

6.3.1

**CONFIDENTIAL**  
**(Non Teaching Staff)**  
**ANNUAL CONFIDENTIAL REPORT**

Type of CR: ACR/Early CR/Delayed CR/Adverse CR      Duration: From \_\_\_\_\_ to \_\_\_\_\_

**PART I : PERSONAL DETAILS**

1. Name: \_\_\_\_\_
2. Designation/Deptt: \_\_\_\_\_ 3. Date of Joining: \_\_\_\_\_
4. Qualification: \_\_\_\_\_
5. Leave Availed during the period: CL \_\_\_\_\_ EL \_\_\_\_\_ SPL \_\_\_\_\_ LWP \_\_\_\_\_ ML \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee

**PART II: ASSESSMENT**

1. Performance for each quality is graded into Five Point System as follows:  
**Excellent: 5 Points (Performance is exceptional & far exceeds expectations)**  
**Very Good: 4 Points (Performance is consistent and exceeds expectations).**  
**Good: 3 Points (Performance is consistent, clearly meets job requirements).**  
**Average: 2 Points (Performance is in-consistent, Meets requirement of the job occasionally).**  
**Below Average: 1 Points (Performance does not meet minimum requirement of the job).**
2. Award of "Excellent"/" Below Average" grading must be justified.  
 3. Use of ink-removers /erasers & overwriting shall not be resorted to.  
 4. Overall Grading shall be average of 10 ratings, rounded off to the nearest whole number.

S No	QUALITIES	Grading	
		IO	RO
1	Discipline		
2	Loyalty / Integrity		
3	Dependability / Responsibility		
4	Diligence		
5	Obedience		
6	Interpersonal skills / Co-operation/Team work		
7	Communication Skills		
8	Knowledge		
9	Supervision		
10	Hospital Duties / Patient Care (Applicable for Doctors/Nurses/Paramedics/ Medico- technical staff) Quality of work /Skill (For others)		
<b>OVERALL GRADING</b>			

IO

RO

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation/Deptt/Inst \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
*(Handwritten Signature)*

**DEAN**  
**ACADEMIC AFFAIRS**  
**PEOPLE'S UNIVERSITY, BHOPAL (M.P.)**

**Registrar**  
**People's University**  
**Bhopal (M.P.)**

CONFIDENTIAL

1. State of medical fitness: 

FIT	UNFIT
-----	-------

2. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading:  
\_\_\_\_\_  
\_\_\_\_\_

3. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of IO

1. Justification in case of award of Excellent (5) or Below Average grading (1) in overall grading:  
\_\_\_\_\_  
\_\_\_\_\_

2. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of RO

FOR USE IN HR DEPARTMENT

1. Are the assessments of IO & RO consistent: 

YES	NO
-----	----

(Variation in more than 2 points shall not be considered as consistent.)

2. Have adverse remarks been communicated to employee & acknowledged: 

YES	NO
-----	----

3. Fitness for retention: 

YES	NO
-----	----

4. Eligible for increment: 

YES	NO
-----	----

Director, Human Resources

HR STAFF

*Shalish*

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

Registrar  
People's University  
Bhopal (M.P.)

# ANNUAL CONFIDENTIAL REPORT

(TEACHING STAFF)

Type of CR: ACR/Early CR/Delayed CR/Adverse CR      Duration: From \_\_\_\_\_ to \_\_\_\_\_

## PART I: PERSONAL DETAILS & SELF APPRAISAL

1. Name: \_\_\_\_\_  
2. Designation/Deptt: \_\_\_\_\_ 3. Date of Joining: \_\_\_\_\_  
4. Leave Availed during the period: CL \_\_\_\_\_ EL \_\_\_\_\_ SPL \_\_\_\_\_ LWP \_\_\_\_\_ ML \_\_\_\_\_  
5. Qualifications: \_\_\_\_\_  
\_\_\_\_\_

6. Publications/Papers/ Books/ Presented/published during the year:

Topic	Author / Co-author	Details of Journal/Seminar/ Conf/workshops
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Details of Academic & other works: (Nos / Hours / Periods)

(a) Teaching: Graduate Classes (As per Schedule / Actual) \_\_\_\_\_ / \_\_\_\_\_

PG Classes (As per Schedule / Actual) \_\_\_\_\_ / \_\_\_\_\_

(b) Hospital /Clinical Work : Patients Attended \_\_\_\_\_

Investigation \_\_\_\_\_

Operations \_\_\_\_\_

(c) Research / Thesis/Projects Guided : Guide for No of Students \_\_\_\_\_

Topics of Research/Thesis \_\_\_\_\_

(d) Research Papers / Books etc Published (Give Details) :

\_\_\_\_\_  
\_\_\_\_\_

8. Conf/ Workshops /Seminars / Courses/ Training Programs /CME etc attended:(Give Details)

\_\_\_\_\_  
\_\_\_\_\_

9. Extension Work: (Give details)

\_\_\_\_\_  
\_\_\_\_\_

DEAN  
ACADEMIC AFFAIRS  
PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

*[Signature]*  
Registrar  
People's University,  
Bhopal (M.P.)

**CONFIDENTIAL**

Name: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Designation/Deptt: \_\_\_\_\_

10. Self Assessment

- (a) Short comings: \_\_\_\_\_
- (b) Strength: \_\_\_\_\_
- (c) Training & development needs: \_\_\_\_\_
- (d) Organizational support required to improve performance: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

**PART II: ASSESSMENT**

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4. Overall Grading shall be average of 10 ratings, rounded off to the nearest whole number.

**CONFIDENTIAL**

Name: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Designation/Deptt: \_\_\_\_\_

S No	QUALITIES	Grading	
		IO	RO
1	Discipline		
2	Loyalty / Integrity		
3	Dependability / Responsibility		
4	Dilligence		
5	Interpersonal skills		
6	Teaching skills (Including subject knowledge, preparedness, lesson delivery & completion of syllabus).		
7	Supervision / Motivation of students		
8	Communication skills		
9	Quality of work		
10	Hospital Duties / Patient Care (Applicable for Doctors/Nurses/Paramedics)		
<b>OVERALL GRADING</b>			

IO

RO

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation/Deptt/Inst: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Shalish*

**DEAN  
 ACADEMIC AFFAIRS  
 PEOPLE'S UNIVERSITY, BHOPAL (M.P.)**

**Registrar  
 People's University  
 Bhopal (M.P.)**

CONFIDENTIAL

Name:  
Initials:  
Designation/Deptt:

1. State of medical fitness : 

FIT	UNFIT
-----	-------

2. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:

(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of IO

1. Justification in case of award of Excellent (5) or Below Average grading (1) in any of the qualities or overall grading

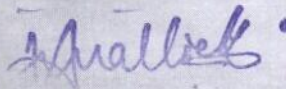
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Copies of advisory remarks/counseling/warnings duly acknowledged by the employee:

(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

\_\_\_\_\_  
Signature of RO

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CONFIDENTIAL

Name:  
Initials:  
Designation/Deptt:

FOR USE IN HR DEPARTMENT

1. Are the assessments of IO & RO consistent:

YES	NO
-----	----

(Variation in more than 2 points shall not be considered as consistent.)

2. Have adverse remarks been communicated to employee & acknowledged:

YES	NO
-----	----

3. Suitability for retention:

YES	NO
-----	----

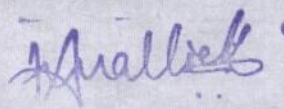
4. Eligibility for increment:

YES	NO
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Director, Human Resources

HR STAFF

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PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

  
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