

# School

## Annual Confidential Report

(Strictly Confidential)

### Guidelines:

- *Please relate to actual event and work during the period of assessment and not any earlier period.*
- *Assessee should complete the Appraisal Form (Part II) within three days of receipt of the same and return it to his / her appraising authority.*

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### PART I

### BASIC INFORMATION

(To be filled in by the Principal's Secretariat)

Review Period from: \_\_\_\_\_ to \_\_\_\_\_

Name of the Employee: \_\_\_\_\_ Personal File No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Date of Probation: \_\_\_\_\_ Present Salary: \_\_\_\_\_

Educational Qualifications: \_\_\_\_\_

Leave Record: (Leaves taken during the session \_\_\_\_\_)

Casual Leave	Medical Leave	E.L.	E.O.L.	L.W.P.	Total Absence	Remarks

No. of Half Day Leaves taken during the Session: \_\_\_\_\_

No. of Late arrivals during the session: \_\_\_\_\_

## PART II

# Self Appraisal for ACR

(To be filled in by the teacher)

Session: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Attendance for the Period: \_\_\_\_\_

Total working days present: \_\_\_\_\_

Your Hobbies & Interest: \_\_\_\_\_

Total Teaching Experience: \_\_\_\_\_

Total Teaching Experience in GIS Sonipat: \_\_\_\_\_

Knowledge of Computer / ICT: \_\_\_\_\_

Address for Communication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel. No. with STD code: (.....) ..... Cell No(s): \_\_\_\_\_

### Academic Achievements:

S.No	Class / Sec.	Total No. of Students	No. of Students Passed	Pass %	Detained (%)	Distinction (%)	I (60%)	II (50%)


Periods / Class Taken:

Subject Taught	Class / Sec.	No. of Periods in a Week	Total No. of Periods in a Week

Special responsibilities held by you at \_\_\_\_\_ School.

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Extra responsibilities that you can do with some new / creative ideas:

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## Participation in School life:

(School function / Events/ Games & Sports, Cultural Activities, Literary Activities, Field Trips / Excursions / Camps, Interschool Competitions etc.)

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Innovations and experiments conducted related to teaching methods or techniques. (Teaching aids used / prepared)

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## Special Projects Undertaken:

Seminars/ Workshops/Exhibition / Academic Fair/Event organised:

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Association with Public Examinations:

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Remedial teaching programme conducted / organised:

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Initiative taken for encouraging love for reading in your students:

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Any significant additional achievement apart from those mentioned earlier:

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Any area of school activity that you would like to be involved in future:

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Name two books recently read (*related to your subject*):

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Name two books recently read (*Not related to your subject*):

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Seminars / Workshops recently attended:

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State briefly the shortfalls with reference to your targets / objectives related to your assigned duties and specify constraints (if any) in achieving the targets:

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Rate your performance in the year and grey areas in which you would require more inputs for professional development:

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Foreign Assignments, if any:

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## Efforts made to enhance Academic Level:

In spite of the best efforts done within time by you, what amount of portions remained uncovered?

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Give the class and subject-wise details of extra classes conducted to complete the syllabus:

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Being a teacher, what efforts have you taken to inculcate / develop moral values in your students?

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What actions have you taken for the following and what was the result?

Cleanliness of students: \_\_\_\_\_

Late arrival of students: \_\_\_\_\_

Improper uniform of students: \_\_\_\_\_

Cleanliness of class rooms: \_\_\_\_\_

Cleanliness of school campus: \_\_\_\_\_

In spite of best efforts, Amount of home work / No. assignments that could not be checked due to school related / personal reasons:

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How can you help the students who are not able to take full benefit of normal teaching?

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Point out the effective methods adopted during the session to raise / uplift the level of examination result?

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To what extent (level) are you satisfied with your teaching progress. (Fully satisfied / highly satisfied / normally satisfied / not satisfied):

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How many times were you late in the school during this session?

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How many times you failed to attend morning assembly?

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About your work at \_\_\_\_\_ School

**I am satisfied because:**

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**Not satisfied because:**

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Suggestions for the betterment of academics.

## Result Analysis

Class /Sec.

Subject:

S.No	Particulars	No.	%
1	No. of Students Appeared		
2	No. of Students Passed		
3	No. of Students Failed		
4	No. of Students Placed in 1 <sup>st</sup> Division		
5	No. of Students Placed in 2 <sup>nd</sup> Division		
6	No. of students who scored 90% and above		
7	No. of students who scored 80% and above		
8	No. of students who scored 75% and above		
9	No. of students who scored between 60% and 75%		
10	No. of students who scored between 50% and 60%		
12	No. of students who scored between 40% and 50%		
13	Total No. of Distinctions		

### **TOP FIVE RANKS OF THE SUBJECT**

S.No	Name	Total Marks	%age of Marks
1			
2			
3			



## **Declaration**

I, the \_\_\_\_\_ (Class & Subject)  
teacher hereby declare / certify that the particulars / information provided / furnished  
above are true to the best of my knowledge and belief. I have not concealed any  
information which is likely to impair my fitness for increment / employment. If it is  
revealed later that I have given false / incorrect details or concealed material  
information, my service shall be liable to summary termination without any notice or  
compensation.

(Signature & Name of the teacher)

Date: .....

## Part III

### Evaluation by the Initiating Authority

*(To be filled in by the Principal)*

Key: 6- Outstanding    5- Well-above average    4- Above average  
 3- Average    2- Below average    1- Unsatisfactory

#### Professional Competence as a Teacher:

		6	5	4	3	2	1
a	Power of expression / communication skills						
b	Knowledge of subject						
c	Involvement in lesson planning						
d	Keeping up with educational developments						
e	Efforts put in for making quality assignments / question papers						
f	Proper correction work and follow up						
g	Class control / management						
h	Competence to care for / handle / counsel students						

#### Attitude an Enthusiasm:

		6	5	4	3	2	1
a	Interest in school works						
b	Capacity for sustained hard work						
c	Commitment to quality of work						

#### Dependability & Sense of Responsibility:

		6	5	4	3	2	1
a	Willingness to own and assume responsibility						
b	Extent to which he /she can be depended upon to discharge his /her duties without prodding						
c	Punctuality in work schedule						
d	Punctuality in reaching school						

#### Integrity & Loyalty:

		6	5	4	3	2	1
a	Professional integrity						
b	Financial integrity						

c	Personal involvement with the institution						
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**Initiative and Resourcefulness:**

		6	5	4	3	2	1
a	Capacity for creative thinking						
b	Willingness to try new ideas						
c	Ability to solve problems						

**Interpersonal Skills:**

		6	5	4	3	2	1
a	Ability to get along with the people in general (tact, sociability, patience, perseverance etc.)						
b	Persuasive ability						
c	Amenability to discipline						
d	Ability to relate positively to every pupil irrespective of pupils' achievements						
e	Ability to help students gain confidence						
f	Interaction with parents						
g	Appropriate appearance and manner						

**Teamwork:**

		6	5	4	3	2	1
a	Ability to inspire confidence in colleagues / juniors / students						
b	Team spirits initiative and willingness to share workload.						

**Remarks:**

Any knowledge of personal problems which may affect the performance of the teacher:

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Areas in which he /she needs inputs for further growth / better performance:

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Frequent complaints, if any, of parent's / students' / colleagues' that merit recording in the A.C.R.

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Any warning letter / memos issued: Yes / No

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Sparks of superlative performance in any area. (specific instances, examples to be given)

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Suggestions made to the individual employee for improvement:

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<b>Remarks of Headmistress</b>
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Date: .....

Signature: .....

Remarks by the Final Authority (Principal)

Date: .....

Signature: .....

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