

Confidential Report of Teaching Faculties

Annual Confidential Report of

For the period of 2021-2022

Department of

**PART-I
(Personal Data)**

Sl.No	Particulars	
1	Name of the Employee	
2	Date of Birth	
3	Department	
4	Designation	
5	Date of Joining	
6	Qualification & Training Undergone, if any	
7	Period of absent from duty on leave, training, etc., during the year Under Report	
8	Publications	
9	Present Gross Salary	

Date:

Place: Bangalore

Signature of the Employee

**PART-II
(Skills & Knowledge)**

Insert A, B, C, to the appointment give in Note 2 below)

SL. NO	Particulars	Assessment By		
		Reporting Authority	Relieving Authority	Accepting Authority
1	Knowledge of Work			
2	Power of Expression a) on paper, b) During discussion			
3	Power of acquiring general information			
4	Attention to deal			
5	Industry			
6	Judgment			
7	Extracurricular activities & leadership			
8	Willingness to accept Responsibility & take decision			
9	Relationship with Subordinate & Colleagues			
10	Public Relation			
11	Integrity to get good quality of work done and reliability			

Date

Signature Head of the Dept

Signature Head of the Institution

PART-II (General Remarks)
(See Note I below)

I By Reporting Authority

Signature
Name & Designation

II By Relieving Authority

Signature
Name & Designation

III By Accepting Authority

Signature
Name & Designation

Note:

1: (a) Categorization of the various performance factors should be done to the following appraisalment.

<u>CATEGORY</u>	<u>DESCRIPTION</u>
A	Outstanding
B	Good
C	Average
D	Unsatisfactory

(b) A 'D' marking should be considered as adverse remark.

(c) If any Department/Officer feels that in the case of any Particular job, attributes other than those mentioned in part II are relevant to effective performance of the job, such Attributes may also be added to the list give therein.

2: The authorities may regard their general observation About the officer reported, those should cover aspects like loyalty, Health, personal habits etc.,

SECRETARY
BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES

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SRI ADICHUNCHANAGIRI SHIKSHANA TRUST®
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Confidential Report of Non-Teaching Faculties

Annual Confidential Report of

For the period of 2021-2022 from.....till date

Department of

PART-I
(Personal Data)

1	Name of the Employee	
2	Date of Birth	
3	Department	
4	Date of Joining Service & Regularized date	DOJ: DOR:
5	Qualification & Training Undergone, if any	
6	Experience	
7	Period of absent from duty on leave, training, etc, during the year Under Report	
8	Present Scale	

Date:

Place: Bangalore

Signature of the Employee

PART-II
(Skills & Knowledge)

Insert A, B, C, to the appointment give in note 2 below)

SL. NO	Particulars	Assessment By	
		Head of the Dept	Head of the Institution
1	Knowledge of Work		
2	Power of taking responsibility		
3	Fitness to hold the present post in the department		
4	Personality & Character		
5	Relationship with Subordinate & Colleagues		
6	Judgment		
7	Willingness to accept Responsibility & take decision		
8	Power of supervising staff		
9	Integrity & General Knowledge		
10	Others		

Date

Signature Head of the Dept

Signature Head of the Institution

Note:

1: (a) Categorization of the various performance factors should be done to the following appraisalment.

<u>CATEGORY</u>	<u>DESCRIPTION</u>
A	Outstanding
B	Good
C	Average
D	Unsatisfactory

(b) A 'D' marking should be considered as adverse remark.

(c) If any Department/Officer feels that in the case of any Particular job, attributes other than those mentioned in part II are relevant to effective performance of the job, such Attributes may also be added to the list give therein.

2: The authorities may regard their general observation About the officer reported, those should cover aspects like loyalty, Health, personal habits etc.,

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