

Institution has performance appraisal system for teaching and non-teaching staff



ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana
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SOP

ANNUAL CONFIDENTIAL REPORTS

APPENDIX –J

(Article 153

refers)

Preparation of reports:

1. The annual confidential reports on the staff of army colleges, shall be prepared for the year ending 31 march every year , these reports must be completed not later than the 15April every year

Maintenance of reports:

2. The principal should regard it as his personal and special responsibility to ensure that annual confidential reports are properly maintained in respect of all persons working in the college. It is his duty to observe carefully the work and conduct of the staff and to provide training and guidance wherever necessary. The annual confidential reports should be based upon the results of such observations and periodical inspections.

Custody of reports:

3. The reports of all staff will be kept under the custody of the director/principal of the college. Principal's report once reviewed by the patron, will be kept in safe custody of the chairman, IMC

Period and frequency of reporting:

4. Confidential reports should be recorded annually, for the preceding academic year
5. Reports should also be written on the staff of the college, when the principal is either transferred or leaves the college, during the interval between two annual reports
6. No report need, however, be written unless a reporting officer has at least three months experience on which to base his report.

Communicating of adverse remarks:

7. It is necessary that every employee should know what his defects are and how he can remove them. The best results will be achieved only if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities , but also to give him at all times the necessary advice , guidance and assistance to correct his faults and deficiencies. If this part of duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to defects, which have persisted despite the reporting's officers efforts to have them corrected.



[Signature]
Principal

Principal
Army College Of Dental Sciences



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Accordingly, in mentioning any faults or defects, the reporting officer should also give an indication of the efforts he had made, by way of counselling's, admonition etc. to get the defects removed and the results of such efforts.

8. The adverse remarks in the confidential report shall be communicated to the employee concerned by the initiating officer where considered necessary, and a copy of such communication should be the ACR.
9. In communicating remarks to the member of staff reported upon the following procedure should be followed:
 - a) Where no adverse entry is made in a confidential report, nothing should be communicated , except in cases dealt with in (c) below
 - b) Where an adverse entry is made, whether it relates to a remediable or an irremediable defect, it should be communicated, but while doing so, the substance of the entire report, including what may have been said in praise of the person should be communicated.
 - c) Where the report of a person shows that he/she had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the person in a suitable form and a copy of such communication should be added to the ACR.

Representation against adverse remarks:

10. Representations against adverse remarks should be made within three months of the date of communication.
11. The following procedure may be adopted in dealing with such representations:
 - a) All representations against adverse remarks will be examined and disposed of by the managing committee in consultation, if necessary, with the reporting and reviewing officers.
 - b) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the confidential report of the employee that he/she did not take correction in good spirit
 - c) If the managing committee feels that there is no sufficient ground for interference, the representation should be rejected and the employee informed accordingly.
 - d) If the managing committee feels that remarks should be moderated, necessary entries separately with proper attestation at the appropriate place of the report, will be made, the correction would not be made in the earlier entries themselves.
 - e) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were entirely incorrect or unfounded and therefore deserved expunction, the managing committee will take necessary action to score through the remarks, paste it over or obliterate it otherwise and will make an entry, properly date and attested, stating that this has been done.




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12. Representations or explanations against adverse entries should not be added to the confidential reports.

Propriety of issue of letters of appreciation or notes of commendation to the staff

13. The general policy should be to discourage the practice of granting letters of appreciation or notes of commendation to any member of the staff and placing such letters in the confidential reports. Exception may, however, be made in cases where letters of appreciation are issued by the managing committee in respect of any outstanding good work done and the same should go into the confidential report dossier .



[Handwritten Signature]
Principal

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**Appraisal forms for teaching
staff**



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ANNUAL CONFIDENTIAL REPORT:
PERIOD FROM 01 JUL 2020 TO 30 JUN 2021

PART-I
PERSONAL DATA AND SELF APPRAISAL

Ser No	Description	Details
1.	Name	
2.	Date of Birth	
3.	Educational Qualifications	
4.	Details of probation period (if any)	
5.	Date of appointment	
6.	Department	
6.	Class(es) and Subject(s) taught	
7.	Period of absence from duty (on leave, training etc) during the year.	
8.	Self Appraisal (a) Academic and Professional achievements 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.	
9.	Improvement in profession & dept needed in the forthcoming period	

Dated : 2021 (Signature of Professor/Reader/Sr Lecturer/Lecturer/Non Teaching)

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PART-II

PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

Ser No	Description	Remarks
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.	Organising capacity.	
5.	Initiative and resourcefulness.	
6.	Amenability to discipline.	
7.	Control and Management of the class:- (a) Maintenance of order and discipline amongst students. (b) Ability to motivate students. (c) Popularity with the 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 expressions : (Outstanding/Very Good/Good/ Average/Below Average). (An individual should not be graded Outstanding unless exceptional qualities and performance have been notice, Grounds for giving such grading should be clearly brought out).	
18.	Recommendation for retention in the post	Recommended / Not recommended.

Date : Jul 2021

Signature of Initiating Officer

Name :

Designation :

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PART-III

REMARKS OF THE REVIEWING OFFICER

Ser No	Description	Remarks
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 notice, Grounds for giving such grading should be clearly brought out).	
2.	Recommendation for retention in the post	Recommended / Not recommended.

Signature of Reviewing Officer

Name :

Designation :

Date : 2021

PART-IV

REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer


Name :

Designation :

Date : 2021

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**Appraisal forms for teaching
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Name :

Date :

Designation: Department:

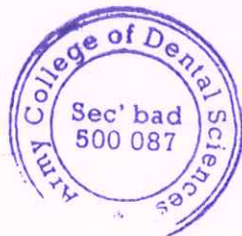
SELF-APPRAISAL OF TEACHING FACULTY

The following guidelines are intended to assist the faculty member in developing and maintaining a yearly self-appraisal of her/his efforts at College. These guidelines take into account that a faculty member's areas of effort may vary across time based on the faculty member's interests and the needs/demands of the college. The format is designed to capture all of the pertinent areas of academic life, but it also allows flexibility in the degree to which each area is explored. Therefore, while each faculty member will want to appraise each of the areas listed below, she/he may emphasize certain areas depending on past and current goals and the needs of the college.

SECTION - A:

1. Name :			
2. Age :			
3. Address :			
4. Designation :			
5. Area of Specialization :			
6. Qualifications including diplomas and highest degrees			
Degree/Diploma	University	State	Year
7. Rank/Prizes/Medals won at School / College / University during education			

1 |




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8. Details of Additional Training / Faculty Improvement / Further Study undergone				
Period		Nature of Programme	Institution	Remarks
From	To			

9. a. Date of joining to this College :

b. Experience: PG Teaching: Years: UG Teaching: Years

10. Teaching Experience outside present college:

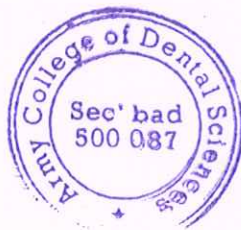
Position held	Duration		No. of Years	University/ Institution
	From	To		

SECTION – B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SL.NO.	Nature of Activity	Score allotted	Self-appraisal Score
CATEGORY I	ESSENTIAL		
1	Lectures taken as percentage of lectures allocated (100% compliance = 10 points)	10	

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	Total number of lectures allocated: Number of lectures taken:		
2	College/University examination duties (Question papersetting and evaluation of answer scripts) as per dutiesallotted (100% compliance = 10 points)	10	
3	Use of Innovative teaching – learning methodologies; Updated subject content and course improvement.	5	

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

SL.NO	Nature of Activity	Maximum Score	
		Score allotted	Self-appraisal Score
CATEGORY II (A) CO-CURRICULAR, EXTENSION ACTIVITIES			
1	Number of Students and staff Related Socio-Culturaland Sports Programmes.	5	
CATEGORY II (B) PROFESSION – RELATED CONTRIBUTION			
1	Institutional Governace responsibilities like, Vice Principal, Dean, Director, Warden, Chairperson, IQAC coordinator and any othermembership of institutional committees.	5	
2	Membership in profession related committees at stateand national level	5	
3	Participation in subject associations, conferences, seminars without paper presentation	5	
4	Participation in short term training courses less thanone week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance	5	
5	Membership of professional associations committees,Boards of Studies, editorial committees of journals /institutional publications.	5	

CATEGORY-III: RESEARCHANDRELATEDCONTRIBUTIONS

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Sl.No			Score allotted	Self-appraisal Score
III (A) (i)	Research Publication (journals)	Number of articles in referred Journals with an impact factor	5	
III (A) (ii)		Number of articles in Vernacular & Indian language journals in all disciplines without any impact factors	1	
III (B)	RESEARCH PROJECT			
III (B) (i)	Sponsored Projects carried out/ongoing	a) Number of Major Projects amount mobilized with grants	5	
III (B) (ii)	Completed projects:	Number of Completed project Reports	2	
III (C) (i)	Participation in Research Methodology/Workshops or Conferences/Seminars & Symposia	a) Research Methodology course	1	
		b) International conference/ Seminar/ Symposia	1	
		c) National conference/ Seminar/ Symposia	1	

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		d) Statelevel / university/college levelseminar/ conference/ symposia	1	
III (C) (ii)	Presentation of researchpapers (oral/poster)in	a) International/ Foreign conferenceetc.	3	
		b) National.	2	
		c) Regional/Statelevel	1	
III (C) (iii)	Invitationsfor conferences/seminars/ workshops/symposiato deliverlectures/and/or chairsessions	a) International/ Foreign conferenceetc.	3	
		b) National	2	
		c) Regional/Statelevel	3	
III(D) (i)	DisciplinespecificAwards		2	
III (D) (D)	FellowshipTitles		2	
III (E) (i)	No. of Kaizens		2	
III (E) (ii)	No. of Best Kaizens.		1	
III (F) (i)	Average 5S rating		2	
III (G)	Department performance in Academics		1	

5

III (H)	Percentage completion of Institution Objectives.	%	2	
III (I)	Percentage completion of Individual Objectives.	%	2	

Signature of the faculty with Designation, Place & Date

Forwarded by:

Signature of HOD



[Signature]
Principal

Principal
Army College Of Dental Sciences.

**Appraisal forms for Teaching
and Non-Teaching staff**



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Specimen forms of confidential report of director/principal, teaching and non-teaching staff are attached as Annexure 1-V

Annexure 1 to Appendix 'J'

(ARTICLE 153 refers)

NAME OF THE COLLEGE -----

ANNUAL CONFIDENTIAL REPORT: PRINCIPAL PERIOD FROM ----- TO -----

PART -1 PERSONAL DATA AND SELF APPRAISAL

(This report should be initiated by director/chairman of the institute managing committee and reviewed by the chairman/patron of the college)

S. No.	Description	Remarks
1.	Name:	
2.	Date of Birth:	
3.	Educational Qualification:	
4.	Date of appointment:	
5.	Details of probation period (if any):	
6.	Period of absence from duty (on leave, training etc.) during the year:	
7.	Self-appraisal (to be filled in by the individual report upon):	
	a) Academic and professional achievements 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 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.	

(Signature of Principal reported upon)

Date:

PART – II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

S. No.	Description	Remarks
1.	Does the initiating officer agree with all that is	



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	recorded under para 7 of part – 1 by the individual .if not , enumerate the extent of disagreement with reasons	
2.	General comments on the functioning and results achieved by the college	
3.	Academic proficiency and application of knowledge and professional skills (teaching skills) on the job	
4.	Supervisory skills and organizing ability in instructional and other programmes	
5.	Awareness of latest innovations in the field of education and their implementation in the college.	
6.	Administrative ability : a) Knowledge of rules, instructions and procedures of AWES/University/Regulatory bodies.	
	b) Ability in written expression	
	c) Maintenance of records including accounts	
7.	Discipline	
8.	Control and management of staff and students: a) Maintenance of order and discipline amongst students and staff	
	b) Ability to get work from staff and motivate students	
	c) Relations with parents, organizations and the managing committee	
	d) Relations with staff and students	
9.	Honesty and integrity	
10.	Stamina both physical and mental	
11.	Selflessness and dedication to organization and service	
12.	Pen Picture	
13.	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 giving such a grading should be clearly brought out)	
14.	Recommendation for retention in the post.	Recommended/not recommended



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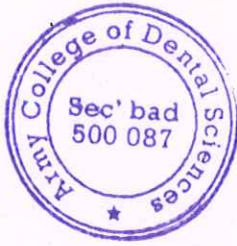
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Signature of initiating officer

Name:

Designation:

Date:




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PART – III REMARKS OF THE REVIEWING OFFICER

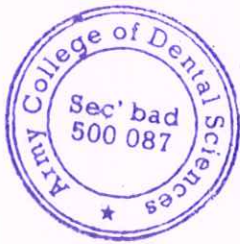
S. No.	Description	Remarks
1	Do you agree with the initiating officers assessments contained in part II? If not, the extent of disagreement.	
2	Overall assessment of performance and qualities	
3	Grading (Confine the grading to the following expressions: (Outstanding/very good/good/average /below average) (An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out)	
4	Recommendation for retention in the post	Recommended/not recommended

Signature of reviewing officer

Name:

Designation:

Date:



[Handwritten Signature]
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Annexure II to Appendix J

(Refers to Article 153)

Name of the college -----

ANNUAL CONFIDENTIAL REPORT: ASSISTANT PROFESSORS PERIOD

FROM -----TO -----

PART –I PERSONAL DATA AND SELF APPRAISAL

S. No.	Description	Remarks
1.	Name:	
2.	Date of Birth:	
3.	Educational qualification:	
4.	Date of appointment:	
5.	Details of probation period (if any):	
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 report upon):	
	a) Academic and professional achievements 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 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.	

(Signature of Assistant professor reported upon)



[Signature]
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PART –II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

S. No.	Description	Remarks
1.	Does the initiating officer agree with all that is recorded under para 8 of part -1 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 discipline amongst students b) Ability to motivate students c) Popularity with the 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 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 giving such grading should be clearly brought out)	
18.	Recommendation for retention in the post	Recommended/not recommended


Signature of initiating officer

Name

Designation

Date:




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PART – III REMARKS OF THE REVIEWING OFFICER

S. No.	Description	Remarks
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 giving such a grading should be clearly brought out)	
2.	Recommendation for retention in the post:	Recommended/not recommended

Signature of reviewing officer

Name:

Designation:

Date:

PART –IV REMARKS OF THE SENIOR REVIEWING OFFICER

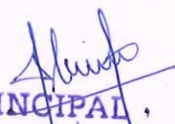
Signature of reviewing officer

Name:

Designation:

Date:




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Annexure III to Appendix J

(Article 153 refers)

Name of the college -----

ANNUAL CONFIDENTIAL REPORT: NON-TEACHING STAFF

PERIOD FROM ----- TO -----

(This report should be written by the registrar and should be reviewed by the principal)

S. No.	Description	Remarks
1.	Name :	
2.	Date of birth :	
3.	Date from which continuous appointment is held :	
4.	Basic pay on 31 march of year of report and pay scale :	
5.	Educational and other qualifications :	
6.	Brief description of duties allotted	
7.	Observations on ; a) Intelligence b) Initiative c) Devotion to duty d) Skill in the work on which employed e) Whether maintains all registers and accounts tidily and up – to – date f) Amenability to discipline g) Relations with superiors h) Relation with other staff i) Punctuality in attendance	
8.	Whether responsible for any outstanding work during the period under review meriting special commendation :	
9.	Whether reprimanded for any indifferent work or for other reasons during the period under review	
10.	General assessment of good and bad qualities	
11.	Pen picture	
12.	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 giving such a grading should be clearly brought out)	
13.	Recommendation for retention in the post :	Recommended /not recommended



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Signature of Ratee _____ Signature of IO _____

Signature of initiating officer
Name


Designation
Date

REMARKS OF THE REVIEWING OFFICER

S. No.	Description	Remarks
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 giving such a grading should be clearly brought out)	
2.	Recommendation for retention in the post :	Recommended /not recommended

Signature of reviewing officer
Designation
Date




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Annexure IV to Appendix J

(Article 153 refers)

Name of the college -----

ANNUAL CONFIDENTIAL REPORT: GROUP "D" STAFF

PERIOD FROM ----- TO -----

(This report should be written by the registrar and should be reviewed by the principal)

S. No.	Description	Remarks
1.	Name :	
2.	Post held :	
3.	Date of birth :	
4.	Present pay and scale of pay:	
5.	Educational qualifications :	
6.	Brief description of duties allotted:	
7.	Date from which continuously working in the college:	
8.	Name :	
9.	Can he read and write a) Hindi b) English	
10.	Observations on : a) Intelligence b) Amenability to discipline c) Honesty and integrity d) Punctuality e) Devotion to duty	
14.	General assessment of good and bad qualities	
15.	Pen picture	
16.	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 giving such a grading should be clearly brought out)	
17.	Recommendation for retention in the post :	Recommended /not recommended



Signature of initiating officer

Name

Designation

Date

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PART III- REMARKS OF THE REVIEWING OFFICER


S. No.	Description	Remarks
1.	Do you agree with the initiating officers assessments contained in part II if not, the extent of disagreement.	
2.	Overall assessment of performance and qualities	
3.	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 giving such a grading should be clearly brought out)	
4.	Recommendation for retention in the post :	Recommended /not recommended

Signature of reviewing officer

Designation

Date




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Appendix V to Appendix J

(Article 153 refers)

Name of the college institute -----

ANNUAL CONFIDENTIAL REPORT: REGISTRAR AND HEAD OF ADMINISTRATION

FROM -----TO -----


Part –I personal data and self-appraisal

S. No.	Description	Remarks
1.	Name :	
2.	Date of birth :	
3.	Educational qualifications:	
4.	Date of appointment:	
5.	Details of probation period (if any)	
6.	Period of absence from duty (on leave , training etc.) during the year reported upon	
7.	Self-appraisal (to be filled in by the individual reported upon) a) Enumerate major tasks and targets as assigned by the principal /Director /Chairman, Managing committee	
	b) Brief resume of the work done by the individual during the period reported upon, bringing out administrative, co-curricular activities and any other special achievement.(The resume should not exceed 300 words)	

Signature of registrar reported upon

Date:




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PART –II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1.	Does the initiating officer agree with all that is recorded under para 7 of part -1 by the individual? If not, enumerate the extent of disagreement with reasons.	
2.	General comments on the functioning and results achieved by the college	
3.	Administrative proficiency and application of knowledge and professional skills on the job	
4.	Supervisory skills and organizing abilities	
5.	Administrative and management abilities	
	a) Knowledge of rules ,instructions and procedures of AWES/University/Regulatory bodies	
	b) Ability in written expression	
	c) Maintenance of records including accounts	
	d) Control , management and ability to get work from staff and students	
	e) Relations with staff and students	
	f) Relations with parents, organizations and the managing committee	
6.	Discipline – maintenance of order and discipline among staff	
7.	Honesty and integrity	
8.	Selflessness and dedication to organization and service	
9.	Pen picture	




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PART – III REMARKS OF THE REVIEWING OFFICER


S. No.	Description	Remarks
1.	Do you agree with the initiating officers assessments contained in part II if not, the extent of disagreement.	
2.	Overall assessment of performance and qualities	
3.	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 giving such a grading should be clearly brought out)	
4.	Recommendation for retention in the post :	Recommended /not recommended

Signature of reviewing officer

Designation

Date




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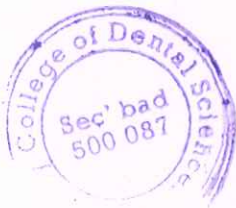
PART IV : TECHNICAL REPORT BY MD AWES


S. No.	Description	Remarks
1.	Knowledge of rules, instructions and procedures of AWES / University/Regulatory Bodies	
2.	Knowledge of financial management	
3.	Innovative ideas in the field of institutions administration perspective planning staff/students management	
4.	Any other remarks	

Signature of technical reporting officer
Name
Designation
Date

PART – V: REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of senior reviewing officer
Name
Designation
Date




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