

ANNEXURE-IV

UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT

ANNUAL EVALUATION REPORT OF TEACHERS

(for Performance Based Assessment System)

(To be filled in by the Teacher)

1. Name: _____ 2. Employee No. _____
3. Designation: _____
4. Department/Unit/Scheme: _____
5. Place of working: _____
6. Year of Report: 1st April ____ To 31st March ____

Instructions

- 1) The Performance Based Assessment (PBS) system Annual Evaluation Report (AER) for teachers consists of two parts – **Part-A (Administrative)** and **Part-B (Scientific/Technical)**.
- 2) (a) Every Teacher shall fill-in all details in **Part B** and submit to the concerned Head of the Department/ Unit/ Scheme/ Station not later than **April 30**, every year.
 - (b) The concerned Head of the Department/Unit/Scheme/Station fill-in Part A of the AER and forward it to the concerned University Head of the Department not later than **May 15**, every year.
 - (c) The concerned University HOD shall also fill-up **Part A** of the AER for such Teachers, who are working under his/her control.
 - (d) The concerned University HOD shall verify the information provided by the Teacher in Part B and shall assign scores as per the guidelines.
 - (e) The University HOD shall forward the AER to the concerned Controlling Officers (Deans)/DR/DE/SO/DSW) not later than **May 30**, every year.
 - (f) The concerned Controlling Officer shall rank the performance of the Teacher based on the scores obtained by the Teacher in Part A and Part B and shall forward it to the Director of Education not later than **June 30**, every year. The Office of the Registrar shall inform the Controlling Officers regarding the final ranking awarded to a Teacher after final approval of the Vice-Chancellor.
 - (g) The concerned Controlling Officer shall cause to enter the ranking in the Service Register of the Teacher and decide on sanction of immediate ensuing Annual Increment of the Teacher based on the guidelines approved for the purpose.

Part – A (Administration)
(To be evaluated by Head of the Unit)

1. Part A is to assess the attitude of Teacher towards various activities.
2. A Teacher may score in Teaching/ Research/Extension irrespective of the placement.
3. A Teacher must score a minimum of 50 points in Part A.

I. General Traits

Sl. No.	Particulars	Ratings (Score)		
		3	2	1
1	Appearance	Smart	Passable	Shabby
2	Punctuality	On time always	Sometimes late	Always late
3	Behaviour with superiors	Cordial	Passable	Arrogant
4	Behaviour with Colleagues	Cordial	Passable	Arrogant
5	Behaviour with non-teaching staff	Cordial	Passable	Arrogant
6	Attitude towards obligatory work	Positive	Indifferent	Negative
7	Attitude towards additional work	Positive	Indifferent	Negative
8	Attendance in Dept. / Unit / in house meetings	Regular	Irregular	Rarely attends
9	Participation in Meetings	Active	Sufficient	Inactive
10	Interest in attending Seminars / Conferences / Workshops	Enthusiastic	Interested	Indifferent
11	Interest in attending continuing education programmes	Enthusiastic	Interested	Indifferent
12	Any other work allotted	Positive	Indifferent	Negative

II. Teaching

Sl. No.	Particulars	Ratings (Score)		
		3	2	1
1	Punctuality in taking classes	Always Punctual	Sometimes late	Not punctual
2	Duration of handling classes	Full time	Leaves early	Leaves very early
3	Preparation for classes	Perfect	Well prepared	Off hand
4	Interest taken in practicals	With the students always	Delegates to others	Never with the students
5	Interest shown in being Tour Leader	Enthusiastic	Interested	Indifferent
6	Interest shown in RHWE/ Experiential Learning supervision	Enthusiastic	Interested	Indifferent
7	Interest shown in being Staff advisor	Enthusiastic	Interested	Indifferent

Sl. No.	Particulars	Ratings (Score)		
		3	2	1
8	Interest shown in being grade Scrutinizer	Enthusiastic	Interested	Indifferent
9	Interest shown in being PG advisor	Enthusiastic	Interested	Indifferent
10	Participation in conducting sports and game events	Enthusiastic	Interested	Indifferent
11	Participation in conduct of cultural events	Enthusiastic	Interested	Indifferent
12	Willingness in being NSS Officer	Enthusiastic	Interested	Indifferent
13	Invigilation duty	Enthusiastic	Interested	Indifferent
14	Warden for Hostel	Enthusiastic	Interested	Indifferent
15	Interest shown in performing maintenance of stores and stock verification work	Enthusiastic	Interested	Indifferent
16	PG Coordinator	Enthusiastic	Interested	Indifferent
17	Seminar Coordinator	Enthusiastic	Interested	Indifferent
18	Conducting Courses	Enthusiastic	Interested	Indifferent
19	Returning Answer Papers	On time always	Some times late	Always late
20	Sending Grade Reports	On time always	Some times late	Always late

III. Research

Sl. No.	Particulars - Interest shown in	Ratings (score)		
		3	2	1
1	Getting land allotted (Planning research)*	Enthusiastic	Interested	Indifferent
2	Land preparation (Preparation of proposal)	Enthusiastic	Interested	Indifferent
3	Interest in laying out experiments (Preparation of questionnaire)	Enthusiastic	Interested	Indifferent
4	Sowing operations (Field visit)	Enthusiastic	Interested	Indifferent
5	Inter culture activities (Field visit)	Enthusiastic	Interested	Indifferent
6	Irrigation Management (Field visit)	Enthusiastic	Interested	Indifferent
7	PP implementation (Field visit)	Enthusiastic	Interested	Indifferent
8	Collection of samples (Field visit)	Enthusiastic	Interested	Indifferent
9	Recording observations (Field visit)	Enthusiastic	Interested	Indifferent
10	Harvesting & Post harvest operations (Field visit)	Enthusiastic	Interested	Indifferent
11	Conducting lab experiments (Use of quantitative software)	Enthusiastic	Interested	Indifferent
12	Analysis of sample and data	Enthusiastic	Interested	Indifferent
13	Documentation and Reporting	Enthusiastic	Interested	Indifferent
14	Presentation in department meetings	Enthusiastic	Interested	Indifferent
15	Presentation in ZREAC/Group meetings	Enthusiastic	Interested	Indifferent

Sl. No.	Particulars - Interest shown in	Ratings (score)		
		3	2	1
16	Follow up in the form of MLT	Enthusiastic	Interested	Indifferent
17	Follow up in the form of FT	Enthusiastic	Interested	Indifferent
18	Follow up in the form of PoP	Enthusiastic	Interested	Indifferent
19	Participation in Field day / Krishimela	Enthusiastic	Interested	Indifferent
20	Support to extension consultancy	Enthusiastic	Interested	Indifferent

* Parameters shown in parentheses are applicable to Social Scientists.

IV. Extension

Sl. No.	Particulars - Interest shown in	Ratings (score)		
		3	2	1
1	On campus training programmes	Enthusiastic	Interested	Indifferent
2	Off campus training programmes	Enthusiastic	Interested	Indifferent
3	Co-operation with other trainers	Enthusiastic	Interested	Indifferent
4	Arranging logistics for trainings	Enthusiastic	Interested	Indifferent
5	Field visits to farms	Enthusiastic	Interested	Indifferent
6	Coordinating Demonstrations	Enthusiastic	Interested	Indifferent
7	Supervision of Farm Trials	Enthusiastic	Interested	Indifferent
8	Preparation for exhibition	Enthusiastic	Interested	Indifferent
9	Participation in exhibition conducted by outside agencies	Enthusiastic	Interested	Indifferent
10	As tour leader with farmers	Enthusiastic	Interested	Indifferent
11	Documentation and reporting	Enthusiastic	Interested	Indifferent
12	Attending farmers' queries	Enthusiastic	Interested	Indifferent
13	Providing feed back to research	Enthusiastic	Interested	Indifferent
14	Attending bi-monthly meeting	Enthusiastic	Interested	Indifferent
15	Preparation of Folders / Bulletins	Enthusiastic	Interested	Indifferent
16	Preparation of Handouts / Blowups	Enthusiastic	Interested	Indifferent
17	Rapport with Farmers	Excellent	Good	Poor
18	Rapport with Govt. Officials	Excellent	Good	Poor
19	Rapport with other University Extension Personnel	Excellent	Good	Poor
20	Rapport with Input Supply Agencies	Excellent	Good	Poor

Total score of Part A:

Signature of the Head of the Unit

Part-B (Scientific/Technical)

(To be filled in by the concerned Teacher)

(All claims should be evidenced by testimonials/documents or the University HOD shall endorse individual activity)

I. Specific work done in Teaching/ Research/ Extension/ Designated Corporate work during the year

1. Teaching

a) Courses offered

Sl. No.	Sem-ester	UG / PG / Diploma / Certificate / Experiential Learning / Hands-on-Training / Industrial Training		Course No.	Offered at place of working or outside	Credit hrs.	Contact hours/ week
		*Shared	Independent				

* Experiential Learning.

b) Guidance to PG students as Chairman of the Advisory Committee

(i) Master's Degree

Sl. No.	Name of the Student	Department

(ii) Ph.D. Degree

Sl. No.	Name of the Student	Department

c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students

Sl. No.	Name of the Student	M.Sc./Ph.D.	Department

d) Teaching aids developed (laboratory manuals, RHWE manuals, AV Aids etc.)

Sl. No.	Details of Teaching aid	Course Number	Credit Hours	UG/PG/Diploma/ Certificate Course

e) Acting as External Examiner for UG/PG examinations (which includes paper setting, paper corrections, conducting viva-voce etc.)

Sl. No.	Particulars	Period	University	UG/PG

2. Research

a) (i) Trials/ Experiments/ Studies conducted/ Testing trials/ Testing implements

Title	PI / Co-PI	University / AICRP/ Testing trial or Equipment	Year

ii) Nucleus / Vegetable / Spice/ Flower seeds produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iii) Breeder seed produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iv) Foundation seed/ Certified / TL Seeds/ Bioagents produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

v) Planting material produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

vi) Processed products produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

b) Ad-hoc Projects (Externally funded) - for each project total outlay

Title of the Project	Competitive/ Institutional	PI/Co-PI	Funding Agency	Period	Outlay (Rs.)

c. Patents/ Varieties notified/ Prototype developed/ Varieties endorsed/Technology developed

Title	Details	PI/Co-PI	Meeting in which proposed	Date of approval/ Notification
Patents				
Varieties/ hybrids developed and notified				
Prototype/ Modules developed				
Varieties endorsed				
Technology developed				

d. (i) Establishing institutional facilities

(Testing laboratory/ bio-control agents production lab etc.)

Title	Details	Leader/Co-Leader	Year of establishment

(ii) Managing institutional facilities

Title	Details	Leader/Co-Leader	Period

e. Projects proposed for MLT/FT

Particulars	PI / Co-PI	MLT/FT

f. Meeting in which results of Projects presented

Title of the Project	PI/ Co-PI	Technical Committee Meeting	ZREAC Meeting	Group Meeting (AICRPs)

3. Extension

(a) Transfer of Technologies

i) Farm Trials/ Demonstrations/ On-Farm Testing/ Campaign

Particulars	Title	Season / Date	Place	Leader / Associate
1. Farm Trials				
2. Demonstrations				
3. On-Farm Testing				
4. Campaign				

ii) Field Days/ Krishi Melas/ Exhibitions/ Seed Mela/ Discussion Meetings/ FFS, etc

Particulars	Title	Season / Date	Place	Leader / Associate
1. Field day				
2. Krishimela				
3. Exhibition				
4. Seed Mela				
5. Discussion Meetings				
6. FFS and others				

iii) Consultancy services (based on documentation)

Sl. No.	Person/ Organization to whom Consultancy provided	Date	Place

(b) Training programmes organized

Sl. No.	Name of the Training Programme	Duration with dates	Place	Leader / Associate

(c) Resource Person in Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.

Sl. No.	Name of the Programme	Date	Place	Topic

(d) Participating as Resource Person in bi-monthly Technical Workshop or campaign

Sl. No.	Title of the Meeting	Season	Date	Place

(e) Diagnostic visit to farmers fields / family/ units / Radio / Television Talk

Sl. No.	Particulars	Season	Date	Place

(f) Feedback to research based on which research formulations have been made

Sl. No.	Details of Feedback provided	Date	Place	Details of Research Formulations

(g) Income generated out of Revolving Fund

Sl. No.	Name of the Activity	PI/Co-PI	Income Generated (Rs.)	Period

(h) Development of Video/Radio programmes on technologies developed by self (Nos.)

Title of Video/Radio Programme	Leader/Co-Leader	Period

4. Designated Corporate Activities

Farm Superintendent/ Farm Incharge/ External examination coordinator- Associate Coordinator/ Asst. Horticulturist/ Technical Assistant/ Technical Officer/ Asst. Professor (Documentation)/ Asst. Editor/ Assoc. Editor/ Information Specialist/ Audio Visual Specialist/ Asst. Professor of Physical Education/ Asst. Director of Student Welfare/ Asst. Professor/ Assoc.Professor/ Professor in PPMC/Curator/ Manager-ATIC/ Training or Extension Consultant/ Technical Assistant to DE and DR's Office personnel/ Controller and coordinator of Extension/ Teachers and Coordinator- Bakery Training Unit, Technical Officer at Dean Office/ Teachers works in Dept. of Kannada and Agri-clinics & Agribusiness Centres/ Corporate works/ Teachers involved in selection and documentation.
Any other corporate activities certified by the University authority.

Sl.No.	Activity	Duration

II. Publications: Papers published during the assessment period

a) Full length papers in refereed journals				
Authors	Year	Title of the paper	Journal and details	
b) (i) Books published by recognized publishers with ISBN				
Authors	Year	Title of the Book	Publishers with ISBN	
(ii) Chapters in standard books with ISBN				
Authors	Year	Title of the Book	Title of the Chapter	Publishers with ISBN
(iii) Books published individually				
Authors	Year	Title of the Book	Publisher	
(iv) Research /Extension Bulletin				
Authors	Year	Title of Bulletin	Publishers	
c) (i) Research Note/ Communication in Journal/ Abstract in Symposium/ Seminar/ Workshop/ Training Manual/ Proceedings of Workshop				
Authors	Year	Title	Details of Journals, Symposia, Workshop, Training etc.	
(ii) Popular Articles /Leaflets				
Authors	Year	Title	Details of publication	

d) Any other publications			
i) As Author / Compiler of POP /Editor			
Sl.No.	Year	Name of the Publication	Title and details of publication
(ii) As Assoc.Edictor/ Asst. Editor/Publisher/ Compiler			
Sl.No.	Year	Name of the Publication	Title and details of publication

III. International Exposure (visits/trainings/courses etc.)

Sl.No.	Place & country visited	Purpose	Date	
			From	To

IV. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference

(a) Organizing Summer School/ Winter Schools / Refresher Courses/Special Training/ Symposia/ Seminar/ Workshop/Conference

Sl. No.	Title	Place	Date	Sponsored by	Organizer/ Associate

(b) Participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration

Sl. No.	Title	Place	Dates	Sponsored by

(c) Participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop)

Sl. No.	Title	Place	Dates	Sponsored by

V. Awards/ Distinctions Received

Sl. No.	Title	Awarded by	Level*	Year of Award

* International / National / State / University / Professional Society

VI. Corporate / Other Activities

- a) Activities performed as Head of Office/ Farm coordinator/ Chief Warden/ Wardens/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS Coordinator/ Indian Redcross Society Programme officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/DAO/AAO Dy.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ PG Coordinator/ Seminar incharge/ Leader-member in monitoring team/ Programme coordinators/ Crop coordinator/ Scheme Head/ Unit Head/ Dept. Head/ Programme Officer of Community Radio Station/ Training Hostel Manager/ Hostel Management/ Transport incharge, etc.
- b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Coordinator/ Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl.Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students counselor/ Leader for exposure visit of farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of University activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ Grade Point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc./ Member of Class and Exam time-table committee/ Referee for research journals/ Appraisal of research proposals/ Press meet work/ Participation in UG and PG admission/ member involved in organizing and selection of farmers/ teachers for nomination to various awards/ Member of Exam Invigilation Committee/ Member of BOS and Academic Council of other Universities/ worked as Chairperson in the Fund mobilization to support University events (more than ₹.50,000)/ Organizing SHGs/ Commodity Groups/Krishi Andolans/Melas/ conducting Students' Association election as Returning Officer/ Presiding/ Polling Officer

Any other activities duly assigned by the Controlling Officer

Sl. No.	Name of the Activity	Duration/Date
a) Activities listed under (a) above		
b) Activities listed under (b) above		

Any other relevant information:

Date:

Signature of the teacher

Place:

SCORE FOR PART-B
(To be evaluated by University HOD)

Particulars	Weightage	Score
1. Teaching		
a)(i) UG / PG / Diploma / Certificate courses/ Experiential learning offered in his /her HQ	1.00 mark/ contact hour	
(ii) UG / PG / Diploma / Certificate courses/ Experiential learning offered outside his /her HQ Note: * HOT/ Industrial training: 0.25 contact hour/credit. ** If any course is shared by more than one teacher, the contact hour shall be equally shared among such teachers.	1.50 marks/ contact hour	
b) Guidance to PG students as Chairman of the Advisory Committee i) M.Sc. students ii) Ph.D. students	1.0 mark/ student 1.5 marks/ student	
c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students	0.50 marks/ student	
d) Teaching aids developed (laboratory manuals, RHWE manuals, AV Aids etc.)	0.50 mark each	
e) Acting as External Examiner for UG/PG examinations, which includes paper setting, paper corrections, conducting viva-voce etc.	0.50 mark/ activity	
2. Research		
a) i) Trials/Experiments/Studies conducted/ Testing Trials/ Testing implements	2.00 marks/ activity	
ii) Nucleus/ vegetable/ Spice/ Flower seeds upto a quintal	2.00 marks	
iii) Breeder Seeds produced/ ton	2.00 marks (Max.10.00)	
iv) Foundation / Certified / TL Seeds/ Bioagents produced/ ton	1.00 mark (Max.10.00)	
v) Planting material produced/1000	1.00 mark (Max.10.00)	
vi) Processed products per 100 (kg/number)	1.00 mark (Max.10.00)	
As Leader	Full marks	
As Associate Leader	50% of the marks	
b) Ad-hoc Projects (Externally funded) - for each project total outlay		
i) For projects which have been obtained by the teacher on competitive mode	0.50 mark/lakh ₹. outlay (Max.10.00)	
ii) For institutional projects assigned by the University	0.25 mark/ lakh ₹. outlay (Max.10.00)	
c) i) Patents/ Variety/ hybrid developed and released ii) Prototypes/ Modules/ technology developed iii) Endorsement of notified varieties	As PI: 5.0 marks for each As Co-PI: 2.5 marks for each As PI: 4.0 marks for each As Co-PI: 2.0 marks for each As PI: 3.0 marks for each As Co-PI: 1.50 mark for each	

d) i) Establishment of institutional facilities (like seed/soil testing laboratory, bio-control agents production lab.etc.) from external funds ii) Management of such facilities	As Leader: 3.0 marks/ facility As Co-Leader: 1.5 marks/ facility As Leader: 1.0 marks/ facility As Co-Leader: 0.5 mark/ facility	
3. Extension		
a) Transfer of Technologies i) Farm Trials/ Demonstrations/ On-Farm Testing/ Campaign ii) Field Days/ Krishi Melas/Exhibitions/ Seed mela/ Discussion Meetings/ FFS, etc. iii) Consultancy services (based on documentation)	1.0 mark for each activity organized and 0.5 mark for participation 1.0 mark for each activity organized and 0.5 mark for participation 0.25 marks per consultancy	
b) Training programmes organized i) Up to one week duration ii) For more than one week duration	i. As Coordinator-1.0 mark each ii. As Assoc.Coordinator - 0.5 mark each i. As Coordinator-2 marks each ii. As Assoc.Coord.-1 mark each	
c) As Resource Person in the Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.	0.50 mark for each lecture delivered	
d) Participating as Resource Person in bi-monthly Technical Workshop or campaign	0.50 mark per workshop/ campaign attended	
e) Diagnostic visit to farmers fields / family/ units / Radio / Television Talk	0.5 mark for each	
f) Feedback to research based on which research formulations have been made	0.5 mark for each	
g) Income generated out of Revolving Fund a) Up to ₹.50,000 b) ₹.50,001 to ₹.1,00,000 c) ₹.1,00,001 to ₹.2,00,000 d) More than ₹.2,00,000	1.00 mark/year 1.50 marks/year 2.00 marks/year 3.00 marks/year	
h) Development of video/radio programmes on Agril.Technologies	0.5 mark for each	

4. Designated Corporate Activities

As mentioned under I (4) above.	Based on the evaluation by the immediate superior/controlling officer, marks may be allotted for performance in the designated activity of the teacher up to a maximum of 5 marks.	
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5. Published Work

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	

c) i) For each research note/ communication in a journal/ abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop ii) Popular article/ leaflet	0.5 mark 0.25 mark	
d) Any other publications – i) As Author / Compiler of POP /Editor ii) As Assoc.Edictor/Asst.Editor/Publisher/ Compiler of other publications	0.5 mark each 0.25 mark each	

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors, fourth author onwards will get half of the assigned mark.

6. International Exposure

International visits/training/courses	1 mark per activity	
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7. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference Summer		
a) For Organizing each activity as in the title	2 marks each	
b) For participation with more than 10 days duration	1 mark/ activity	
c) For participation with less than 10 days duration (except Annual Workshop)	0.5 mark/ activity	
8. Awards / Distinctions received		
a) International Award	2.0 marks for each	
b) National Award	1.5 marks for each	
c) State Award	1.0 mark for each	
d) University Award	0.75 mark for each	
e) Professional Society Award	0.50 mark for each	
9. Corporate/ Other Activities		
(a)	1.0 mark/ activity	
(b)	0.5 mark/activity	
		Total (B)

Note:

1. A Teacher must obtain a minimum score of 20 in Part-B
2. Leader / PI / Coordinator will get full marks and Associate Leader / Co-Leader / Co-PI / Assoc. Coordinator will get half of the score of Leader / PI / Coordinator.
3. Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors, fourth author onwards will get half of the assigned mark.

Signature of University HOD

Controlling Officer:**Score (Part-A):****Score (Part-B):****Score allotted by Dean/ Director: (Max.10)** _____**Total Score:** _____**Grade**

Score Obtained	Grade
> 90	A
80 to 89.99	B
70 to 79.99	C
< 70	Not eligible for annual increment

Note: Teacher scoring less than 70 has to be informed by the Controlling Officer.

Signature of the Controlling Officer**Counter signature:****Signature of Director of Education:****Approved by****Signature of Vice-Chancellor**