

## HINDU COLLEGE, AMRITSAR

### FORM FOR THE ANNUAL CONFIDENTIAL REPORT FOR ASSISTANT PROFESSOR UNDER NEW GRANT IN AID SCHEME

Academic Session

Period 11<sup>th</sup> February 2021-11<sup>th</sup> February 2022

#### Part-I

1	Name of Teacher	
	Academic Qualification	
3	Date of Birth	
4	Gender (Male/Female)	
5	Contact No	
6	Email Address	
7	(a) Present Post/ Designation	
	(b) Subject	
	(c) Name and place of the institution	
8	Date of Joining	
9	Scale of Pay	
10	Present Pay and Emoluments	
11	Detail of leaves according to calendar year	
	(a) Total allotted casual leaves	
	Availed casual leaves	
	(b) Other leaves	
	Medical leave	
	Earned leave	
	X-India/Foreign leave	
	Without pay leave	
	Maternity leave	
	Child care leave	

Signature valid

Digitally signed by Dr  
Rakesh Joshi

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	Absent without information	
12	Time Spent with University	➤

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Rakesh Joshi  
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**Part -II**

**TO BE FILLED IN BY THE ASSISTANT PROFESSOR/SUPPORTING STAFF MEMBERS DURING THE YEAR OF REPORTING**



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**Part –II**

**TO BE FILLED IN BY THE ASSISTANT PROFESSOR/SUPPORTING STAFF  
MEMBERS DURING THE YEAR OF REPORTING  
(July,22- Dec,22)**


**(Jan,22- May,22)**


**Extra-Curricular Activities**

<b>Serial No</b>	<b>Activities</b>	<b>Report by the Teacher</b>
<b>I.</b>		
<b>II.</b>	Specific contribution to maintain discipline in the Institute.	<ul style="list-style-type: none"><li>➤ Performed Discipline duties</li><li>➤ Convener of Discipline in Tech Fest, March 2022</li></ul>

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## Academic Activities

Serial No	Activities	Report by the Teacher
I.		
II.		
III.		
IV.		
V.		
VI.		
VII.		
VIII.		
IX.		
X.		
XI.		

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### Part-III

		Poor	Good	Very Good	Excellent
1.	Health & Personality				
2.	Way of Teaching				
3.	Use of Black Board				
4.	Punctuality & Regularity				
5.	Initiative and Drive				
6.	Sense of Responsibility				
7.	(a) Proficiency in teaching				
	(b) Proficiency in Admission/ Examination work				
	(c) Capability of Handling any other work assigned to him				
8.	Attitude towards students				
9.	Intelligence				
10.	Reliability and Dependability				
11.	Whether possesses knowledge of Information Technology and whether he uses/ applies this Technique for official work				
12.	Attitude towards SC/ST and other communities				

Signature of Teacher  
Teacher Name-  
Designation-  
Department-  
Institution-  
Place-  
Date-

Signature of Principal (With Stamp)  
Name-  
Institution-  
Place-  
Date-

Signature valid

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