

**CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH KRISHI VISHVAIDYALAYA
PALAMPUR (HP) - 176 062**

ANNUAL PERFORMANCE APPRAISAL REPORT OF TEACHERS

**ANNUAL PERFORMANCE APPRAISAL REPORT for the year July _____ to
June _____**

**PART-I (Personal Data)
(To be filled by the Head of the Department)**

- | | | | | |
|---|---|---|--------------|--------------|
| 1 | Name of the Teacher | : | _____ | |
| | Employee's Code | : | _____ | |
| 2 | Date of Birth | : | _____ | |
| 3 | Academic qualification | : | _____ | |
| 4 | Since when working on present post | : | _____ | |
| 5 | Date of joining the University | : | _____ | |
| 6 | Designation(s), duration and place(s) of posting during the year under report | : | _____ | |
| 7 | Nature of duties (Teaching, Research, Extension) | : | Major | Minor |
| | | | _____ | _____ |
| 8 | Period of absence from duty (on leave, training/health reasons, etc. except casual leave) | : | _____ | |

Signature

**PART-II
(To be filled in by the teacher himself/herself)**

1. Improvement of professional competence
 - i) Additional qualification/training acquired in India or abroad: _____

 - ii) Refresher courses/orientation programmes attended: _____

 - iii) Participation in summer schools/workshops/seminars/symposia/project review meets etc.

2. Membership of professional societies and offices held:
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
 - v) _____
3. What were the priority areas of work during the year (teaching, research, extension, administration, consultancy etc.) starting with highest:

(a) TEACHING

1. Teaching assignments during the year (including compulsory educational tours):-

i) Teaching

Under-graduate						
Semester	Course taught		Contact hours		Name(s) of the teacher(s) if taught jointly	Advisory work contact hours
	Course No.	Credit hours	Total	Own share		
			1	2		
I.						
II.						
Annual system						
Post-graduate						
I.						
II.						

ii) Educational Tours:-

Semester	UG/PG	Places/Institutions	Duration of tour
I			
II			

2. Thesis completed by the teacher under his supervision (give title of the thesis and name of the student) :-

Sr. No.	Name of student	M.Sc./M.V.Sc./Ph.D.	Title of the thesis

3. Number of Post-graduate students presently working with the teacher:-

Programme	Continuing from previous year	Allotted during the year
M.Sc./M.V.Sc.		
Ph.D.		

4. Member of the Students' Advisory Committee (Give number) :-

Programme	Continuing from previous year	Allotted during the year
M.Sc./M.V.Sc.		
Ph.D.		

5. Details of laboratory/course development, new teaching aids, practical manuals, innovations etc. done during the year under report:-

- i) Have the teaching plan/ synopsis of lectures and reading material been supplied to the students? _____
- ii) Details of participation in:
 - (a) Internal evaluation work _____
 - (b) External evaluation work _____
 - (c) Paper setting assignments _____
 - (d) Conduct of exam _____
 - (e) Evaluation of dissertations etc. _____
- iii) Innovations/contributions in teaching during the year:
 - (a) Design of curriculum _____
 - (b) Teaching methods _____
 - (c) Evaluation methods _____
 - (d) Preparation of Teaching/ Practical manuals _____
 - (e) Any other _____

6. Participation in extra-curricular activities (Please give a short account of contribution to) :-

- i) Department/College/University _____
- ii) Co-curricular activities _____
- iii) Enrichment of campus life (Hostels, sports/games and cultural activities) _____
- iv) Students Welfare and discipline _____
- v) Any other (Specify) _____

(b) RESEARCH

1 Area of research : _____

2 Research projects currently in hand (Please give title of the project):

Sr. No.	Title of the Project	PI or Co-PI	Funding source	Budget (Lakhs)	Year of Start and duration

3 A. Research publications(published/ accepted) in the referred journals along with letter of acceptance in case of accepted papers) .
(Please enclose list)

B. Research Papers presented in Seminars/Conferences/Symposia/meeting etc.

C. Other research related publications (Research Reports /Book Chapters etc.)

4 Research projects prepared/submitted during the year
(Please give the title of the project(s) and name of the funding organization

(i) _____

(ii) _____

(iii) _____

5 Editorship of Journals etc. : _____

6 New findings/recommendation made during the year : _____

7 Patents, if any, taken during the year :
(Please give a brief description)

8 Other research activity not covered above _____

(c) EXTENSION EDUCATION

1 Position held/leadership role played : _____
 (Nature of assignment)

2 Extension projects currently in hand (Please give title of the project):

Sr. No.	Title of the Project	PI or Co-PI	Funding source	Budget (Lakhs)	Year of Start and duration

3 In-service training of extension personnel and/or training of farmers, lectures delivered in specialized training, programme, including the farmers camps, short duration training courses, demonstration at Kisan Melas, individual consultations, radio talk, telecast etc. (Please specify separately the trainings held as Course Director or as Instructor) :

Sr. No.	Name of programme	Period		No. of lectures delivered	No. of trainees/ participants
		From	To		
As Course Director					
As instructor/Resource person					

4 Other extension education activities (adaptive trials, demonstrations at farmers' fields, clinical or animal welfare camps, consultancy assignment, national demonstration, extension publications etc.) :

- (i) No. of extension papers published during the year (Please enclose the list of publication) _____
- (ii) Adaptive research _____
- (iii) Field demonstrations _____
- (iv) Animal Welfare Camps/Clinical Camps _____
- (v) Consultancy assignments _____

(d) MISCELLANEOUS

1. Details of contribution to administration, participation in specialist committees, invited lectures and other professional recognition etc. _____

2. Other assignments given by the College/University during the year under report _____

3. Liaison/collaboration with National/ International bodies/agencies _____

4. Expert services undertaken like clinical services, laboratory services, Post-mortem duty, farm management, dairy plant management, animal disease outbreaks, expert visits etc. _____

(e) ANY OTHER INFORMATION

Services/ duties performed in difficult/ remote/ backward areas and awards, rewards, recognition, conferences/workshops/colloquiums/short courses/project review meets organized etc.

(f) SALIENT ACHIEVEMENTS

State in brief an assessment of your performance indicating:

1 Achievements : _____

2 Difficulties faced : _____

3 Suggestions for improvement : _____

Date _____

Signature of the Teacher

PART – III

A. Comments and suggestions of the immediate Senior/ Principal Investigators/ project leader, who has observed the work of the teacher concerned for a minimum period of three months (Here comments on all can be made by HOD).

Date _____

Signature

B. Joint Comments of the Administrative Head* and Technical Head* (in case of Assistant Professor/equivalent, Associate Professor/equivalent as well as Professor/equivalent) and respective Dean/Director in case of Head of Department-

***Administrative Head : The Head of the Department in which the Scientist/ Teacher is posted**

***Technical Head : The Head of the department of the discipline of scientist/ Teacher concerned.**

1. Aptitude and competence of the teacher for :
 - i) Teaching : _____
 - ii) Research : _____
 - iii) Extension : _____
 - iv) To initiate new projects/programme : _____
2. Power of observance : _____
3. Clarity of thinking and power of expression (In speech and in writing) : _____
4. Physical capacity for the duties of the post held : _____
5. Character and integrity : _____
6. Energy, zeal, drive and initiative : _____
7. Attitude towards fellow scientists and subordinate staff : _____
8. General characteristics :

	Quick	Moderate	Slow
1 Promptness in disposal of work	: _____		
2 Speed of decision	: _____		
3 Knowledge of departmental procedures (Wherever necessary)	: _____		
4 Willingness to assume responsibility	: _____		

C. Numerical Score for assessment of the significant achievements jointly by the Administrative Head and Technical Head in case of Assistant Professor/equivalent, Associate Professor/equivalent as well as Professor/ equivalent and respective Dean/Director in case of Head of Department (Score 1-10, 10 being outstanding)-

Sr. No.	Details of Achievements	Grading (Scale from 1 to 10)									
		1	2	3	4	5	6	7	8	9	10
1.	Scientific Contribution	1	2	3	4	5	6	7	8	9	10
2.	Professional Knowledge and Skills and analytical vigor	1	2	3	4	5	6	7	8	9	10
3.	Innovativeness/initiative to promote Teaching/ Research/ Extension.	1	2	3	4	5	6	7	8	9	10
4.	Aptitude and potential for teaching/research/extension/ management and development	1	2	3	4	5	6	7	8	9	10
5.	Aptitude and potential for Planning Programmes (teaching/research/extension etc.)	1	2	3	4	5	6	7	8	9	10
6.	Decision making ability	1	2	3	4	5	6	7	8	9	10
7.	Communication Skills (Written and oral)	1	2	3	4	5	6	7	8	9	10
8.	Inter-personal relationships and team work	1	2	3	4	5	6	7	8	9	10
9.	Aptitude and potential for general administration	1	2	3	4	5	6	7	8	9	10
10.	Leadership	1	2	3	4	5	6	7	8	9	10

Total : 100

Total of the Circled numbers : _____

Further grading to be provided on the basis of its total which will fall in one of the following categories:

Above 90	-	Outstanding
75-90	-	Very Good
60-74	-	Good
50-60	-	Average
Less than 50	-	Below average

Signature of Technical Head

Signature of Head of Department

(Name in Block letters)

(Name in Block letters)

Date_____

Dean/Director

D. Comments and suggestions of the reviewing authorities (The work done by Professor or equivalent and Head of Department will be jointly reviewed by a Committee comprising Dean of College concerned, Dean, Post-graduate Studies, Director of Research and Director of Extension Education)-

A+B+C above: (Adverse remarks, if any, to be substantiated)

Signature

(Name in Block letters)

Designation_____

Date_____

E. Comments of Accepting Authority:

Signature

(Name in Block letters)

Designation_____

Date_____#