



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
RESEARCH & DEVELOPMENT UNIT (R&D)

FORMAT FOR YEARLY ASSESSMENT OF PROJECT STAFF

1. Title of the Project and Funding Agency :

2. Project Code :

3. Name of Principal Investigator & School :

4. a) Name of the Project Staff :
b) Position held :
c) Present monthly compensation :
d) The date when the present contract expires :

5. Performance of the staff assessed by the Principal Investigator for the period from _____ to _____ (one year / half-year)

☐ Excellent ☐ Very good ☐ Good ☐ Poor

i. On completion of one year, a brief progress report (3-5 pg) to be attached with the endorsement of the PI for extension in case of JRF, SRF & above.

ii. On completion of 2 years, a progress report (10-15 pg) evaluated by a committee consisting of the HoS, PI and two experts in the related major area preferably from another Discipline/ School needs to be enclosed. The HoS will be the Chairman of the Evaluation Committee and the candidate is to make an oral presentation before the Committee, in addition to submitting the written progress report. This procedure needs to be followed after completion of each subsequent year.

6. Remarks of the PI about the conduct and punctuality of the staff being assessed:

☐ Very good ☐ Good ☐ Unsatisfactory

7. Recommendation of the PI for the yearly / half-yearly extension of service contract of the staff being assessed in the same post for the period from _____ to _____.

☐ Extension with an increment recommended

☐ Extension without increment recommended

☐ Extension nor recommended

Signature of PI with date

Head of School

Approved by

Dean (R&D)