15. Extramural Lectures:
16. Placements:
17. Deputation of scientists/ Teachers and technical staffs:
18. National-Dialogue, Workshops, Meetings, Conferences/Seminars/Events etc:
19. Impact analysis/Reports/Success stories:
20. Resource Utilization:
21. Social activities (Environmental, women empowerment, SC/Sts, upliftment of farmers etc):
22. Awareness/Implementation of Govt.Programmes:
23. Initiatives for Strengthening of Alumni:
24. Number of Awards received:
25. New projects obtained:
26. Number of information uploaded on website:
27. Total publications (Research Paper/ Books/ Bulletins/folders etc.):
28. Any other achievement, if any:
29. **Comment of the reviewing authorities:**
30. The Chairman/HOD will initiate the AAR of the scientists working in colleges through Associate Dean-cum-Principal, will be reviewed by concern Dean finally accepted by the Vice-Chancellor.
31. The Head of the Unit will initiate the AAR of the scientists working in research station, will be reviewed by Director Research, and finally accepted by the Vice-Chancellor.
32. The AICRP incharge will initiate the AAR of the scientists; will be sent through HOD to Director Research and finally accepted by the Vice-Chancellor.
33. The KVK Heads will initiate the AAR of the scientists, will be reviewed by Director Extension and finally accepted by the Vice-Chancellor.
34. The AAR of the Professor & Head/ Associate Dean-cum-Principal /ADR/ADEE/RD will be reviewed by respective Deans/Directors and finally accepted by the Vice-Chancellor.
35. The AAR of the Officer incharge of AICRPs sent through Chairman/HOD will be reviewed by the Director Research and finally accepted by the Vice-Chancellor.
36. The AAR of the KVK incharges/Heads will be reviewed by Director Extension and finally accepted by the Vice-Chancellor.
37. The AAR of the Deans/Directors/Registrar/ Comptroller will be accepted by Vice Chancellor.

**Grading:** Outstanding (A)/Very Good (B)/Good (C) /Average (D)/Below Average (E).

  *Remarks of Dean/Director (Signature/date /stamp):*

**Comments of the Accepting authority:**

**Overall Grading:** Outstanding (A)/Very Good (B)/Good (C)/Average (D)/Below Average (E).

***Remarks of Vice-Chancellor:***

**Note:** *Annual Assessment Report is prerequisite for all official work viz; Grant of annual increment, foreign assignments, deputation, training, promotion, transfer and issue of NOC. All HODs/Incharges should ensure its strict compliance.*