

HIMACHAL PRADESH GOVERNMENT

EDUCATION DEPARTMENT

ANNUAL CONFIDENTIAL REPORT OF COLLEGE LECTURERS

Appraisal of work and conduct of Shri/Smt./Kumari
Offor the year.....

PART-1 PERSONAL DATA

(To be filled up by the Lecturer/College Office)

1. Full Name (in capital letter) _____
2. Qualifications: _____
(a) Academic Division
(b) Professional
(c) Research Degree
3. Date of Birth _____
4. Designation _____
5. Present scale of Pay _____
6. Permanent/Quasi-permanent/Temporary _____
7. Teaching subject for which approved/appointed _____
8. Date of appointment (in College cadre) _____
9. College/Colleges in which served _____
during the year with specific duration. _____
10. Period of absence from duty:
On leave/Training etc. during the
year/period under report _____
11. Any other assignment in addition to teaching

PART-11 SELF APPRAISAL

(Brief resume should bring out any significant achievement during the period under report)

12. What do you think has been your most important contribution this year any way?
13. Have you made any contribution in the area of work not assigned to you ?
14. (a) Have you completed the course as prescribed
for each class?

16. Mention any significant professional or educational qualifications attained during the year.
17. (a) Have you any personal library? if yes, please give details.
 - (i) How many books do you have in your library?
 - Relating to your subject
 - Misc.
 - (ii) How many journals/periodicals did you buy?
18. Are you doing any Research work? if yes, give a brief resume (not more than 50 words).
19. Have you published any research article, book? if yes, give details, title, year, month, No. of vol, edition and address.
20. Did you participate in any Summer Institute in service Refresher Course/Conference seminar during the year, give details.
21. Are you office-bearer/member of any professional educational, literary or social Organisation?
22. Did you receive any honour, prize or award during the year? if yes, give details.
23. Are you satisfied with your present position/pay? if not, give reasons.
24. Do you want to change the profession?
25. Any other significant point.

Signature of Reported on Officer

PART-III Assessment of Reporting Officer

Note: Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

26. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

27. STATE OF HEALTH-

(a) Physical:

- (i) Energetic
- (ii) Poor health

(b) Mental:

- (i) Alert
- (ii) Slow

(c) Emotional balance

- (i) Is he calm and retains poise ?
- (ii) Does he get provoked easily?
- (iii) Is he able to tolerate difference of opinion?

28. INTELLIGENCE AND UNDERSTANDING:

- (a) Exceptional and has clear grasp of any matter, however, complicated.
- (b) Is Intelligent and groups a point correctly with remarkable speed.
- (c) Just good enough.
- (d) Shows a barely adequate grasp.
- (e) Very slow and/or often misses the point.

29. QUALITY OF WORK:

(i) ATTENTION TO DETAILS

- Accuracy in presentation
- Thoroughness in analysis

(a) Most reliable and comprehensive

(b) Considers all relevant details

(c) Is apt to be over-concerned with petty details and loses perspective

(d) Inclines to be superficial

(e) Lacks knowledge and experience

(ii) PROFESSIONAL JUDGEMENT:

(a) His professional judgement is consistently

- sound, mature and impartial
- (b) Pragmatic realistic
- (c) Takes a reasonable view
- (d) Unreliable, superficial or erratic

(iii) ABILITY IN DISCUSSION AND CONVERSATION:

- (a) Very effective and convincing
- (b) Good and puts across his points clearly
- (c) Expresses adequately
- (d) Erratic, misses the points
- (e) Poor

(iv) ROLE IN CO-CURRICULAR ACTIVITIES:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (d) Poor

(v) SOCIAL ADJUSTMENTS:

His relationship with colleagues/students

- (a) Wins and retains the highest regard of all
- (b) Is generally liked and respected
- (c) Not easy in his relationship but gets by
- (d) Indifferent and aloof
- (e) A difficult colleague/teacher

(vi) STUDY HABIT

- (a) He takes keen interest in studying latest books in his subject
- (b) Reasonably good
- (c) Just good enough
- (e) Indifferent

30. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- (a) Shows exceptional zeal and devotion to work and has excellent initiative
- (b) Is hard working and conscientious and shows adequate zeal and devotion to work and also good initiative

- (c) Reasonably diligent and interested in his work with average initiative
- (d) His response to academic suggestions is encouraging
- (e) Lacks sense of responsibility and is indifferent in work

31. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

32. PUNCTUALITY AND ATTENDANCE:

33. OTHER OBSERVATIONS:

(This space may be utilized for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

34. INTEGRITY:

- (a) Nothing has come to my knowledge which casts any reflection on his integrity.
His general reputation for honest is good and I certify his integrity.
- (b) His reputation is of doubtful nature
- (c) He has yet to establish his reputation

35. Does he/she take interest in use of Hindi language in official work?

36. His/her attitude towards the members of S.C. and S.T. community.

Signature of the Reporting Officer
Name in block letter.....
Designation
Date

PART-IV Remarks of the Reviewing Officer

- 37. Length of service under the Reviewing Officer
- 38. Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the Officer as contained in Part – II of the report? If not indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement
- 39. Overall assessment of performance and qualities.
- 40. Has the Officer special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

Signature of Reviewing Officer
Name in block letter
Designation
Date

Countersignature by the next higher officer with remarks, if any.

Officer	Signature of countersigning
letter.....	Name in block
.....	Designation
	Date

