

**Annual Confidential Report (SIASTE) for the year.....**

**(For Principal)**

**To be filled up by Employee.**

**1. Particulars**

- a. Name .....
- b. Father Name .....
- c. Employee ID .....
- d. Date of Birth .....
- e. Qualifications .....
- f. Designation .....
- g. Date of Joining service .....
- h. Mode of Recruitment .....
- i. Date of Joining at present posting .....
- j. Place of previous posting .....

From To

- k. Subject of Ph.D/M.Phil Dissertation (if passed) .....

**2. Teaching Performance (if any) & Overall Result of College**

**a. Results**

SN o	Session	Exam/Class	Subject Taught	Student Appeared	Student Passed	College Pass Percentage	University Pass Percentage	Difference

**3. Professional progress during the year**

- a. Higher qualification acquired, if any.....
- b. Research work, if any.....
- c. Particulars of published research.....
- d. Details of in service training/seminar, workshop.....
- e. Awards, if any.....

**4. Achievements of College in other activities**

- a. Extra-Curricular Activities  
.....
- b. Any other achievements .....

5. Whether he/she stays at HQ after college hours and during the holiday's?  
.....

6. Have you done Annual Medical Checkup?(if yes) .....

a. Date of Medical Checkup .....

b. Hospital Name .....

7. Property Return (Mention date and attach copy).....

8. Any other plus point not mentioned above.....

9. No. of Working Days spent in College

a. For Admission .....

b. For supervision of teaching work .....

c. For Supervision in Examination .....

d. For Career/community Activities- Specify .....

e. Total Working Days .....

Date:

(Signature)

Appraisal by Authorities

(To be filled up by the Director of SIASTE)

10. Facts based point wise information's filled up by employee from point no.01 to 09 to be verified from the record whether correct or not.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

11. Attitude towards Work .....

12. Sense of Responsibility .....

13. Communication Skills .....

14. Emotional Stability .....

15. Overall bearing and Personality .....

16. Moral Courage .....

17. Integrity .....

18. Willingness to take a professional

Stand .....

19. Leadership qualities .....

20. Overall Assessment:

(Keeping in view all the above facts)

- a. Outstanding
- b. Very Good
- c. Good
- d. Average
- e. Below Average

(Administrative Head of the Institute to fill up all the columns and no column is to be left blank)

Date.....

(Signature, Director SIASTE)

21. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer:

- a. Whether any enquiry/complaint is pending?
- b. Punishment if any awarded:

Dated:.....

Director General, Higher Education  
Haryana

22. Remarks by the Final Reporting Officer/Accepting Authority:

Dated.....

(Principal Secretary/Additional Chief Secretary  
Govt. of Haryana, Higher Education  
Department, Cum Chairperson EC, Society  
of SIASTE, Jhajjar)