

KLS RAJALAKHAMGOUDA LAW COLLEGE, TILAKWADI, BELAGAVI.

CONFIDENTIAL REPORT OF TEACHING STAFF

A. DETAILS TO BE FURNISHED BY OFFICE

AIDED / UNAIDED

1	Confidential Report sought for (Tick appropriate Box)	Promotion	Annual Increment	Grant of Scale
		Confirmation of Service	Continuation of Service	
2	Name			
3	Report for the period			
4	Date of Birth			
5	Qualification			
6	Date of joining the Institute			
7	Designation			
8	Present position held since			
9	Salary Drawn			
10	Annual Increment falls on			
11	Whether scale has been granted by the Society? If granted, GB & BOM Resolution No.			
12	Status of Employment			
13	Any Enquiry held?			
14	Any adverse remarks / memo issued?			

Date:

Name & Signature of Off. Suptd.

B. DETAILS TO BE FURNISHED BY THE CONCERNED STAFF

(Additional sheet may be used if required)

1	No. of conference(s)/workshop(s) attended		
2	Details of involvement organization of conference(s)/seminar(s)/workshop(s)/CEP		
3	Details of contribution at A)University level B)College level C)Department level		
4	Details of involvement in consultancy, Research & Development activities		
5	D)No. of papers published in journal{till date}	Total Till date	Only in the year of assessment
	E)No. of papers presented in conference{till date}		
	F)No. of conference/seminars/workshops for which invited as Resource person {till date}		
6	Details of membership of professional & Technical Bodies		
7	Details of appreciation letter(s) received from Management/Principal/HOD (copy to be enclosed)		
8	Any other information		

Date:

Name & Signature of the Staff Member

Note: CR report to be submitted to office on or before:

C. To be filled by H.O.D.

1)

Sl. No.	Assessment Factors	A	B	C
1	Performance & Quality of work			
2	Initiative & Leadership			
3	Attendance & Punctuality			
4	Conduct & Discipline			
5	Co-operation			
6	Dependability & Integrity			
7	Accountability			

(A-Good

B-Satisfactory

C-Poor)

2) Additional remarks, if any (highlighting additional Efforts or specific deficiencies) (Additional sheets : may be used, if necessary)

3) His / Her overall performance is
(Tick the appropriate box)

Satisfactory

Not satisfactory

4) Justification in case marked "Poor"

Principal's remarks:

Date:

Signature of the Principal