

**SWAMI KESHWANAND**  
**RAJASTHAN AGRICULTURAL UNIVERSITY: BIKANER**  
**ANNUAL PERFORMANCE APPRAISAL REPORT**

**YEAR :**

**1. GENERAL INFORMATION**

Name	
Father's Name	
Mother's Name	
Date of Birth	
Designation	
Pay Scale	
Present Pay	
Faculty	
Discipline	
Area of Specialization	
Present place of posting with full official address & residential address & Phone No.	
Post held during the year	
Period on Leave without pay during the year (P.L./L.W.P.)	

Academic qualification acquired during the year reported upon (In case no academic qualification has been acquired, the highest degree along with specialization need be given)

<b>Degree</b>	<b>Year</b>	<b>Subject (s)</b>	<b>Institution</b>

## II. Self - Assessment (to be filled in by the teacher reported upon)

### Activities and Achievements:

1. Activities approved and accomplished (Please choose whichever is applicable to you) :

S.No.	Activities Planned and Targets	Time spent ** (%)	Achieved*** (%)	Reason for shortfall/ constraints if any
(i)	Research * * * * *			
(ii)	Teaching * * * * *			
(iii)	Training * * * * *			
(iv)	Transfer of technology * * * * *			
(v)	Organising conferences/workshops /seminars/meeting * * * * *			

(vi)	Institutional support (Management and maintenance of genetic/soil/water/animal/farm/database/facilities/intellectual property; Administration/Management/Coordination)			
(vii)	Other activities (Reports/publicity/ special assignments within or outside the institute/ ICAR. etc.)			

\* Give short title or phrase. As proposed by the scientist and approved by the Reporting Officer (attach as in Annexure II).

\*\* Total should add up to 100%

\*\*\* Extend and also indicate whether achieved within the time frame set for the purpose.

2. Outputs: (For the activities shown above). Please choose whichever is applicable and attach a summary report (about 400 words) on the most significant accomplishments during the year reported upon (as Annexure).

S.No.	Activity	Contribution (Number)
1.	<b>Research :</b>	
	a) Technology generation (Varieties/ breeds/ tree species released ; Management practices developed; Process/ concept/ methodology developed; Any other - please specify)	
	b) Publication/presentations/documentation (i) Papers in research journals (National/International) (ii) Technical/popular articles (iii) Books (Authored/edited) (iv) Book chapters/ <b>technical bulletins</b> /manuals (v) Working/concept papers (vi) Scientific/teaching reviews (vii) Presentation in <b>workshops</b> seminars/symposia/conferences. (viii) Compilation/documentation (ix) Any other (please specify)	
	c) Product development (Crop-based; Animal-based, including vaccines; Biological bio-fertilizer, bio-pesticide, etc; IT based database;; Any other- please specify).	
	d) Intellectual property generation (Patents; Copyrights; Designs; PPV-registered only)	

2.	<b>Teaching/Academic activity :</b>	
	<ul style="list-style-type: none"> <li>a) Courses designed and taught Course No. Title- /Credit Hours</li> <li>b) Student Guided M.Sc. : Ph.D. :</li> <li>c) Resource material/methodology developed</li> <li>d) Any other(please specify)</li> </ul>	
3.	<b>Training</b> <ul style="list-style-type: none"> <li>a) Programmes developed and organized</li> <li>b) Resource material developed</li> <li>c) Any other(please specify)</li> </ul>	
4.	<b>Transfer of technology:</b> <ul style="list-style-type: none"> <li>a) Technology assessed and refined</li> <li>b) Training organized</li> <li>c) Demonstration/exhibition/field day/farmers fair</li> <li>d) Inputs supplied</li> <li>e) Innovative methodology developed</li> <li>f) Any other(please specify)</li> </ul>	
5.	<b>Organizing Workshops/seminars /symposia/ conferences:</b> <ul style="list-style-type: none"> <li>a) Conceptualized and organized</li> <li>b) Served as convener or co-convener/coordinator</li> <li>c) Invited as key speaker in scientific meeting (National/International)</li> <li>d) Any other (Please specify)</li> </ul>	
6.	<b>Institutional support :</b> <ul style="list-style-type: none"> <li>a) Member Secretary - RAC/IRC/IMC/PME Cell/IPR Cell/Technical Cell/HRD Cell/CPC/QRT</li> <li>b) Editorship - Annual report/institute publications</li> <li>c) I/c Central facilities</li> <li>d) Any other</li> </ul>	
7.	<b>Special assignments :</b> <ul style="list-style-type: none"> <li>a) Special assignments – National</li> <li>b) Special assignments - International</li> <li>c) Other general institutional activities (reports/ publicity/special assignments within or outside the institute/ICAR. etc.</li> </ul>	

8.	<b>Participation in co-curricular activities and administration</b>	
<b>Particulars</b>	<b>Details</b>	
Administration Deptt./ Unit:		
College:		
University:		
Participation in Committees/Bodies		
Co-curricular Activities Sports/ Games/Cultural Activities/ NCC/ NSS		
Student Welfare/Hostels		
Teachers Welfare Activities		
Any Other		

### 3. Peer Recognition:

S.No.	Activity	Number
1.	Awards/fellowships received (National International; Institutional/Professional Societies; Best paper/poster; Any other - please specify)	
2.	Professional Societies (membership; Editorship for journals; Any other - please specify)	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	

### 4. Resources Generation\*

S. No.	Activity	Number
1	Contract research	
2	Special national / international projects	
3	Commercialization of technology	
4	Summer or winter Schools	
5	Any other (please specify)	

\* in terms of rupees.

5. **Accomplishment of exceptional work/unforeseen tasks performed (please specify)** **Number**
6. **Professional growth and development : Please give details of the programmes attended With in Indian and on deputation abroad.**

S.No.	Programme Attended	Institute and Place	Period
1.	Training/Refresher Courses/ Summer/Winter Schools		
2.	Seminars/Workshops/Symposia		
3.	Conferences/Meetings		

Place and Date

Signature of the teacher/ Scientist reported upon

### III (A) OVERALL EVALUATION BY REPORTING OFFICER

Particulars	10	8	6	4	2
Punctuality					
Sincerity					
Initiative					
Innovativeness					
Behavior with colleagues					
Zeal to acquire knowledge					
Acceptance of new responsibilities					
Scientific Contribution/ Professional Contribution					
Professional Knowledge and Skills and analytical vigour					
Decision making ability					
Communication Skill (written and oral)					
Total					

	Out standing	Very Good	Good	Satisfactory	Poor
(B) Overall Grading					

Note: - tick mark (✓) in the appropriate column with initial.

(Out Standing : 10, Very Good : 8, Good : 6, Satisfactory : 4, Poor : 2)

(C) Please comment on the Integrity of the Scientist by circling one of the following options:

- ★ Beyond doubt
- ★ Nothing adverse heard against
- ★ Doubtful

#### Signature of Reporting Officer

Name in Block Letters: .....

Designation : .....

Reporting Period : From ..... to .....

**IV. REMARKS OF THE REVIEWING AUTHORITY**

1. Do you agree with the assessment of the teacher/scientist given by the reporting authority  
(In case of disagreement, please specify the reasons;)  
(Is there anything you wish to modify or add ?)

YES

NO

If No, please grade the officer:-

Overall Grading	Out standing	Very Good	Good	Satisfactory	Poor

Place : .....  
Date : .....

**SIGNATURE OF THE REVIEWING AUTHORITY**  
.....  
(Name in Block letters)  
.....  
(Designation)  
Reporting period : From ..... To .....

**IX. REMARKS OF THE ACCEPTING AUTHORITY  
(i.e. next superior authority)**

Date : .....

Name : .....

Place : .....

Designation : .....



**Time Schedule**  
**Performance Appraisal in Respect of the Teaching Staff**

S.No.	Operation/Activity	Deadline
1	2	3
1.	Procurement of "P" Form by the University Teachers concerned.	15 <sup>th</sup> July
2.	Submission of "P" Form by the University Teachers concerned.	15 <sup>th</sup> August
3.	Writing of Performance Appraisal Report by the reporting officer.	15 <sup>th</sup> September
4.	Submission of the Performance Appraisal Report by the reporting officer to the Reviewing Officer.	20 <sup>th</sup> September.
5.	Comments on the report by the Reviewing Officer and sending the Annual Performance Appraisal to the Officer of record (i) in case where no adverse entries have been made and (ii) if made, then they have been expunged by the Reviewing Officer.	20 <sup>th</sup> October.
6.	In case where the Reviewing Officer has not suo motu expunged the adverse entries, they are to be intimated to the officer reported upon by the Reviewing Officer.	20 <sup>th</sup> October
7.	Representation against the adverse entries by University Teachers reported upon.	31 <sup>st</sup> October.
8.	Decision by the reviewing officer on the adverse entries, after obtaining the comments of the reporting officer.	30 <sup>th</sup> November
9.	Reviewing officer forwarding the performance Appraisal to the office of record if he has expunged them, and intimation to the officer concerned.	7 <sup>th</sup> December
10.	In case the reviewing officer has decided not to expunge the adverse entries intimation to be given by him to the officer reported upon to make a further representation (if he desires) to Registrar.	10 <sup>th</sup> December
11.	Submission of the representation by the University Teachers reported upon against the adverse entries to the Appeal Committee through the reviewing officer.	25 <sup>th</sup> December.
12.	Forwarding of the entire record with his comments by the reviewing officer/authority to Registrar.	31 <sup>st</sup> December
13.	Final decision by the Appeal Committee and communication of the decision to all concerned.	31 <sup>st</sup> January