

# PROCEEDINGS

*of*

## 9<sup>th</sup> Academic Council Meeting

19<sup>th</sup> September, 2020

*Venue:*

*Library Building, BASU, Patna*



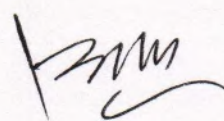
**BIHAR ANIMAL SCIENCES UNIVERSITY**  
**Patna – 800 014 (Bihar)**



**Proceedings of 9<sup>th</sup> Academic Council Meeting of Bihar Animal Sciences University, Patna held on 19<sup>th</sup> September, 2020 at 4:00 PM at Library Building, BASU, Patna.**

Following Members of Academic Council were present in the meeting:-

Sr. No.	Name	Designation
1.	Dr. Rameshwar Singh	Vice-Chancellor, BASU, Patna Chairman
2.	Dr. Ashok Kumar	ADG, ICAR, New Delhi Member
3.	Dr. Veer Singh	DRI-cum-Dean PGS, BASU, Patna -do-
4.	Dr. Ravindra Kumar	Director Research, BASU, Patna -do-
5.	Dr. R. K. Trivedi	Director Student Welfare, BASU, Patna -do-
6.	Dr. J.K. Prasad	Dean, B.V.C., Patna -do-
7.	Dr. B.S. Beniwal	Dean, S.G.I.D.T., Patna -do-
8.	Dr. V.P. Saini	Dean, COF, Kishanganj -do-
9.	Dr. Chandramoni	Chairman & Head, Animal Nutrition, B.V.C., Patna -do-
10.	Dr. K.G. Mandal	Chairman & Head, Deptt. of A.G.B., B.V.C., Patna -do-
11.	Dr. J. Badshah	Chairman & Head, Deptt. of Dairy Engg. S.G.I.D.T., Patna -do-
12.	Dr. Ajeet Kumar	Professor and Head, Deptt. of V.G.O., B.V.C., Patna -do-
13.	Dr. Shanker Dayal	Professor, Deptt. of A.G.B, B.V.C., Patna -do-
14.	Dr. Ajeet Kumar	Asstt. Professor & Head, Deptt. of Biochemistry, B.V.C., Patna
15.	Dr. Sanjeev Kumar	Associate Prof. and Head, Dairy Technology, S.G.I.D.T., Patna -do-
16.	Dr. Pankaj Kumar	Asstt. Prof., V.A.H.E., B.V.C. and Deputy Director, Training, BASU, Patna -do-
17.	Dr. B.S. Beniwal	Registrar, BASU, Patna Member Secretary





At the outset, Dr. B. S. Beniwal, Registrar, BASU welcomed Dr. Rameshwar Singh, Hon'ble Vice-Chancellor & Chairman of the Academic Council and all members to the 9<sup>th</sup> Academic Council.

Thereafter, Hon'ble Chairman invited Member Secretary to present the agenda. The Member Secretary presented the following agenda before the Council for approval:

Agenda No. 1 : Confirmation of the proceedings of 8<sup>th</sup> Academic Council Meeting of BASU held on 25<sup>th</sup> August, 2020.

**Resolution : The proceedings of 8<sup>th</sup> Academic Council were confirmed by the Council.**

Agenda No. 2 : Approval of the Statutes of Bihar Animal Sciences University, Patna.

**Resolution : The house approved the draft of the Statutes of Bihar Animal Sciences University, Patna with the comment to incorporate minor modifications under section 6.3.1, 8.1.1 (vi) and 8.6 of the Statute.**

**(Action:- Registrar, BASU, Patna)**

Agenda No. 3 : Approval for extension of M.V.Sc. 4<sup>th</sup> Semester, Batch 2018-19.

**Resolution : The Council approved the extension of M.V.Sc. 4<sup>th</sup> Semester, Batch 2018-19.**

**(Action: - Registrar, BASU, Patna)**

Agenda No. 4 : Approval of Annual Performance Appraisal Report for Officers, Teaching and Non-teaching staffs of BASU.

**Resolution : The Council approved the Proforma and Rules/Guidelines for writing/reporting/reviewing APAR of officers, teaching and non-teaching staffs of BASU.**

**(Action: Registrar, BASU, Patna)**



Agenda No. 5 : Any other item with the approval of Chairman.

With the permission of the Chairman, Director Student Welfare of B.A.S.U. raised the issue of fee exemption for the students of Bihar Animal Sciences University, Patna in the light of UGC, Guidelines under COVID – 19 pandemic situation. The Council suggested to constitute a committee to look into the matter in the light of UGC Guidelines for exemption of fees for the period the institution/ hostel has remained closed due to lockdown in the state, and submit the report for further consideration in this regard.

(Action: Registrar, BASU, Patna)

Meeting ended with vote of thanks to the chair.

Sd/-

( B.S. Beniwal)

Registrar,

Bihar Animal Sciences University,  
Patna

Approved

Sd/-

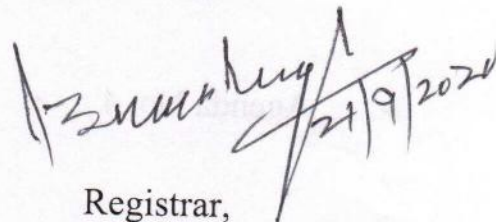
(Rameshwar Singh)

Vice-Chancellor,

Bihar Animal Sciences University,  
Patna

Memo No.: 585 /Registrar/BASU, Patna Dated: 21 / 09 /2020

Copy forwarded to all members of the Academic Council for kind information and Advisor, ICT Cell for uploading it on website of BASU, Patna.



Registrar,

Bihar Animal Sciences University,  
Patna

CC: Secretary to VC for kind information to Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna.



## CHAPTER-VI

### CLASSIFICATION, QUALIFICATION AND MANNER OF APPOINTMENT OF TEACHERS AND OTHER NON-TEACHING STAFF

#### 6.1 Classification of teachers

"Teacher" as defined in Sub-section 30 of Section- 2 Chapter-I of the Act which means and include the following:

- (i) Deans
- (ii) Director Resident Instruction-cum-Dean PGS
- (iii) Director Research
- (iv) Director Extension Education
- (v) Director Students Welfare
- (vi) Registrar
- (vii) University Librarian /Associate/Assistant Librarian
- (viii) Directors of Regional Stations
- (ix) University Professor cum Chief Scientist
- (x) Associate Professor
- (xi) Assistant Professor
- (xii) Deputy Director Resident Instruction/Research/ Extension Education
- (xiii) Any other person engaged in the work of teaching, research and extension education and is declared as a teacher from time to time for specific purpose by the University.

#### 6.2 Classification of non-teaching staff

All other employees (not mentioned under clause (i) to (xiii), Section- 6.1 Chapter- 6 of the Statute) of the University shall be classified and known by one common designation of non-teaching employees.

#### 6.3 APPOINTMENT TO UNIVERSITY POSTS AND CERTAIN ESSENTIAL PROCEDURES TO BE OBSERVED

##### 6.3.1 Technical/ Non-technical posts to be filled by direct recruitment and promotion:

- (i) The direct recruitment to the post of Registrar, Deputy Registrar, Asstt. Registrar, Assistant Professor, Associate Professor, Professor, Director Research, Director Resident Instruction-cum-Dean PGS, Director Extension Education, Deputy Director Resident Instruction, Deputy Director (Training Information), Deputy Director Research, Director Students Welfare, Deans, Director Works & Plant, Comptroller, Deputy Comptroller, Assistant Comptroller, University Librarian-cum-Information Officer, Dy. Librarian, Assistant Librarian, Medical Officer, Public Relations Officer, Law Officer, Estate Officer, Senior Instrumentation Officer, Senior System Analyst and Posts belonging to other Teaching and Non-teaching cadres in the University and constituent Colleges shall be on the basis of merit through all India



advertisement and selections by the duly constituted Selection Committees as provided in Chapter-VII of the Statutes.

- (ii) Appointment on the post of Assistant Professor in the any constituent unit of the university shall be only through direct recruitment.

**6.3.2 Posts to be filled by deputation/promotion or direct recruitment:**

**6.3.2.1** Post of the Comptroller shall be filled up by direct recruitment or by obtaining the services of suitable officers on deputation from the State or Central Government Organizations or Universities.

The posts of Deputy and Assistant Comptrollers, Deputy and Assistant Registrars (Academic, Examination, Administration and Recruitment) and posts of equivalent rank as per sanctioned strength of posts may be filled up either by direct recruitment or by promotion of officers from lower rank within the University or transfer from equivalent rank, provided that:

- (i) 50 percent of the vacancies may be filled up by promotion from lower rank and 50 percent by direct recruitment.
- (ii) The recommended percentage of vacancy should be filled up by promotion only when suitable qualified candidates are recommended on merit-cum-seniority basis by the Evaluation Committee.

**6.3.2.2** The procedure for appointment to non-technical posts will be as decided by the Board of Management.

**6.3.3 Certain posts to be filled by negotiation:**

In rare case, where suitable candidates are not available through normal process of recruitment, the Vice-Chancellor may identify and negotiate with suitable person(s) to be appointed in consultation with the Committee constituted for the purpose and approval of Board of Management. Such negotiations are also permissible if the University desires the services of a very eminent person for improving a certain Department or establishing a certain school of research/college.

**6.3.4 Ad-hoc arrangements against pending regular appointment:**

- (i) In case of pending regular appointment, the Appointing Authority may make interim arrangements for carrying out urgent work but such an ad-hoc arrangement will not entitle the holder of the post for a regular appointment. Such an appointment shall not exceed a period of six months unless extension to the period has been approved by the Board of Management. If his/her performance is not found satisfactory, the Vice-Chancellor may terminate the person appointed on ad-hoc basis any level without any notice.
- (ii) The university may recruit retired Govt. Servants for appointment to a post on contract basis as per provisions laid down by the State Govt. from time to time.



## CHAPTER – VIII

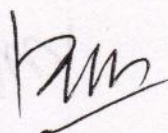
### ESTABLISHMENT OF PENSION, PROVIDENT FUND, INSURANCE AND OTHER WELFARE SCHEMES FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY, AND THE RULES AND TERMS AND CONDITIONS OF SUCH FUNDS OR SCHEMES

In accordance with Section- 35 Sub-section (1) and (2) of the Act, the scheme for Pensions, General Provident Fund, Contributory Provident Fund, Gratuity and Insurance for the benefit of the officers, teachers and other employees of the University shall be as mentioned in this Chapter.

**8.1 The University employees shall be allowed the benefit of pension as below:** Such employee of the University who joined his/her services on or before 31.08.2005 in any establishment/organization of the State/Central Government and the said establishment/organization later transferred in Bihar Animal Sciences University under the Act. will be entitled to the pension provided he/she had opted in old pension rule in his/her previous organization and have not opted for subscribing to the Contributory Provident Fund/New Pension Scheme in the university.

**8.1.1** Such employees who were working in Bihar Government /Central Government /ICAR or any other constituent unit/establishment of Bihar Agricultural University, Sabour; Rajendra Agricultural University, Pusa; joined the services in Bihar Animal Sciences University through direct recruitment will also be entitled for pension and other benefits provided he/she fulfill the following conditions:

- (i) He/she had joined his/her previous organization/establishment specifically on or before 31.08.2005 under old pension scheme.
- (ii) He/she had applied through proper channel to the post of Bihar Animal Sciences University in response to the advertisement for direct recruitment and on selection, joined the Bihar Animal Sciences University after being relieved properly from his/her previous/parent Institution.
- (iii) He/she has got his/her pay/emolument protected through pay fixation in Bihar Animal Sciences University.
- (iv) He/she has got issued the statement of his salary account with the amount of GPF contribution from his/her previous working establishment like BAIYAKTIK DAWA NIRDHARAN KOSHANG/GPF of finance department Govt. of Bihar or office of the Accountant General, Bihar for the person working in Animal Husbandry Department, Govt. of Bihar and from comptroller/Registrar whose previous organization was University.
- (v) The Person serving ICAR/NDRI/Central Government Organization on or before 31.08.2005 will submit the statement of pay account from financial comptroller to Bihar Animal Sciences University with all contribution.





- (vi) He/she has got transferred the amount of Leave Salary/Pension contribution with interest from his/her previous/parent organization/establishment in to the account of Bihar Animal Sciences University, as the case may be.
- (vii) He/she has got his/her service book verified by the competent authority of his/her previous organization/establishment and thereafter transferred the same from his/her previous organization/establishment to Bihar Animal Sciences University.
- (viii) Where service book is maintained as service record for individual employee, during the opening/verification of service book it is mandatory to mention by the competent authority of his/her previous organization/establishment that he/she was availing the facility of pensionary benefit under Old Pension Scheme and contributing regularly from his/her salary towards General Provident Fund/Old Pension Scheme and continued his/her GPF contribution under the old pension scheme till the date of relieving from the previous organization/establishment.
- (ix) If he/she joined his previous organization/establishment on or after 01.09.2005, and later joined Bihar Animal Sciences University through direct recruitment, he/she will be placed under New Pension Scheme as per the State Government rule presently in force.
- (x) Any change in New Pension Scheme/Old Pension Scheme by the State Government from time to time will also be applicable as such to the university employees.
- (xi) The employees who do not fall under the categories of mentioned above and appointed as fresh in the university on or 01.09.2005 shall be entitled for New Pension Schemes as per Government rules.

**8.2.2** The pensionary entitlements of the University employees will accrue on their attaining the age of superannuation under the University or to their families in the event of death and will comprise of the following:

- (i) Monthly Pension or Terminal Gratuity, as the case may be;
- (ii) Death-cum-Retirement Gratuity, and
- (iii) Family Pension.

The above benefits shall be allowed by the University in accordance with the general rules, orders and principles regulating such payments under the State Government.

**8.3 Pension Fund:**

The University shall maintain a Pension Fund for payment of Pension and operate the same as per regulations prescribed.

**8.4 General Provident Fund:**

The University shall allow the benefit of the General Provident Fund to such employees as are not admitted to the Contributory Provident Fund. The General Provident Fund of the University will be governed by the rules and orders of the State Government.



**8.5 Amount of Contributory Provident Fund**

Every employee of the University, appointed permanently or on probation or temporary incumbent to a post, after completing one year of service, shall, as a condition of service, subscribe to the Provident Fund an amount in whole rupees not less than 10% of his emoluments; such subscription shall be deducted from the emoluments every month, fractions of half a rupee or above counting as one rupee and fractions less than half a rupee being omitted.

Provided that in case of such employees as had been subscribing either to the Contributory Provident Fund or the General Provident Fund in their previous employment immediately before their appointment under this University, the restriction about completing one year of service shall not apply and they would be allowed to contribute to the Provident Fund from the date of their joining the University in a regular capacity.

**8.6 Contribution to fund by University:**

The University shall contribute to the fund of the subscriber as approved by Bihar Government from time-to-time.

**8.7 Deposit of fund:**

The amount of deduction made from the emoluments of an employee under Section-8.5 of the Statute and the amount of contribution made by the University under Statute 8.6 shall be deposited in a Nationalized Bank in an individual account in accordance with the direction of the Board of Management under the head "Provident Fund" as early as practicable or at any date within seven days of the date on which the payment of the emoluments is made.

**8.8 The amount at the credit of any subscriber shall become payable to him:**

- (i) On his ceasing to be in the service of the University; Provided that if any subscriber resigns his appointment before putting in four years of service, the University may, for reasons to be recorded in writing withhold the contribution allotted to him, together with the interest thereon, and pay to the subscriber only the balance at his credit without such contribution, or the interest on or profit from such contribution.
- (ii) On the death of the subscriber, the person or persons nominated by him, or when no such nomination is made, to his legal heir or heirs. Provided that at the time of the nomination if a subscriber has a family, the nomination shall not be in favour of any person other than the member of his family.

**8.9** The University shall not be entitled to recover from the subscriptions paid by the employee in the Provident Fund Account, including interest on or profit from the subscription paid, any sum on account of any loss or damage sustained by the University through the misconduct or negligence of the subscriber or any other sum due to the University from him.

17/11/2017



**8.10 Certain conditions:**

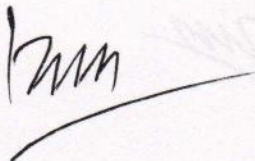
- (i) In case of urgent necessity, which in the opinion of the Vice-Chancellor or Officers vested with such powers on his behalf may appear justified, the subscriber may be allowed an advance of a sum not exceeding his emoluments for three months or half of the amount standing to his credit, whichever is less, out of the amount deposited in the Provident Fund Account with interest thereon.
- (ii) The advance shall be recovered in such number of equal monthly installments, not exceeding twenty-four as the Vice-Chancellor or officers vested with such powers on his behalf may fix, and shall be recovered by deduction from the salary payable by the University to the subscriber. The amount of each such installment shall be fixed in whole rupees, the amount of advance being raised or reduced, if necessary to admit the fixation of such installments. The deductions shall commence from the first payment of a full month's salary after such advance has been made.
- (iii) Notwithstanding anything in clause (i) of Section- 8.10 of this Chapter, if an advance is required for the purpose of building or purchasing a house or land for constructing a house the maximum limit of the advance may be equal to twelve months salary of the subscriber, to be repaid in such number of monthly installments not exceeding sixty, as the Vice-Chancellor may determine in consultation with Comptroller.
- (iv) A subscriber may at his option re-pay at any time more than one installment.
- (v) If a subscriber, who has completed twenty years of qualifying service or is to retire within five years, needs an advance for building or purchasing a house or land for constructing a house, or daughter's marriage, treatment of his own or his family; He may be granted a non-refundable advance to the extent of 75% of the amount standing to his credit in his Provident Fund Account.
- (vi) Non-refundable advance shall be granted maximum twice in the entire service.
- (vii) Notwithstanding anything in the clauses mentioned above the Vice-Chancellor shall have the right to relax the rule contained in clause (i) of Section- 8.10 above, under special circumstances.

**8.11 Contribution to Provident Fund by employee on leave:**

An employee, who is on leave on full pay, shall continue to subscribe to the Provident Fund and may do so at his option if he is on leave other than full pay.

**8.12 Account of employees subscribing to fund to be kept in Form "A":**

A separate account in form 'A' shall be kept in the office of the University on account of every employee subscribing to the Provident Fund, and a copy of the account shall be furnished to every such employee at the end of each financial year and on his ceasing to be in service of the University.







# बिहार पशु विज्ञान विश्वविद्यालय

BIHAR VETERINARY COLLEGE CAMPUS, PATNA - 800014

Ph. No.: 0612-2226644, Fax No. 0612-2222231, Email: registrarbasu@gmail.com

O.O. No.: 141 Admin. /Reg./BASU, Patna

Date: 02/09/2020

## OFFICE ORDER

In pursuance of the approval of Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna at Page No. 01/C of the file No.138 of DRI-cum-Dean PGS, BASU, Patna, 4<sup>th</sup> Semester of M.V.Sc. students of Batch 2018-19 is hereby extended w.e.f. 10<sup>th</sup> July, 2020 for a period of six months to submit thesis/research activities, in view of ICAR guidelines under COVID-19 pandemic situation.

Sd/-

Registrar

Bihar Animal Sciences University,  
Patna

Memo No. 480 / Reg./BASU, Patna

Dated: 02/09/2020

Copy forwarded to DRI-cum-Dean, PGS/DSW/Controller of Examination, BASU, Patna/Dean, /BVC, Patna for information and necessary action.

Registrar

Bihar Animal Sciences University,  
Patna

C.C. to Secretary to VC for kind information to Hon'ble Vice-Chancellor Bihar Animal Sciences University, Patna.

XMM





# Bihar Animal Sciences University, Patna

## ANNUAL PERFORMANCE APPRAISAL REPORT

### (FOR OFFICERS)

YEAR: \_\_\_\_\_

- 1 Name & designation of the Officer : \_\_\_\_\_
- 2 Scale of pay of the post : \_\_\_\_\_
- 3 Since when working on this post : \_\_\_\_\_
- 4 Details of leave taken during the year : \_\_\_\_\_

#### PART-I

Brief resume of the work done.

DATE

SIGNATURE OF THE OFFICER

*[Handwritten Signature]*

*[Handwritten Signature]*



**PART-II**

Remarks of the Reporting Authority/Reviewing authority:

- 1 Do you agree with the resume of the work : \_\_\_\_\_  
given in Part-I above
- 2 Personality : \_\_\_\_\_
- 3 Capacity of handle intricate problems, : \_\_\_\_\_  
discipline & control
- 4 Knowledge of rules and regulations : \_\_\_\_\_
- 5 Capacity to take independent quick & : \_\_\_\_\_  
judicious decisions
- 6 Relationship with other officers and staff : \_\_\_\_\_
- 7 Integrity : \_\_\_\_\_
- 8 Whether the officer was responsible for : \_\_\_\_\_  
any outstanding work during the year, if  
so, the details thereof
- 9 General remarks/assessment about : \_\_\_\_\_  
performance during the year under report.  
(If anything adverse has come to your  
notice, please specify it also)

Signature of the Reporting Officer  
(With Office Seal)

(Name in Block Letters \_\_\_\_\_)

**REMARKS OF THE REVIEWING AUTHORITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Reviewing Officer

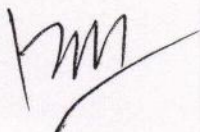
Name in Block letters: \_\_\_\_\_

Designation: \_\_\_\_\_

**PART-III**

**REMARKS OF THE ACCEPTING AUTHORITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature of the Accepting Officer  
Name in Block letters \_\_\_\_\_





# Bihar Animal Sciences University, Patna

## ANNUAL PERFORMANCE APPRAISAL REPORT (FOR TEACHERS/SCIENTISTS)

**YEAR:**  
**PART- I**

### I. General Information

Name	
Employee No.	
Designation and Pay Scale	
Faculty and Discipline	
Area of Specialization	
Present place of posting with full official address	
Earned Leave availed during the period	

### II. Posts Held During the Year

Designation	Duty Station	Period		Nature of Duty
		From	To	

### III. Teaching

#### A. Classes Taught

Class	Course No. & Title	Credit Hours	Number of Students in Class	Individual or Sharing	Result of the Class %

#### B. Details of Innovations and Contributions in Teaching During the year

Item	Details
1. Design of Curriculum	
2. Teaching Methods	
3. Lab Experiments/virtual lab developed	
4. Evaluation Methods	
5. Preparation of Teaching Material including Books/Manuals	
6. Remedial teaching/students Counselling	
7. Online lectures	No. of Lectures Delivered
	No. of Videos Uploaded

*[Signature]*



	No. of Online Resources Provided	
--	----------------------------------	--

### C. Thesis Guidance

Level		Total Number of students working under your supervision	Number registered during the year	Number completed during the year
Master	Major Advisor			
	Advisor			
	Co-major Advisor			
Doctoral	Major Advisor			
	Co-major Advisor			
	Advisor			

### D. Details of Students achievement (Guided by you)

Particulars		Details	Numbers
Award for thesis research work	ICAR (JLN)		
	Other Awards		
Selection in JRF/SRF/ARS			

### E. Improvement of Professional Competence:

Items		Details
1. Participation in Refresher Course/Summer School or Winter School	> 3 weeks	
	< 3 weeks	
2. Orientation Course		
3. Workshop/Seminar/Symposium/ Conference etc. Attended	a. Participated	
	b. Paper presented	
	C, Abstract	
4. Professional Degree /Diploma Earned		
5. Online courses completed (Moocs/Coursera etc.	> 6 week	
	< 6 week	

### IV. Research

#### A. Involvement in Research Projects

S. No	Project Title/Name of experiment	Capacity in which associated	Funding Agency	Location	Duration

#### B. Major Research Contributions (List your contribution/Research Results/Inventions/Discoveries, attach separate sheet for details)

.....

.....

*[Signature]*



.....

.....

.....

**C. Research Reports/Publications/Patents**

Particulars	Number
Research Papers (Published in peer reviewed journals, with NAAS rating of Journal)	
Papers Presented in Conferences (Oral Presentation)	
Posters presented in conferences	
Patents Submitted	
Patents Awarded	

*Note: Enclose the list with complete details with proof of publication.*

**D. Other Contributions**

Particulars	Number
Seminars/ Conference/Workshops/	
Summer or Winter School/ Short Course organized as Director or Co-Director	
Skill development programme/module organised	
Membership of Professional Societies	Life
	Annual
Office held in Professional Society	
Fellowship/ Awards/Honours/Recognition received	
Editorship of Professional Journals	
Peer Review work for Professional Journals:	
Consultancy Work and revenue earned	

*Note: Enclose the list with complete details.*

**V. Extension**

**A. Training: Lectures Delivered**

Nature	No. of Lectures Delivered	Special Training Material supplied
1. Farmers Training		
2. Farm Women		
3. Youths		
4. Vocational		
5. Officials		
6. Any Other		

**B. List of Trainings Organized as Course Director/Incharge/Associate (Specify)**

Course/Title and Duration	(Capacity)	No. of Trainees	Type of Trainee

*AM*



**C. Designing /Development of A.V.AIDs/mobile Apps/digital tool/digital compendium etc.**

Name and type of Aid	Title	Target Audience /Users	Individual / Collaborative

**D. Extension Publications**

Type	Topic
Bulletins	
Booklets	
Pamphlets/ Folders	
Training Manuals	
Popular Articles	
Radio Talks	
T.V. Scripts	
T.O.T. Reports	
Any Other	

**E. Organization/ Direct Involvement in field Activities:**

Activities	Organized /Conducted/Involved			Capacity as
	Number	District	No. of Participants	
Mini-kit				
Block Demonstration				
FLD's				
Field Demonstrations				
Field Days				
Farmers Fair				
One Day Camps				
Village Campaigns				
Farmers Meetings				
Discussion Groups				
Farm Science Club				
Diagnostic Team				
Survey Team				
Film Shows				
Rural Exhibitions				
Village Adoptions				
Treatment Camps, Livestock Fair, preventive dosing / Vaccination				
Any Other				

**F. Transfer of Technology:-**

*mm*



Technology/ Innovation	Bench Mark Status (Rating)	Impact Assessment	
		Area in Ha./ No. of villages	Yield Rating

#### VI. Development work /Resources Generation

Nature of Activity	Capacity of Involvement	Achievements

**VII: Miscellaneous work not covered above (e.g. Clinical/Diagnostic/Herd Health Management Services Rendered, Fish or Dairy products developed, poultry or fish seed produced, sample testing, etc.**  
(documentary proof need to be attached)

.....

.....

.....

.....

.....

#### VIII. Participation in Co-Curricular Activities and Administration:

Administration	Dept. /Unit	
	College	
	University	
Participation in Committees/ Bodies		
Co-Curricular Activities Sports/Games / Cultural Activities /NCC/NSS		
Student Welfare/Hostels		
Teachers Welfare Activities		
Farm management (Fish Farm/ Animal Farm/Poultry Farm etc.)		
Veterinary Clinic -Work done and Performance		
1. No of outdoor patients treated		
2. Participation in Helth Camps		
3. No. Of autopsy conducted		
4. Livestock germplasm maintained		
Processing Plan Management (Fish/Dairy)		
Any Other		

Note: Attach separate sheet for details

#### IX. Overall Appraisal

##### I. Significant Achievements

S.	Targets	Achievements	Shortfall	Remarks
----	---------	--------------	-----------	---------

*[Signature]*



No.				

Suggestions to overcome the Constraints

Date:

Signature of the Teacher/Officer

## PART – II

**X. Evaluation by Reporting Office** (Head of the department/unit will be the Reporting Officer for Asstt. Professor & Associate Professor. For Head of Department & Professor, Dean will be the Reporting Officer)

a.. Is the Reporting Officer satisfied that the candidate/teacher has correctly submitted his overall appraisal (significant Achievements): If not, why?

.....

.....

.....

.....

.....

.....

b. Suggestion/s for Improvement:

.....

.....

.....

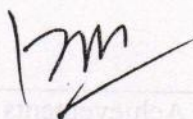
.....

c. Length of service under reporting officer

d. Overall Evaluation by Reporting Officer:

Particulars	Score (on 0-10 scale)
Punctually	
Sincerity	
Initiative	
Innovativeness	
Integrity	
Behavior with Superior	
Behaviour with colleagues	
Behaviour with subordinates & students	
Zeal to acquire knowledge	
Acceptance of new responsibilities	
<b>Mean Score and Grade</b>	
Out Standing (9.0 to 10.0) Very Good (8.0 to 8.9) Good (7.0 to 7.9) Average (6.0 to 6.9) Below Average (5.9 and less)	

d. Remarks:





Signature of Reporting Officer.....

Name ... ..

Designation .....

Reporting Period: From.....to.....

### PART – III

**XI. Remarks of the Reviewing Authority** {Dean/DR/DEE (depending on major function of teacher) will be the Reviewing Authority for Asstt. Professor & Associate Professor. For Head of Department & Professor, Dean of the college will be reporting Officer and Vice Chancellor will be reviewing and accepting authority.

1. Length of service under the reviewing authority:
2. Is the reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Teacher/ Scientist given by the Reporting Authority?  
(In case of disagreement, please specify the reasons)
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the Teacher/Scientist.
5. Has the Teacher/Scientist any special characteristic, and/or any ability or aptitude which would justify his/her selection for special assignment or/out of turn promotion? If so specify
6. Overall grading:

Place:.....

Date.....

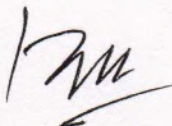
Signature of Reviewing authority

.....  
Name in Block Letters

.....  
Designation

Reporting period: From ..... To.....

**XII. Remarks of the Accepting Authority (The Hon'ble Vice-chancellor)**





Place:.....  
Date:.....

Signature .....,  
Name .....,  
Seal of Office



## Bihar Animal Sciences University Patna

### Proforma to obtain comments from DRI-cum-Dean, PGS for reviewing APAR of Teachers

1.	Year/Period	:	
2.	Name	:	
3.	Employee No.	:	
4.	Designation	:	
5.	Faculty and Discipline	:	
6.	Area of Specialization	:	
7.	Present place of posting	:	
8.	General comments of DRI-cum-Dean, PGS about the performance of the Teachers during the year under report.	:	

Place:  
Date:

Seal of Office

Signature  
Name:

*[Handwritten signature]*





## Bihar Animal Sciences University Patna

### Proforma to obtain comments from Director Extension Education for reviewing APAR of Teachers

1.	Year/Period	:	
2.	Name	:	
3.	Employee No.	:	
4.	Designation	:	
5.	Faculty and Discipline	:	
6.	Area of Specialization	:	
7.	Present place of posting	:	
8.	General comments of Director Extension Education about the performance of the Teachers during the year under report.	:	

Place:

Date:

Seal of Office

Signature

Name:

*[Handwritten Signature]*





## Bihar Animal Sciences University Patna

### Proforma to obtain comments from Director Research for reviewing APAR of Teachers

1.	Year/Period	:	
2.	Name	:	
3.	Employee No.	:	
4.	Designation	:	
5.	Faculty and Discipline	:	
6.	Area of Specialization	:	
7.	Present place of posting	:	
8.	General comments of Director Research about the performance of the Teachers during the year under report.	:	

Place:

Date:

Seal of Office

Signature

Name:

*[Handwritten signature]*



**Remarks of the Reviewing Officer.**

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated and graded separately).

**Overall Grading:**

('POOR', or 'FAIR', or 'GOOD', or 'VERY GOOD', or 'OUTSTANDING')

\_\_\_\_\_  
**Signature of the Reviewing Officer**

\_\_\_\_\_  
**Name in Block letters**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Signature of the Accepting Officer**  
(With remarks, if any)

\_\_\_\_\_  
**Name in Block letters**

\_\_\_\_\_  
**Designation**

*17m*





**Bihar Animal Sciences University, Patna**  
**ANNUAL PERFORMANCE APPRAISAL REPORT**  
**(FOR CLASS - III STAFF)**

REPORT FOR THE YEAR : \_\_\_\_\_  
UNIT/DEPARTMENT : \_\_\_\_\_

Part A (To be filled by himself/herself)		
1	Name	:
	Employee's Code	:
2	Date of Birth	:
3	Date of continuous appointment to the present grade	:
4	Whether permanent or temporary	:
5	Section(s) in which served during the year under report and period of service in each	:
6	Brief resume of work done during the year (Maximum 200 words)	:

Signature \_\_\_\_\_

Part B (To be filled by Reporting Officer)		
<u>ASSESSMENT BY THE REPORTING OFFICER</u>		
6	Nature of work employed	:
7	Knowledge of the job in which employed and quality of work	:
8	Accuracy, clarity and speed of work disposal	:
9	Regularity and punctuality in attendance	:
10	General assessment of integrity, character and temperament	:
11	Relations with fellow employees	:
12	Responsiveness to discipline	:
13	General summing up of good and bad qualities	:
14	Suitable for promotion if due?	:
15	Grading: ( 'POOR', or 'FAIR', or 'GOOD', or 'VERY GOOD', or 'OUTSTANDING' )	:

Signature of the Reporting Officer

Name in Block letters: \_\_\_\_\_

Designation: \_\_\_\_\_





**Bihar Animal Sciences University,  
Patna**  
**ANNUAL PERFORMANCE APPRAISAL REPORT**  
**(FOR CLASS - IV STAFF)**

<b>REPORT FOR THE YEAR</b>		:	
<b>Name of Unit:</b>			
1. Name	:		
Employee's Code	:		
2. Post Held	:		
3. Age	:		
4. Present Pay Scale	:		
5. Education Qualification	:		
6. Department/Office in which posted to perform duty	:		
7. Date of present posting/transfer	:		
8. Observations on	:		
i) Intelligence	:		
ii) Amenability to discipline	:		
iii) Honesty and Integrity	:		
iv) Punctuality	:		
v) Devotion to duty	:		
9. Reading and writing ability in Hindi/English?	:		
10. Regularity and punctuality in attendance	:		
11. Suitable for promotion if due?	:		
12. Recommendation to continue duty under you?	:		
13. Overall grading (please tick any one):			
OUTSTANDING			
VERY GOOD			
GOOD			
FAIR			
POOR			

Dated:

Dated:

Signature of the Reporting Officer

Signature of the Reviewing/Accepting Officer

Name in Block letters \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

*[Handwritten Signature]*



## Annexure 1

### Rules for writing/reporting/reviewing and accepting the Annual Performance Appraisal Report of officers/teachers/class III and Class IV employees of Bihar Animal Sciences University, Patna:

The Annual Performance Appraisal Report (APAR) of different class of employees of Bihar Animal Sciences University, Patna will be written/ reported/ reviewed and accepted as per the guidelines given below:

1. In case of statutory officers, the Vice-Chancellor will be reporting, reviewing and accepting officer.
2. For Assistant Professor cum Junior Scientist & Associate Professor cum Senior Scientist and other equivalent, Head of Department will be the reporting officer. The comment of DRI-cum-Dean PGS, Director Research and Director Extension Education will be taken in prescribed proforma by the controlling Dean.

The controlling Dean will be the reviewing officer and during review of APAR the concerned Dean should to keep in mind the comments of DRI-cum-Dean PGS, Director Research and Director Extension Education and forward to Vice-Chancellor. Finally, Vice-Chancellor will be the accepting officer.

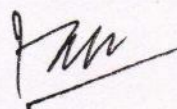
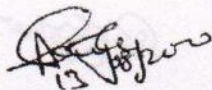
For Head of Department and Professor cum Chief Scientist the Dean of the college will be reporting officer and the Vice-Chancellor will be the reviewing and accepting officer.

3. For class III and IV staff, the Head of Department/In Charge of concerned office will be the reporting officer.

For employees posted at college, the Dean of the college will be the reviewing and accepting officer.

For employees posted at University the Registrar will be the reviewing and accepting officer.

4. The report of the reporting officer will be reviewed by reviewing officer that will finally reviewed by accepting officer.
5. It shall be the responsibility of the Officer holding the position of the reporting officer that the report for the preceding year is initiated by the end of April every year.
6. The reporting officer will ensure that the APAR to be reported by him to be received by the reviewing officer latest by 15<sup>th</sup> of May.





7. The reviewing officer shall ensure that he submitted all the reports reviewed by him to the concerned accepting officer by the end of May each year along with his own remarks.
8. The accepting officer shall record his remarks on each APAR by the 30<sup>th</sup> of June and pass on the APAR to the officer/official named as the custodian of the APAR.
9. The APAR will be shown to the concerned employee.
10. The concerned employees shall have the opportunity to make any representation against the remarks within a period of fifteen days from the date of seeing of APAR. It shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.
11. The Dean of the college will be the custodian of the APAR of teaching and non-teaching employees posted at college and administration cell of the Registrar will be custodian for APAR of officers and other employees posted at University.
12. Representation of the employee concerned will be referred to the concerned reporting/reviewing/accepting officer for comments within 15 days of the receipt of such representation. The reporting/reviewing/accepting officer shall send his comments within three weeks of the issue of letter asking for the comments.
13. The competent authority for considering representations against adverse remarks, under the existing instructions, may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him/her within a period of thirty days from the date of receipt of the representation. But in case the points mentioned in the representation are complicated and require detailed examination, the time limit for taking the decision can be extended by the Vice-Chancellor.
14. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority shall be communicated to the officer reported upon within fifteen days by the concerned APAR maintenance authority.
15. In case it has been decided to expunge the remarks, the accepting authority will reassess the rest of the report and grade it fresh.

*13/08/2020*

*mm*



16. Non-adherence to the time schedule mentioned above shall not render the report null and void if the Vice-Chancellor is satisfied that non-adherence to the time schedule was beyond the control of the officer/official concerned.
17. No reporting/reviewing/accepting officer shall write/review/accept the report of any employee after the date he demits his office. In place of his remarks only the fact of his demitting the office will be recorded at the appropriate place in the APAR.
18. In case the reporting/reviewing/accepting officer has expired or is not traceable or has left the service of the University and is not responsive, the Vice-Chancellor after taking into consideration the facts of each case will take a decision as to how the report in question is to be written/ reviewed/ accepted.
19. In case the APAR of any employee for any year is lost, misplaced or destroyed due to reasons beyond the control of the custodian of the report, the report shall be got reconstructed from the concerned officer(s) based on documentary evidence only. In the absence of documentary evidence, the report for the period is to be ignored. There shall be no time limit for such process of reconstruction of the Annual Assessment Reports.
20. The reporting officer will categorise the report as 'Outstanding' or 'Very Good' or 'Good' or 'Fair' or 'Poor' taking into consideration all the points mentioned in the report except teachers for which the categorise the report will be 'Outstanding' or 'Very Good' or 'Good' or 'Average' or 'Below Average'. The reviewing officer/accepting officer shall also categorise the report in a similar way. In case the categorization made by the three officers does not tally, the categorization made by the accepting officer shall be taken as the final categorization.
21. 'Fair'/'Average' report is not be considered as adverse report.
22. No reporting/reviewing/accepting officer should record his remarks in the APAR of an employee under him unless he has seen his work and conduct for at least three months.
23. The accepting officer will check up if all the reports for the year/period concerned to be accepted by him have been received. If not, he will ask the officer holding the position of the reporting officer at that time to do the needful without any delay.

  
13

