

Annual Confidential Report for the year _____

(ONLY FOR COLLEGE LECTURERS)

To be filled up by the teacher:-

Date of joining service.....

Mode of recruitment Adhoc/Regular.....

1. Particulars:

(a) Name

(b) Father's/Husband's name

(c) Qualifications

.....

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(d) Subject

(e) Date of birth

(f) Name of the institution

(g) Place of the previous posting From.....To.....

(h) Date of joining the present college

(i) Subject of M.Phil/Ph.D.(if passed)

2. Particulars of teaching performance:

a) Result :

Examination	Subject taught	Number of Students	No of Pass Students	Pass percentage		Difference
				College	University	
1	2	3	4	5	6	7

2. b) Responsibility of the teacher in case of lower percentage than the pass percentage of the University result:-

3. Overall assesment of the academic competency, i.e application of new teaching methods, encouraging questions in classes, holding of seminars/group-discussions etc.

4. Detail s of academic and professional progress during the year:

- a) Research degree acquired, if any
- b) Research work, if any
- c) Particulars of the published research papers,if any
-
- d) Details of inservice training
-
- e) Extra classes for weak students
- f) Whether giving any private tuitions/ coaching ?

g) Contribution in other college activities like : Adult Education, Social Development Programmes, NSS, Sports, Cultural activities and any other special work done :

h) Whether the staff attendance register has been regularly signed

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5. Contribution in the college administration :
Member of various committees like
Discipline Committee, Admission
Committee, Student Welfare
Committee, etc.

6. Any other achievement :

7. Whether you stay at the HQ after college hours and during the holidays

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8. Any other plus point not mentioned above :

9. Whether the courses for the academic

year were completed.

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10. Number of working days spent in the college

a) for admission

.....
.....

b) for teaching

.....

c) for evaluation

.....

d) for invigilation/examination

.....

e) for other activities specify

.....

f) Total

.....

Date.....

(Signature)

(To be filled up by the Principal)

11. Verification by the Principal :

Item No.	Correct	Exaggerated
1		
2		
3		
4 (a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
5		
6		
7		
8		
9		

10 (a)

(b)

(c)

(d)

(e)

(f)

12 Remarks about integrity :

13. Relations with the Principal/Colleagues

14. Whether the teacher participated in or instigated any strike in the college ?

15. Overall Assessments :

(Keeping in view the above facts)

- A. Outstanding
- B. Very Good
- C. Good
- D. Average
- E. Below Average

(The Principal to fill up all columns and no column is to be left blank)

Date.....

Signature of the Reporting Officer
Principal

16. Remarks by the next higher authority/Second Reporting Officer/Reviewing Officer :

17. Whether any enquiry/complaint is pending :

18. Punishment if any awarded :

President, College Governing Body

Date.....

Fateh Chand College for Women, Hisar

Year

Reporting Officers shall fill this form carefully. Any special Remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name.....
2. Designation.....
3. Date of Birth.....
4. Date of Appointment.....
5. Nature of Appointment (Regular, Temporary or Adhoc).....
6. Scale of pay.....
7. Actual Basic pay as on 1st April, 19.....
8. Industry.....
9. Handwriting and Neatness.....
10. Punctuality and Regularity.....
11. Reputation for honesty.....
12. Capacity for work and intelligence.....
13. Acquaintance with rules and orders.....
14. Knowledge and skill in dealing with Accounts Matters.....
15. Quickness in disposal of business.....
16. Proficiency in type-writing and shorthand.....
17. Capacity for working with others.....
18. Defects, if any pointed out : (I) Orally.....
(II) In writing.....
19. Fitness for Promotion.....
20. General Remarks, if any.....
21. Signature and Date of Reporting Officer with Designation.....
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22. Remarks by Reviewing authority.....

Signature