

**ANNUAL CONFIDENTIAL REPORT FOR PRINCIPALS /
HEADMASTERS / HEADMISTRESSES OF
SECONDARY/SENIOR SECONDARY SCHOOLS:**

FOR THE YEAR.....

PERIOD FROM.....

PART – I

(To be filled up by the Head of school to be reported upon)

1. Name in full:

2. Date of Birth:.....

3. Qualification:

a) Academic:.....

b) Technical/ Professional:.....

4. Date of appointment:.....

5. Date of appointment or promotion to the present post:.....

Name of the Post:.....

Date of promotion/ appointment:.....

6. Present pay scale:.....

7. Total period of leave/ training during the entire 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 teaching Classes taken up:

If yes, number of classes and the subjects taught:.....

10. Any special work assigned and taken up during the year.....

.....

11. Pass percentage of Class X Examination of the last preceding 2 (two)

years:.....

12. Pass percentage of Class XII Examination of last preceding 2 (two)

years:.....

13. Any outstanding academic achievements/ result by any students, if any:

.....

.....

15 Any outstanding result by any student

Date.....

Signature of Head of School.

PART II

(To be filled up by the Reporting Officer)

(1)

- I. Integrity:.....
- II. Personal Involvement:.....
- III. Pro-active attitude:.....
- IV. Response to Instructions:.....
- V. Administrative know how :.....
- VI. Promptness:.....
- VII. Follow up actions:.....
- VIII. Eagerness and enthusiasm:.....
- IX. Computer Application:.....
- X. Proficiency in correspondence :.....
- XI. Academic aptitude:.....
- XII. Drafting & noting:.....
- XIII. Length of Service under Reporting Officer:.....

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

- a. Innovation / creativity:.....
 - Academic Innovation, if any.....
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 - Administrative Innovation, if any.....
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- b. Leadership Role:.....

