

APPENDIX-XIII-C
(Under Ordinance XVI)

**Annual Confidential Report on the work and
Conduct of teaching staff working in the
Non-government affiliated colleges**

Annual Confidential Report for the _____
(Only for College Teachers)
To be filled up by the Teacher

Date of Joining Service.....
Mode of recruitment-AD hoc/_____
Regular _____

1. Particulars:

- (a) Name
- (b) Father's/Husband's Name
- (c) Qualifications
-
-
- (d) Subject
- (e) Date of Birth
- (f) Name of Institution
- (g) Place of Previous posting fromto.....
- (h) Date of joining in the present college
- (i) Subject of M.Phil.,Ph.D (if passed)

2. Particulars of teaching performance:

- (a) Results:

Examination	Subject Taught	No. of Students	No. of Pass Students	Pass Percentage		Difference
				College	University	

- (b) Responsibility of the teacher in case of lower percentage than the pass percentage of the University result
3. Overall assessment of academic competency, i.e. application of new teaching encouraging questions in classes holding of seminars/groups 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 published Research
- Papers, if any
- (d) Details of in service 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
- 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 Courses for the academic
Year were completed
- 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

Dated.....

Teachers Signatures

(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 above all facts)

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

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

Dated.....

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:

Dated

President
Governing Body

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS-III
OFFICIAL FOR THE YEAR**

(Period from _____)

Note:- Reporting officer(s) 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 Pay | : | |
| 8. | Industry | : | |
| 9. | Handwriting and Neatness | : | |
| 10. | Punctuality & 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 Typewriting
and Shorthand | : | |
| 17. | Capacity for working with others | : | |

Cont..

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 :

Remarks by Reviewing Authority

ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS 'C'
OFFICIAL FOR THE YEAR

(Period from to)

- Note:-** 1. Reporting officer(s) shall fill this form carefully.
2. 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.
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1. Name :
2. Designation :
3. Scale of Pay :
4. Actual Pay :
5. Whether Literate :
6. Industry :
7. Punctuality and Regularity :
8. Reputation for Honesty :
9. Capacity for Work :
10. Quickness in performing the duty assigned :
11. Obedience :
12. Capacity for working with others :
13. Defects, if any, pointed out :
 - (i) Orally :
 - (ii) In writing :
14. Fitness for Promotion :
15. General Remarks, if any :
16. Signature and date of Reporting Officer with Designation :

Countersigned