

**HIMACHAL PRADESH GOVERNMENT  
EDUCATION DEPARTMENT**

**ANNUAL CONFIDENTIAL REPORT OF COLLEGE PRINCIPALS**

Appraisal of work and conduct of Shri/Smt./Kumari ..... of ..... for the year .....

**PART-I PERSONAL DATA**

(To be filled by the Principal/College office)

1. Full Name(in capital letter) .....
2. Qualification:-
  - a) Academic .....
  - b) Professional .....
  - c) Research Degree .....
3. Date of Birth. ....
4. Designation. ....
5. Present scale of Pay. ....
6. Permanent/Quasi-permanent/Temporary. ....
7. Date of appointment (in college cadre). ....
8. Date of appointment as Principal. ....
9. Teaching subject for which approved/appointed. ....
10. College/Colleges in which served during the year and period of service in each college. ....
11. Period of absence from duty on leave/training etc. during the year/period under report. ....

**PART-II SELF APPRAISAL**

(Brief resume should bring out any significant achievement during the period under report)

12. What do you think has been your most important contribution this year and why?
13. Have you made any contribution in the area of work not assigned to you ? If yes, give details.
14. Have you published any Research paper/Book ?  
If Yes, please indicate number of volume and Address of the Journal.

15. Do you delegate all responsibilities and share control with all of few members of your staff?
16. Do you assume all responsibilities, decide all college issues yourself?
17. What activities did you initiate for encouraging college community relationship?
18. What are the vital problems of college administration before you in order of importance?
19. Additional steps taken during the year for:
  - (a) Teachers welfare.
  - (b) Students welfare.
20.
  - (a) Average pass percentage of all classes of the college separately.
  - (b) Average pass percentage of University for the same classes
  - (c) If pass percentage is low, reasons, if any for the same.
  - (d) Additional steps taken for improving academic standard.
21. Significant honour/distinction won by you/your college during the year.
22. Did you direct or participate in any summer/institute/In-service Refresher Course/Seminar during the year? (Give details)
23. Are you office bearer/member of any professional/educational/literary or social organisation? If yes, give details.
24. Did you receive any honour, prize or award during the year? (Give details).
25. Have you worked in any other profession?
26. What specific steps were taken by you to improve the college campus?
27. Any other significant point.

Signature of Reported Officer

### PART-III ASSESSMENT BY THE REPORTING OFFICER

(Note:-Assessment of this part should not be indicated by tick marking but should be clearly expressed in suitable words)

28. Do you agree with the resume of work as indicated by the officer in part-II of the report and in particular regarding the special achievements, if any mentioned by the officer? If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

29. STATE OF HEALTH.

(a) Physical:

- (i) Energetic.
- (ii) Poor Health

(b) Mental:

- (i) Alert.
- (ii) Slow.

(c) Emotional balances:

- (i) Is he calm and retain poise ?
- (ii) Does he get provoked easily ?
- (iii) Is he able to tolerate differences of opinion ?

30. Intelligence and understanding:

- (a) Exceptional and has clear grasp of any matter however complicated.
- (b) Is intelligent and grasps a point correctly with remarkable speed.
- (c) Just good enough.
- (d) Shows a barely adequate grasp.
- (e) Very slow and often misses the point.

31. QUALITY OF WORK:

(i) Attention to details:

Accuracy in presentation.  
Thoroughness in analysis.

- (a) Most reliable and comprehensive.
- (b) Considers all relevant details.
- (c) Has desire to improve.
- (d) Inclines to be superficial.

(ii) Professional Judgement:

- (a) Is consistently sound, impartial and thoughtful.
- (b) Pragmatic/Realistic.
- (c) Good Judgement and common sense.
- (d) Takes a reasonable view.
- (e) Unreliable, superficial, erratic undecided or rigid.

(iii) Knowledge of office procedures, rules, codes, manual, ordinances, instructions etc:

- (a) Has an exceptionally good grasp of the office procedure as a whole.
- (b) Has sound knowledge of office work.
- (c) Just good enough.
- (d) Has capacity to grow.
- (e) Poor.

(iv) Ability in discussion and conversation:

- (a) Very effective and convincing.
- (b) Good and puts across his points clearly.
- (c) Expresses adequately.
- (d) Just good enough.
- (e) Poor.

(v) Presentation of cases and expression on paper:

- (a) Extremely clear, cogent and logical.
- (b) Very good and expresses himself clearly and precisely
- (c) Just good enough.
- (d) Poor.

(vi) Disposal of work:

- (a) Takes personal interest and very prompt.
- (b) Reasonably good and prompt.
- (c) Irregular and has to be reminded frequently.
- (d) Is slow and tends to delay.
- (e) Takes no interest.

(vii) Study Habits:

- (a) He takes keen interest in studying latest books and enriching College Library.
- (b) He encourages colleagues/students to develop study habits.
- (c) Reasonably good.
- (d) Indifferent.

(viii) Zeal, Diligence and sense of responsibility:

- (a) Shows exceptional zeal and devotion to work and has excellent initiative.
- (b) Hardworking and conscientious and shows adequate zeal and devotion to work and also good initiative.
- (c) Reasonably diligent and interested in his work with average initiative.
- (d) Is rigid and tactless.
- (e) Lacks sense of responsibility and is indifferent to work.

- (ix) Organising and executive ability:
  - (a) Democratic, shares control with members of staff.
  - (b) Delegates responsibility and encourages groups initiative.
  - (c) Dominates and decides all issues himself.
  - (d) Defines goals and imposes them on members.
- 32. Social adjustment:
  - (a) His relationship with colleagues:
    - (i) Wins and retains the highest regard of all.
    - (ii) Is generally liked and respected.
    - (iii) Has ability to get along with people.
    - (iv) Not easy in his relationship but gets by.
    - (v) A difficult colleague.
- 33. Ability in Public Relations:
  - (a) Excellent management and initiative in public relations in all spheres.
  - (b) Guidance and counselling/social service arrangement and sends progress reports to parents/ guardians.
  - (c) Acts only according to instructions received from above.
  - (d) Does not attach much importance and lacks initiative.
- 34. (i) Ability to inspire confidence and to get the best out of his colleagues:
  - (a) Has excellent ability to supervise and help teachers.
  - (b) Has very good understanding of human relationship and discuss policy with staff
  - (c) Manages with tact and diplomacy.
  - (d) Has yet to gain experience and understanding.
  - (e) Poor understanding of educational management.
- (ii) Capacity to inspire ability to handle students with tact and sympathy.
  - (a) Excellent
  - (b) Very Good
  - (c) Good.
  - (d) Average.
  - (e) Poor.
- (iii) Punctuality and attendance:
- (iv) Other observations:
 

(This space may be utilized for remarks which completes, corroborates or supplements, what has been indicated above. This should not, however, be used for merely repeating in vague, terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning may also be indicated here).

(v) Integrity:

- (a) Nothing has come to my knowledge which cast any reflection on the integrity. His general reputation for honesty is good and I certify his integrity.  
(b) His reputation is of doubtful nature.  
(c) He has yet to establish his reputation.

35. Does he/she take interest in use of Hindi Language in official work.

36. His/her attitude towards the members of S.C. and S.T. community.

Dated .....

Signature of the Reporting Officer  
Name in block letters.....  
Designation.....

#### PART-IV REMARKS OF THE REVIEWING OFFICER

37. Length of service under the Reviewing Officer.

38. Do you agree with the Reporting Officer in regards to his remarks in the resume of the work done by the Officer as contained in Part-III of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

39. Overall assessment of performance and qualities.

40. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for these appointment out of turns? If so, mention these characteristics briefly.

Date.....

Signature of Reviewing Officer  
Name in block letters.....  
Designation .....

Counter signature by the next higher Officer with remarks if any

Date .....

Signature of the Countersigning Officer  
Name in block letter .....  
Designation .....