(Non Teaching Staff)

ANNUAL CONFIDENTIAL REPORT

	PARTI: F	PERSONAL D	ETAILS		
Nan	ne:				
	ignation/Deptt:		3. Date of	loining:	
	dification:				BUILDING TO THE
	ve Availed during the period: CL			LWD	L. Thym. Statistic
Lea	ve Availed during the period. CL		_ SPL	LWP	ML,
ite:					
ite.	PART	II: ASSESSME	NT	Signatur	e of Employee
Awa Use	and: 3 Points (Performance is of erage: 2 Points (Performance is it low Average: 1 Points (Performance downer of "Excellent"/" Below Average" grading of ink-removers /erasers & overwriting sharall Grading shall be average of 10 ratings,	n-consistent, M es not meet mir ng must be justifi all not be resorte	eets require nimum required. ed. d to.	ment of the jo rement of the	b occasionally)
S			Grading		
No	QUALITIES		10	TREE COLD BOX 2	RO
1	Discipline				
2	Loyalty / Integrity		T HE ALVES		
3	Dependability / Responsibility				
4	Diligence				
5	Obedience				
6	Interpersonal skills / Co-operation/Team	work			
7	Communication Skills				
8	Knowledge		THE PARTY NAMED IN		
9	Supervision				
10	Hospital Duties / Patient Care (Applicable Doctors/Nurses/Paramedics/ Medico-te Quality of work /Skill (For others)				
	OVE	RALL GRADING	3		
	.10			RO	
me me	ure			Branch Control	
	ation/Deptt/Inst				Registrar opie's Univer Bhopal (M.P
		TO THE PARTY OF THE			etrat
	DEAN				Registration and a University

DEAN

ACADEMIC AFFAIRS

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

State of medical fitness: FIT UNFIT	
Justification in case of award of Excellent (5) or Below Average grading (qualities or overall grading:	1) in any of the
Copies of advisory remarks/counseling/warnings duly acknowledged by t	he employee:
(a)	
	berine.
Sign	gnature of IO
Justification in case of award of Excellent (5) or Below Average grading	(1) in overall o
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On the of oil form compared accuracyling hypropings duly acknowledged by the	ne employee
	ne employee:
(a)	
(a)	
(a) (b) (c)	
(a) (b) (c)	
(a) (b) (c)	
(a) (b) (c) S FOR USE IN HR DEPARTMENT	
(a) (b) (c) FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent:	ignature of RC
(a) (b) (c) S FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent: ation in more than 2 points shall not be considered as consistent.)	ignature of RC
(a) (b) (c) FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent: ation in more than 2 points shall not be considered as consistent.) ave adverse remarks been communicated to employee & acknowledged:	ignature of RC
(a) (b) (c) FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent: ation in more than 2 points shall not be considered as consistent.) ave adverse remarks been communicated to employee & acknowledged: tness for retention: YES NO	ignature of RC
(a) (b) (c) FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent: ation in more than 2 points shall not be considered as consistent.) ave adverse remarks been communicated to employee & acknowledged:	ignature of RC
(a) (b) (c) FOR USE IN HR DEPARTMENT e the assessments of IO & RO consistent: ation in more than 2 points shall not be considered as consistent.) ave adverse remarks been communicated to employee & acknowledged: these for retention: YES NO	ignature of RC

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ANNUAL CONFIDENTIAL REPORT

(TEACHING STAFF)

Ту	pe of CR: ACR/Early CR/Delaye	d CR/Adverse CR	Duration	n: From	to
	PART I: PE	RSONAL DETAIL	S & SELF AF	PRAISAL	
1.	Name:				
2.	Designation/Deptt:		3.		
4.	Leave Availed during the period	d: CLEL_	SPL	LWP	ML
5.	Qualifications:	SALAN SALA SALAS			
6.	Publications/Papers/ Books/ Pro	esented/published d	uring the year		
	Topic Auth	nor / Co-author	Details of Jo	urnal/Seminar	/ Conf/workshops
7.	Details of Academic & other wor				
	(a) Teaching: Graduate Cla	asses (As per Sched	lule / Actual) _		_ /
		(As per Schedule			
	(b) Hospital /Clinical Work:	Patients Attended			
		Investigation			
		Operations			
	(c) Research / Thesis/Projects	Guided: Guide for I	No of Students		
		Topics of I	Research/Thes	sis	
	(d) Research Papers / Books et				Fillian 2018.
8.	Conf/ Workshops /Seminars / Co	ourses/ Training Pro	ograms /CME	etc attended:(C	Give Details)
9.	Extension Work: (Give details)				
	-				
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PEOPLE'S UNIVERSITY, BHOPAL (M.P.)

Name: Initials:

Designation/Deptt:

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a) Short coming	
b) Strength:	
	velopment needs:
(d) Organizationa	al support required to improve performance:
Date:	Signature of Employee
	PART II: ASSESSMENT
Porformance for 6	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).
	1 Points (Performance does not meet minimum requirement of the job).
Below Average:	1 Folits (Feriormance does not meet minimum requirement of the jest).
Award of "Excelle	ent"/" Below Average" grading must be justified.
Use of ink-remove	ers /erasers & overwriting shall not be resorted to.
Overall Grading s	hall be average of 10 ratings, rounded off to the nearest whole number.

CONFIDENTIAL

Name:

Initials: Designation/Deptt:

SNo	QUALITIES	Grading	
	QUALITIES	10	RO
1	Discipline		
2	Loyalty / Integrity		
3	Dependability / Responsibility		
4	Diligence		
5	Interpersonal skills		
6	Teaching skills (Including subject knowledge, preparedness, lesson delivery & completion of syllabus).		
7	Supervision / Motivation of students		ELBRORE
8	Communication skills		
9	Quality of work		
10	Hospital Duties / Patient Care (Applicable for Doctors/Nurses/Paramedics)		
	OVERALL GRADING		

	10	RO	
Signature:			
Name:			
Designation/Deptt/Inst:		- A 11	1.10
Date:		shunall	MAS

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Name: Initials: Designation/Deptt:

4				
	Copies of advisory remarks/	counselin	g/warnings duly acknowledged by the emp	loyee:
((a)			
((b)		A STATE OF THE ACT	
((c)			
			Signatu	re of IO
١.	Justification in case of awar	d of Exce	llent (5) or Below Average grading (1) in	any of the
	qualities or overall grading			
2.		s/counseli	ng/warnings duly acknowledged by the em	ployee:

Signature of RO

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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

Director, Human Resources

HR STAFF

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

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

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