

KANYA MAHA VIDYALAYA JALANDHAR
ANNUAL CONFIDENTIAL REPORT FOR THE YEAR -----

PART-I

(TO BE FILLED IN BY THE INDIVIDUAL REPORTED UPON)

1. Full Name (in block letters) -----

2. a) Post held at present ----- b) Date of joining -----

3. Date of birth -----

4. **ACADEMIC QUALIFICATIONS** (beginning from Matriculation)

Examination	Institution where studied	University	Subjects	%age of marks obtained

5. **TEACHING EXPERIENCE**

Institution	Post	Year From	To	Subjects Taught	Salary drawn

6. **OTHER EXPERIENCE**

Office or Establishment	Post held	Year From	To	Reason for leaving

7. Present grade with pay drawn -----

8. Date of next increment -----

Signature

PART-II

SELF ASSESSMENT OF LAST YEAR'S WORK

(TO BE FILLED IN BY THE INDIVIDUAL REPORTED UPON)

9. Details of Teaching Assignments : -

(Give here the details of work assigned alongwith the subject or the portion of the subject assigned. In case of change in assignment during the course of the year, please indicate the relevant period).

10. **SELF ASSESSMENT OF TEACHING ASSIGNMENT**

Class	Subject	University Pass %age	College Pass %age

P.T.O.

11. Extra-curricular assignment (Give details)

12. Self assessment of extra curricular assignments

13. Any assistance you feel is needed for your improvement.

Please put your ideas here

Signature

(PLEASE ADD SEPARATE SHEET FOR GIVING DETAILS WHERE NECESSARY)

(TO BE FILLED IN BY THE PRINCIPAL)

14. Comments on Part II

15. Assessment of personality (Put Mark × in the appropriate square)

A-Outstanding	B-Very Good	C-Good		D-Average	E-Below average	
		A	B	C	D	E
1. Qualities						
2. Intelligence						
3. Initiative						
4. Objectivity						
5. General Efficiency						
6. Relation with colleagues						
7. Relation with seniors						
8. Treatment to students						
9. Loyalty to the College						
10. Continuing Academic Interest						
11. General bearing						
12. Relation with juniors						

16. Assessment of Integrity

- Has there been anything objectionable in her conduct in respect of this ? Please elaborate.
- If yes, was she cautioned or warned, orally or in writing ?

17. General Remarks

18. Grading :- Outstanding Very Good Average Below Average

(Strike out whichever is not applicable)

DATED : -----

PRINCIPAL