ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

**Self Assessment Report for the period: (From ………. to ……………)**

1. General information

a) Name ( In block letters) :

b) Designation :

c) College/Establishment :……………………………… OUAT, Bhubaneswar

d) Period of service (i) in OUAT :

(ii) in the present post:

(iii) At Headquarters :

(iv) At outlying stations:

e) Job specification (indicated % time spent)

* Teaching :
* Research :
* Extension :
* Enterprenureship:
* Resource generation :
* Infrastructure Development :
* Management (Administrative/Financial) :
* Research Projects
* Additional Responsibility:
* Any other :

Note : The purpose of this self assessment report and review of work is to summarise and evaluate the Faculty Member’s achievements over the past 12 months and to assist him/her in making further improvement. Candidates should indicate % time actually spent in various activities during the year. In case of scientists assigned to do specialized jobs, due weightage will be given to the achievement in that job. Candidates serving outlying stations will get due consideration.

**2. Achievements**

**A) Teaching**

a) Teaching load

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year and semester** | **Class** | **Number of students** | **Course Taught** | **Credit hours** | | **Contact hours** | **Sole/joint responsibility** |
| **Theory** | **Practical** |
|  |  |  |  |  |  |  |  |

# b) Innovations/Contributions in teaching

1. Design of new curriculum :
2. Course outline/teaching schedule formulated and followed:
3. Improvisation of teaching methods :
4. Improvisation of laboratory experiments :
5. Improvements brought about in formulation of test instruments and evaluation method:
6. Resource material prepared :
7. Advisory activities for U.G. students

**-**

1. Thesis guidance: :

a) Number of students guided

P.G. :

Ph. D :

b)Brief account of research work undertaken:

1. Question setting:
2. Tabulation work :
3. Acting as Chairman/Member of Committees for processing and declaration of results etc. Students’ admission
4. Examination duties attached:
5. Evaluation of semenar/papers/thesis:
6. Guest lecture/Pannelist :

**Note :** The facts should be supported by copies of suitable documents like course allotment orders, notification of the Dean, Course outline distributed to students, resource material prepared etc.

**B) Research:**

a) Research prioritization and strategic planning done

b) Experiments conducted

c) Technologies generated during the year

d) Technologies passed on to zonal research stations/KVKs for assessment and refinement

e) Transferable technologies developed (give evidence)/Recommendation :

f) Spread of technologies and impact, if any:

g) Patents obtained:

**C) Extension:**

a) Problems identified : -

b) Prioritisation of extension and strategic planning done : -

c) Extension activities undertaken (OFT/FLD):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Area (ha) | Number | No. of farmers involved | Duration | As PI/Co-PI/RMP |
| On farm trial |  |  |  |  |  |
| FLD |  |  |  |  |  |

d) Outcome of extension activities (OFT/FLD)

e) Training imparted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of the training programme | Target audience (Researcher/extension officer/farmers/ students/ inputs suppliers/ others) | Number | Duration | As Trainer/Co-trainer/ Organizer |
|  |  |  |  |  |

**Impact of training :**

* Awareness of new technology :
* Adoption of technology :
* Entrepreneurship:

f) Participation in Scientists – Farmers interaction

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the programme | No. of farmers | Village | As resource person/organizer |
|  |  |  |  |

g) Participation in Krushak Mela:

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Period | No. of farmers | Specific role of self |
|  |  |  |  |
|  |  |  |  |

**D. Projects handled during the year**

a) Regular projects of the organization

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Funding agency | Duration | Date of initiation | As PI/Co-PI/RMP |
|  |  |  |  |  |

b) Quantum of work done project wise during the year : -

c) Name of the completed projects during the year:

d) Outcome of the project : -

e) Mobilization of external funding (Approved projects to be included)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of the project | Total outlay (Rs) | Name of sponsoring agency | Date of implementation in the University | As PI/Co-PI/ RMP |
|  |  |  |  |  |

**(please enclose copy of the project implemented)**

**E. Internal resource generation**

a) Consultancy work :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of consultancy projects handled | Project cost (Rs.) | No. of scientists involved | Institutional share (Rs.) | Contribution of self |
|  |  |  |  |  |

b) Production programmes taken up utilizing revolving funds (Production of quality seeds/planting materials/ animal breeds/ fish fingerlings/ bio-fertilizers/ bio-pesticides/ testing of soil/ fertilizers/ water/seed samples, etc.) :

c) Sale proceeds from University produce/ publications/rental charge for hiring of implements/hall etc.

|  |  |  |
| --- | --- | --- |
| Revenue generated (Rs) | PI/Co-PI/RMP | Contribution of self |
|  |  |  |

**F. Enrichment of scientific literature**

Give a list of publications on the following format.

(Papers in referred international/national journals/ abstracts presented in conference/ Symposia/ workshop/ policy papers/ concept papers/ occasional papers/ discussion papers/ books/ reviews/ chapters/ research highlights/ Bulletins/ brochures/ bibliography/ monographs/ technical reports/training manuals/training materials for students or trainees/ posters/ newsletters/ leaflets/ extension literature/ audio-visual materials (radio/TV/videotapes)/ Electronic database/ GIS mapping/ Case studies/others)

Research Paper Published

|  |  |  |  |
| --- | --- | --- | --- |
| Name of author (s) | Title | Reference | Published by |
|  |  |  |  |
|  |  |  |  |

(Please enclose reprints)

**G) Workshops/ Seminars/ Symposia /Conferences organized/ attended**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the programme | Period | Place | As PI/CoPI/ RMP |
|  |  |  |  |

**H) Public services:**

* Pest surveillance : -
* Plant quarantine services :-
* Plant disease clinic : -
* Farm/veterinary clinics : -
* Soil and water testing : -
* Seed testing : -
* Maintenance of gene bank/germplasm bank
* Land use mapping and planning
* Message on Advisories released to masses (Number and impact) : -
* Others

**I. Infrastructure development work taken up**

(Type of work done and finance involved to be indicted)

**J. Management support provided**

* Policy initiatives taken : -
* Strategic planning done : --
* Monitoring and Evaluation support provided
* Acted as Chairman/Member of different committees : -
* Developed and maintained linkage with different organizations for institutional gain : -
* Protected organizational assets including IPR :-
* Maintained work environment:
* Established prompt reporting system :
* Promoted institutional growth through optimum utilization of resources :
* Utilization of financial resources

|  |  |  |
| --- | --- | --- |
| Funds allocated (Rs) | Funds utilized (Rs.) | % expenditure |
|  |  |  |

**K) Additional responsibilities handled**

* Involvement in NSS/NCC/Sports/Cultural Committees of Hostel Management/ Student Union Activities :
* Involvement with professional organizations :
* Acting as member of Expert Committees :
* Any other

**L. Recognition earned**

**M. Membership of professional societies :**

**N. Any other :**

**3. Plan of work**

**A. Achievement against plan of previous 12 months(teaching/Research/Extension)**

* Achievement in teaching and research :

**B**. Indicate Plan of Work for the next 12 months based on the previous experiences (should be formulated in consultation with the Head of Department/Principal investigator/OIC taking into account the available manpower, material resources and financial allocation)

**Note:** If the writing space is insufficient under any item, additional pages may be added)

**Date:**

**Signature**

**Designation**

## Assessment by Head of Department/Principal Investigator/OIC/ADR/SSH

(Before recording the remarks about items on pre-pages, the supervisory official should have discussion with the concerned Faculty Member. Aforementioned statement may be closely scrutinized and hinted upon wherever necessary)

**1) General observations (Personal qualities/attributes)**

1. Integrity
2. Attitude to work
3. Social behaviour in the organization
4. Attribute towards weaker sections and physically handicapped.
5. Knowledge and observance of rules, regulations and procedures.
6. Promptness in dealing and disposal of official business:
7. Effectiveness:
8. Sense of responsibility:
9. Innovativeness:
10. Decisiveness:
11. Willingness to learn:
12. Ability to motivate and develop subordinates
13. Ability to plan and organize his work.
14. Ability to work in a team:
15. Interpersonal skills:
16. Oral communication skills:
17. Written communication skills:
18. Farmer focus:
19. Leadership quality:

**2. Functional Competencies**

* + Teaching
  + Research
  + Extension
  + Projects handled
  + Mobilization of external funding
  + Internal resource generation
  + Enrichment of scientific literature
  + Workshop organized/attended
  + Infrastructure development
  + Public services
  + Management support
  + Additional responsibility
  + Recognition
  + General observations

**3. Allowance for outstation service (10 %)**

**4.** **Grading**: Outstanding/Very good/Good/Average/Below Average

*(In case of outstanding/below average, justification must be given)*

Date: **Signature of Supervising Authority**

**Seal**

**Signature of Countersigning Authority**

**Seal**

**Signature of Accepting Authority**

**Seal**