



UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

Administrative Office, GKVK, Bengaluru – 560065

No. AO/PS/ AER/ 2020-21

July 27, 2020

CIRCULAR

Sub: Submission of Annual Evaluation Report by Faculty of UAS(B)-reg

Ref: Approval of the Vice-Chancellor dated 24.07.2020

As all of you are aware, there is a standard format of Annual Evaluation Report in the University for faculty to make use and submit to the Head of Office / Section / Kendra / Station / Directorate concerned, as the case may be. Oflate, it has been observed that some of the faculty rather than making use of the printed copy or photo-copy of the format of Annual Evaluation Report for filling-up computer typed format print-out (incorporating details of activities carried-out) are being submitted to the concerned authority. This is causing hardship to the authorities concerned to evaluate the Annual Evaluation Report of faculty, as the authority has to search for the column headings before getting into the process of evaluation and sometimes there are chances of missing the columns.

In this connection, it is to inform that, the format of the Annual Evaluation Report of faculty will be uploaded in the University Website. The faculty member may download the format / take print-out of the format, fill-up information in the same format with regard to the activities carried-out by him / her as per the column headings and, in case, the space allocated under each column heading is insufficient, additional information may be given in the form of Addendum to the column heading concerned by indicating as Addendum (giving number) under each column heading, in order to avoid confusion for the authority while evaluating the Annual Evaluation Report.

The suggestions given above may please be adhered to by all the faculty and the filled-in format of Annual Evaluation Report be submitted to the authority concerned.


Administrative Officer

1. All the officers of UAS(B)
2. All the Univ. Heads, UAS, Bengaluru
3. All HODs, UAS, Bengaluru
4. All the Heads of ZARSS/ KVKs/ARSS
5. All the Heads of Institutions / Units of UAS(B)
6. Secretary to VC, UAS(B)
7. File