



4. Details of academic and professional progress during the year :
- (a) Research Degree, acquired, if any .....
  - (b) Research work, if any .....
  - (c) Particulars of publish Research papers, if any .....
  - (d) Details of inservice Training .....
  - (e) Extra classes for week students .....
  - (f) Whether giving any private tuitions/coaching? .....
  - (g) Contribution in other college activities like : Adult Education , Social Development Programmes, NSS, Sports, Cultural activities & any other special work done : .....
  - (h) Whether the staff attendance Register has been regularly signed .....
5. Contribution in the College Administration :  
Member of various committees like Discipline Committee, Admissions Committee, Students Welfare Committee etc. ....
6. Any other Achievements : .....
7. Whether he stays at the HQ after College hours and during the holidays .....
8. Any other plus point not mentioned above .....
9. Whether the course for academic year were completed. ....
10. Number of working days spent in the college
- |                                  | <u>During Working Days</u> | <u>During Vacations</u> | <u>Total</u> |
|----------------------------------|----------------------------|-------------------------|--------------|
| (a) for admission                | .....                      | .....                   | .....        |
| (b) for teaching                 | .....                      | .....                   | .....        |
| (c) for evaluation               | .....                      | .....                   | .....        |
| (d) for invigilation/examination | .....                      | .....                   | .....        |
| (e) for other activities-specify | .....                      | .....                   | .....        |
| (f) Total                        | .....                      | .....                   | .....        |

**Date :**

**(Lecturer's Signature)**

**For office use only**

Total number of working days of the college -

Total number of teaching days of the college -

**Leave taken**

Casual \_\_\_\_\_ Duty \_\_\_\_\_ Earned \_\_\_\_\_ **Total** \_\_\_\_\_

11. (To be filled by the Principal)

1. 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. Relation with the principal/Colleagues :
14. Whether the lecturer participated in or instigated any strike in the college ?
15. Overall Assessment .....  
(Keeping in view above all facts )
  - A. Outstanding
  - B. Very Good
  - C. Good
  - D. Average
  - E. Below Average

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

Dated .....

Signature of the Reporting Officer  
Principal

16. Remark by the next Higher Authority/Second Reporting Officer/Reviewing Officer :-
17. Whether any enquiry/complaint is pending.
18. Punishment if awarded.

President :  
Mukand Lal National College  
Governing Body  
Yamuna Nagar

Date.....