

CONFIDENTIAL REPORT PROFORMA FOR TEACHERS

NARENDRA DEVA UNIVERSITY OF AGRICULTURE & TECHNOLOGY

NARENDRANAGAR, KUMARGANJ, AYODHYA- 224 229 (U. P.)


Annual Progress and Assessment Report for the period

From ..July ..to... June ...

Part-I (General Information)

1. Name of the Employee :
2. Designation :
3. Date of Joining on the present post :
4. Date of Joining NDUAT :
5. Designation(s), Department(s)/ research station(s), place and duration of posting :
6. Priority areas of work (Teaching, Research, Extension, Administration, Consultancy etc.) (List priorities 1,2,3,4, starting with highest priority area) 1. Teaching, 2. Research, 3. Extension and 4. Consultancy
7. Period of absence from duty (Mention whether on leave, training, deputation etc.)Days (On earn leave from... to...)
8. Additional qualification/ training acquired in India or abroad during the year
9. Membership of professional societies:
10. Offices held in professional societies:
11. Whether participated in any strike or undesired activities
12. Whether any police case/FIR/ disciplinary proceedings are pending against you? If yes please provide details


Administrative Officer


कुल सचिव
आचार्य न० दे० कृषि एव प्रौ० विश्वविद्यालय
कुमारगंज, अयोध्या

PART-II (Professional Accomplishments)


(A) Teaching

1. Undergraduate and Postgraduate Teaching assignment during the year (Mention Theory or Practical)

Semester	Course No.	Credit Hours	Contact Hours	Name(s) of teacher(s) if taught jointly

2. Advisory group-class in-charge (undergraduate)
3. Involvement in extra-curricular activities of student
4. Thesis completed under your supervision as Major Advisor (Give title of the thesis, name of the student and state whether M. V. Sc. or Ph. D.)
5. Name of Postgraduate students presently working under your supervision
 - a. M. V. Sc.
 - b. Ph. D.
6. Membership of postgraduate student advisory committee (give number)
 - a. M. V. Sc.
 - b. Ph. D.
7. Laboratory development, course development, teaching innovation/ aids preparation of resource materials including books, manuals etc.
8. Any other work done/ duty assigned


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(B) Research


1. Field of research including sub-discipline
2. Research Project/work currently in hand

Name of the project/ Scheme	Year of start	Funding Agency	Collaborators

3. Research contribution

- a) List of Publication (published/ accepted): Give name of authors, year, title of the publication, journal, volume & number, pages etc. The publications should be arranged in following order – Refereed journals/ Papers presented in symposia/ workshops (full papers/ abstracts)/ Books/ Book Chapters/ Research Bulletin/ Research Reports/ others.
 - b) New findings, recommendations etc. Information to be specified as follows
 - i) Whether a scientist is associated with the development of the technology.
 - ii) Whether a scientist is associated with testing during technology development
 - c) Inventions, innovations, patents etc.
4. No & names of research project submitted to funding agency (names)


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(C) Extension Education

1. Extension Education Assignment (Mention the nature of extension education duties including Kisanmela/ Kisangosthi etc.)
2. Participation in specialized training programs including farmer camps, short duration training courses, demonstrations at KisanMelas, individual consultation radio talk, T. V. talk etc.

Name of the program and the place	Date(s)	No. of lectures	No. of Participants

3. Other Extension education activities
 - a) List of extension publication (Give author, year, title, volume and pages)
 - b) Adaptive research
 - c) Field demonstrations
 - d) Radio/TV talks
4. Consultancy assignment with outside organizations:
 - a) Name of the organization
 - b) Type of assignment
 - c) Duration with dates
5. Any other work done/ duty assigned


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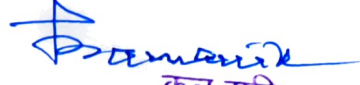
(D) Miscellaneous

1. Administration, examinership, invited lectures etc.
2. Committee work
 - a) Department Level
 - b) College/ Directorate Level
 - c) University Level
 - d) Outside University
3. Participation in Seminars, Conferences, symposia, workshops etc.
4. Any other
5. Suggestions for enhancing your functional efficiency and meeting your training needs
6. Preference for future responsibilities

Date

Signature


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Part-III

1. Comments and Suggestions of the immediate senior/ Coordinator/ Principal Investigator/ Project Leader/ In-charge of the Department who has observed the work of the teacher concerned for a minimum period of six month

Signature.....

Name.....

Designation.....

2. Comments and Suggestions from the department Coordinator cum Head of the School/ Head of the department (In case the Coordinator of the School is not appointed)/ Sectional Head/ In charge of the KVK/ In charge of the CRS. (In the case of Professor and equivalent, the Coordinator cum Head of the School/ Head of the department will not record his individual comments and the work will be assessed by the committee only as provided under Para 3(ii, iii or iv) below.

Coordinator cum Head of the School/ Head of the department (In case the Coordinator of the School is not appointed)

Signatures of the Dean of the Faculty/ Director of Extension/ Director of Research

Signatures of the Dean Post Graduate Studies (Chairman)

Name _____

Name _____

Name _____

3. Comments of Dean of the College/ Director of Extension/ Dean Postgraduate Studies

- i) The progress reports of Assistant Professor or equivalent and Associate Professor or equivalent on teaching and extension side shall be submitted by the Coordinator cum Head of the School/ Head of the Department (In case the Coordinator of the School is not appointed) to the Dean of the College and Director of Extension Education, respectively. The progress reports of Assistant Professor or equivalent and Associate Professor or equivalent on teaching and research side shall be submitted to the Director Research.
- ii) The work done by the professor and equivalent shall be jointly reviewed by a committee comprising of Dean of Post Graduate Studies, Dean of the College concerned and Coordinator cum Head of the School/ Head of the Department concerned (In case the Coordinator of the School is not appointed). The Dean Post Graduate Studies shall be the Chairman of the committee.


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कुमायूँ


iii) For reviewing the work done by Professor level teachers on research side the Dean Post Graduate Studies shall be the chairman. Other members will comprise Director of Agriculture Experiment Station and the Coordinator cum Head of the Department concerned.

iv) In extension side the committee will comprise Dean Post Graduate Studies (Chairman), Senior Scientist and Head of Respective KVK and Director of Extension.

Note: Please give and objective assessment of the teacher concerned based on his/ her work conduct and behavior.

4. Comments and suggestion of the reviewing and accepting authority.


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CONFIDENTIAL REPORT PROFORMA FOR NON TEACHING EMPLOYEES

नरेन्द्र देव कृषि एवं प्रौद्योगिक विश्वविद्यालय, कुमारगंज फैजाबाद।
अप्राविधिक कर्मचारी/अधिकारी की गोपनीय रिपोर्ट का प्रपत्र वर्ष—

भाग-1

1. अधिकारी/कर्मचारी का नाम
2. पदनाम
3. जन्मतिथि
4. वर्तमान पद पर नियुक्ति

भाग-2

1. स्वास्थ्य स्थिति
2. सामान्य मूल्यांकन (परिश्रमी तथा कर्तव्यनिष्ठ)
3. कार्यालय कार्य
4. जन सम्पर्क
5. कार्यक्रम का मूल्यांकन
6. सत्यनिष्ठा प्रमाण पत्र

ग्रेड-

1. विशिष्ट
2. अति उत्तम
3. उत्तम
4. अच्छा
5. खराब

दिनांक-

प्रतिवेदन अधिकारी के हस्ताक्षर
(पदनाम व मुहर सहित)

भाग-3 समीक्षक अधिकारी की अभ्युक्ति

समीक्षक अधिकारी के हस्ताक्षर
(पदनाम व मुहर सहित)

भाग-4

दिनांक

स्वीकृता प्राधिकारी के हस्ताक्षर
(पदनाम व मुहर सहित)


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