



## ARMY COLLEGE OF DENTAL SCIENCES

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

Ph: +914029708384, 9347411942

Website: [www.acds.co.in](http://www.acds.co.in) Email : [army\\_c@rediffmail.com](mailto:army_c@rediffmail.com)

NAAC Accredited 'A' & Certified ISO 9001 : 2015 & ISO 14001 : 2015

# Appraisal forms for teaching staff



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CONFIDENTIAL

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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NOTE: As the AQRs are confidential reports, they can't be disclosed in public domain



  
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# Appraisal forms for Non-Teaching staff



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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



*[Signature]*  
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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



*[Signature]*  
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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 -----**

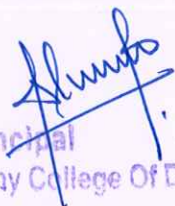
Part –I personal data and self-appraisal

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	



*[Signature]*  
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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



*[Handwritten Signature]*  
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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

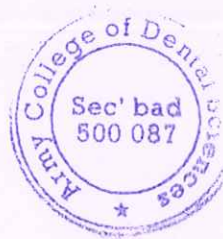
Signature of senior reviewing officer


Name

Designation

Date

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