

Proforma**ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL(T-4 series)***(To be completed by the concerned Programme Coordinator/ Scheme Head)*

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 employees 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 of 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 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 (the 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
YEARS**

PAST 5

(a) Technical support for scientific work such as

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

(b) Training work such as :

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

(c) Extension work such as :

- ◆ Radio / television talks
- ◆ Field trips
- ◆ Exhibitions
- ◆ Farmer/cultivators (to be) Contacted
- ◆ 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

(g) Papers presented at professional meetings (Seminars / Conference / Work Shop / 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 Programme Coordinator / Scheme Head)

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 Programme Coordinator/ Scheme Head

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
