

CONFIDENTIAL REPORT – YEAR

Name :

Designation:

Department:

II. TEACHING: (For the whole year)

1. **UNDERGRADUATE**

- a. No. of lectures/seminar allotted to you
- b. No. of lectures/seminars taken by you
- c. Hours per week/year spent in clinical teaching, demonstrations / tutorials.

2. **POSTGRADUATE**

- a. Hours per week spent in clinical teaching, seminars, conference, journal club etc.
- b. No. of postgraduate students writing, these under you as a chief or as a co-supervisor.
- c. No. of postgraduate students working in your unit/department of professional training.

3. **RESEARCH** (Use separate sheet for this column).

- a. Title of research projects in which you have been involved in the previous year as:
 1. Chief Investigator
 2. Co-Investigator
- b. Title of research projects in which you were involved during the year under review as:
 1. Chief Investigator
 2. Co-Investigator
- c. List your publications (Attach separate sheet if there is more than one publication. Name of all authors, with full details of each paper must be mentioned. Standard format as under should be used; “ Pankaj SG. , Sharma YR, Vane JR. (2010) Prostacyclin reduces the number of ‘slow moving’ leucocytes in hamster cheek pouch venules J. Physiol. 280: 633”

PART-II

(To be field in by the Reporting Officer)

Reporting Officer's name:

Designation:

Department:

Length of service put in by the officer being reported or under the Reporting Officer.

From.....April..... toMarch.....

(Record remarks in respect of only such qualifications of which you have first-hand knowledge. Please be precise and brief. Each statement is to be commented on separately).

I. INTEREST:

II. RESEARCH ABILITY:

- i. Interest in research.
- ii. Theoretical ability and the capacity to interpret data.
- iii. Experimental and Practical ability
- iv. Originality, Capacity to produce new and good ideas

III. TEACHING ABILITY :

- i. Interest in Teaching
- ii. Power of expression, Ability to express him-self clearly and concisely.
- iii. Punctuality and regularity at assigned sessions/seminars.
- iv. Effectiveness, as a teacher/ as judged by peer rating /students rating.
- v. Knowledge of current advances in his/her subject.
- vi. Popularity with the students.

IV. PROFESSIONAL COMPETENCE

- i. General professional knowledge whether wide, thorough and up-to-date.
- ii. Competence in clinical skills or laboratory skill pertaining to his discipline.

V. ADMINISTRATIVE ABILITY

- i. Organizing ability :
- ii. Initiative and drive :
- iii. Capacity to work in a team :
- iv. General administrative efficiency :

VI. Assessment of the Officer's overall grading of work in his/her particular position:

- i) Exceptionally brilliant
- ii) Outstanding
- iii) Very Good
- iv) Well above average standard
- v) Good average man
- vi) The average men fairly competent but without special ability or initiative
- vii) Insufficient initiative and capacity for work without constant supervision
- viii) Indifferent but just worth retaining
- ix) Not worth retaining in the present position.

Grading should be recorded by the Reporting Officer amongst the above grading :

GENERAL REMARKS

(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add)?

Signature of Reporting Officer
(With Official seal)
Designation.....
Date:.....

NOTES FOR GUIDANCE OF REPORTING OFFICER:

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as in the interest of the smooth and efficient working of the Department and the Institute, reports should be carefully and critically made. Reporting Officer should not discuss his assessment with anyone, except the Reviewing Officer, if he requires you to do so.
2. Concentrate on one factor at a time and study the implications of each factor carefully. Do not feel obliged to mark under every heading, as some of the headings may be inapplicable. Do not attempt to guess any quality, which you have not been able to judge at first hand. In such cases, make no marking at all.
3. Do not be afraid of giving low markings if they are called for. No one can be equally good in every way and some low markings may be justified even for the most brilliant.
4. Markings should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment requires the appraisal of an officer in terms of his **ACTUAL PERFORMANCE**.

PART-III

I. REPORT BY REVIEWING OFFICER:

1. Do you agree with the officer's own account as recorded in this report?
2. Do you agree with the observations of the Reporting officer?
3. Do you agree with the reporting officer's overall assessment of the officer reported upon/ Column VI of the Part II.
4. Assessment of Integrity.
5. Has the officer been informed of any markings below 'Normal' with which you agree? If he/she has not been, please state why?
6. General remarks by reviewing officer, including a note of any particular achievement.

Signature of Reviewing Officer
(with Official seal)

Designation.....

Date:

Note: The Reviewing Officer should normally discuss the adverse markings which are below "normal" with the Reporting Officer and should make suggestions for improvement, to the reporting officer and, if necessary with the officer reported upon and therefore, record his remarks against Column 5 and 6 above.

PART-IV

I. REPORTED BY ACCEPTING AUTHORITY:

1. Do you agree with the officer's own account as recorded in this report?
2. Do you agree with the observations of the Reporting Officer/ Reviewing Officer?
3. Do you agree with the Reporting/Reviewing Officer's over assessment of the officer reported upon?
4. Assessment of Integrity.
5. Has the officer been informed of any markings below "Normal" with which you agree, if he/she has not been, please given reason thereon?
6. General remarks by the Accepting Authority including a note of any particular achievement during the assessment period.

Signature of Accepting Officer
(With Official seal)

Designation.....

Date:

Note: The Accepting Authority should normally discuss, in case the adverse marking which are below "Normal" with the Reporting Officer/Reviewing Officer and should make suggestions for improvement, to the reporting officer and, if necessary, the officer reported upon should be counseled thereon, record his remarks/adverse remarks/ below bench mark against Column.