

College: Khalsa College for Women, Sidhwan Khurd (Ludhiana)  
Annual Confidential Report

1. Name of Lecturer:
2. Date of birth:
3. Subject in which appointed:
4. Date of joining as regular lecturer:
5. Seniority no:
6. Time period/year for which the report is written:
7. Place of appointment during term/year:
8. Name and designation of the officer writing the report:

9. (a)1. Details about results (to be filled by the lecturer) Odd Semester

Class	Subject	No. of Students appeared	No. Of Passed Students	Pass %age	Uni Pass %age	+/-
1	2	3	4	5	6	7

(a)2. Details about results (to be filled by the lecturer) Even Semester

Class	Subject	No. of Students appeared	No. Of Passed Students	Pass %age	Uni Pass %age	+/-
1	2	3	4	5	6	7

Average of results of all classes under Series No. 5 & 6 .....(To two decimal places)

9. (b) Details of work published: Title, Name of Journal, year, volume and issue.

(i) In refereed journals:

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(ii) In non-refereed journals:

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(iii) Presentation in seminar.....

Organizer and Date .....

(iv) Book: (Title) .....

(v) Regarding co-educational activities: .....

(vi) Duties performed without teaching:

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(vii) Any other meritorious work: .....

I Certify that:

(i) The above information entered by me is true and correct.

(ii) I shall be personally liable if the information is incorrect.

Signature of Lecturer (with date)

10. (a) Evaluation of Lecturer's performance (to be filled by the report writer)

(i) The teacher took the classes on time	Always (1)	Often (2)	Sometimes (3)
(ii) Adequate guidance to students	Always (2)	Often (1)	Sometimes (0)
(iii) Successfully completed the assigned work	Always (2)	Often (1)	Sometimes (0)
(iv) Honesty, from the point of view of good policy	Good (2)	Average (1)	Ok Ok (0)
(V) Ability to Cooperate	Good (2)	Average (1)	Ok Ok (0)
(vi) Grievances regarding tuitions	Yes (0)	No (1)	

Comment if any statement is below average:

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Information evaluation

Scores on results (9a). ( ) upper limit 2 digits  
 Marks obtained for published work (9B) ( ) upper limit 2 digits  
 On the performance of the lecturer (10a) ( ) upper limit 12 points  
 Marks obtained

Total sum (in letters) ( )

in words ( )

Evaluation on the side of honesty and good policy: (If in doubt, prepare a separate and confidential note and name it

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Grading:	Points Obtained	Grade
	Above 14	A+ (Excellent)
	11 to 13	A (Very Good)
	08 to 10	B+ (Good)
	05 to 07	C (Average)

Points obtained by the lecturer : Points.....  
 And Grade : Grade.....

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

**Form of Confidential report on work of non-teaching employees of affiliated Colleges**

Report Time:

Report regarding the following work

(a) Name:

(b) Designation:

With Branch/Officer:

Reporting Officer:

Description	Report	Reporter
Hard work and good intentions		
Writing and cleaning		
Ability and intelligence		
Rules and regulations, especially accounting information		
Agility in getting work done		
Behavior and ability to work cooperatively with others		
Time restriction and due diligence		
The virtue of honesty		
Defects if any		
Special Statement (This box should also indicate whether the employee has performed his duties satisfactorily.		
special list		

Grading (Excellent, Very Good, Average Grade, Below Average Grade)