

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

FORM FOR YEARLY / HALF – YEARLY ASSESSMENT OF PROJECT STAFF

1. Name of the Project and Sponsoring Agency :
 2. Project Code : 3. PDC :
 4. Name of Principal Investigator :
& Department/Centre/School
 - 5.a) Name of the Project Staff :
b) Post held : c) Present monthly compensation :
d) The date when the present contract expires :
 6. Performance of the staff assessed by the Principal Investigator for the period from _____ to _____ (one year / half-year)
 Excellent Very good Good Poor
 7. Remarks of the PI about the conduct and punctuality of the staff being assessed :
 Very good Good Unsatisfactory
 8. 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 _____ or PDC whichever is earlier :
 Extension with an increment recommended
 Extension without increment recommended
 Extension not recommended
- Signature of the PI with date
9. Remarks of the Head of the Department / Centre :
Do you agree with the assessment and recommendation of the Principal Investigator as given in Item Nos. 6 – 8 ?
 Yes No
 10. If your answer to Item No. 9 is “No”, please state reasons :

Date : Signature of the Head of the Department / Centre with seal

Sr. Admn. Officer (FPM) / Deputy/Assistant Registrar (SRIC)

Dean (SRIC)