

(Confidential)

Annual Confidential Report of Teachers

Name of Institute: _____ Department : _____

Name of Teacher: _____ Designation : _____

Length of Service in LTJS: _____ Years Duration 01st July _____ to 30th June _____

S. N.	Parameter	Report	Tick
01	Industriousness(How busy keeps himself/herself)	Keep always efficiently busy	
		Always take assigned job to logical end	
		Delivers goods some how	
		Begins but does not finish	
		Tendency to shirk any assignment	
		Very Lazy	
02	Application of mind	Creative, Innovative	
		Positively applies mind every time	
		Applies mind occasionally	
		Perturbs in difficulty	
		Lack of application of mind	
03	Administrative Capacity to extract work from subordinates	No application of mind	
		Extracts significant output	
		Extracts satisfactory output	
		Extracts just enough output	
		Easy going approach	
		No significant output	
04	Relations with colleagues	Incompetent to extract work	
		Maintain absolutely healthy relations	
		Quite good relations	
		Cooperative/ helping	
		Does not keep satisfactory relations	
		Relations are strained with some colleagues	
05	General Intelligence	Behaves rudely with junior colleagues	
		Very sharp IQ/EQ	
		Sharp to understand any thing	
		Just enough IQ/EQ	
		Intelligence not observed	
		Needs elaborate explanation every time	
		Dull to understand any thing	

06	Decision making	Capable to take quick and perfect decision	
		Takes matured decision	
		Fairly good decisive power	
		Very slow in taking decisions	
		Incompetent to take decision	
		Decisions are oriented to selfish motive	
07	Natural aptitude towards initiative	Self motivated person	
		Shows initiative very clearly	
		Just enough aptitude of taking initiative	
		Waits for detailed instructions	
		Casual in initiative	
		No initiative at all	
08	In carrying out assignment	Completes work forcefully	
		Dashing nature	
		Satisfactory drive in pushing	
		Casual in drive-no interest	
		Sluggish drive	
		No drive at all	
09	Integrity	Very high integrity	
		Very reliable, dependable	
		Satisfactory integrity	
		Not reliable	
		Integrity suspicious	
		Dangerous to organization	
10	Involved in private tuition / business	Not at all involved for certain	
		No to the best of my knowledge and belief	
		Not heard from any one	
		Heard about it orally	
		There are complaints in writing	
		Yes, definitely involved	
11	Loyalty to organization	Absolutely loyal	
		Yes, has sense of belonging	
		Always looks for interest of organization	
		Can not be judged	
		Always searching for other job	
		May not continue with us	
12	Tendency to go on leave	No Tendency to go on leave	

		Not observed significantly	
		Goes on leave frequently	
		Goes on leave when there is a teaching load	
		Goes on leave when teaching is in full swing	
13	Involvement in Malpractices	Not at all involved	
		Has fairly good moral	
		Has is a possibility of involvement	
		Observed in stray cases	
		Definitely involved beyond doubt	
14	Fitness to continue in present post	Beyond doubt fit to continue	
		Fit to continue	
		Totally Unfit for the present post	
15	Fitness for Promotion	Deserves quick promotion	
		Fit for higher post	
		Needs more experience before promotion	
		Not recommended for higher post	

Remarks of Reporting Officer:

Overall Assessment: _____

Place:

Signature of Reporting Officer

Date:

Seal

Remarks of Reviewing Officer:

Overall Assessment: _____

Place :

Signature of Reviewing Officer

Date:

Seal