

# Kanya Mahavidyalaya Kharkhoda (Sonepat)

Annual Confidential Report for the year .....

(ONLY FOR COLLEGE LECTURERS)

To be filled up by the Lecturer :

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

From.....To.....

(h) Date of joining in the present college .....

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

2 Particulars of Teaching performance :

(a) Results :

Examination	Subject taught	Number of Students	No. of Pass Students	Pass Percentage		Difference
				College	University	
1	2	3	4	5	6	7

(b) Responsibility of the lecturer in case of lower percentage than the pass percentage of the University results.

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

- 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

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(c) Particulars of published Research papers, if any

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(d) Details of Inservice Training

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(e) Extra classes for weak students

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(f) Whether giving any private tuitions/ coaching ?

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

(h) Whether the staff attendance Register has been regularly signed.

5 Contribution in the College Administration :  
Member of various committees like  
Discipline Committee, Admissions  
Committee, Students Welfare  
Committee, etc.

6 Any other Achievements :

7 Whether he 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

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10 Number of working days spent in the college

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(a) For admission

.....

(b) For teaching

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(c) For evaluation

.....

(d) For invigilation/examination

.....

(e) For other activities—specify

.....

(f) Total

.....

Date.....

(Lecturer'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 lecturer participated in or instigated any strike in the college

15 Overall Assessments :

(Keeping in view above all facts)

- A. Outstanding
- B. Very Good
- C. Good
- D. Average
- E. Below Average

(Principal to fill up all 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 :

President Governing Body

Dated.....