



UNIVERSITY OF AGRICULTURAL SCIENCES BANGALORE

ANNUAL EVALUATION REPORT OF TEACHERS / OFFICERS

INSTRUCTIONS

1. The preparation of reliable reports on the Teachers / Officers is an *exceedingly important duty*. In fairness to the staff reported on, as well as in the interest of the University, reports should be *carefully and critically made*.
2. The Reporting Officers shall not discuss the assessment made with any one else except with the Countersigning Officer, if the latter desires so.
3. The Reporting Officers shall not attempt to guess any quality of which they have been able to judge at first hand. In such cases no assessment need be made.
4. The Reporting Officer should not be afraid to give low ratings if a person deserves as no one can hope to be equally good in every way and some low ratings may be justified even for a brilliant person.
5. The period covered for purpose of this report shall be from **1st April to 31st March, every year**.
6. The last date prescribed for submission and transmittal of **reports to the concerned should be strictly adhered to, as detailed below**.

- | | |
|--|------------------------------|
| a) Teachers submitting the report to the Reporting Officer | 31st April every year |
| b) Reporting officer submitting the reports to the Countersigning Officer | 15th May every year |
| c) Countersigning Officer to countersign and keep the evaluation reports ready | 31st May every year |

UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

REPORT FOR THE YEAR ENDING 31st MARCH.....

PART - I : GENERAL PARTICULARS

(To be filled by the Teacher / Officer concerned)

1. Name of the Teacher / Officer	
2. Date of Birth	
3. Date of entry into the UAS service	
4. Present Designation and full address	
5. Date of joining in the present post	
6. Present scale of pay and the present basic pay with date from which it is drawn	

7. Details of service in areas other than *Bangalore, Mysore & Mangalore*

Period	Station / Place	Designation

8. Academic Qualifications acquired during *the year under report* (in case no academic qualification has been acquired the highest degree possessed along with specialization need to be given)

Degree / Diploma / Certificate	Year	Subject / s	Specialization

9. Period on Leave during the year under report (other than casual leave)

Period	No. of days	Type of leave

PART – II : SELF EVALUATION

(To be filled by the Teacher / Officer concerned)

1. Activities carried out during the year under report

a) Teaching

Course offered, practical / laboratory manuals developed, No. of postgraduate students guided / guiding as Major Advisor / as Member of the Advisory Committee, any other relevant activities.

b) Research

New projects sanctioned, list of experiments conducted, on going projects, technology / variety recommended for farm trial / inclusion in package of practices, etc.

c) Extension

Including training programmes conducted, transfer of technology, demonstrations, organizing farm trials, extension publications, training manuals developed and any other relevant activities.

d) Administration / Farm Management / Coordination

e) Co-curricular Activities

Sports / Cultural activities / Educational tour / Examinations coordinated / Asst. Registrar/
Asst. Comptroller, Any others

**f) Resource generation / Consultancy / Testing of soil / Water / Varieties / Chemicals
etc.**

g) Corporate Governance / Institution Building (reports prepared / special assignments
outside the organization / facilities / infrastructure created in the Department / Station /
Unit)

**h) Summer Schools / Winter Schools / Short Courses / Training programmes /
Seminars / Workshops organized.**

2. Details of Training / Refresher Course / Summer / Winter Schools / Seminars / Conferences / Symposia / Workshops attended within India and abroad.

3. Number of Publications during the year under report

a) Papers published in research journals (National / International - Technical / popular articles, technical bulletins / books and scientific / technical reviews (Attach a list as an Annexure as per MJAS pattern)

b) Presentations in Conferences / Symposia / Seminars / other fora

c) Contributions made in compilation / documentation

d) Any others (specify)

4. Membership of Professional Societies / Bodies

5. Awards / Rewards / Recognitions received during the year (give details)

6. Patents developed (give details)

7. Technologies released for commercialization (selling of technologies for a price to other agencies)

8. Any other pertinent details

Place :

Date :

Signature of the Teacher

PART – III : ASSESSMENT BY THE REPORTING OFFICER

(The Reporting Officer has to assess the Teacher / Officer on his / her professional and technical abilities on the following)

Mark (✓) in the appropriate column and affix signature against the marking.

Sl. No.	Assessment Criteria	Assessment			
		Very Good	Good	Average	Below Average
	A. Teaching				
a)	Command of the subject				
b)	Continuous growth in his / her field				
c)	Ability to organize his / her material and to present it with force and logic				
d)	His / her capacity for awaken in students an awareness of the relationship of his / her subject to other fields of knowledge				
e)	The spirit and enthusiasm which vitalize his / her learning and teaching				
f)	His / her ability to arouse curiosity in undergraduates				
g)	His / her ability to stimulate postgraduates to creative work				
h)	His / her personal attributes as they affect his / her teaching and his / her students				
i)	The extent and skill of his / her participation in the general guidance and advising of students				
j)	The extent and skill of his / her participation in other co-curricular activities of students (i. e., games, sports, debates and cultural activities) (Elaborate more fully here for Teachers of Physical Education)				
	B. Research				
a)	Capacity for undertaking independent research studies / projects				
b)	Capacity in guiding research activities				
c)	Progress made and results accomplished during the year				

Sl. No.	Assessment Criteria	Assessment			
		Very Good	Good	Average	Below Average
	C. Extension				
a)	Competence in the job				
b)	Commitment to the job				
c)	Popularity and effectiveness as evidenced by farmers response and interest				
	D. Farm Management (Applicable to Senior Farm Superintendents and Farm Superintendents)				
a)	Competence in the job				
b)	Commitment to the job				
c)	Ability and skill in :				
	i) Maintaining the general Upkeep of the farm and the physical facilities				
	ii) The utilization of land space				
d)	Progress and improvements achieved in seed production and farm receipts as compared to last year				
	E. Administration / Management (For officers and Heads of Units etc.,)				
a)	Planning for the Directorate / Unit				
b)	Organizing the work of the Directorate / Unit				
c)	Staffing the positions and guidance to them				
d)	Directing / counselling / motivating the staff for efficiency in this job				
e)	Coordinating the work				
f)	Reporting of the activities and adherence to deadlines				
g)	Budgeting / spending of the money earmarked for various activities				

Sl. No.	Assessment Criteria	Assessment			
		Very Good	Good	Average	Below Average
F. Other Activities					
a)	Report Writing of the Department / Station / Unit				
b)	Maintenance of records of the Department/ Station / Unit				
c)	Maintaining consumable and dead stock of the Department/ Station / Unit				

G. Other Qualitative Aspects Mark (√) in the appropriate column and affix signature.

a)	Punctuality	i) Never late or absent	
		ii) Occasionally absent	
		iii) Irregular	
		iv) Very irregular	
b)	Neatness	i) Very neat	
		ii) Neat	
		iii) Careless	
		iv) Very careless	
c)	Temperament	i) Cool while talking to superior and others	
		ii) Willing to tolerate	
		iii) Excitable	
		iv) Bad temperament	
d)	Quality of work	i) Very exact	
		ii) Neat - usually accurate	
		iii) Normal mistakes	
		iv) Many errors, careless	
e)	Quantity of work	i) Very high output	
		ii) Higher than average	
		iii) Required amount	
		iv) Very low output and below standard	
f)	Impartiality	i) Fair minded	
		ii) Usually just	
		iii) Intolerant	
		iv) Prejudiced	

g)	Communication ability	i) Fluent speaker / writer	
		ii) Moderate command of the language	
		iii) Understandable	
		iv) Poor expression	
h)	Leadership	i) Provides very good leadership to others	
		ii) Satisfactory leader	
		iii) Average leader	
		iv) Indifferent, cannot lead others	
i)	Alertness	i) Always keen and alert	
		ii) Satisfactory	
		iii) Slow	
		iv) Absent minded at times	
j)	Interest in work	i) Enjoys working	
		ii) Average work	
		iii) Does not work, but counts time	
		iv) Works for salary	

Remarks if any, about the Teacher / Officer to be mentioned here

Grading by the Reporting Officer

Mark (√) in the appropriate column and affix the full signature against the grade :

a)	Very Good	(A)	
b)	Good	(B)	
c)	Average	(C)	
d)	Below Average	(D)	

(Note : wherever a Below Average grade is given, it should be justified and communicated to the concerned Teacher / Officer)

Signature of the Reporting Officer & Seal
(Head of the Dept. / Head of the Unit / ADR / etc.
and Vice-Chancellor in case of officers)

PART – IV : SIGNATURE OF THE COUNTERSIGNING OFFICER

Signature of the Countersigning Officer
Dean / DR / DE and Vice-Chancellor in case of officers