

## CONFIDENTIAL REPORT FOR LECTURERS IN COLLEGE

Report for the year / period ending .....

### PART -- I

#### PERSONAL DATA

*(To be filled-in by the Administrative Section of the concerned College)*

1. Name of the Lecturer :
  
2. Subject :
  
3. Date of Birth :
  
4. Date of initial appointment as Lecturer :
  
5. Present place of posting :
  
6. Date of appointment / joining in the post :
  
7. Period of absence from duty :  
[On leave, training etc. during the period under report, number of days on leave during the period should be separately indicated]

PART — II

*(This part should be filled-in by the Lecturer / H.O.D.)*

**BRIEF DESCRIPTION OF DUTIES**

**(Instructions for filling up are given in Annexure)**

*(To be filled-in by the Head of the Department in case of Lecturers and Principal in case of H.O.D.)*

1. NATURE AND QUALITY OF WORK :

[Please comment on Part—II as filled-in by the Lecturer / H.O.D. and specifically state whether you agree with the answer? Also specify constraints, if any].

2. QUALITY OF OUTPUT :

[Please comment on the Lecturers quality of performance having regard to standard of teaching and results obtained and constraints, if any].

3. ATTITUDE :

[Please comment on the extent to which the Lecturer is dedicated and motivated and his / her willingness and initiative to learnt and systematics his / her work].

4. CONTRIBUTION :

[Please comment on any special contribution made by the Lecturer for the overall development of the department].

*(In respect of the undermentioned entries from Sl. No. 5 to 8 after recording the performance of the Lecturer / H.O.D. also grade the performance as 'Excellent', Very Good, Good, Average, Poor, Very Poor)*

5. KNOWLEDGE OF SPHERE OF WORK:

[Please comment briefly on the Lecturer's knowledge in the subject].

6. INTER PERSONAL RELATIONS AND TEAM WORK :

[Please comment on the quality of relationship with superior / colleagues. Please also comment on his / her capacity to work as a member of team and provide team spirit].

7. RELATIONSHIP WITH STUDENTS :

[Please comment on the Lecturer's accessibility to the students and responsiveness to their needs].

8. ATTITUDE towards students belonging: to SC / ST / Weaker Sections of the Society and willingness to deal with them.

**ADDITIONAL ATTRIBUTES***(For Head of the Department only)*

## 1. PLANNING ABILITY :

[Please comment whether the Head of Department anticipated problems, work needs and plans accordingly and is able to provide for contingencies].

## 2. SUPERVISORY ABILITY :

[Please comment on the Head of Department's ability to]—

(i) proper assignment of tasks :

(ii) identification of proper Lecturers for performing the task :

(iii) guidance in the performance :

(iv) review of performance :

## 3. CONTRIBUTION MADE—

(a) Improvement of results :

(b) Development of faculty :

4. Has the H.O.D. at any time, during the period under report made any suggestion /assistance for improvement of the results and development of faculty? If so, furnish details in brief and the assistance provided.

## 5. TRAINING :

[Please indicate briefly whether the H.O.D. require any training / or to be sponsored any refresher course].

**GENERAL**

1. State of Health :
2. Integrity :
3. Overall Assessment :  
[Please give an overall assessment of the Lecturer with reference to his / her strength at shortcomings].
4. Grading : Outstanding / Very Good / Average / Below Average  
  
[A Lecturer should not be granted Outstanding unless exceptional qualities and performance have been noticed. (Ground for grading should be clearly brought out)].

Place : Yanam

Date :

***Signature of the Principal***

Name in Full:  
(In Block Letters)

Designation:

**REMARKS OF THE REVIEWING AUTHORITY**

1. Length of service under the Reviewing :  
Authority.
2. Is the Reviewing Authority satisfied that :  
the Reporting Authority has made him /  
her report with due care and attention  
and after taking into account all relevant  
material?
3. Do you agree with the assessment by :  
the Reporting Authority?  
[In case of disagreement, please specify  
the reasons, is there anything you wish  
to modify or add]
4. General remarks with specific comments :  
about the general remarks given by the  
Reporting Authority and remarks about  
meritorious work of the Lecturer including  
the grading.
5. Has the Lecturer any special:  
charac teristics and or any abilities which  
could justify his / her selection for special  
assignment or / out of turn promotions?  
If so, specify.

Place : Yanam

Date :

***Signature of the Reviewing Authority***

Name in Full:  
(in Block Letters)

Designation:

**REMARKS OF THE ACCEPTING AUTHORITY**  
*(i.e. next Superior Authority)*

Place : Yanam

Date :

***Signature of the Accepting Authority***

Name in Full:  
(in Block Letters)

Designation: