

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR SCIENTISTS OF AICRPs/ SENIOR SCIENTIST & HODs OF KVKs/IN-CHARGEs of
AICRPs/MTTCs/VTCs/ASSISTANT PROFESSORS OF MTTCs & VTCs
(Format adopted from ICAR, New Delhi)**

Name of the KVK/AICRP/MTTC/VTC/Office _____ at _____

Report for the Calendar Year : 1st January to 31st December, _____

PART - 1: General Particulars
(To be filled in by the Administrative Office)

1. Name of the Scientist/Sr. :
Scientist/Asst. Professor(in
Capital letters)
2. Date of birth(DD/MM/YYYY) :
3. Date of entry in the CAU service :
4. Present designation :
5. Date of joining the Present :
Grade/Level of Pay/PML
6. Present pay :
7. Period on leave during the year :

8. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given:

9. Please attach Annual Health Check-up from the University's M. O. report for the assessment year:

10. 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):

| Degree | Year | Subject(s) | Institution/University |
|--------|------|------------|------------------------|
| | | | |

PART - 2: Self-Assessment
(To be filled in by the Scientist reported upon)

2.1 Activities and Achievements:

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

| S. No. | Activities planned and Targets* | Time Spent ** (%) | Achieved *** (%) | Reasons for Shortfalls / Constraints, if any |
|--------|--|----------------------|---------------------|--|
| 1. | Research Activities * * * | | | |
| 2. | Transfer of technology * * * | | | |
| 3. | Teaching * * * | | | |
| 4. | Training * * * | | | |
| 5. | Management & Maintenance of Genetic Resources & Research database * * * | | | |
| 6. | Institutional Support: *Administration/Management/Coordination activities * Resource Generation | | | |
| 7. | Organizing conferences/workshops/seminars/ meetings * * * | | | |
| 8. | Other activities: • Reports generation • Publicity making • Special assignments within or outside the institute/ICAR/CAU etc. • Information compilation • ATRs • Any other (please specify) | | | |

* Give short title or phrase. As proposed by the scientist and approved by the Reporting Officer (attach as in Annexure II). Indicate project title and whether PI/Co-PI.

** Total should add up to 100%.

*** Extent and also indicate whether achieved within the time-frame set for the purpose.

2.1.1 Details of 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 |
|--------|---|--------------|
| 1. | <p>Research:</p> <p>a) Research Activities:</p> <p>(i) Varieties/breeds/tree species released</p> <p>(ii) Management practices developed</p> <p>(iii) Process/concept/ methodology developed</p> <p>(iv) Implements/tools developed</p> <p>(v) Any other (please specify)</p> | |
| | <p>b) Publications/presentations/documentation</p> <p>(i) Papers in research journals (National/ International)</p> <p>(ii) Technical/popular articles</p> <p>(iii) Books (Authored/edited)</p> <p>(iv) Book chapters/technical bulletins/ manuals</p> <p>(v) Working/concept papers</p> <p>(vi) Scientific/teaching reviews</p> <p>(vii) Presentation in workshops/ seminars/ symposia/ conferences</p> <p>(viii) Compilation/documentation</p> <p>(ix) Any other (please specify)</p> | |
| | <p>c) Product development</p> <p>(i) Crop-based</p> <p>(ii) Animal-based, including vaccines</p> <p>(iii) Biological – biofertilizer, biopesticide, etc.</p> <p>(iv) IT based – database, software, etc.</p> <p>(v) Value-added products</p> <p>(vi) Any other (please specify)</p> | |
| | <p>d) Intellectual property generation</p> <p>(i) Patents</p> <p>(ii) Copyrights</p> <p>(iii) Designs</p> | |

| | | |
|-----------|---|--|
| | <p>(iv) <i>PPV – registered only</i></p> <p>(v) <i>Any other (please specify)</i></p> | |
| | <p>e) Contribution through KVKs (as a member)</p> <p>(i) <i>Technology assessment and refinement</i></p> <p>(ii) <i>Release of technology to farmers</i></p> <p>(iii) <i>Feasibility testing</i></p> <p>(iv) <i>Prototypes developed/manufactured/supplied</i></p> <p>(v) <i>Any other (please specify)</i></p> | |
| 2. | <p>Transfer of technology:</p> <p>a) <i>Technology assessed and refined</i></p> <p>b) <i>Trainings organized</i></p> <p>c) <i>Demonstration/ exhibition/ field day/farmers Fair</i></p> <p>d) <i>Inputs supplied</i></p> <p>e) <i>Innovative methodology developed</i></p> <p>f) <i>FLDs conducted</i></p> <p>g) <i>Lectures delivered</i></p> <p>h) <i>Any other (please specify)</i></p> | |
| 3. | <p>Teaching/Academic activity:</p> <p>a) <i>Courses designed and taught</i></p> <p>b) <i>Students guided</i></p> <p>c) <i>Resource material/methodology developed</i></p> <p>d) <i>Any other (please specify)</i></p> | |
| 4. | <p>Training:</p> <p>a) <i>Programmes developed and organized</i></p> <p>b) <i>Resource material developed</i></p> <p>c) <i>Any other (please specify)</i></p> | |
| 5. | <p>Organizing Workshops/ seminars/ symposia/ conferences:</p> <p>a) <i>Conceptualized and organized</i></p> <p>b) <i>Served as convener or co-convener/ coordinator</i></p> <p>c) <i>Invited as key speaker in scientific meetings (National/International)</i></p> <p>d) <i>Any other (please specify)</i></p> | |

| | | |
|------------------|---|--|
| <p>6.</p> | <p>Institutional support:</p> <p>a) <i>Member Secretary – SAC/RAC/ IRC/ IMC/ PME Cell/ IPR Cell/ Technical Cell/ HRD Cell/ CPC/ QRT etc.</i></p> <p>b) <i>Editorship – Annual report/ institute publications</i></p> <p>c) <i>I/c Central facilities – Lab, library, hostel, etc.</i></p> <p>d) <i>Admin/Management/Coordination (Chairman/ Member of Institute Committees)</i></p> <p>e) <i>Development of infrastructure, farm, lab, etc.</i></p> <p>f) <i>Seed production and distribution</i></p> <p>g) <i>Management of farm, animal sheds, fishing vessels</i></p> <p>h) <i>Development of remote, tribal/underprivileged areas/communities</i></p> <p>i) <i>Participation in Village Adoption Programmes by the Institute</i></p> <p>j) <i>Mobilization of resource through interinstitutional projects, including PPP mode</i></p> <p>k) <i>Any other (please specify)</i></p> | |
| <p>7.</p> | <p>Special assignments:</p> <p>a) <i>Special assignments – National</i></p> <p>b) <i>Special assignments – International</i></p> <p>c) <i>Compilation of documents – Vision, EFC/SFC, etc.</i></p> <p>d) <i>Other general institutional activities (reports/ publicity/ special assignments within or outside the institute/CAU, etc.)</i></p> <p>e) <i>Membership of Committees of other Institutes – IMC, IMTU, etc.</i></p> <p>f) <i>Any other (please specify)</i></p> | |
| <p>8.</p> | <p>Any other (Please specify)</p> | |

3. Peer Recognition:

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

4. Resource Generation*:

| S. No. | Activity | Remarks |
|--------|--|---------|
| 1. | Consultancy services provided | |
| 2. | Contract research | |
| 3. | Special national/ international projects | |
| 4. | Commercialization of technology | |
| 5. | Summer or Winter Schools | |
| 6. | Training programmes offered | |
| 7. | Supply of seeds, biological, vaccines, etc. | |
| 8. | Analysis of soils, water, plant or animal products | |
| 9. | Supply of prototypes of implements | |
| 10. | Any other (please specify) | |

** In terms of rupees*

5. Professional growth and development: *Please give details of the programmes attended within India 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 | | |
| 4. | Any other (Please specify) | | |

Date:

Place:

Signature of the Scientist/Applicant reported upon

PART-2.1

**Additional information to be filled in by the HODs or In-charges of
KVKs/AICRPs/MTTCs/VTCs/Heads of the Regional Stations of the Institute**

| S.No. | Activity | Targets (Institutional) | Achievements | Reasons for Shortfall, if any |
|-------|--|----------------------------|--------------|----------------------------------|
| 1 | Human resource management: | | | |
| | a) Recruitment | | | |
| | b) Assessment | | | |
| | c) Human resource development | | | |
| 2 | Financial management (Division/ Centre/ Station/Institute): | | | |
| | a) Resource generation | | | |
| | b) Budget utilization | | | |
| | c) New externally funded projects | | | |
| 3 | Delegation of power: | | | |
| | * | | | |
| | * | | | |
| | * | | | |

| | | | | |
|---|---|--|--|--|
| 4 | Intellectual property management: | | | |
| | a) Identification and protection | | | |
| | b) Technologies commercialized | | | |
| 5 | Management/promotion of scientific collaboration: | | | |
| | a) National | | | |
| | b) International | | | |
| 6 | Conducting meetings and follow-up action: | | | |
| | SAC/IRC/RAC/ITMU/IMC/QRT/International events, etc. | | | |
| 7 | Public relations building: | | | |
| | * Publicity * Interaction * Local administration * Villagers etc. | | | |
| 8 | Visit to provide guidance and support: | | | |
| | * * * | | | |
| 9 | Completion of activities in time (Quarterly Report/Annual Report/ATR/Action Plan/UCs/SOEs/APARs etc.): | | | |
| | * * * | | | |

Date:

Place:

Signature of the Scientist/Head/In-charge reported upon

PART - 3
ASSESSMENT BY THE REPORTING OFFICER

3.1 Length of service of the Scientist being reported under your supervision:

3.2 Comments on PART- 2:

Please make an objective comment on **PART- 2** (from 1 to 3) and **PART- 2.1**(if applicable), as well as on the **summary report** made by the Scientist. While commenting, please take due note of the shortfalls /constraints mentioned by the Scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (maximum of 100 words).

3.3 Assessment of Significant Achievements:

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, ten being the highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it.(Please follow the guidelines given in Annexure III A & B for grading).

| Indicators | Marks (1-10 scale) | Weightage assigned | Total obtained (W x M) |
|--|-----------------------|-----------------------|---------------------------|
| 1. Extension Management | M ¹ | W ¹ | |
| 2. Research and Peer Recognition | M ² | W ² | |
| 3. Resource Generation | M ³ | W ³ | |
| 4. Professional growth and development | M ⁴ | W ⁴ | |
| 5. Personal attributes | M ⁵ | W ⁵ | |
| 6. Functional competency | M ⁶ | W ⁶ | |
| 7. Participation in Institutional activities | M ⁷ | W ⁷ | |

$$(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6) + (M^7 \times W^7)$$

Final Grading: -----
100

| S. No. | Grade | Category |
|--------|------------|---------------|
| 1. | 8.5 – 10.0 | Outstanding |
| 2. | 7.0 – 8.4 | Very Good |
| 3. | 5.5 – 6.9 | Good |
| 4. | 4.0 – 5.4 | Average |
| 5. | < 4.0 | Below Average |

(Adapted to suit CAU System)

NOTE: Against work output/ personal attributes/ functional competence, priority work output and overall grade:

- (i) Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
- (ii) Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
- (iii) Rating should be done against a large population of peer group of Scientists that may be currently working under the Reporting Officer.

3.4 General Assessment:

(i) Please comment on the state of health of the Scientist:

(ii) Please comment on the integrity of the Scientist by circling one of the following options:

- Beyond doubt
- Nothing adverse heard against
- Doubtful

Note: Instructions of Government of India to be followed in case of adverse remarks.

(iii) Please comment on the attitude of the Scientist towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them:

(iv) Please comment on the major strengths of the Scientist:

(v) Suggested area of training/skill up-gradation:

3.5 Overall Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average

(Based on the overall grade obtained at 3.3)

Date: **Signature of the Reporting Officer**

Place: Name (in Block Letters)

Designation.....

**PART- 4
REMARKS AND OVERALL GRADING BY THE REVIEWING OFFICER**

4.1 Length of service of the Scientist under your supervision and guidance:

4.2 Do you agree with the comments made by the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons:

| Section | Yes | No | Remarks |
|---------|-----|----|---------|
| 3.2 | | | |
| 3.3 | | | |
| 3.4 | | | |
| 3.5 | | | |

4.3 Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer:

Date: **Signature of the Reviewing Officer**

Place: Name (in Block Letters)

Designation.....

GUIDELINES

ANNEXURE I FILLING OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) FORM

1. The Annual Performance Appraisal Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
2. **PART-1** of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working during the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, the scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted on-line.

3. **PART-2** of the APAR proforma endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
4. The Scientist being reported upon is required to submit a **summary report** in about **400 words** on the most significant accomplishments during the year reported upon.
5. In **PART-3** of the APAR Format, the **Reporting Officer** is required to write the grade (score) on 1-10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
6. Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
7. In **PART-4** of the APAR proforma, the **Reviewing Officer** shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.

**ANNEXURE II
SETTING TARGETS**

This is one of the basic requirements that is vital for proper assessment of the performance of scientists in CAU. Quality of assessment can be greatly enhanced by paying due attention to this critical activity. This has to be necessarily a joint exercise by the Scientist reported upon and the Reporting Officer concerned. While the Scientist proposes targets for the coming year, in terms of distinct activities, the Reporting Officer accords concurrence. On this premise, the following form has to be completed within first 15 days of the reporting period to set realistic and acceptable targets. Also, as a mid-year exercise, the targets agreed upon at the beginning of the year have to be reviewed again during September/October and minor changes are to be made wherever necessary.

Please indicate the major activities planned along with expected key outputs.

| Sl. No. | Major Activities Planned | On-going or New | Time Requirement (%)* | Expected Key Outputs** |
|---------|--------------------------|-----------------|-----------------------|------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

*Total should add up to 100%
** Please quantify wherever possible.

(Adapted from CSIR System)

Accepted by the Reporting Officer

Proposed by the Scientist/Applicant

Signature with date.....

Signature with date.....

Name.....

Name.....

Designation.....

Designation.....

ANNEXURE III
GRADING OF SCIENTISTS BY REPORTING AND REVIEWING OFFICERS

A. Weight Factors for Various Categories of Scientists

Weightage for the parameters with reference to the different categories of scientists is placed in **Table-A** for reference.

Table-A

| S. No. | Parameters | Weightage of Marks | | |
|--------------|--|-----------------------------------|-----------------------------------|--------------------------------------|
| | | Scientist | Sr. Scientist | Pr. Scientist |
| 1. | Research/Teaching Activities/ Extension Management and Peer Recognition* | a) **40+20 <u>or</u> b) *** 60 | a) **40+20 <u>or</u> b) *** 60 | a) **30+20 <u>or</u> b) *** 50 |
| 2. | Resource Generation | 05 | 05 | 05 |
| 3. | Professional growth and development | 05 | 05 | 05 |
| 4. | Personal attributes | 15 | 15 | 15 |
| 5. | Functional competency | 10 | 10 | 15 |
| 6. | Participation in Institutional activities | 05 | 05 | 10 |
| Total | | 100 | 100 | 100 |

- * As applicable to the functions assigned;
 ** 40 or 30 for research and 20 for teaching or extension management if both are undertaken;
 *** 60 or 50 if only research activities or extension management undertaken.

B. Grading: Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

B.1 Work Output - Professional

i) Accomplishment of planned work/work allotted as per objects allotted (*level of meeting expected output*).

| | | | | | | | | | |
|-----------------------|---|--------|---|-------------------|---|--------|---|----------------------------------|----|
| Far below expectation | | —————→ | | Meets expectation | | —————→ | | Consistently exceeds expectation | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

ii) Outputs (*quantum of various work outputs from research, education and extension activities like technologies, publications, academic programmes, training, transfer of technology, products developed, etc.*).

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

iii) Quality of output (*how well meets the objectives; accuracy and thoroughness in handling the assigned work*).

| | | | | | | | | | |
|--------------|---|--------|---|--|---|--------|---|---|----|
| Poor quality | | —————→ | | Assignments carried out well and in time | | —————→ | | Exceeds all measures for expected quality | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- iv) Professional knowledge and skills and analytical ability (*depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis*).

| | | | | | | | | | |
|----------|---|---|---|----------|---|---|---|-----------|----|
| Very low | | → | | Moderate | | → | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- v) Accomplishment of exceptional work/ unforeseen tasks performed (*peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received*).

| | | | | | | | | | |
|----------------|---|---|---|----------------------|---|---|---|-----------------------|----|
| No recognition | | → | | Moderate recognition | | → | | Very high recognition | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

B.2 Work Output – Institutional

- 1) Accomplishment of planned work/ work allotted as per the subjects allotted (*level of meeting expected output*).

- a) Implementation of E-governance Schemes including ERP, Krishi, AYPM etc. (*Effective & efficient implementation of priority schemes in timely manner*).

| | | | | | | | | | |
|-----------|---|---|---|----------|---|---|---|-----------|----|
| Very poor | | → | | Moderate | | → | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- b) Digitization of land accounts. (*Proper digitization of land record & its annual maintenances as per revenue code*).

| | | | | | | | | | |
|-----------|---|---|---|----------|---|---|---|-----------|----|
| Very poor | | → | | Moderate | | → | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- c) Establishment of roof-top solar panel systems. (*Taking into Nos. of panels installed, total capacity of power generation of panel and production in particular year*).

| | | | | | | | | | |
|-----------|---|---|---|----------|---|---|---|-----------|----|
| Very poor | | → | | Moderate | | → | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- d) Timely assessment of Technical, Administrative Staff and Scientists. (*No. of staff for whose probation cleared or assessment done, on time and with delay*).

| | | | | | | | | | |
|-----------|---|---|---|----------|---|---|---|-----------|----|
| Very poor | | → | | Moderate | | → | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- e) Redressal of employee's grievances. (*Record of redressal of employee's grievances, conducting meeting of IJSC, I Grievance Committee, Women Committee etc. timely taking follow up action, hearing of cases related to service matter etc.*).

| | | | | | | | | | |
|-----------|---|---|---|----------|---|---|---|-----------|----|
| Very poor | | → | | Moderate | | → | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- f) Responsiveness to important communication from CAU Hqrs. (*Responsive towards communication received from CAU Hqrs. Submission of timely reports to concerned authorities /officers of CAU Hqrs.*)

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- g) Implementation of flagship programmes of Ministries / Departments. (*Implementation of flagship schemes of GOI/CAU related agriculture, farmers, research and education.*)

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

(Adapted from CSIR System)

B.3 Personal Attributes

- i) Attitude to work (*interest shown towards job; industrious and hardworking, passion for excellence; readiness to accept change.*)

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- ii) Innovativeness and initiative (*ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started.*)

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- iii) Sense of responsibility (*commitment to institutional goals; exhibiting accountability for the assignments taken up.*)

| | | | | | | | | | |
|--|---|--------|---|--|---|--------|---|---|----|
| Very low commitment and accountability | | —————→ | | Moderate commitment and accountability | | —————→ | | Very high commitment and accountability | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- iv) Maintenance of discipline (*acceptance and delivery of assignments with a high sense of responsibility; punctuality; following institutional norms and procedures.*)

| | | | | | | | | | |
|----------------------|---|--------|---|-------------|---|--------|---|-------------------------|----|
| Highly undisciplined | | —————→ | | Disciplined | | —————→ | | Very highly disciplined | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- v) Communication skills (*ability to listen; effectively organize, present and sell ideas and information orally and by writing to others.*)

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- vi) Leadership qualities (*ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure*).

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-------------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Exceptional | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- vii) Inter-personal relations (*tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority*).

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

B.4 Functional Competence

- i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (*aptitude and potential for general administration*).

| | | | | | | | | | |
|-----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very poor | | —————→ | | Moderate | | —————→ | | Very good | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- ii) Managerial skills (*ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results*).

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- iii) Strategic planning ability (*evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness*).

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- iv) Decision making ability (*developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner*).

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- v) Coordination ability (*coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them*).

| | | | | | | | | | |
|----------|---|--------|---|----------|---|--------|---|-----------|----|
| Very low | | —————→ | | Moderate | | —————→ | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- vi) Ability to motivate and develop the scientists and other staff working with them (*encouraging the scientists and other staff by according due recognition to their efforts and suitably rewarding them; developing and executing necessary HRD plans for their professional and personal growth and development*).

| | | | | | | | | | |
|----------|---|---|---|----------|---|---|---|-----------|----|
| Very low | | → | | Moderate | | → | | Very high | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- vii) Resource generation (*ability to mobilize additional funds through outside projects, consultancy services and commercialization of technologies*).

| | | | | | | | | | |
|------|---|---|---|-----------|---|---|---|-------------|----|
| None | | → | | Something | | → | | Appreciable | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

- viii) Budget utilization (*extent of utilization of budgetary allocation to various activities approved by the competent authority*).

| | | | | | | | | | |
|---------------|---|---|---|-----------------|---|---|---|----------------|----|
| Less utilized | | → | | Partly utilized | | → | | Fully utilized | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

(Adapted from CSIR System)

Time Schedule for Preparation/Recording/Completion

Annual Performance Appraisal Report (APAR) (Other than Teachers of HQ/ Colleges of CAU, Imphal)

(Calendar Year: 1st January to 31st December, _____)

| S. No. | Activity | Date by which to be completed |
|--------|--|---|
| 1. | Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given) after completion of Part-I by the concerned office/section, if applicable. | 31 st December (This may be completed even a week earlier.) |
| 2. | Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable). | 15 th January |
| 3. | Forwarding of report by Reporting Officer to Reviewing Officer. | 31 st March |
| 4. | Forwarding of report by Reviewing Officer to Administration or APAR Section/Cell or Accepting Authority, wherever provided. | 30 th April |
| 5. | Appraisal by Accepting Authority, wherever provided. | 31 st May |
| 6. | (a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is Accepting Authority. | 1 st June 15 th June |
| 7. | Receipt of representation, if any, on APAR. | 15 days from the date of receipt of communication |
| 8. | Forwarding of representations to the Competent Authority: (a) Where there is no Accepting Authority for APAR (b) Where there is Accepting Authority for APAR. | 21 st June 6 th July |
| 9. | Disposal of representation by the Competent Authority. | Within one month from the date of receipt of representation |
| 10. | Communication of the decision of the Competent Authority on the representation by the APAR Cell/Section. | 15 th August |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record. | 31 st August |