

I.B. (P.G.) COLLEGE, PANIPAT

Annual Confidential Report for the Year.....

(ONLY FOR COLLEGE TEACHERS)

To be filled up by the Assistant / Associate Professor -

Date of joining service.....

Mode of recruitment - Adhoc/Regular.....

.....

1. Particulars -

a) Name

.....

b) Father's/Husband's Name

.....

c) Qualifications

.....

.....

.....

d) Subject

.....

e) Date of Birth

.....

f) Name of Institution

.....

g) Place of previous posting

.....

i) From.....To.....

ii) From.....To.....

iii) From.....To.....

h) Date of joining in the present college

.....

i) Subject of M.Phil/Ph.D. (if passed)

.....

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3. Overall assessment of academic competency, i.e. application of new teaching methods, encouraging questions in classes, holding seminars/group-discussions -

4. Details of academic and professional progress during the year :

- a) Research Degree acquired, if any
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.....
- b) Research work, if any
.....
.....
- c) Particulars of published Research papers, if any
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.....
.....
- d) Details of in service Training
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.....
- e) Extra Classes for weak students
.....
.....
- f) Whether giving any private tuitions/ coaching ?
.....

g) Contribution in other college activities like : Adult Education, Social Development Programme, NSS, Sports, Cultural Activities & any other special work done :

h) Whether the staff attendance Register Regularly Signed

5. Contribution in the College Administration :

Member of various committees like
Discipline Committee, Admission
Committee, Students Welfare
Committee etc.

6. Any other Achievements :

**7. Whether stays at the HQ after
college hours and during the holidays**



8. Any other plus point not mentioned above :

9. Whether the courses for the academic year were completed

.....
.....

10. Number of working days spent in the college

a) for admission

.....

b) for teaching

.....

c) for evaluation

.....

d) for invigilation/examination

.....

e) for other activities-specify

.....

f) Total

.....

Date.....

(Teacher's Signature)



To be filled up by the Principal

11. Verification by the Principal

Item No.	Correct	Exaggerated
1		
2		
3		
4	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
5		
6		
7		
8		
9		



10

a)

b)

c)

d)

e)

f)

12. Remarks about integrity :

13. Relations with the Principal/Colleagues :

14. Whether the teacher participated in or instigated any strike in the college ?

15. Overall Assessment :

.....

(Keeping in view above all facts)

A. Outstanding

B. Very Good

C. Good

D. Average

E. Below Average

(Principal to fill up the columns and no column is to be left blank)

Dated.....

Signature of the Reporting Officer

PRINCIPAL



16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer :

17. Whether any enquiry/complaint is pending :

18. Punishment, if any, awarded :

Date.....

President
Governing Body



I. B. (P.G.) COLLEGE, PANIPAT

ORDINANCE XVI (APPENDIX XIII-C)

Annual Confidential Report on the Work and Conduct of Non-Teaching Staff Working in the Non-Govt. Affiliated Colleges.

For the Year.....

Reporting Officers shall fill this carefully. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name
2. Designation
3. Date of Birth
4. Date of Appointment
5. Nature of Appointment
(Regular, Temporary or Adhoc)
6. Scale of Pay
7. Actual Pay
8. Industry
9. Handwriting and Neatness
10. Punctuality and Regularity
11. Reputation for Honesty
12. Capacity for Work and
Intelligence
13. Acquaintance with Rules
and Orders
14. Knowledge and skill in dealing
with Accounts Matters
15. Quickness in disposal of Business
16. Proficiency in Typewriting and
Shorthand
17. Capacity for Working with others
18. Defects, if any, pointed out
i) Orally
- ii) In writing
19. Fitness for Promotion
20. General Remarks, If any

Signature and Date of Reporting Officer
with Designation

