

## ANNUAL PERFORMANCE REPORT

Annual Performance Report For The Year	
Period Indicating Dates	From:                      To:
Name of the College Teacher	
Working As	
Place of Posting	

### **PART-I (To be filled in by the College Office)**

#### **A. Personal Information**

a)	Name	
b)	Date of Birth	
c)	Address/Residential & Postal	
d)	Designation	
e)	Date of Appointment as Assistant Professor	
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 the Leave taken)	
b)	On training or Participation in any academic activity	

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**PART –II (To be filled in by the concerned College Teacher)**

1. Research Information.

a) Subjects on which research projects carried out

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b) Number of Research Papers published indicating the name of the journal

Name of the research paper	Name of the journal

c) Details of research scholars registered/completed.

	Number of students	Registered	Completed
<b>M.Phil</b>			
<b>Ph.D</b>			

2. Details of Refresher/Orientation courses, Conferences & workshops attended/organized indicating the name of relevant organizations & period involved.

a) Courses attended

Name of course	Organization	Date

b) Courses Organized

Name of course	Organized	Date

3. Classes Taught: (total number of periods taken during the teaching period under report)

Class/Semester	Theory	Practical's	Tutorials
Semester-I			
Semester-II			
Semester-III			
Semester-IV			
Semester-V			
Semester-VI			

4. The extent of regularity and punctuality in attending the assignments (mention %)

a) Teaching :

b) Curricular activities :

c) Extra co-curricular activities :

5. Quantum of evaluation of courses taught (indicating the mode of evaluation).

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6. Average number of clock hours put in for week during the teaching period of the year under report (average to be indicated on month to month basis).

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7. Details of any innovation/special contribution made during the year under report in.

a)	Teaching methods	
b)	Evaluation methods	
c)	Laboratory experiments	
d)	Preparation of resource material	
e)	Remedial teachings	

8. Special contributions.

a)	Any special contribution made in Co-curricular activities of the institution	
b)	Enriching the campus life	
c)	The welfare of the students and maintenance of discipline	
d)	Community work (value of national integration, Secularism, Peace, NSS, National Literacy Mission and other Similar Activities	

9. Please indicate in brief (in not more than 50 words)

a) Any special achievements made in the field of your subject.

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b) Any difficulties faced in discharging your assignments (Suggesting remedial measures).

<b>Difficulties faced:</b>
<b>Remedial Measures:</b>

Place:

Signature of College Teacher

Date:

**PART-III**

**Principal's Report**

**Note:** every answer shall be given in narrative form in unambiguous & simple language, choosing the words & phrases very carefully & should reflect accurately the intention of the authority regarding the answer. Please do not use the omnibus expressions “Outstanding” or “Poor” while giving the answers against any of the attributes unless there is a reason.

**1.** Comments on Part-II, filled in by the college teacher (Specifically state whether you agree with the statement made by the teacher under report. Wherever there is disagreement, give reasons in brief:

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**2.** Please give your assessment about the college teacher and comment 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)	Relation with colleagues and subordinates:	
g)	Rapport with student community and reputation as teacher:	
h)	Integrity:	
i)	Punctuality:	
j)	Intelligence:	

**3. PLEASE STATE IF THE COLLEGE TEACHERS HAS:**

i. Been punished for any purpose during the period under report:

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ii. Received any commendation during the period under report:

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**4. OVER-ALL GRADING:** Please 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/ performances have been noticed. Grounds for either of the two grades should be clearly brought out.

Date: ..... Signature: .....  
Place: ..... Name (in block letters).....  
Designation: .....

**PART-IV**

**(A) REMARKS OF THE REVIEWING AUTHORITY**

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Place: Signature: \_\_\_\_\_  
Date: Name in Block Letters: \_\_\_\_\_  
Designation: \_\_\_\_\_

**PART-IV**

**(B) REMARKS OF THE ACCEPTING AUTHORITY**

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Place: Signature: \_\_\_\_\_  
Date: Name in Block Letters: \_\_\_\_\_  
Designation: \_\_\_\_\_