

# Annual Performance Report (Teaching)

ANNUAL PERFORMANCE REPORT FOR THE YEAR \_\_\_\_\_

(PERIOD INDICATING DATES) OF MR. /MRS \_\_\_\_\_

WORKING AS ASSISTANT PROFESSOR OF \_\_\_\_\_

## Part I

(To be filled in by the college office)

A. a) Name: \_\_\_\_\_

b) Date of Birth: \_\_\_\_\_

c) Address (Residential & Postal): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) Designation: \_\_\_\_\_

e) Date of Appointment as Lecturer: \_\_\_\_\_

f) To the present post : \_\_\_\_\_

g) Area of Specialization: \_\_\_\_\_

B. Period of Absence:

a) On Leave during the period under report

(indicating the nature of leave taken) \_\_\_\_\_

b) On training or participation in any

academic activity: \_\_\_\_\_

## Part II

(To be filled in by the concerned college teacher)

**1. Subject on which research projects carried out:** \_\_\_\_\_

\_\_\_\_\_

**2. Number of research papers published indicating**

the name of the journals: \_\_\_\_\_

\_\_\_\_\_

**3. Students registered a) For M.Phil.** \_\_\_\_\_

b) For Ph.D. \_\_\_\_\_

**4. Details of refresher/orientation courses, seminar,**

Conferences & workshops attending indicating

the names of relevant organizations & period  
involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. Classes taught** Total no. of periods taken during the teaching period under report

Undergraduate level	Lectures	Practical	Tutorials
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a. Part I

b. Part II

c. Part III

d. Hons.

### **Part – III**

(To be filled in by the College Principal)

Note: Every answer shall be given in a narrative form in unambiguous and simple language, choosing the words and phrases very carefully and should reflect accurately the intention of the authority recording the answer. Please do not use compass expression “outstanding” or “poor” while giving the answer against any of the attributes.

**1. Please comment on Part-II as filled in by the college teacher & specifically state whether you agree with the statement made by the college teacher wherever there may be disagreement, reasons in brief, thereof may be indicated.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Please give your assessment about the college teacher, commenting upon the following traits/attributes.**

a/ General Information \_\_\_\_\_

b/ Teaching \_\_\_\_\_

c/ Initiative, creativity, resourcefulness and  
willingness to take responsibilities \_\_\_\_\_

d/ Efforts made in improving the professional  
competence \_\_\_\_\_

e/ Sincerity and devotion to duty \_\_\_\_\_

f/ Relations with the college colleagues and subordinates \_\_\_\_\_

g/ Report with the students community and reputation as a teacher \_\_\_\_\_

h/ Integrity \_\_\_\_\_

i/ Punctuality \_\_\_\_\_

j/ Intelligence \_\_\_\_\_

**3. Please state if the college teacher has**

a) been punished for any lapses during

the period under report \_\_\_\_\_

b) received any commendation during

the period under report \_\_\_\_\_

**4. Overall grading.**

Please put ring around the appropriate grade and strike out the rest:

a/ Outstanding b/ Excellent c/ Good

d/ Satisfactory e/ Below job requirement

Note: A teacher should not be graded “outstanding” or “excellent” unless exceptional qualities/performance has been noticed. Grounds for giving either of the two grades should be clearly brought out.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

(block letters)

Designation \_\_\_\_\_

Part – IV

Remarks of the reviewing authority

Place: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

(block letters)

Designation \_\_\_\_\_

Part – V

Remarks of the accepting authority

Place: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

(block letters)

Designation \_\_\_\_\_

**ANNUAL PERFORMANCE REPORT FOR THE NON-GAZETTED STAFF**

Report for the year \_\_\_\_\_

*Reporting officer should fill form carefully on which require to be made before next year report is filled can be entered on the back of the form*

- 1. Name & Designation of the Official: \_\_\_\_\_
- 2. Date of Birth : \_\_\_\_\_
- 3. Date of Appointment: \_\_\_\_\_
- 4. Date of Promotion to the present Grade: \_\_\_\_\_
- 5. Report as to his industry  
**Reported by**

- Handwriting and neatness : \_\_\_\_\_
- Reputation of honesty : \_\_\_\_\_
- Capacity and Intelligence : \_\_\_\_\_
- Acquaintance with rule and orders: \_\_\_\_\_
- Knowledge and skills in dealing  
with accounts matters : \_\_\_\_\_
- Quickness in dispatch of business: \_\_\_\_\_
- Manners and power of working  
with others : \_\_\_\_\_
- Punctuality and regularity : \_\_\_\_\_
- Defects, if any : \_\_\_\_\_
- Fitness for promotion : \_\_\_\_\_

***Signature and Designation of  
Reporting Officer (Section Officer)  
in respect on Non-teaching staff  
Concerned Faculty member in  
respect of executive staff***

***Remarks of the reviewing officer  
Principal of the college***