## Annual Confidential Report For the year \_\_\_\_\_ (ONLY FOR COLLEGE TEACHERS)

| To | be | fille | ed up | by by | the | Lecturer | : |
|----|----|-------|-------|-------|-----|----------|---|
|----|----|-------|-------|-------|-----|----------|---|

|      |  | Date of joining service  |
|------|--|--|
| Part | iculars:   |  |
| (a)  | Name   |  |
| (b)  | Father/Husband's Name                                |  |
| (c)  | Qualification  |  |
|      |  |  |
| (d)  | Subject  |  |
| (e)  | Date of birth  |  |
| (f)  | Name of Institution                                  |  |
| (g)  | Place of previous posting                            | From To  |
| (h)  | Date of Joining in the present College               |  |
| (i)  | Subject of M.Phil /Ph.D.                             |  |
|      | (if passed)  |  |
|      | (a)<br>(b)<br>(c)<br>(d)<br>(e)<br>(f)<br>(g)<br>(h) | (b) Father/Husband's Name (c) Qualification  (d) Subject (e) Date of birth (f) Name of Institution (g) Place of previous posting (h) Date of Joining in the present College (i) Subject of M.Phil /Ph.D. |

## 2. Particulars of Teaching performance :

(a) Results:

| (a)         | Results.          |                    | 1                       |                 |            |            |
|-------------|-------------------|--------------------|-------------------------|-----------------|------------|------------|
| Examination | Subject<br>Taught | Number of Students | No. of Pass<br>Students | Pass Percentage |            | Difference |
|             | C                 |                    |                         | College         | University |            |
| 1           | 2                 | 3                  | 4                       | 5               | 6          | 7          |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |
|             |                   |                    |                         |                 |            |            |

- 2. (b) Responsibility of the lecturer in case of lower percentage than the pass percentage of university results.
- 3. Overall assessment of academic competency, i.e. application of new teaching methods, encouraging questions in classes, holding of seminars/group-discussions etc.

| 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   |  |
| <ul> <li>(d) Details of inservice Training</li> <li>(e) Extra classes for week students</li> <li>(f) Whether giving any private tuitions/coach</li> <li>(g) Contribution in other college activities like Programmes, NSS, Sports, Cultural activity</li> <li>(h) Whether the staff attendance Register has been regularly signed</li> </ul> | <u> •</u>  |
| 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</u> <u>During</u> <u>Total</u><br><u>Working Days</u> <u>Vacations</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  |  |  |  |  |
|--|--|--|--|--|
| Relation with the principal/Colleagues:  |  |  |  |  |
| 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<br>Principal                    |  |  |  |
| 16. Remark by the next Higher Authority/Second Reporting                       | ing Officer/Reviewing Officer:-                                    |  |  |  |
| 17. Whether any enquiry/complaint is pending.                                  |  |  |  |  |
| 18. Punishment if awarded.   |  |  |  |  |
|  |  |  |  |  |
|  | President: Mukand Lal National College Governing Body Yamuna Nagar |  |  |  |
| Date   |  |  |  |  |