**ARMY INSTITUTE OF TECHNOLOGY**

**Dighi Hills, Pune 411015**

**ANNUAL CONFIDENTIAL REPORT**

**PERIOD FROM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART – I.I PERSONAL DATA AND SELF APPRAISAL**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name | : |  |
|  |  |  |  |
| 2. | Date of Birth | : |  |
|  |  |  |  |
| 3. | Educational Qualifications | : |  |
|  |  |  |  |
| 4. | Details of probation period (if any) | : |  |
|  |  |  |  |
| 5. | Date of Appointment | : |  |
|  |  |  |  |
| 6. | Class(es) and Subject(s) taught | : |  |
|  |  |  |  |
| 7. | Period of absence from duty (on leave, training etc) during the year | : |  |
|  |  |  |  |
| 8. | Self Appraisal (to be filled in by the individual reported upon) | : |  |
|  |  |  |  |
| (a) | Academic and Professional achievement during the year including degrees / diplomas obtained books articles published and training courses attended etc. : | | |
|  |  |  |  |
| (b) | Enumerate items of task and targets if any assigned by the Principal / Director / Chairman, Managing Committee to the individual reported upon during the period.: | | |
|  |  |  |  |
| (c) | Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The Resume should not exceed 300 words) : | | |

**(Signature of Reported upon)**

**PART I.II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Does the Initiating Officer agree with all that is recorded under para 8 of Part – I by the individual. If not, enumerate the extent of disagreement with reasons. | : |  |
|  |  |  |  |
| 2. | Academic Competence (knowledge of the subject(s) taught). | : |  |
|  |  |  |  |
| 3. | Contribution to co-curricular activities | : |  |
|  |  |  |  |
| 4. | Organizing Capacity | : |  |
|  |  |  |  |
| 5. | Initiative and resourcefulness | : |  |
|  |  |  |  |
| 6. | Amenability to discipline | : |  |
|  |  |  |  |
| 7. | Control and Management of the Class | : |  |
|  |  |  |  |
| (a) | Maintenance of order and amongst students. |  |  |
|  |  |  |  |
| (b) | Ability of motivate students. |  |  |
|  |  |  |  |
| (c) | Popularity with students. |  |  |
|  |  |  |  |
| 8. | Relations with Faculty and subordinate | : |  |
|  |  |  |  |
| 9. | Relations with superior staff and students | : |  |
|  |  |  |  |
| 10. | Honesty and Integrity | : |  |
|  |  |  |  |
| 11. | Stamina both physical and mental | : |  |
|  |  |  |  |
| 12. | Capacity to assume higher Responsibility. | : |  |
|  |  |  |  |
| 13. | General Comments on the functioning and results achieved by the individual. | : |  |
|  |  |  |  |
| 14. | Brief mention of outstanding or notable work, if any, meriting special commendation. | : |  |
|  |  |  |  |
| 15. | Whether reprimanded for indifferent work or for other causes during the period under review | : |  |
|  |  |  |  |
| 16.Pen Picture : | | | |
| 17. | Grading | : |  |
|  | (Confine the grading to the following expression :- (Outstanding / Very Good / Good / Average / Below Average) |  |  |
|  | (An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for given such grading should be clearly brought out). |  |  |
|  |  |  |  |
| 18. | Recommendation for retention in the Post | : | Recommended / Not Recommended |
|  |  |  |  |
|  | Date :- |  | **Signature of Initiating Officer**  Name & Designation : |

**PART – I.III REMARKS OF THE REVIEWING OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Grading Confine the grading to the following expressions :- |  |  |
|  |  |  |  |
|  | (Outstanding / Very Good / Good / Average / Below Average) | : |  |
|  |  |  |  |
|  | (An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for given such grading should be clearly brought out). |  |  |
| 2. | Recommendation for retention in the Post | : | Recommended / Not Recommended |
|  |  |  |  |
|  | Date :- |  | **Signature of Reviewing Officer**  Name :  Designation |

**PART – I.IV REMARKS OF THE SENIOR REVIEWING OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date :- |  | **Signature of Senior Reviewing Officer**  Name:  Designation: |