

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

**ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL
(CATEGORY- III: T- 6, T- 7-8, T- 9)
(Format adopted from ICAR, New Delhi)**

Name of the Office.....

**PART I
GENERAL INFORMATION**

(To be filled in by the Concerned Estt. Section of College/KVK/CAU Hqtrs./Office)

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/ diploma and the institution (the degree was obtained from) :
6. Date of entry into the CAU's service :
7. Present grade/PML 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/PML :
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 into the CAU).

PART II

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career

Degree/Diploma/Certificate	Year	University/Board/Institute	Class/Grade
Doctorate			
Master's degree or equivalent or any higher degree			
Bachelor's degree/Diploma			
Matriculation/ School Leaving Certificate / Higher Secondary/ PUC			

2. (a) Subject of specialization at the highest degree/diploma

(b) Subject of specialization at the lowest degree/diploma

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

4. Employment record of last five/seven years ending on starting with your present post, list in reverse order every employment you have had.

Name of employing organization	Designation	Salary/ pay scale	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		
Teaching /guiding		
Extension		
Management /Co-Ordination		
Administration		
Any other area (Please specify the area)		

6. (a) Honours/awards etc.
- (b) (i) Membership of professional societies
(ii) Offices and committee assignment held in professional societies
- (c) Special invitations (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 covered (list each one giving dates and briefly describe the work done).

- (e) Duration of absence from the institute, for foreign visits, etc. during the five/seven years period (the number of months may be specified).

	Priority area	Assigned score
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= average; 4= above average; and 5= outstanding). Please indicate appropriate score for each area.	1	
	2	
	3	
	4	
	5	
Total score		

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 and projection table in respect of the work done by you during the period under review:

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected target/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate the numbers only.

(The items included in the statement are only illustrative and not exhaustive)

Particular	Past 5/7 years	Proposed to do next year
1. Technical support for scientific work, such as:		
- number of animals managed		
- area of land/fish ponds managed		
- number of projects served		
- others (please specify)		

2. Training and teaching work such as:
 - course (to be) taught
 - special lectures/talks given by member chairman/student advisory committees
 - Others (please specify)
3. Extension education work, such as:
 - radio/television talks
 - field trips
 - exhibitions
 - farmers/cultivators (to be) contacted
 - others (please specify)
4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
5. Institution building activities, such as:
 - membership in the institutional committees
 - membership in special committees/task force
 - organizing seminars/symposia in the institution
 - any other (please specify)
6. Unpublished reports, papers, etc.
7. Published work, if applicable, such as:
 - books/monographs
 - professional papers/articles
 - popular articles
 - book reviews
 - professional communication to journals/magazines
 - professionals' abstracts
 - technical reports

8. Papers (to be) presented at professional meetings

9. Participation in professional meetings

10. Relationship with his professional colleagues:

- (a) Guidance received
- (b) Guidance given
- (c) Participation in co-operative research programmes

11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in S. No. 5 (in **PART II**). 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 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 with full supporting evidence, if any.
13. If some or all of your professional work remained incomplete or fell 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

Name
(In Block letters)

Designation

Date.....

FOR THE USE OF THE REVIEWER(S) ONLY

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

2. Do you generally agree with the assessment and the projections provided by the Reviewee? Please give your critical appraisal.

Signature

Name
(In Block letters)

Designation

Date.....

3. Recommendation of the Dean (in case of employees of the constituent colleges)/ Registrar/Director/Vice-Chancellor (in case of employees of the headquarters and/ or centrally administered programmes).

Signature

Name
(In Block letters)

Designation

Date.....