



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

ANNUAL CONFIDENTIAL REPORT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



NOWGONG GIRLS' COLLEGE

Re-accredited at A Grade by the NAAC (2nd Cycle)

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION:ASSAM
KAILIPARA:GUWAHATI-19

No. DHE/PEN/Misc-1/2015/8

Dated 28/11/2015

From: Shri P. Jiding, M.A. Ph.D., I.AES
Director of Higher Education, Assam
Kailipara, Guwahati-19.

To:

The Principal
All Colleges.

Sub: ACR's in respect of College teachers


Sir,

With reference to the subject cited above, I have the honour to state that Government in the Education (Higher) Department in a meeting held sometimes back discussed the matter of assessment and evaluation of the performance of the teachers at College level. As such to assess and evaluate their performance it is felt necessary to obtain ACR in respect of working College Teachers.

You may be aware that you are the Reporting & Recording Authority for Assistant Professor and Associate Professor. As such you are hereby requested to record the personal data in part-I and record your Assessment in Part-II of the ACR format for last three consecutive Years, in respect of each of the Assistant Professor and Associate Professor working in your college for assessment of academic performance and submit the same to the undersigned for further necessary action.

You are also requested to record your personal Data in the part-I and submit the same for further action.

Yours faithfully,


Director of Higher Education, Assam
Kailipara, Guwahati-19.

PERFORMANCE APPRAISAL REPORT*(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)*

Report for the year / period ending to

*(To be submitted under sealed cover)***PART-I***(PERSONAL DATA)*

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Educational Qualification :
- 4) Professional qualification :
- 5) Name of the Institution / College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher / Librarian by the D.H.E., Assam :
 - (a) In the UGC Scale of pay :
 - (b) In the fixed pay (if any) :
 - (c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge / experience / training which facilitate to discharge the all allotted work of the officer / employee :
- 11) Date of obtaining Senior Scale / Selection Grade Scale of pay :
- 12) Date of eligible for placement in the Senior Scale / Selection Grade Scale / Associate Scale of pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority
(Principal)

PART-II

(ASSESSMENT BY THE RECORDING AUTHORITY)

- 1) Name (s) and Designation of the Recording Authority :
- 2) Period of Service of the incumbent under the Recording Authority :
(Separate forms to be used by different recording officer)
- 3) State of Health :
What is your opinion about his / her
(a) Aptitude, initiative, drive and efficiency for :
(i) Arrangement for works :
(ii) Exception of work :
(b) Intelligence :
(c) Attendance / conduct and amenability to discipline :
(d) Character with particular reference to reliability and integrity :
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
(f) General remarks, if any :
- 4) Character and conduct of the Lecturer / Librarian :
- 5) Relationship with
a. Principal :
b. Teaching Staff :
c. Library Staff :
d. Office Staff :
e. Students :
f. Others :
- 6) Regularity and punctuality in attending college as well as classes :
- 7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :
(b) Involvement in University and College examinations :
(c) Spirit of obedience to the higher authorities :
- 8) Comments on the Performance of the Senior Lecturer as well as a teacher :
- 9) Special academic achievement of the Teachers / Librarian, if any :
- 10) Performance of duties (as per UGC Regulation, 2010) year wise :

Year	Total working days	Class allotted	Class taken
- 11) Recommendation about his / her fitness or otherwise for advancement for next higher rank :

Signature of Recording Authority
(Principal)

PART-III

OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority

Signature of Reviewing Authority
(President of G.B.)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature
Name & Designation of Accepting Authority
(President of G.B.)