

Annual Confidential Report for the year _____

(ONLY FOR COLLEGE ASSISTANT/ASSOCIATE PROFESSORS)

To be filled up by the Lecturer: -

Date of joining service:

Mode of recruitment:

1. Particulars:

(a) Name:

(b) Father's name:

(c) Qualifications:

(d) Subject:

(e) Date of Birth:

(f) Name of Institution:

Govt. Girls College, Rewari

(g) Place of Previous posting:

From

To

(h) Date of joining in the present College:

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

2. Particulars of Teaching Performance:

(a) Results:

Exam.	Subject Taught	No. of Students		Pass Percentage		Difference
		Total	Pass	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 the 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 Published Research:

(d) Details of in-service Training:

(e) Extra classes for weak students:

(f) Whether giving any private Tuition/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:

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 academic year were completed?

**9. (a) Whether the officer delivers the services or disposes off the case in a given time frame?
(Reply in “Yes” or “No”)**

10. Number of working days spent in the college:

(a) for admissions:

(b) for teaching:

(c) for evaluation:

(d) for examination:

(e) for other activities (specify):

(f) Total:

Date:

**(Assistant/Associate
Professor’s 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.		
9. (a)		

10. (a)
(b)
(c)
(d)
(e)
(f)

12. Remarks about integrity:

13. Relations with the Principal/Colleagues:

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

15. Overall Assessment:
(Keeping in view all the above facts)

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

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

Date:20...

**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:.....

(Joint Director Colleges)

19. Remarks by the Final Reporting Officer/Accepting Authority:

Dated:.....

**Director General, Higher Education
Haryana**