



Personal Information and Performance Report

Year :

1	Name & Designation of the Faculty	
2	Name of the Department	
3	Communication Address / E-mail / Telephone / Mobile of the faculty	
4	Date of Appointment	
5	Caste Category (SC/ST/NT/OBC/SBC)	
6	Subject Taught	
7	Work Assignment	
8	Academic Activities	
9	Extra Curricular Activities	
10	Administrative Activities	
11	Research / Publications	
12	Any other achievement	

Signature of Teacher

CONFIDENTIAL REPORT

- 1. Name of the Teacher :
- 2. Date of Birth :
- 3. Qualification :
- 4. Department :
- 5. Faculty :
- 6. Date of initial appointment :
- 7. Date of appointment as a Vice principal:

- 8. Work assigned during the year
 - a) Administrative:
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 - b) Academic:
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 - c) Extra curricular:
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9. Observation of the Principal

- 1) Loyalty with the Institute
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 2) Punctuality
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 3) Work efficiency
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 4) Relations with the students.
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 5) Relations with Non-teaching staff
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 6) Public Relations (with past students & parents etc.)
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 7) Obedience and politeness
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 8) Research work
 - a. Excellent b. Very good c. Good d. Fair e. Poor
- 9) Area of Improvement needed.
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10. Remarks and recommendation of Principal.

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Remarks of Head of the Dept.

- 1) Punctuality
- 2) Participation and involvement in college activities
- 3) General behaviour
- 4) Relationship with students
- 5) Participation in community services
- 6) Participation in Research / Publications
- 7) Any other Remark

(Sign. of HOD)

Remarks of the Vice principal

- 1) Punctuality
- 2) Participation and involvement in college activities
- 3) General behaviour
- 4) Relationship with students
- 5) Participation in community services
- 6) Participation in Research / Publications
- 7) Any other Remark

(Sign. of Vice principal)

Remarks of the Principal

- 1) Punctuality
- 2) Participation and involvement in college activities
- 3) General behaviour
- 4) Relationship with students
- 5) Participation in community services
- 6) Participation in Research / Publications
- 7) Any other Remark

Forwarded by

Signature of Principal