ANNUAL CONFIDENTIAL REPORT FOR TEACHING FRATERNITIES (PGTs/GTs/PRTs/PPTs/ALL CATEGORIES OF LANGUAGE TEACHERS/ HEADMASTERS / HEADMISTRESSES OF JUNIOR HIGH SCHOOLS AND PRIMARY SCHOOLS) UNDER HRDD:

FOR THE YEAR……

PERIOD FROM…….

PART – I

(To be filled up by the Teacher to be reported upon)

1. Name in full: ……..
2. Date of Birth:…….
3. Qualification:……..

   Academic:…….

   Technical / Professional:……

4. Date of appointment:……..
5. Date of appointment or promotion to the present post / Grade:……

   Name of the Post:……

   Date of promotion / appointment:……

6. Present pay scale:…….…….
7. Total period of leave/ training during the reporting year:

   a) On leave…… b) On training……

8. If on training, details of training:

a) Name of the Course:…… b) Name of the Institute:……

c) Period of Course with date and year:…….

9. Any special assignment given and taken up during the year…….……

Date……. **Signature of Teacher**

PART II

(To be filled up by the Head of School as reporting officer)

(1)

i. Integrity:……

ii. Participatory role:…….

iii. Pro-activeness……..

iv. Response to Instructions:…….

v. Administrative Aptitude……

vi. Quality of expression (in writing) :…….

vii. Promptness to work / duty assigned:……..

viii. Follow up actions:……..

ix. Eagerness and enthusiasm:…….

x. Computer literacy / application:…….

xi. Creativity:…….

xii. Academic aptitude:…….

xiii. Level of Interest shown in co-curricular activities……

xiv. General Knowledge ;……..

xv. Other Qualities and resourcefulness to take additional responsibilities……..

xvi. Length of Service under the concerned Head of School(Reporting officer):……

(2) Give your objective comments in brief on the following:-

a) Innovation / creativity of the teacher reported upon:……

- Academic Innovation, if any…….
- Administrative Innovation, if any…….

b) Leadership Role:……..

- Any notable changes under her / his Leadership…….
- Management Role:……..
- Resource Mobilization (physical & Financial):……..
- Any Financial Resources mobilized through parents / teachers or any other source during his / her tenure……

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(3) Give your assessment & comments on the following:

a) Command / Use of Language (English):……

(a) Maintenance of Lesson plan ……

(b) Maintenance of Teaching Dairy:…….

(c) Any innovative works done on;

i. Academic sphere……

ii. Administrative sphere…… ….

(d) Eloquence / Oratory Capacity:……...

(f) Motivational Capacity:……..

(g) Guidance and Counseling of Students……

(h) Inter personal relations:……..

(i) Relationship with Teaching / non teaching staff:

I. Relationship with SMC/ SMDC :…….

II. Relationship with Parents / General public:……

(4) Meetings / workshops / Counselings / Motivational / Awareness programs attended (in a Year) for: (Name of the programme to be mentioned).

(a) ……..

(b) ……

(5) Any achievements / Contributions made by the teacher:

(a) Crisis Management / Students Control……

(b) Literary Works:……

(d) Arts & Crafts…….

(e) Culture…….**.....**

(f) Academic Activities……

(g) Remedial Teaching…….

(h) Use of TLM……

(i) Innovative practices……

(j) Student Counselling……

(k) Community Mobilization……

(l) Awareness/ Sensitization of Parents ……

(m) Any notable contribution for scheme implementation…….

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(6) Any Notable findings / observations by the concerned Teacher:

(a) Any measures initiated in the Administrative / Academic Reformations to support the head of School:……

(7) Give brief recommendations / comments on the following points:

(a) Teaching technique:……

(b) Dedication:…….

(c) Discipline……

(d) Professionalism……

(e) Any Outstanding support to the Head of School / educational institution :……..

(f) Any contribution for Institutionalization of disciplines in the School……. ……..

(8) Is he / she academically capable to be recommended to higher post (the report should be based on his / her performance)……

Overall grading: **:Outstanding / Very Good / Good/ Average / Below Average.**

Note: *(No outstanding grading should be made unless exceptional performance is noticed and such grading must be supported by substantial evidences).*

Place;

Date: **Signature of the Head of School.**

Name in full:

Designation with Official Seal

PART IV – REMARKS OF THE NEXT HIGHER OFFICER :

(1) Length of service under Reviewing Officer:

(2) Do you agree with the Reporting Officer in respect to his / her remarks on the resume of the work done by the teacher as contained in Part II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting officer and the extent of your disagreement.

(3) Overall assessment of performance and qualities.

Reviewing Officer.

Place;

Date:

Name in full:

Designation with Official Seal:

PART V – REMARKS OF THE ACCEPTING AUTHORITY

(*Authority next superior to the Reviewing Authority)*

Place;

Date:

Name in full:

Designation with Official Seal: