

# HIMACHAL PRADESH EDUCATION DEPARTMENT

(DAV Centenary College, Kotkhai-171202 (HP))

## Annual Confidential Report of College Lecturers

Appraisal of work and conduct of Shri \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ College, Kotkhai for the period from  
\_\_\_\_\_ to \_\_\_\_\_

(TO BE FILLED BY THE LECTURER/COLLEGE OFFICE)

The information is to be filled in the form much be authentic, genuine and true to the core. All care must be taken while filling form.

1 Full name in capital letters

2 Designation

3 Qualification

Sr. No.	Class	Year	% of Marks	Div.
1	Matric	_____	_____	_____
2	BA/B.Sc./B.Com	_____	_____	_____
3	MA/M.Sc/M.Com	_____	_____	_____
4	M.Phil		(Topic)	
5	Ph. D.			
6	Other			
7	Research			
8	Orientation Programme :	Date	Duration	Year
		_____	_____	_____
9	Refresher Course :	_____	_____	_____
10	Publication :	_____	_____	_____

Topic : \_\_\_\_\_

4 Date of Birth : \_\_\_\_\_

5 Present Pay Scale : \_\_\_\_\_

6 Date of appointment with nature of appointment : \_\_\_\_\_

7 Teaching subject which approved : \_\_\_\_\_

8 Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9 Any other assignment in addition to their nature of job : \_\_\_\_\_

10 (a) Period of absence from duty during the year with specific duration :

\_\_\_\_\_

(b) Leave availed by you during the year :

Sr.	Nature of leave	Period from	to	Year
1	Extra Ordinary leave	_____	_____	_____
2	Study leave	_____	_____	_____
3	Maternity leave	_____	_____	_____
4	Paternity leave	_____	_____	_____
5	Absence from duty	_____	_____	_____
6	Medical leave	_____	_____	_____
7	Casual leave	_____	_____	_____
8	Earned leave	_____	_____	_____

11 Result of the subject lecturers :

Year	BA-I/B.Com -I	BA-II/B.Com -II	BA-III/B.Com -III
_____			
_____			
_____			
_____			

12 Period taken daily \_\_\_\_\_

13 Total lectures given in a year \_\_\_\_\_ BA/B.Com -I BA/B.Com -II BA/B.Com -III

14 Duration of stay in the college daily : \_\_\_\_\_

15 (a) Daily time given for the Extra curricular activities relating to development of the college \_\_\_\_\_

(b) Non academic work daily : \_\_\_\_\_

16 Any New Methology of teaching adopted by you to improve the results and motivate the students.

\_\_\_\_\_

17 (a) Any seminar or lecturers organised to impart the Moral value education in the college by you :

\_\_\_\_\_

\_\_\_\_\_

(b) Response of the student and out put of the seminar of lectures :

Excellent \_\_\_\_\_

Very Good \_\_\_\_\_

Average \_\_\_\_\_

Poor \_\_\_\_\_

18 Are you satisfied with your job of teaching and imparting education to the students. If yes, justify it.

(a) Yearly attendance of the students in your class in percentage

BA/B.Com -I

BA/B.Com -II

BA/B.Com -III

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) Any Particular quality of yours from teaching that helps in the Character building of students.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19 Any specific invitation to you by any institution of repute in India or abroad to do something presenting paper/talk/any other which benefits you as well as your institution.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20 What do you think has been your most important contribution this year  
Any way

Class Room Teaching :

21 (a) Have you completed your course as prescribed for each class.

\_\_\_\_\_

(b) Any special effort made to improve class room instructions :

\_\_\_\_\_

(c) In your teaching methodology give your performance in order of priority.

- (1) Lecture method
- (2) Questions and answer
- (3) Home task
- (4) Discussions/Seminar
- (5) Audio visual Aids
- (6) Project Demonstration
- (7) Preparing notes
- (8) Extra classes

(d) How many class tests did you give this year ?

\_\_\_\_\_

(e) What are the vital problems of teaching before you :

(f) Name the journals and periodicals do you read :

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

(g) Give details of curricular activities organised by you in the institution :

\_\_\_\_\_

(h) If your last year examination result pass % is low then give reason for low pass percentage.

\_\_\_\_\_

\_\_\_\_\_

22 Have you any personal Library. If yes, Please give detail :

\_\_\_\_\_

\_\_\_\_\_

23 Are you member /office bearer of any education, professional or any social organisation. Give detail.

\_\_\_\_\_

\_\_\_\_\_

24 Do you assist the college administration in any kind. Give details.

\_\_\_\_\_

\_\_\_\_\_

25 Any other significant point/Details.

\_\_\_\_\_

\_\_\_\_\_

26 Mention any special/Significant/ Relevent or professional achievement/Diploma/ Training/ During the year. Give details.

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee

# ASSESSMENT BY THE REPORTING OFFICER

- 1 Do you agree with the resume of work as indicated by the officer in his report/ achievements. (State reasons)
- 2 State of health of officer
  - Energetic
  - Poor
  - Average
- 3 Behaviour of officer
  - Average
  - give respect to chair
  - Punctual
  - Ignorant
  - Hot tempered
  - Stoic
- 4 Intellegence of officer
  - Average
  - Extra ordinary
  - thinks too much
  - give arguments
- 5 Work culture
  - Do work in time
  - linger on
  - work shurker
  - Average
  - works only after notice
  - very energetic
  - Ignorant
  - Does not work even after notices
- 6 Ability in discussion and conversation
  - Ability in discussion and conversation
  - Excellent and effective
  - Good and put arguments
  - Average
  - Erratic
  - Poor
- 7 Role in co-curricular activities/Sports
  - Excellent
  - very good
  - Good
  - Average
  - poor
- 8 General Behaviour with Public/other officer.
  - Every one likes him
  - Ignored by students /teachers
  - Not body likes him

- 9 Interest in work  
 Very much  
 Good  
 Average  
 Does not care
- 10 How he takes Responsibilities ?  
 Take responsibilities and put his heart in work  
 Takes his work seriously  
 Does not take his work seriously  
 Does not work  
 Ignorant  
 Works only after giving notices
- 11 Ability to inspire students  
 Excellent  
 Very Good  
 Good  
 Average  
 Poor
- 12 Analysis of his work  
 He is very punctual and efficient  
 Take his work seriously  
 Prepare to take any responsibility  
 Dedicated  
 Does not work on moral ground
- 13 Attitude towards others  
 Friendly  
 Self styled and carefree  
 sympathal with others  
 Does not care for any one
- 14 Is he honest in his work ?
- 15 Special Remarks, if any  
 As for as my knowledge and belief all observations and informations given by me are correct.

Signature of Reporting officer

Name \_\_\_\_\_

Designation \_\_\_\_\_

- 16 Length of service under the reviewing officer \_\_\_\_\_
- 17 Do you agree with the report of officer in the resume of the work done by officer as contained in part-II if not indicated briefly the reasons of disagreements.
- 18 Overall assessment of performance and qualities.
- 19 Has the officer any special characteristics or any out standing merits or abilities which would justify his advancement and special selection for higher appointment out of term ? If so, mention these characteristics.

Signature of Reviewing officer