

Name of the College _____


ANNUAL CONFIDENTIAL REPORT : ASSISTANT PROFESSORS PERIOD

FROM _____ TO _____

PART-I PERSONAL DATA AND SELF APPRAISAL

1. Name
2. Date of Birth
3. Educational Qualifications
4. Details of probation period (If any)
5. Date of appointment
6. Class(es) and Subject (s) taught
7. Period of absence from duty (on leave, training etc) during the year.
8. Self appraisal (To be filled in by the individual reported upon).
 - (a) Academic and Professional achievements during the year including degrees/diplomas obtained, books/Articles published, and training courses attended etc.
 - (b) Enumerate items of task and targets if any assigned by the Principal/ Director/Chairman, Managing Committee to the individual reported upon during the period.
 - (c) Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The resume should not exceed 300 word)

(Signature of Assistant
Professor Reported upon)


M Maheswary
Principal
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Jalandhar Cantt

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PART-II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all that is recorded under para 8 of Part-I by the individual. If not, enumerate the extent of disagreement with reasons. :
2. Academic Competence (knowledge of the subject(s) taught). :
3. Contribution to co-curricular activities :
4. Organising capacity :
5. Initiative and resourcefulness :
6. Amenability to discipline :
7. Control and Management of the class :- :
 - (a) Maintenance of order and discipline amongst students.
 - (b) Ability to motivate students.
 - (c) Popularity with the students.
8. Relations with faculty and subordinate. :
9. Relations with superior staff and students. :
10. Honesty and Integrity. :
11. Stamina both physical and mental. :
12. Capacity to assume higher Responsibility. :
13. General Comments on the functioning and results achieved by the individual. :
14. Brief mention of outstanding or notable work, if any, meriting special Commendation. :
15. Whether reprimanded for indifferent work or for other causes during the period under review. :
16. Pen Picture. :
17. Grading :

(Confine the grading to the following expressions :- (Outstanding/ Very Good/Good/ Average/Below Average).

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such grading should be clearly brought out).

18. Recommendation for retention in the post

Recommended/Not recommended.

Signature of Initiating Officer

Name :

Designation :

Date

PART-III REMARKS OF THE REVIEWING OFFICER

1. Grading

Confine the grading to the following expressions :-

(Outstanding/Very Good/Good
Average/Below Average.)

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

2. Recommendation for retention in the post.

: Recommended/Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :

PART-IV REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of the Senior Reviewing Officer

Name :

Designation

Date :


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Name of the College _____

ANNUAL CONFIDENTIAL REPORT : NON-TEACHING STAFF

PERIOD FROM _____ TO _____

(This report should be written by the Registrar and should be reviewed by the Principal).

1. Name
2. Date of Birth
3. Designation of post held
4. Date from which continuous Appointment is held
5. Basic pay on 31 March of year of Report and pay scale.
6. Educational and other Qualifications
7. Brief description of duties allotted
8. Observations on:-
 - (a) Intelligence
 - (b) Initiative.
 - (c) Devotion to duty
 - (d) Skill in the work on which employed
 - (e) Whether maintains all registers and accounts Tidily and up-to-date
 - (f) Amenability to discipline
 - (g) Relations with superiors
 - (h) Relation with other staff
 - (j) Punctuality in attendance
9. Whether responsible for any outstanding Work during the period under review Meriting special commendation

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10. Whether reprimanded for any indifferent Work or for other reasons during the period Under review.
11. General assessment of good and bad qualities
12. Pen Picture
13. Grading.
(Confine the grading to the following expressions:-
Outstanding/Very Good/Good/Average/Below Average.
(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)
14. Recommendation for retention in the post.

: Recommended/Not Recommended

Signature of Initiating Officer

Name

Designation

Date

REMARKS OF THE REVIEWING OFFICER

1. Grading.
(Confine the grading to the following expressions:-
Outstanding/Very Good/Good/Average/Below Average.)
(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)
2. Recommendation for retention in the post.


: Recommended/Not Recommended

Signature of Reviewing Officer

Name

Designation

Date


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Name of the College _____

ANNUAL CONFIDENTIAL REPORT : GROUP 'D' STAFF

PERIOD FROM _____ TO _____

(This report should be written by the Registrar and should be reviewed by the Principal).

Qualities and
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Qualities and
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1. Name
2. Post held
3. Date of Birth
4. Present pay and scale of pay
5. Educational Qualifications
6. Brief description of duties allotted
7. Date from which continuously
Working in the College
8. Can he read and write
 - (a) Hindi
 - (b) English
9. Observations on :-
 - (a) Intelligence
 - (b) Amenability to discipline
 - (c) Honesty and integrity
 - (d) Punctuality
 - (e) Devotion to duty
10. General comments
11. Pen Picture
12. Grading.
(Confine the grading to the following expressions:-
Outstanding/Very Good/Good/Average/Below Average.
(An individual should not be graded Outstanding unless
exceptional qualities and performance have been noticed,
grounds for giving such a grading should be clearly brought out)

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13. Recommendation for : Recommended/Not Recommended
retention in the post.

Signature of Initiating Officer

Name

Designation

Date

PART-III REMARKS OF THE REVIEWING OFFICER

1. Do you agree with the initiating Officers' assessments contained in Part II. If not, the extent of disagreement.
2. Overall assessment of performance and qualities.
3. Grading.
(Confine the grading to the following expressions :-
Outstanding/Very Good/Good/Average/Below Average.)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).
4. Recommendation for : Recommended/Not Recommended
retention in the post.

Signature of Reviewing Officer

Name :

Designation :

Date :


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Name of the College _____

REPORT ON PROBATIONER : PRINCIPAL

PERIOD FROM _____ **TO** _____

Note : Two reports are to be written by the Director/Chairman of the IMC. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Chairman's report on the work conducted of the appointee during the period of probation and subsequently. :
(b) If any defects have been noticed, what are those defects? :
(c) Were these defects brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement? :
(d) What are the results of written communications? :
8. Does the Director / Chairman recommend:-
(a) That the appointee should be deemed to have completed his period of probation satisfactorily? :
(b) That this probation should be extended and, if so, for what period? :

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(c) That his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated.

9. If the chairman's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name :

Designation :

Date :

REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name :

Designation :

Date :


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REPORT ON PROBATIONER : STAFF OTHER THAN PRINCIPAL

PERIOD FROM _____ TO _____

Note : Two reports are to be written by the Principal of the College and forwarded to the Director/Chairman. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Principal's report on the work conducted by the appointee during the period of probation and subsequently. :
(b) If any defects have been noticed, what are those defects? :
(c) Were these defects brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement? :
(d) What are the results of written communications? :
8. Does the Principal recommend:-
 - (a) That the appointee should be deemed to have completed his period of probation satisfactorily? :
 - (b) That this probation should be extended and, if so, for what period? :

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(c) That his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated.

9. If the Principal's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name :

Designation :

Date :


REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name :

Designation :

Date :


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Appendix M
(Article 171 (d) refers)

AUTHORITY TO AWARD PENALTY

Ser No	Employees	Auth to award Minor penalty	Auth to award major penalty	Major penalties to be confirmed by	Petition against penalties to be disposed by
(a)	Adm Staff	DC	DC	-	Patron of College
(b)	Adhoc/Temp Lecturers	DC	DC	-	Patron of College
(c)	Adhoc/Temp Principal	DC	DC	-	Patron of College
(d)	Regular Lecturers (on Probation)	DC	DC	Patron of College	COS-Comd
(e)	Regular Lecturers	DC	DC	Patron of College	COS-Comd
(f)	Principal (on Probation)	DC	DC	Patron of College	COS-Comd
(g)	Principal (Regular)	DC	COS-Comd HQ	Chairman Executive Committee, AWES	President AWES

Note. Censure can be awarded to the employees by the Director/Principal.

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