

GOVERNMENT OF MIZORAM
HIGHER AND TECHNICAL EDUCATION DEPARTMENT
ANNUAL CONFIDENTIAL REPORT/ APPRAISAL PERFORMANCE REPORT

Reporting Period : From _____ to _____
 Name of College : _____

PART – I

A : GENERAL INFORMATION

1. Name (In Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Designation :
5. Mode of Recruitment :
6. Residential Address :
7. Telephone :
- Email :
8. Area of specialization :
9. Date of Appointment in the Institution :
10. Period of Absence other than Casual leave :

B: ACADEMIC PERFORMANCE INDICATORS

(DOCUMENTARY PROOFS REQUIRED IN ALL CLAIMED PERFORMANCES AS FAR AS POSSIBLE)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

BI.1. Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course/Paper	Class/Semester	Mode of teaching*	Hours per week allotted	Documents enclosure
1.					
2.					
3.					
4.					

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)

BI.2. Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1.				
2.				
3.				

BI.3 Examination Duties Assigned and Performed

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out
1.			
2.			
3.			
4.			

CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES:

BII. Please mention your contribution to the following:

Sl. No	Type of Activity	Nature of contribution
	(II.1) Student related Co-Curricular, extension & field based activities	
1		
2		
3		
	(II.2) Contribution to Corporate Life and management of the Institution through committees	Yearly/Semester wise responsibilities
1		
2		
3		
	(II.3) Professional Development Activities	Yearly/Semester wise responsibilities
1		
2		
3		

II.4. Membership of Professional bodies/societies, etc. :

II.5. Editorial of scientific journal or membership of
Editorial Committees/Board :

CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III.1. Papers published in the Referred Journals/Non-referred but recognized and reputable journals and periodicals, and Full Papers published in Conference Proceedings, etc. having ISBN/ISSN numbers.

Sl. No	Title with page nos.	Name of the Journal	ISSN/ ISBN No	Whether peer reviewed? Impact Factor, if any	No. of co-author (s)	Whether you are the main author
1						
2						

III. 2. Participation and Presentation of papers (oral/poster) in Conferences/Seminars/workshops etc.

Sl. No	Title of paper presented	Title of Conference/ Seminar etc	Organized by	Whether International/ natural/ state/ regional/ college or university level
1				
2				

PART C: GENERAL DATA:

State a brief assessment of your performance indicating:

- 1) Achievements :
- 2) Difficulties faced :
- 3) Suggestions for Improvement :
- 4) Any other relevant information :

Please give details of any other credential, significant contributions not mentioned earlier.

Sl. No	Details (Mention Year, value etc. where ever relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.
- 4.

I certify that the information provided is correct as per records documents enclosed along with the duly filled APR proforma

Place & Date

**Signature of the faculty with
Designation.**

PART- II
(TO BE FILLED BY THE REPORTING OFFICER)

NOTE: Every answer shall be given in a narrative form using unambiguous and simple language. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording answer.

1. Please give a general comment on Part –I (B&C) as filled in by the teacher on the assessment of his/her performance:

2. Give the assessment of the employee reported upon on the scale of 10 marks

Sl.No.	Attributes	Grade (out of 10)
1	Quality of performance	
2	Sincerity/Devotion to work/commitment	
3	Initiative/Creativity/Responsibility	
4	Regularity and Punctuality	
5	Relation with Co-workers	
6	Relation with Superiors	
7	Integrity	
8	Communication Skill (Both oral and writing)	
9	Character in general and value system	

3. Please indicate whether the employee is recommended for extension of his contract period (**YES/NO**) :

4. If NO, please specify the reason (refer to Sl. No. 3) in not more than 30 words.

5. Overall grading (Put tick mark ✓ at the appropriate grading inside the bracket):

Outstanding	-	()
Very Good	-	()
Good	-	()
Below Average	-	()

NOTE: A teacher should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such gradings should also be clearly indicated.

Place: _____ Signature of Reporting officer/HOD

Date: _____ Name in Block Letters :

Designation :

Seal :

PART –III
TO BE FILLED BY THEREVIEWING OFFICER

1. Do you agree with Grading given by the reporting officer ? (**YES/NO**)

2. If NO, state the reason (not more than 30 words)

Place: _____ Signature of Reviewing Officer/Principal

Date: _____ Name in Block Letters :

Designation :

Seal :

PART-IV
REMARKS OF THE ACCEPTING AUTHORITY

Place: _____ Signature of Accepting Authority

Date: _____ Name in Block Letters :

Designation :

Seal :

GUIDELINE FOR REPORTING AUTHORITIES WHICH MAY BE KEPT IN MIND
WHILE AWARDING NUMERICAL GRADINGS :

1. Officers grade from **8 to 10** will be rated as outstanding and will be given a score of **9** for the purpose of calculating average scores for empanelment/promotion.
2. Officers graded from **6 to 7** will be rated as 'Very good' and will be given a score of **7**.
3. Officers graded from **4 to 5** will be rated as 'good' and given a score of **5**.
4. Officers graded below **4** will be given a score of zero.

Note (i) High credit should not be given to the officers in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to **20%** of the officers under their supervisor.

(ii) Any grading more than 8 for each attribute must be justified by giving reasons in writing in a separate sheet.