



BIRSA AGRICULTURAL UNIVERSITY
KANKE, RANCHI-834006 (JHARKHAND)

No. F17- 459 / 99 - BAU (VC) Part-II 1215 /Kanke.

Dated 20/3/2025

OFFICE - ORDER

Sub:- Completion of Annual Assessment Report (AAR) for the year 2024-25 of Teachers/Scientists/Non-Teaching staff (3rd & 4th grade) within the prescribed time schedule.

Reference: Circular of ICAR No. 1-2/2024-CR Cell dated 11.06.2024 Letter no. BAU(VC) 1566 dated 09.04.2024.

Sl.No.	Activity	Authority	Date by which to be completed
(i)	Submission of self-assessment by the Teachers/Scientists/Non-Teaching staff.	Self	01.04.2025 to 15.04.2025
(ii)	Reporting of AAR of the Teachers/ Scientists/ Non-Teaching staff reported upon by the Reporting Officer.	Concerning Office Head/ Deptt. Head	16.04.2025 to 30.04.2025
(iii)	Reviewing of the AAR of the Teachers/ Scientists/ Non-Teaching staff reported upon, by the Reviewing Authority.	Concerning Dean	01.05.2025 to 15.05.2025
(iv)	Accepting of the AAR of the Teachers/ Scientists/ Non-Teaching staff reported upon, by the Accepting Authority.	Hon'ble V.C/ D.A	16.05.2025 to 31.05.2025
(v)	End of the entire AAR process, after which the AAR shall be finally taken on record i.e. Closing of AAR by Confidential Cell.	Confidential Cell	Upto 15.06.2025

Note : For Non-teaching staff of VC Cell and PIM Cell the Reporting Officer will be Scientific Advisor to the Hon'ble VC and Reviewing & Accepting officer will be Director Administration.

By order of the Vice-Chancellor

Sd/-
Director Administration

No. F17- 459 / 99 - BAU (VC) Part-II 1215 /Kanke.

Dated 20/3/2025

Copy to:

1. All Deans/ All Director/All Associate Deans/ All Associate Director/ Registrar/ Comptroller/ All I/c Officers/ All Chairmen/ All HOD's/ All Deptt. Head of BAU, Kanke, Ranchi, **with request to ensure AARs should be generated within time schedule.**
2. All Officers/ Section Officers Birsa Agricultural University Kanke, Ranchi.
3. Social Media & I/C Computer Centre for placing on the BAU website. (This document may be downloaded from website as per the need as it is not being distributed separately)


Director Administration



BIRSA AGRICULTURAL UNIVERSITY

KANKE, RANCHI, JHARKHAND – 834006

Annual Assessment Report for Teaching/Research/Extension staff for the Year 2024-25

(To be filled in by the staff member)

Part – I

1. Name :
2. Designation :
3. Date of birth :
4. Department/College :
5. Date of joining to the present post :
6. Self Assessment :

Significant Achievement

(a) Teaching:

(a) **Course Taken:**

(b) **Students Research guided:**

(b) Research:

(a) **Research Project held:**

(b) **Progress:**

(c) **Research Publication:**

(c) Extension:

(a) **Programme participation:**

(b) **Extension Publication: -**

(d) Administrative or any other:

(e) Miscellaneous, if any: -

Signature with date

PART II

(To be filled up by reporting officer)

Please ear marks (/) :

- | | Very good | Good | Average | Below average | Not applicable |
|--|-----------|------|---------|---------------|----------------|
| 1. Personal qualities : | | | | | |
| (a) Energy, Zeal & Initiative | | | | | |
| (b) Sense of responsibility | | | | | |
| 2. Professional ability : | | | | | |
| (a) Theoretical competence | | | | | |
| (b) Practical ability | | | | | |
| (c) Originality in work | | | | | |
| (d) Teaching ability | | | | | |
| (e) Research competence | | | | | |
| (f) Teaching and Research Guidance | | | | | |
| (g) Extension Education | | | | | |
| (i) Ability to put across The ideas to farmers and field functioning | | | | | |
| (ii) Interest to work in Rural areas | | | | | |
| 3. Organizational ability : | | | | | |
| (a) Administrative judgement And foresight | | | | | |
| (b) Leadership ability | | | | | |
| (c) Relations with colleagues And others | | | | | |

(Note : Any cutting or over writings must be initiated by the reporting authority).

4. Remarks of the immediate reporting officer :

Signature with name and designation of the reporting officer

Counter signature with remarks of the Head of the Department (Chairman/Head of the Institution)

Date :

Signature's Name

(Block capital)

PART III

[[Note : To be filled by reviewing officer (whichever is applicable)]]

Remarks of the concerned Dean/Director:

Signature

Signatory's name
(Block Capital)

Designation

PART IV

Remarks of Dean, Post graduate:

Signature

Signatory's name
(Block Capital)

Designation

PART V

Remarks of Director, Research:

Signature

Signatory's name
(Block Capital)

Designation

PART VI

Remarks of Director, Ext.Edu... :

Signature

Signatory's name
(Block Capital)

Designation

PART VII

Remarks by the Vice Chancellor

Signature of the Vice Chancellor

PART VIII

Date of communication of Adverse Remarks, if any:

Signature of Communicating Officer

(Rater's Guide)

- A. Extraordinarily good/very good, i.e., the performance has been, as a rule, consistently and substantially above the requirements of the job and he has a potential for further growth and higher level.
- B. Good, i.e., the performance meets the requirement of job. This grade represents a good performance. He is fit for the job and should be allowed to continue there.
- C. Fair, Average performance, requires encouragement and some monitoring may be exercised.
- D. Below average or barely meets the requirements with no potential for further improvement. This refers to the marginal workers who are to be tolerated only as long as they cannot be utilized elsewhere or dispensed with.



बिरसा कृषि विश्वविद्यालय के शिक्षकेत्तर कर्मियों की वार्षिक गोपनीय अभ्युक्ति का प्रपत्र

1. अवधि : दिनांक से दिनांक तक
2. कर्मी का पूरा नाम एवं नियुक्ति वर्ष :
3. वर्तमान धारित पद :
4. संवर्गीय वरीयता क्रमांक :

प्रतिवेदित पदाधिकारी द्वारा मूल्यांकन
भाग-1 व्यक्तित्व का मूल्यांकन

5. स्वास्थ्य की स्थिति एवं मानसिक गुण :
6. परिश्रम करने की क्षमता एवं कर्तव्यनिष्ठा :
7. शिष्टता एवं व्यवहार :
8. उपस्थिति में समय की पाबंदी :

भाग-2 कार्य का मूल्यांकन

9. कार्य की गुणवत्ता :
10. आलोच्य अवधि में प्राप्त प्रशिक्षण :
11. संगत नियमों एवं परिनियमों का सही ढंग से उपयोग करने की योग्यता :
12. टिप्पणी/प्ररूप लिखने की योग्यता :

भाग-3

- (क) आचरण एवं सत्य निष्ठा :
- (ख) पदधारक का वर्गीकरण :
- (उत्कृष्ट कोटि/उच्चकोटि/बहुत अच्छा/अच्छा/औसत अथवा औसत से नीचे/असंतोषजनक)

प्रतिवेदक पदाधिकारी का
हस्ताक्षर एवं पदनाम

समीक्षी पदाधिकारी का मंतव्य :

समीक्षी पदाधिकारी का
हस्ताक्षर एवं पदनाम

स्वीकरण पदाधिकारी का मंतव्य :

स्वीकरण पदाधिकारी का
हस्ताक्षर एवं पदनाम

BIRSA AGRICULTURAL UNIVERSITY, KANKE, RANCHI

A.A.R. OF CLASS IV EMPLOYEE

Name :
Date of Birth :
Designation :
Period :

Remarks

- (a) Discipline :
- (b) Obedience :
- (c) Reliability in work :
- (d) Keenessness :
- (e) Punctuality :
- (f) Efficiency :
- (g) General Remarks :

Signature of Reporting Officer

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Remarks by the Controlling Officer