



CONFIDENTIAL

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

PERIOD OF REPORT.....

• Name:
• Father's name:
• Date of Birth:
• Date of Joining:
• Designation:
• Temporary/Confirmed:
• Qualification

1. Character and Conduct:
2. Relationship With
 - a) Principal
 - b) Fellow Colleagues
 - c) Office Assistants:
 - d) Students:
 - e) Other Staff:
3. Regularity and Punctuality:
4. General intelligence (Whether above average or below)
5. Response to the request of the Principal/Secretary:
Under the integrating development of the college:
Performance of Duties:
 - a) Knowledge of the Dept. which engaged and quality of works:
 - b) Knowledge of rules, regulations manuals/office procedures:
 - c) Whether fit for confirmation shouldering responsibility:
6. General remarks, if any

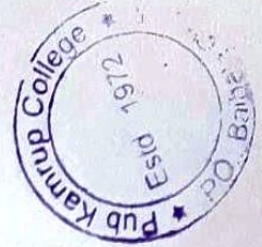
Name and Signature of the Recording Officer

Designation

INTEGRITY SLIP:

Nothing has come to my knowledge which have to reflect on the integrity of

Signature of the Principal



PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

Report for the year/ period

(To be submitted under sealed cover)

PART-I

(PERSONAL DATA)

- 1) Name of the employee :.
- 2) Name of service to which belongs :.
- 3) Educational Qualification :.
- 4) Professional Qualification :.
- 5) Name of the institution/ College with full address :

- 6) Date of birth :
- 7) Date from which appointment was approved as Teacher/Librarian by the D.H.E., Assam :
 - (a) In the UGC Scale of Pay :
 - (b) In the fixed pay (if any) :
 - (c) Without condition/ with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher/Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge/experience/training which facilitate to discharge the all allotted work of the officer/employee :
- 11) Date of obtaining Senior scale of pay :
- 12) Date of eligibility for placement in the Selection Grade Scale of pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority

Principal, Pub Kamrup College

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PART-II



(ASSESSMENT BY THE REPORTING AUTHORITY)

- 1) Name and Designation of the Reporting Authority :
- 2) Period of Service of the incumbent under the Reporting Authority :
- 3) State of Health :
- 4) What is your opinion about his/her
 - (a) Aptitude, Initiative, drive and efficiency for
 - (i) Arrangement for works :
 - (ii) Exception of work :
 - (b) Intelligence :
 - (c) Attendance/conduct and amenability to discipline :
 - (d) Character with particular reference to reliability and integrity :
 - (e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
 - (f) General remarks, if any :
- 5) Character and conduct of the Lecturer/Librarian :
- 6) Relationship with
 - (a) Principal :
 - (b) Teaching Staff :
 - (c) Library Staff :
 - (d) Office Staff :
 - (e) Students :
 - (f) Others :
- 7) Regularity and punctuality in attending college as well as classes :
- 8) (a) Spirit of Co-operation in the corporate life, extension activities, examinations, etc. :
 (b) Involvement in University and College Exams. :
 (c) Spirit of obedience to the higher Authorities :
- 9) Comments on the Performance of the Asst. Professor as well as teacher :
- 10) Special academic achievement of the Teacher (if any) :
- 11) Performance of duties (as per UGC Regulation, 2010) : year wise

Year/period	Working Days	Class allotted	Class taken

12) Recommendation about his fitness or otherwise for advancement for next higher rank : Highly recommended

Signature of Recording Authority
Principal, Pub Kamrup College



OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority : Name/Designation of the President
Governing Body
- 2) Period of service of the incumbent under
the Reviewing Authority :
- 3) General opinion of the Reviewing Authority :

Signature of Reviewing Authority
(....., President, Governing Body)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY: Accepted the performance appraisal report of -----
-----as recorded by the Principal & Secretary and recommended promotion of the
incumbent to the w.e.f.....

Signature
(President, Governing Body)
Name & Designation of Accepting Authority