

6.3.5

**S.D. COLLEGE, BARNALA**  
**Self Assessment Proforma for College Lecturers**  
 (to be filled in every year towards the close of academic session)

Year of Assessment \_\_\_\_\_

**1. PERSONAL PROFILE**

i)	Name of Lecturer	
ii)	Qualification	
iii)	Subject of Faculty	
iv)	Designation	
v)	Date of Birth	
vi)	Date of joining the college	
vii)	Break in Service, if any	
viii)	Teaching experience at the college level	

**2. WORK PROFILE**

i)	Courses Taught & work Load	
ii)	Number of hours per week	
iii)	Title of course taught	
iv)	Total No. of Lectures	
v)	Tutorials/Practicals/Proctorial	

**3. TEACHING METHODS APPLIED**

i)	Name and describe new teaching methods used, if any, besides lectures method	
ii)	Distribution of lecture, synopsis and bibliography	
iii)	Encouraging question in class	
iv)	Announcing topics for discussion in advance	
v)	Holding seminars	
vi)	Use of audio-visual aids	

#### 4. ANY OTHER CONTRIBUTION

i)	Teaching Method	
ii)	Evaluation Techniques	
iii)	Course Development etc.	
iv)	Contribution of COHSSIP if it exists in the College through UIP	
v)	Any other	

#### 5. ACADEMIC AND PROFESSIONAL GROWTH DURING THE YEAR

i)	Research qualification acquired	
ii)	Research projects undertaken	
iii)	Research paper published indicating titles and names of journals in which published	
iv)	Guidance rendered to Research Scholars	
v)	Participation in seminars, workshop and conferences	
vi)	Participation in orientation programmes/Refresher Courses etc.	
vii)	Any other type of training	

#### 6. PARTICIPATION IN EXTRA-MURAL ACTIVITY

i)	Extra-curricular activities debates, cultural activities, counseling to students. planning forum, union NSS, scouting etc.	
ii)	Service to community-Adult education extension service	

#### 7. TEACHER-ADMINISTRATION RELATIONS

i)	Did you perform the duty assigned by the Principal	Yes/No if no, Declined/Resigned/Evaded
ii)	Help in administration by membership of various committees such as Discipline Committee, admission committee, Students Welfare Committee etc.	

iii)	Contribution made on the committee on which a member served during the year	
iv)	Have you ever been warned ?	
v)	Is any enquiry pending against you ?	

**8. EXAMINATION WORK**

i)	Were you allotted any examination work such as conduct/evaluation by the Universty/Board/Principal	
ii)	Did you perform the duty given by the University /Board/Principal	

**9. ANY OTHER INFORMATION**

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Place: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Teacher

**EVALUATION BY THE PRINCIPAL**

<b>Item</b>	<b>Factual Verification( Correct/ Exaggerated)</b>	<b>Evaluation (Excellent/Very Good/Good/Average/Poor)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Observation of Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Orders/Remarks of the President  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal

Signature of President  
Managing Committee

# S.D.COLLEGE, BARNALA

## Annual Confidential Report for Office Superintendent.

Year of Assessment \_\_\_\_\_

(A) Name \_\_\_\_\_.

(B) Designation \_\_\_\_\_.

Details	Remarks *
Hardworking & Sincerity to work	
Legibility of Handwriting	
Capability & General Intelligence	
Knowledge of Rules and Regulations as well as of accounts	
Work Efficiency	
Behaviour and Cooperation	
Punctuality	
Honesty for work	
Shortcomings if any	
Any other information	

\* Evaluation (Excellent/ Very Good/ Good/ Average / Poor)

Principal

# S.D.COLLEGE, BARNALA

## Annual Confidential Report for Office Superintendent.

Year of Assessment \_\_\_\_\_

(A) Name \_\_\_\_\_.

(B) Designation \_\_\_\_\_.

Details	Remarks *
Hardworking & Sincerity to work	
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Behaviour and Cooperation	
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Honesty for work	
Shortcomings if any	
Any other information	

\* Evaluation (Excellent/ Very Good/ Good/ Average / Poor)

Principal

# S.D.COLLEGE, BARNALA

## Annual Confidential Report for Non-Teaching Employees

Year of Assessment \_\_\_\_\_

(A) Name \_\_\_\_\_

(B) Designation \_\_\_\_\_

Details	Remarks *
Hardworking & Sincerity to work	
Legibility of Handwriting	
Capability & General Intelligence	
Knowledge of Rules and Regulations as well as of accounts	
Work Efficiency	
Behaviour and Cooperation	
Punctuality	
Honesty for work	
Shortcomings if any	
Any other information	

\* Evaluation (Excellent/ Very Good/ Good/ Average / Poor)

Countersigned by Principal

Office Supdt.

# S.D.COLLEGE, BARNALA

## Annual Confidential Report for Non-Teaching Employees

Year of Assessment \_\_\_\_\_

(A) Name \_\_\_\_\_

(B) Designation \_\_\_\_\_

Details	Remarks *
Hardworking & Sincerity to work	
Legibility of Handwriting	
Capability & General Intelligence	
Knowledge of Rules and Regulations as well as of accounts	
Work Efficiency	
Behaviour and Cooperation	
Punctuality	
Honesty for work	
Shortcomings if any	
Any other information	

\* Evaluation (Excellent/ Very Good/ Good/ Average / Poor)

Countersigned by Principal

Office Supdt.