

**DEPARTMENT OF HIGHER EDUCATION  
GOVERNMENT OF MANIPUR  
ANNUAL CONFIDENTIAL REPORT FOR TEACHERS/OFFICERS OF GOVERNMENT COLLEGES**

Year:

Name of the College / Office: Lilong Haoreibi College, Lilong

**PART – I**

(To be filled in by the Teacher / Officer)

1. Name of Teacher/Officer and Designation:
2. Date of Birth:
3. Date of Appointment in the State Government:
4. Date of appointment to the present post:
5. Periods of absence on leave during the reporting year/period:
6. Details of posting till date:

Sl. No.	Period	Designation	Place of Posting
1			

**PART-II**

(To be filled in by the Teacher / Officer reported upon)

1. A brief summary of duties and responsibilities (not more than 50 words):

2. Please specify important item of work in order of priority where in quantitative target / objectives / goals were set for you or set by yourself for the reporting year.

Item of Work	Quantitative target/Objective/goal	Achievements

3. (a) In case of shortfall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

4. Please indicate instances, if any, of delinquency among your subordinates or students and action taken in such in cases.

Place:

Date:

Signature of the Teacher/Officer):

Name:

Designation:

Department

**PART-III**

*(To be filled in by the Officer Reporting Officer (Principal in case of Teachers / Director (UHE) in case of Officers at the Directorate)*

NOTE: Every answer shall be given in a narrative form using unambiguous and simple language.

Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average', 'poor' while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

1. Please comment on above information filled in by the Assistant Professor/Associate Professor, especially on the self assessment of his/her performance.
  
2. Please give your assessment commenting upon the following traits/attributes of the Teacher /Officer.
  - (i) Quality of performances:
  
  - (ii) Communication Skill(both oral and in writing):
  
  - (iii) Sincerity and devotion to duty:
  
  - (iv) Initiative, creativity, resourcefulness, willingness to take responsibility and leadership qualities:
  
  - (v) Behaviour with the students, guardians, members of public, including impartiality in dealing.
  
  - (vi) Ability to coordinate implementation of tasks and programmes by different functionaries involved.

3. Please give your assessment on the officer's relations with superiors, colleagues and subordinates and his/her capacity to promote team spirit and work as a member of a team:
4. (i) Please state with details if the Teacher / Officer has been punished during the period under report.  
  
(ii) Please state with details if the Teacher / Officer has received any commendation during the period under report.
5. Please comment on Teacher's/Officer's Integrity.
6. General assessment of the Teacher/ Officer with reference to the nature of works turned out, special responsibilities, extenuating or aggravating circumstances, etc.
7. Please comment on the Teacher's/ Officer's character with respect to tendering frank and honest advice to superiors, trustworthiness in fulfilling assurance of performance given by him/her and the teacher's/Officer's behavioural pattern in dealings on matters having self-interest.
8. Overall grading:  
(Please put a ring round the appropriate grading and strike out other grading)

**Outstanding**

**Very Good**

**Good**

**Average**

**Below average**

NOTE: A Teacher/Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.

Place: LILONG

Date:

**Signature:**

**Name: PROF. MD. A. SATTAR SHAH**

**Designation: PRINCIPAL**

**PART-IV**

*Remarks or the Reviewing Officer (Director-UHE in case of Teachers and Administrative Secretary-  
Higher Education in case of Officers of Directorate)*

1. Length of Service-under the Reviewing authority
  
  
  
  
  
  
  
  
  
  
2. Do you agree with the assessment of the Teacher/ Officer given by the Reporting Officer? If not, indicate the items / aspects on which you disagree and give your own Assessment on those aspects/items.
  
  
  
  
  
  
  
  
  
  
3. General remarks with specific comments about the general remarks given by the Reporting Officer including grading.

Place: LILONG

Date:

(Signature of Reviewing Officer)

Name in Block letters:

Designation:

(During the period of Report)

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**PART-V**

*Remarks or the Accepting Authority*

*(Authority next superior to the Reviewing Authority i.e. Administrative Secretary - Higher Education  
in case of Teachers and Minister concerned for Officers of the Directorate)*

Place: LILONG

Date:

(Signature of Accepting Officer)

Name in Block letters:

Designation:

(During the period of Report)