



Included U/S 2(f) & 12 (B) of UGC Act, 1956

NAAC Accredited 'A⁺⁺' Grade (CGPA: 3.57)

College with Potential for Excellence (CPE) Status by UGC

ISO 9001:2015 & ISO 14001:2015 Certified

Annual Confidential Report for the year 20 - 20

(Only for Teaching Staff)

(To be filled by the Teacher)

1. Particulars:

Mode of Appointment-Adhoc/ Regular_____

a) Name

b) Father's/Husband's Name

c) Date of Birth

d) Qualification

e) Subject

f) Details of previous posting, if any

i) Name of Institution

ii) Duration

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g) Date of Joining present College

h) Subject of M. Phil./ Ph.D. (If passed)

2. Particulars of Teaching performance:

a) Results:

[illegible]

2. (b) Responsibility of the Teacher in case of lower percentage than the 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 discussion etc.

4. **Details of academic and professional progress during the year:** (Attach separate Sheet if needed)

- a) Research Degree acquired, if any _____
- b) Details of Research Work
 - i) Paper Published _____
 - ii) Chapter in edited books _____
 - iii) Conf./ Workshop/ FDP etc. attended/
Paper Presented _____
 - iv) Author/ Book edited _____
- c) Details of in-service Training
(Orientation/ Refresher/ Any other) _____
- d) Extra classes for weak students _____

5. Contribution in the College Administration as Member/ Convener of Various Committees
(Attach separate Sheet if needed)

6. Contribution in other Co-curricular activities (ex. NSS, NCC, YRC etc.)

7. Any other Achievements:

8. Whether he/ she stays at the HQ after

College hours and during the holidays

9. Number of working days spent in the college

- a) for admission _____
- b) for teaching _____
- c) for invigilation/ examination _____
- d) for other activities - specify _____
- e) Total _____

(Teacher's Signature)

Date.....

(To be filled by the Principal)

10. Verification by the Principal:

Item No.	Correct	Exaggerated	Item No.	Correct	Exaggerated
1.			5.		
2.			6.		
3.			7.		
4. (a)			8.		
(b)			9. (a)		
(i)			(b)		
(ii)			(c)		
(iii)			(d)		
(c)			(e)		
(d)					

11. Remarks about integrity:

12. Relations with the Principal/ Colleagues:

13. Whether the Teacher participated in or instigated any strike in the college?

14. 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

15. Remarks by the next Higher Authority/ Second Reporting Officer/ Reviewing Officer

16. Whether any enquiry/ complaint is pending

17. Punishment, if any, awarded

Dated.....

President-Governing Body

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