

प्रेषक

महानिदेशक,
तकनीकी शिक्षा विभाग हरियाणा,
पंचकुला ।

सेवा में

प्रधानाचार्य,

1. राजकीय बहुतकनीकी, अम्बाला शहर / झज्जर / सिरसा / नारनौल / नीलोखेड़ी / सोनीपत / हिसार / मण्डी आदमपुर (हिसार) ।
2. राजकीय महिला बहुतकनीकी, अम्बाला शहर / सिरसा / फरीदाबाद ।
3. राजकीय बहुतकनीकी शिक्षा समिति, उटावड़(पलवल) /मानेसर (गुड़गांवा) / लोहारू (भिवानी) / नाथुसरी चौपटा (सिरसा) / चीका (कैथल) / नरवाना (जीन्द) / लिसाना (रेवाड़ी) /सांघी (रोहतक) / सांपला (रोहतक) / महम (रोहतक) / भिवानी / मलाब / इंदरी / मण्डकोला / छपार / धांगड़ / महिला बहुतकनीकी मोरनी (पंचकुला) ।

यादी क्रमांक 1935-62 /प्रशासन-1
दिनांक 27-03-18

विषय :- बहुतकनीकियों के प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / टी.पी.ओ. / प्रधानाचार्यों की वार्षिक गोपनीय रिपोर्ट के लिए नया प्रोफार्मा ।

उपरोक्त विषय के बारे में बहुतकनीकियों के प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / टी.पी.ओ. / प्रधानाचार्यों की वार्षिक गोपनीय रिपोर्ट आगामी शैक्षिक सत्र 2018-19 से संलग्न नये प्रोफार्मा में लिखवाने के लिए प्रेषित किये जाते हैं । इसके साथ यह भी सूचित किया जाता है कि यह नया प्रोफार्मा सभी प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / टी.पी.ओ. / प्रधानाचार्यों के ध्यान में ला दिया जाये ।

सं/उपरोक्त ।

संयुक्त निदेशक,
कृते: महानिदेशक, तकनीकी शिक्षा विभाग,
हरियाणा, पंचकुला ।

पृष्ठांकन क्रमांक 1963 /प्रशासन-1 दिनांक 27-03-18

उपरोक्त की एक प्रति संयुक्त निदेशक (आई.टी.) को पत्र की प्रति विभाग की वेबसाईट पर अपलोड करने के लिए प्रेषित की जाती है ।

सं/उपरोक्त ।

संयुक्त निदेशक,
कृते: महानिदेशक, तकनीकी शिक्षा विभाग,
हरियाणा, पंचकुला ।

पृष्ठांकन क्रमांक 1964 /प्रशासन-1 दिनांक 27-03-18

उपरोक्त की एक प्रति उप-निदेशक (सोसायटी) को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है ।

सं/उपरोक्त ।

संयुक्त निदेशक,
कृते: महानिदेशक, तकनीकी शिक्षा विभाग,
हरियाणा, पंचकुला ।

19 (PT)

**TECHNICAL EDUCATION DEPARTMENT HARYANA
ANNUAL CONFIDENTIAL REPORT**

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

**TRAINING & PLACEMENT OFFICERS
OF
POLYTECHNICS**

Name of Officer : _____
Designation : _____
Discipline : _____
Name of Polytechnic : _____
Report for the Year : _____
Period : _____

Annual Confidential Report for the period from _____ to _____

Section I : Basic Information

(To be filled by the Administrative Division of the Polytechnic)

Name of Polytechnic	
1. Name	
2. Gender (M/F)	
3. Date of Birth	
4. Present Designation of Post with discipline	
5. Date of joining on the present post	
6. Cadre	
7. Present Scale of Pay	
8. Date of Superannuation	
9. Date filing the property return for the year ending December	
10. Date of last prescribed medical examination (attach copy of test report)	

Reporting, Reviewing and Accepting Authority :

Authority	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

Dates of submitting ACR,s at all Levels :

Faculty	Reporting	Reviewing	Accepting
1 st to 15 th August	16 th to 30 th August	1 st to 21 st September	Up to 15 th October

Performance Scores :

Self Assessment	Reporting	Reviewing	Accepting
60	20	20	Agree/Not Agree

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
>90	70 – 90	60 – 69	50 – 59	30 – 49	<30

Date :

(Signature of Principal with rubber stamp)

Name :

Institute :

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**SECTION II : Self Assessment by the Training & Placement Officers
(weightage of 60 marks)**

A. Visiting Companies/ Industries (weightage of 10 marks):

Sr. No.	Activities	Total no. of Companies / Industries	Max. Marks	Score Criteria	Score achieved
1	No. of companies / Industries visited the institute		10	>50 :10 marks 41-50 :08 marks 31-40 :06 marks 21-30 :04 marks 11-20 :02 marks 01-10 :No marks	
Total Score			10		

B. Job Melas (weightage of 10 marks):

Sr. No.	Activities	Total no. of Job Melas	Max. Marks	Score Criteria	Score achieved
1	No. of Job Melas organized		10	≥2 – 10 marks 1 – 5 marks	
Total Score			10		

C. Placement of students (weightage of 20 marks):

Sr. No.	Activities	Total no. of students of all branches passed out	Total no. of students of all branches got placement	Max. Marks	Score achieved
1	Placement of students (20 marks for 100% Placement and thereafter on prorate basis)			20	
Total Score				20	

D. Memorandum of Understanding (MoUs) signed with the Industry (weightage of 10 marks):

Sr. No.	Activities	Total no.	Max. Marks	Score Criteria for each course /discipline	Score achieved
1	No. of MoUs signed with the Industry		10	>20 :10 marks 16-20 : 8 marks 11-15 : 6 marks 6-10 : 4 marks 1-5 : No marks	
Total Score			10		

E. MOOC Test (weightage of 10 marks)

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1				10 (10 marks for passing one test in a year, if test not passed no marks)	
Total Score				10	

F. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extra ordinarily challenging task. If so, please give a verbal description (with in 100 words).

G. During the period under report, do you believe that you have made any exceptional contribution for placement of the students with good salary (with in 100 words).

H. During the period under report, do you believe that you have made any exceptional contribution for admission of the students (with in 100 words).

I. Have you undergone the prescribed medical check up (attach medical certificate from Regd. Laboratory / Govt. Hospital), tick in the appropriate column:

Yes	No
-----	----

K. Overall Score by Self Assessment on a Score of 1-60:

Signature of the faculty reported upon

Name:.....

Designation :.....

Date:.....

Verification :

The self assessment filled by the Sh.....Designation..... in Section II is dully checked and verified by the undersigned as per the documentary proof and record available in the institute and has been corrected, if required, and the corrections has been dully initialed.

Signature of Reporting Officer

Name:.....

Date:.....

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SECTION III : Assessment by the Reporting Authority (weightage of 15 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 2 marks for each assessment as tabled below):

S.No.	Description	Score by Reporting Authority
1	Punctuality & regularity	
2	Contribution in guiding and counseling the students and others in their overall development and placement.	
3	Willingness to work and seriousness to duty	
4	Temperament and manners	
5	Communication skills	
6	Adhere to lesson planning	
7	Reliability and dependability	
8	Attitude towards SC/ST and other communities	
9	Behavior towards seniors /superiors	
10	Attitude towards students	
Total Score out of score of 20		

k

B. Please comment on the claim (if made) of exceptional contribution by the officer reported upon :

C. Adverse remarks of a substantive nature

Adverse remarks of a substantive nature should be recorded only after the officer/ official reported on has been verbally or in writing and has shown no effect of improvement.

D. Integrity

Please comment on the integrity of the faculty as per the instructions issued by the Govt. from time to time:

E. Pen picture by Reporting Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.

Date :

Signature of Reporting Authority

Name:

Designation:

F

SECTION IV : Assessment by the Reviewing Authority (weightage of 20 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 5 marks for each assessment as tabled below):

S.No.	Description	Score by Reviewing Authority
1	Placement of students	
2	Memorandum of understanding (MoU) signed with the Industry	
3	Interaction with Industry for placement of students	
4	Organization of Job Melas	
Total Score out of score of 20		

B. Do you agree with the Adverse remarks recorded by the reporting officer at 'C' in Section III ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

D. Special remarks, if any

E. Overall Score on score of 100

Authority	Max. Score	Score given
Self assessment	60	
Reporting Authority	20	
Reviewing Authority	20	
Overall Score	100	

G. Overall Assessment on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

Date :

Signature of Reviewing Authority

Name:

Designation:

R

SECTION V : Assessment by the Accepting Authority

A. Do you agree with the remarks of the reporting / reviewing authority ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

B. **Overall Assessment** on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

Date :

Signature of Accepting Authority

Name:.....

Designation:.....

**TECHNICAL EDUCATION DEPARTMENT HARYANA
ANNUAL CONFIDENTIAL REPORT**

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

**PRINCIPALS
OF
POLYTECHNICS**

Name of Officer : _____
Designation : _____
Discipline : _____
Name of Polytechnic : _____
Report for the Year : _____
Period : _____

Annual Confidential Report for the period from _____ to _____

Section I : Basic Information

(To be filled by the Administrative Division of the Polytechnic)

Name of Polytechnic	
1. Name	
2. Gender (M/F)	
3. Date of Birth	
4. Present Designation of Post with discipline	
5. Date of joining on the present post	
6. Cadre	
7. Present Scale of Pay	
8. Date of Superannuation	
9. Date filing the property return for the year ending December	
10. Date of last prescribed medical examination (attach copy of test report)	

Reporting, Reviewing and Accepting Authority :

Authority	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

Dates of submitting ACRs at all Levels :

Faculty	Reporting	Reviewing	Accepting
1 st to 15 th August	16 th to 30 th August	1 st to 21 st September	Up to 15 th October

Performance Scores:

Self Assessment	Reporting	Reviewing	Accepting
60	20	20	Agree/Not Agree

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
>90	70 – 90	60 – 69	50 – 59	30 – 49	<30

Date :

(Signature of Principal with rubber stamp)

Name :

Institute :

SECTION II : Self Assessment by the Principal (weightage of 60 marks)

A. Examination Result of the Polytechnic (weightage of 20 marks)

Semester	Total No. of students of all branches appeared in HSBTE Exams	Total No. of students of all branches pass the exam	Pass %
I			
II			
III			
IV			
V			
VI			
Gross Total			

Score of examination results:

Description	Maximum Score	Score achieved as per above table																					
<p>20 marks for 100% pass percentage in Exams of the Institute considering all branches of all semesters and on pro-rata basis. Average score shall be taken for all the semester during the academic year.</p> <p>Example:-</p> <table border="1"> <thead> <tr> <th>Semester/Year</th> <th>Pass%</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>50</td> <td>10</td> </tr> <tr> <td>II</td> <td>80</td> <td>16</td> </tr> <tr> <td>III</td> <td>70</td> <td>14</td> </tr> <tr> <td>IV</td> <td>70</td> <td>14</td> </tr> <tr> <td>V</td> <td>60</td> <td>12</td> </tr> <tr> <td>VI</td> <td>90</td> <td>18</td> </tr> </tbody> </table> <p>Total marks = 84 score achieved = $84/06=14$</p>	Semester/Year	Pass%	Marks	I	50	10	II	80	16	III	70	14	IV	70	14	V	60	12	VI	90	18	20	
Semester/Year	Pass%	Marks																					
I	50	10																					
II	80	16																					
III	70	14																					
IV	70	14																					
V	60	12																					
VI	90	18																					
Total Score	20																						

B. Admissions (weightage of 10 marks)

Sr. No.	Activities	Total no. of sanctioned intake	Total no. of students admitted	Max. Marks	Score achieved
1	Admissions (10 marks for 100% seats filled and thereafter on prorata basis)			10	
Total Score				10	

C. Placement of students (weightage of 10 marks):

Sr. No.	Activities	Total no. of students of all branches passed out	Total no. of students of all branches got placement	Max. Marks	Score achieved
1	Placement of students (10 marks for 100% Placement and thereafter on prorata basis)			10	
Total Score				10	

D. Budget (weightage of 10 marks):

Sr. No.	Activities	Budget allocated	Budget utilized	Score Criteria	Score achieved
1	Utilization of Budget		10	>90%:10 marks 81-90% : 8 mark 71-80% : 6 mark 61-70% : 4 mark ≤60% : No mark	
Total Score			10		

E. MOOC Test (weightage of 10 marks)

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1				10 (10 marks for passing one test in a year, if test not passed no marks)	
Total Score				10	

F. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extra ordinarily challenging task. If so, please give a verbal description (with in 100 words).

G. During the period under report, do you believe that you have made any exceptional contribution for placement of the students (with in 100 words).

H. During the period under report, do you believe that you have made any exceptional contribution for admission of the students (with in 100 words).

I. During the period under report, do you believe that you have made any exceptional contribution for maintaining the discipline in the Institute (with in 100 words).

J. During the period under report, do you believe that you have made any exceptional contribution for creating the infrastructure in the Institute up to the mark (with in 100 words).

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K. Have you made any contribution in your institute towards getting accreditation for courses/disciplines. If so, please give a verbal description (with in 100 words).

L. Have you undergone the prescribed medical check up (attach medical certificate from Regd. Laboratory / Govt. Hospital), tick in the appropriate column:

Yes	No
-----	----

J. Overall Score by Self Assessment on a Score of 1-60:

Signature of the faculty reported upon

Name:.....

Designation :.....

Date:.....

Verification :

The self assessment filled by the Sh.....Designation..... in Section II is dully checked and verified by the undersigned as per the documentary proof and record available in the institute and has been corrected, if required, and the corrections has been dully initialed.

Signature of Reporting Officer

Name:.....

Date:.....

h

SECTION III : Assessment by the Reporting Authority (weightage of 20 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):

S.No.	Description	Score by Reporting Authority
1	Punctuality & regularity	
2	Examination Result of the institute	
3	Placement of students	
4	Admissions in the institute	
5	Utilization of budget	
Total Score out of score of 20		

B. Please comment on the claim (if made) of exceptional contribution by the officer reported upon:

C. Adverse remarks of a substantive nature

Adverse remarks of a substantive nature should be recorded only after the officer/ official reported on has been verbally or in writing and has shown no effect of improvement.

R

D. Integrity

Please comment on the integrity of the faculty as per the instructions issued by the Govt. from time to time:

E. Pen picture by Reporting Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.

Date :.....

Signature of Reporting Authority

Name:.....

Designation:.....

1

SECTION IV : Assessment by the Reviewing Authority (weightage of 20 marks)

- A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):**

S.No.	Description	Score by Reviewing Authority
1	Punctuality & regularity	
2	Examination Result of the institute	
3	Placement of students	
4	Admissions in the institute	
5	Utilization of budget	
Total Score out of score of 20		

- B. Do you agree with the Adverse remarks recorded by the reporting officer at 'C' in Section III ? tick in the appropriate column.**

Yes	No
-----	----

In case of difference of opinion details and reasons for the same may be given:

- C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III? tick in the appropriate column.**

Yes	No
-----	----

In case of difference of opinion details and reasons for the same may be given:

D. Pen picture by Reviewing Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.

[Empty rectangular box for pen picture comment]

E. Special remarks, if any

[Empty rectangular box for special remarks]

F. Overall Score on score of 100

Authority	Max. Score	Score given
Self assessment	60	
Reporting Authority	20	
Reviewing Authority	20	
Overall Score	100	

G. Overall Assessment on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

[Empty rectangular box for overall assessment]

Date :

Signature of Reviewing Authority
Name:.....
Designation:.....

k

SECTION V : Assessment by the Accepting Authority

A. Do you agree with the remarks of the reporting / reviewing authority ? tick in the appropriate column.

Yes	No
-----	----

In case of difference of opinion details and reasons for the same may be given :

B. **Overall Assessment** on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

Date :.....

Signature of Accepting Authority
Name:.....
Designation:.....

**TECHNICAL EDUCATION DEPARTMENT HARYANA
ANNUAL CONFIDENTIAL REPORT**

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

**LECTURERS / SENIOR LECTURERS/HEAD OF DEPARTMENTS
OF
POLYTECHNICS**

Name of Officer : _____
Designation : _____
Discipline : _____
Name of Polytechnic : _____
Report for the Year : _____
Period : _____

Annual Confidential Report for the period from _____ to _____

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Section I : Basic Information

(To be filled by the Administrative Division of the Polytechnic)

Name of Polytechnic	
1. Name	
2. Gender (M/F)	
3. Date of Birth	
4. Present Designation of Post with discipline	
5. Date of joining on the present post	
6. Cadre	
7. Present Scale of Pay	
8. Date of Superannuation	
9. Date filing the property return for the year ending December	
10. Date of last prescribed medical examination (attach copy of test report)	

Reporting, Reviewing and Accepting Authority :

Authority	Name & Designation	Period worked
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Reviewing Authority		
Accepting Authority		

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Faculty	Reporting	Reviewing	Accepting
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Performance Scores :

Self Assessment	Reporting	Reviewing	Accepting
60	20	20	Agree/Not Agree

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
>90	70 – 90	60 – 69	50 – 59	30 – 49	<30

Date :

(Signature of Principal with rubber stamp)

Name :

Institute :

SECTION II : Self Assessment by the faculty (weightage of 60 marks)

A. Examination Result (weightage of 30 marks)

Year	Sem.	Branch	Subjects taught	Pass %
1 st	I			
	II			
2 nd	III			
	IV			
3 rd	V			
	VI			

Score of examination results

Description	Maximum Score	Score achieved															
<p>30 marks for 100% pass percentage of the subject taught and on pro-rata basis thereon. Average score shall be taken for all the subjects taught during the academic year.</p> <p>Example:-</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Pass%</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>100</td> <td>30</td> </tr> <tr> <td>B</td> <td>80</td> <td>24</td> </tr> <tr> <td>C</td> <td>60</td> <td>18</td> </tr> <tr> <td>D</td> <td>40</td> <td>12</td> </tr> </tbody> </table> <p>Total marks = 84 score achieved= $84/04=21$</p>	Subject	Pass%	Marks	A	100	30	B	80	24	C	60	18	D	40	12	30	
Subject	Pass%	Marks															
A	100	30															
B	80	24															
C	60	18															
D	40	12															
Total Score	30																

B. Teaching load (weightage of 06 marks)

Year	Sem.	Branch	Subjects taught	Theory	Practical	Teaching periods per week
1 st	I					
	II					
2 nd	III					
	IV					
3 rd	V					
	VI					
Total teaching periods per week as per norms			Odd Semester			
			Even Semester			
Total teaching periods per week as per time table			Odd Semester			
			Even Semester			
No. of teaching periods per week in excess or less of norms			Odd Semester			
			Even Semester			

Score of teaching load by:

Description	Maximum marks	Score achieved
Teaching load taken as per Norms (2 marks for each semester). In case teaching load is less than norms then only 01 mark for that semester	04	
02 marks for Teaching load taken in excess of norms (1 full marks for each semester)	02	
Total Score	06	

C. Attendance of students (weightage of 04marks):

Sr. No.	Activities	Max. Marks	Score achieved
1	06 marks for attendance of the students in the class taught on pro-rata basis. Average score shall be taken for all the subjects taught during the academic year. Example:- Subject attendance% Marks A >90 - 100 4 B >80 - 90 3 C >70 - 80 2 D >60 - 70 1 Total marks = 10 score achieved = $10/04 = 2.5 = 3$	04	
Total Score		04	

(Scores shall be as per documentary evidence)

D. Admissions (weightage of 04 marks)

Sr. No.	Activities	Total no. of sanctioned intake	Total no. of students admitted	Max. Marks	Score achieved
1	Admissions (04 marks for 100% seats filled in the concerned discipline of the faculty and thereafter on prorate basis)			04	
Total Score				04	

E. MOOC Test (weightage of 10 marks)

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1				10 (10 marks for passing one test in a year, if test not passed no marks)	
Total Score				10	

F. Development of digital e-content of subject (weightage of 06 marks)

Sr. No.	Name of subject for which digital e-content developed (as assigned by the authority without any repetition/subject allotted to other faculty)	Semester in which digital e-content developed	Marks	Score achieved
1 2			06 (3 marks for developing digital e-content of one subject as allotted in each semester)	
Total Score			06	

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G. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extra ordinarily challenging task. If so, please give a verbal description (with in 100 words).

H. Steps taken for strengthening and improving the practical work including maintenance of machinery and equipments.

I. Have you made any contribution in your department towards getting accreditation for your course/discipline. If so, please give a verbal description (with in 100 words).

f

J. **Specify contribution towards Administrative work** (Specify clearly the duty assigned and your performance for the allotted work).

K. **Have you undergone the prescribed medical check up (attach medical certificate from Regd. Laboratory / Govt. Hospital), tick in the appropriate column:**

Yes	No
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J. **Overall Score by Self Assessment on a Score of 1-60 :**

Signature of the faculty reported upon

Name:.....

Designation :.....

Date:.....

Verification :

The self assessment filled by the Sh.....Designation..... in Section II is dully checked and verified by the undersigned as per the documentary proof and record available in the institute and has been corrected, if required, and the corrections has been dully initialed.

Signature of Reporting Officer

Name:.....

Date:.....

k

SECTION III : Assessment by the Reporting Authority (weightage of 20 marks)

- A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 2 marks for each assessment as tabled below):**

S.No.	Description	Score by Reporting Authority
1	Punctuality & regularity	
2	Contribution in guiding and counseling the students and others in their overall development and placement.	
3	Willingness to work and seriousness to duty	
4	Temperament and manners	
5	Communication skills	
6	Adhere to lesson planning	
7	Reliability and dependability	
8	Attitude towards SC/ST and other communities	
9	Behavior towards seniors /superiors	
10	Attitude towards students	
Total Score out of score of 20		

- B. Please comment on the claim (if made) of exceptional contribution by the officer reported upon :**

C. Adverse remarks of a substantive nature

Adverse remarks of a substantive nature should be recorded only after the officer/ official reported on has been verbally or in writing and has shown no effect of improvement.

D. Integrity

Please comment on the integrity of the faculty as per the instructions issued by the Govt. from time to time:

E. Pen picture by Reporting Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.

Date :.....

Signature of Reporting Authority

Name:.....

Designation:.....

SECTION IV : Assessment by the Reviewing Authority (weightage of 20 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):

S.No.	Description	Score by Reviewing Authority
1	Performance based on examination results of the subjects taught during the academic year.	
2	Attendance of the students in the classes taught by him during the academic year.	
3	Contribution of the teacher for admissions of the students in the institute.	
4	Behavior towards seniors /superiors.	
5	Willingness to work and seriousness to duty.	
Total Score out of score of 20		

B. Do you agree with the Adverse remarks recorded by the reporting officer at 'C' in Section III ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

D. **Pen picture by Reviewing Officer : Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.**

E. **Special remarks, if any**

F. **Overall Score on score of 100**

Authority	Max. Score	Score given
Self assessment	60	
Reporting Authority	20	
Reviewing Authority	20	
Overall Score	100	

G. **Overall Assessment** on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

Date :.....

Signature of Reviewing Authority
Name:.....
Designation:.....

R

SECTION V : Assessment by the Accepting Authority

A. Do you agree with the remarks of the reporting / reviewing authority ? tick in the appropriate column.

Yes	No
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In case of difference of opinion details and reasons for the same may be given :

B. **Overall Assessment** on score given on a score of 100 (Excellent, Outstanding, Very Good, Good, Average Below Average)

f

Date :.....

Signature of Accepting Authority

Name:.....

Designation:.....