

**CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY, HISAR**

SELF ASSESSMENT REPORT

Self Assessment Report for the period _____

1. (a) Name (in Block letters) _____
- (b) Designation _____
- (c) Department _____
- (d) Joining date: _____
 - i) in HAU _____
 - ii) On the present post _____
- (e) Period of absence from duty during the year in case the absence is more than a month (details to be specified)
 - i) On leave of the kind due for personal work
 - ii) On leave of the kind due for study purpose
 - iii) Study leave for doing Ph.D.
 - iv) On leave for undergoing training etc.

Note : The purpose of this Self-Assessment Report and review is to summarise and evaluate the faculty members achievements over the past 12 months and to assist him/her in making further improvement.

Note: 2 The Self Assessment Reports are written for the period from 1st July to 30th June. The teachers shall initiate their own SARs on time and ensure that these reach the reviewing authority by the end of July. The onus for not initiating the report on time will lie on the teacher himself. In cases of failure to initiate SAR disciplinary action shall be initiated by the competent authority. However, if the teacher concerned repeatedly fails to do so then his annual increment(s) may be withheld by the competent authority.

2. List of publications in relevant discipline/specialization/allotted field during the year, with details i.e. name of authors, Year, volume, number and name (s) of the journals.
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Publications include research papers in referred journals, popular articles in leading Farm Magazines, practical manuals, research bulletins and monographs, book (s) and book chapter(s) actually published during the year.

Name _____
 Designation _____
 Year of SAR _____
 Signatures of forwarding
 Officer _____

3. Fill up the following columns briefly :

What was planned to be accomplished during the period	Whether achieved	If no, give reasons and constraints	Activity output
1	2	3	4

- (i) **For teaching** : Semesterwise teaching load indicating credit hours allotted to each course (UG and PG), number of classes and practicals actually held, and number of students in each course, postgraduate students guided and membership of Advisory Committee Meeting attended, number of seminars given during the year with dates, participation in co-curricular activities.
- (ii) **For research**: Details of projects/schemes in which associated work done and the progress achieved during the year (brief progress report should be attached)
- (iii) **For extension** : Extension activities undertaken trainings (state, district, subdivisional and village levels) demonstrations, campaign crops/livestock competitions/shows, field visits, office calls, advisory correspondence, Gyan Diwas, audiovisual aids and adaptive research trials actually conducted and KVK mandated activities.
- (iv) Involvement in other two activities namely teaching/research/extension should also be indicated.

Name _____
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3 (a) For the faculty members involved in teaching :

- (i) Semesterwise courses taught/Credit hours/
Independent/shared with name
- (ii) No. of students guided (M.Sc. & Ph.D.)
- (iii) No. of seminars delivered (with dates)
- (iv) No. of instructional material developed

3 (b) No. of scheme/Projects implemented :

No. of new schemes submitted, if any

3 (c) No. of scheme sanctioned:

Sr.No	Name of the scheme	Name of the scientist initiating the project	Funding agency	Present Position

Name _____
Designation _____
Year of SAR _____
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Officer _____

4. Indicate plan of work for the next 12 months, based on previous experience, in consultation with the Head of the Department/Scheme Incharge/Technical Programme approved

5. a) National/International Symposia/Seminar (s)/Workshop/Trainings/Conference attended and paper(s) presented.

b) Awards and Honours received

6. Any other work undertaken

(The faculty member may also show his participation/assignment, if any, in extra curricular activities like NSS etc.)

Dated

Signature

Name _____
Designation _____
Year of SAR _____
Signatures of forwarding Officer _____

7. Assessment by supervisory teacher/officer/committees

In case the supervisory teacher/officer/committee feels that there is a need of any clarification in the information furnished by the teacher on progress, he/she must have discussion with the concerned faculty member

a) Reputation for integrity

b) Whether the Officer/Official delivers the services or disposes of the case in a given time frame?
(Reply in Yes or No)

c) Any other remarks

d) Grading whether outstanding, very good, good, average and below average

Signature

Designation

Dated:

Note: 1 Whenever supervisory Head of the Department is junior to a person whose Self-Assessment Report is being written, the Head of the Department will submit the SAR to the concerned Dean/Director without recording his/her remarks/observations.

Note 2: Where reviewing/accepting authorities differ with the grading as given by the initiating authority reasons therefor shall be given by them.

Note 3: Approved Sectional Heads/Scheme Incharges can only forward the SAR

8. Remarks of the forwarding official (s)

Signature

Designation

Dated:

9. Remarks of the accepting authority

Signature

Designation

Dated: