

V.N.S.P. Mandal's Aurangabad

Vasantrao Naik Mahavidyalaya, (Jr.College), Aurangabad

SCHEDULE 'G'

[(See rule 14 (2) and rule 15 (1)]

FORM OF CONFIDENTIAL REPORT FOR TEACHING STAFF

PART – 1

Self Assessment Form

- 1) Name :
- 2) Post held :
- 3) Length of Service in present
of similar post :
- 4) Give a brief description of
your duties indicating the
objectives given to you
during the year :
- 5) How would you assess your
own performance during the
past year against the targets
set for you :
- 6) Can you mention any
specific items (s) of good
work done by you. :
- 7) Leave Account : CL DL ML LWP
ABSENT EL TOTAL

**Signature Name and Designation
of the person**

(2)

Remarks of the Reporting Officer

- Please state whether you :
- 1) agree with the assessment and if not the reasons there for
 - 2) What according to you are the faults and responsibilities of the teacher for the shortfall, if any
 - 3) Please give your general assessment regarding the teacher's integrity and relations with the public

**Signature Name and Designation
of the Reporting Authority**

Part – II

Form of confidential report for Head or teacher of a school

For the period from _____

Name of the teacher in full _____

Qualifications _____

Designation _____

Status (Permanent or temporary) _____

Length of service in the institution on 1st June _____

Scale of pay _____ Pay on 1st June _____

Next increment on _____

Special pay or allowances

Subject taught _____

(3)

I have formed the following opinion about the teacher's ability, work etc

For the period from _____ to _____

(1) Class work – N.B. assessment in respect of class work shall be made by using scale given below (excellent, very good, good, satisfactory or poor)

- a) Knowledge and preparation of subject
- b) Knowledge of –
 - (i) Medium of instruction
 - (ii) Hindi
 - (iii) English
- (c) Power of exposition, illustration questioning etc.
- (d) Ability and desire to create interest among pupils.
- (e) Class control and discipline
- (f) Influence over pupils, parents and colleagues.
- (g) General remarks on the class work

(2) Extra Class activities -

- (a) Interest taken in sports, Physical education, scouting etc.
- (b) Sincerity, loyalty etc
- (c) Inclination to co-operate with the colleagues.
- (d) Fidelity in carrying out instructions issued by the Head of the school.
- (e) Integrity and Character
- (f) Special aptitude
- (g) Obedience
- (h) Punctuality

(4)

- (i) Penalties or Awards, if any.
- (j) Fitness to continue in the present post
- (k) Fitness for promotion

(3) General remarks, if any

Place :

Date :

**Signature of Headmaster
Chief Executive Officer
President**

PART – III

Remarks of the reviewing Authority

- 1) Length of Service under :
Reviewing Authority
- 2) Do you agree with the :
Reporting Authority or do you
Wish to modify or add to his
assessment ?

**Signature Name and Designation of the
Reviewing Authority**

Place :

Date :