

Proforma**ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL (Category-III)***(To be completed by the concerned Station / Scheme Head / Senior Scientist, KVK)*

1.	Reported period	:	
2.	Name	:	
3.	Date of Birth	:	
4.	Designation	:	
5.	Basic Degree (the degree was obtained from)		
6.	Date of entry into service	:	
7.	Present Grade and Scale of pay	:	
8.	Duties assigned to the post for which the person has been recruited	:	
9.	Date of continuous appointment to the present grade	:	
10.	Any other basic information		

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry in to the University)

PART I*(To be filled in by the Technical Person)*

Please furnish the following information

1. Education career:

Sl.No.	Certificate/Diploma/Degree	Class/Grade	Year	University / Board / Institute
1.	Doctorate Degree			
2.	Master's Degree or equivalent or any higher degree			
3.	Bachelor's Degree			
4.	PUC			
5.	SSLC			

2.(a) subject of Specialisation at the highest Degree / Diploma

(b). subject of Specialisation at the lower Degree / Diploma

3. Additional qualifications / training acquired in India and / or abroad (list of all part-time or short-term training, not included in educational career. Give dates, duties and duration of course).

4. Employment record for last five years ending _____ starting with your present post, list in **reverse order** every employment you have had.

Name of the employing organization	Designation	Salary / Scale of pay	Date of joining	Date of leaving	Nature of duties actually performed

5.(a)	Honours/awards, etc	:	
(b)	(i)Membership of Professional Societies:	:	
	(ii) Officers and Committees assignments held in Professional Societies:	:	
(c)	Special invitation (this should refer to specific invitation to an individual to present a paper before professionally oriented meeting or to participate / conduct a Seminar).		

(d)	Special assignments (list each one, giving dates covered and briefly describe the work done)		
(e)	Duration of absence from the University for foreign visits etc, during the 5 years period (number of months may be specified)		

6. Is there any other type of work than your present job / assignment that you would rather do in the Institute or outside? If yes ,please indicate.

7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the Technical person during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases, he/she may indicate against the items that it is not applicable. For items (a) to (h), please indicate the number only).

PRODUCTIVITY

PAST 5 YEARS

(a) Technical support for scientific work such as

- ◆ Number of Projects served
 - ◆ Area of land managed
 - ◆ Number of Computers managed
 - ◆ No of Soil and water samples analyzed
 - ◆ Others (Please specify)
-

(b) Training work such as :

- ◆ Course (to be) taught
 - ◆ Special lectures/talks given by member
 - ◆ Member – Committees
 - ◆ Any other (please specify)
-

(c) Extension work such as :

- ◆ Radio / television talks
 - ◆ Field trips
 - ◆ Exhibitions
 - ◆ Farmer/cultivators (to be) contacted
 - ◆ Any other (please specify)
-

(d) Team-work and co-operation mentioning specially inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved

(e) Institution / building activities, such as:

- ◆ Membership in institutional committees
- ◆ Membership in special committees / task force
- ◆ Organizing Seminars / Symposia in the Institution
- ◆ Any other (please specify)

(f) Published work, if applicable, such as :

- ◆ Books/monographs
- ◆ Professional papers/articles
- ◆ Popular articles
- ◆ Book-reviews
- ◆ Professional communication to journal/magazines
- ◆ Professional abstracts
- ◆ Technical reports
- ◆ Any other

(g) Papers presented at professional meetings (Seminars / Conferences / Work Shops etc)

(h) Participation in professional meetings

(i) Relationship with his/her professional colleagues :

- (a) Guidance received
- (b) Guidance given
- (c) Participation in Cooperative Research Programmes:

8. Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.

9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Signature of Technical Person

Name

Designation.....

Date

PART II

(To be filled in by the concerned Station / Scheme Head / Senior Scientist, KVK)

1. Is the information provided by the Technical Person is correct to the best of your knowledge?

2. Do you generally agree with the position indicated by the technical person against item 7,8 and 9 of Part-1 of the proforma.

3. Please comment on Technical Person's

(a) Amenability to discipline

(b) Punctuality

(c) Integrity

4. Please give your critical appraisal of the work done by the applicant with you

5. Recommendations of the concerned Station / Scheme Head / Senior Scientist, KVK

Signature.....

Name.....

(In Block letter)

Designation.....

Date

PART III

Remarks of the Director of Extension / Director of Research

Signature.....

Name.....

(In Block letter)

Designation.....

Date

UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE**Annual Confidential Report Proforma for Technical Assistant / programme Assistant
(Lab Technician)/ Farm Manager / Programme Assistant (computer)**

1.	Reported period	:	
2.	Name	:	
3.	Date of Birth	:	
4.	Designation	:	
5.	Basic Degree (the degree was obtained from)	:	
6.	Date of entry into service	:	
7.	Present Grade and Scale of pay	:	
8.	Duties assigned to the post for which the person has been recruited	:	
9.	Date of continuous appointment to the present grade	:	
10.	Any other basic information	:	

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry in to the University)

PART I*(To be filled in by the Technical Person)*

Please furnish the following information

1. Education career:

Sl.No.	Certificate/Diploma/Degree	Class/Grade	Year	University / Board / Institute
1.	Doctorate Degree			
2.	Master's Degree or equivalent or any higher degree			
3.	Bachelor's Degree			
4.	PUC			
5.	SSLC			

 2.(a) subject of Specialisation at the highest Degree / Diploma

 (b). subject of Specialisation at the lower Degree / Diploma

 3. Additional qualifications / training acquired in India and / or abroad (list of all part-time or short-term training, not included in educational career. Give dates, duties and duration of course).

 4. Employment record for last five years ending _____ starting with your present post, list in **reverse order** every employment you have had.

Name of the employing organization	Designation	Salary / Scale of pay	Date of joining	Date of leaving	Nature of duties actually performed

 5. What were the priority areas of work during the past five/seven years of your service ending on.
 Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of

time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

Area	Priority	Time allocation
Technical Support for Scientific work		
Reaching / guiding		
Extension		
Management / Co ordination		
Adminsitration		
Any other area (please specify the area)		

6.(a)	Honours/awards etc	:	
(b)	(i)Membership of Professional Societies:	:	
	(ii) Officers and Committees assignments held in Professional Societies:	:	
(c)	Special invitation (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate / conduct a Seminar).		
(d)	Special assignments (list each one giving dates covered and briefly describe the work done)		
(e)	Duration of absence from the University for foreign visits etc, during the 5 years period (number of months may be specified)		

7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3 avarage; 4=above average; and 5=outstanding). Please indicate appropriate score for each area.	Priority area	Assigned score
Total score	1	
	2	
	3	
	4	
	5	

8. Is there any other type of work than your present job / assignment that you would rather do in the Institute or outside? If yes, please indicate.

9. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the Technical person during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases, he/she may indicate against the items that it is not applicable. For items (a) to (h), please indicate the number only).

PRODUCTIVITY**PAST 5 YEARS**

(a) Technical support for scientific work such as

- ◆ Number of Projects served
- ◆ Area of land managed
- ◆ Number of Computers managed
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- ◆ Any other (Please specify)

(b) Training work such as :

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- ◆ Any others (please specify)

(c) Extension work such as :

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(e) Institution / building activities, such as:

- ◆ Membership in institutional committees
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- ◆ Professional abstracts
- ◆ Technical reports
- ◆ Any other

8. Papers presented at professional meetings (Seminars / Conferences / Work Shops etc)

9. Participation in professional meetings

10. Relationship with his/her professional colleagues :

- (a) Guidance received
- (b) Guidance given
- (c) Participation in Cooperative Research Programmes:

11 Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) Description of project(s)/assignment(s); (B) Objectives of the stated project(s) /assignment(s); (C) Any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities, you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence)

- Priority Area 1
- Priority Area 2
- Priority Area 3

12 Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.

13. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

14. Do you wish to have an opportunity for presenting before the Assessment committee personally the details of your work ?

Signature of Technical Person

Name

Designation.....

Date

FOR THE USE OF THE CONCERNED STATION / SCHEME HEAD / SENIOR SCIENTIST, KVK ONLY

1. Is the information provided by the Technical personnel is correct to the best of your Knowledge?
2. Do you generally agree with the assessment and the projections provided by the Technical personnel? Please give your critical appraisal.

Signature

Name

Designation.....

Date

Remarks of the Director of Extension / Director of Research

Signature.....

Name.....

(In Block letter)

Designation.....

Date

