

**Sardar Vallabhbhai Patel University of Agriculture & Technology,
Meerut - 250110**

Form of Character Role of Dean/Director/Sectional Head & Officer (Class I & II)

For the Year

- (A)
1. Name :
 2. Designation :
 3. Father's Name :
 4. Date of Birth :
 5. Present Address :
 6. Mobile No. :
 7. Email. :
 8. Date of Joining in the University along with post :
 9. Date of Joining the present post :
 10. Present pay :
 11. Educational/Technical Qualifications :
 12. Other Post, if any held during the year (as detailed below) :

Post	Period	Remarks

(B) Performance & Achievements (To be filled in by the Office Concerned)

1. Details of Actual Work done during the year
2. Significant Achievement, if any, of the College/ Department/Section; (as the case may be).....

Date:

(Signature of the Staff Member)

Name in Block Capital letters :

Designation :

Department



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(C) Remarks of the Supervisory Officer

- (a) Personal (Manners, judgment, fact, popularity, physique, sense of duty and honesty).
(b) Professional: (Knowledge of accounts, office, procedure, control and treatment of staff, power of organization, touring if any, keenness of the development of the university).
(c) General Remarks, if any

13. Integrity – One or other of following certificates is to be crossed out and signed by the reporting officers:

- (1) Nothing has come to my knowledge which casts reflection on the integrity of Sri..... his general reputation for honesty is good and I certify his integrity.
(2) The following facts have come to my knowledge which cast a doubt upon the Officer's integrity.
(3) The following circumstances have come to notice which amount to a more vague allegation not susceptible of formal proof but still create doubt or suspicion.

14. (i) Is he fit for appointment to the next higher post?

(ii) Is he fit for accelerate of merit promotions ?

(indicate evidence of the work being outstanding)

15. Gradation

- A (Outstanding)
B (Very Good)
C (Good)
D (Fair)
E (Poor)

Date:

Signature of the Reporting Officer

Name of the Reporting Officer

Date:

VICE-CHANCELLOR

SVPUA&T, MEERUT


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Part –I Personal Information

1.	Name :		
2.	Date of Birth		
3.	Designation, duration and place of posting during the year		
4.	Pay Scale		
5.	Date of Joining		
6.	Department / Section		
7.	Nature of Duties (Teaching, Research, Extension)	Main	Minor
8.	Period on leave during the year (except casual leave)		
9.	Address for Correspondence (with pin code)		
10.	Permanent Address for Correspondence (with pin code)		
11.	Mobile No.		
12.	E-mail		

Signature



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Part –II Professional Accomplishments

Teaching (.....)

Teaching Assignments

Under – Graduate

Sem	Course taught Course No.	Contact hours Course No.	Name (s) of teacher (s) if taught jointly

Post Graduate & Ph.D.

Sem	Course taught Course No.	Contact hours Course No.	Name (s) of teacher (s) if taught jointly

Supervision of Thesis as a Chairman Advisory Committee for Masters Programme

SN	Topic	Student	Status
1			
2			

Supervision of Thesis as a Member, Advisory Committee for Masters Programme

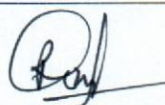
SN	Topic	Student	Status

Supervision of Thesis as a Chairman Advisory Committee for Ph.D. Programme

SN	Topic	Student	Status
1			

Supervision of Thesis as a Member, Advisory Committee for Ph.D. Programme

SN	Topic	Student	Status



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Manual Prepared :

UG/PG Practical Manual

A. Teaching Module on project Appraisal

B. Research

1. Research activities :

1.	Approved field Experiment	Experiment Successfully conducted	Reasons of failure if any

2. Adhoc Projects :.....

a. Project running

Name of Project	Year of start	Funding agencies	Progress during the year

b. Project submitted

Name of Project	Date of submission	Funding agencies

3. Technology / varieties developed

4. Technology / varieties accepted for inclusion in Package of Practices

5. Inventions / innovations, if any

C. Extension

1. Farmers / Extension workers training programme organized

Programme Topic Duration & Date

2. Farmers – Scientists interface organized

Programme Topic Duration & Date

3. Field demonstration / adoptive research conducted

Programme Topic Duration & Date

4. Kisan Mela organized / participated :

5. Whether adopted any village for transfer of technology (Specify details)

6. Radio Talk / TV talks (Specify Date, topic and place)

7. Individual consultancy



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D. Publications (Specify on separated sheet): Annexure-I

1. Research Papers
2. Full Papers
3. Short Communication
4. Extended Summary
5. Books
6. Bulletins
7. Chapter in Book
8. Leaflet etc

E. Participation in National / International Seminar / Conference (Specify place, Period, Topic of Paper)

F. Training Summer/ Winter Course attended

G. Salient achievement made during the year (Use separate sheet) Annexure-II

H. Any other Administrative responsibilities discharged

Name of Work	Duration	
	From	To

I. Awards / Recognition received during the year

J. Miscellaneous information

K. Funds generated and utilization

Activities	Target	Achievement	Short fall if any
Resource generation			
Funds utilization			

L. Organization of workshop / conference / symposia / summer school

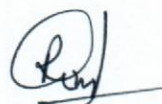
M. Justify yours duties and responsibilities in relation to main duties in particular and additional duties in general

N. Vision

Signature

Name:

Designation:



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Part –III

A. Comments of the immediate Senior / Principal Investigator / Project leader (at least six months worked)

1.	Teaching / Research / Extension aptitude	
2.	Clarity of observance	
3.	Professional Knowledge	
4.	Aptitude and potential for New programme planning	
5.	Communication skill (oral / written)	
6.	Innovative approach	
7.	Capability as team leader	
8.	Promptness in disposal of work	
9.	Decision taking abilities	
10.	Willingness to assume responsibility etc	
11.	Leadership	
12.	General assessment about integrity	

Grading : “Outstanding” “Very Good” “Fair” “Poor”

B. Comments and suggestions of the Head of the Department

Grading : “Outstanding” “Very Good” “Fair” “Poor”

Certified from the Head of the Department

C. Comments of the reviewing authorities

1. The HOD will initiate the ACR of the scientists working the teaching schemes, will be reviewed by concerned Dean and finally accepted by the Vice Chancellor.
2. The HOD will initiate the ACR of the scientists working the teaching schemes will be reviewed by Director, Agril. Expt. Station and finally accepted by the Vice Chancellor.
3. The AICRP in charges will initiate the ACR of the scientists, will be sent through HOD to Director, Agril. Expt. Station for review and finally accepted by the Vice Chancellor.
4. The KVK/ KGK in charges will initiate the ACR of the scientists, the Director, Extension and finally accepted by the Vice Chancellor.
5. The ACR of the Prof. & Heads/ Chief Scientists will be reviewed by Dean as well as Director, Agril. Expt. Station and finally accepted by the Vice Chancellor.

The action on ACR will be initiated with effect from Academic Year

Grading : “Outstanding” “Very Good” “Fair” “Poor”

D. Comments of the Accepting authority

Grading : “Outstanding” “Very Good” “Fair” “Poor”



Vice Chancellor

**Sardar Vallabhbhai Patel University of Agriculture & Technology,
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**FORM OF CHARACTER ROLL OF ADMINISTRATIVE / TECHNICAL STAFF/ NON
TEACHING STAFF (CLASS III)**

FOR THE ACADEMIC YEAR.....

1. Name.....Husband's/Father's Name.....

2. Designation.....

3. (a) Present Address.....

Mobile No.....

Email:

(b) Permanent Address.....

4. Date of Birth.....

5. Date of joining in the University along with Post.....

6. Date of joining the present Post.....

7. Educational/Technical qualifications.....

.....

8. Professional membership, if any.....

Date :

(Signature of the Staff Member)

Name in Block Capital letters :

Designation :

Department



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Report of Dr./Shri/Smt/Km.....for the year..... working as.....since.....under my control.

1. Personal

- (a) General Health and energy A | B | C | D | E
(b) Punctuality and regularity A | B | C | D | E
(c) Initiative and drive A | B | C | D | E
(d) Capacity for hard-work and industry A | B | C | D | E
(e) Sense of responsibility and devotion to duty A | B | C | D | E
(f) Relationship with staff A | B | C | D | E

2. Professional

Proficiency in office work, maintenance of files, disposal of papers, accounting/shorthand/ typing etc. (specify)

3. General

Additional remarks regarding intelligence, tact, resourcefulness, executive capacity, manners and other qualities likely to have a bearing on his work.

4. (a) Has any warning or appreciation been issued? If so, give details.
(b) Is he fit for appointment to the next higher post?
(c) Is he fit for accelerated or merit promotion?
(Indicate evidence of the work being outstanding)

5. Grading (overall assessment)

- A. Outstanding
B. Very good
C. Good
D. Fair
E. Poor

6. (1) Nothing has come to my knowledge which casts any reflection on the integrity of

Shri/Dr/Km/Miss.....

His/Her general reputation for honesty is good.

- (2) The following facts have come to my knowledge, which cast a doubt upon this officers/official's integrity.

Date :

Signature of the Reporting Officer

Name of the Reporting Officer in block capitals
Department

Date :

Signature of the Reviewing Officer

Name of Reviewing Officer in block capital
Department



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Form of Character Role of Non Teaching Staff (Class - IV)

For the Year

1. Name :
2. Designation :
3. Present Pay Scale :
4. (a) Permanent Address with Mobile no. :
-
-
- (b) Present Address with Mobile no. :
-
-
5. Date of Birth :
6. Date of joining in the University along with post :
7. Date of joining the present post :
8. Educational qualification :
9. Conservations on :
 - (a) General Health and energy A | B | C | D | E
 - (b) Punctuality and regularity A | B | C | D | E
 - (c) Initiative and drive A | B | C | D | E
 - (d) Capacity for hard-work and industry A | B | C | D | E
 - (e) Sense of responsibility and devotion to duty A | B | C | D | E
 - (f) Relationship with staff A | B | C | D | E
10. Is he/she prepared to retain him under you? :
11. Overall grading :Outstanding or Very good or good or Fair or Poor

Date :

Signature of the Reporting Officer

Name in Block letters.....

Designation

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation



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