



Assessment Report for Considering Cases for Clearence of Probation of Teachers

Name of the faculty member: _____

Designation with Pay scale: _____

Department: _____

School: _____

Date of appointment to the present post: _____

Date on which will be completing two-year period of probation: _____

Details of Leaves, availed, if any : _____

Name of the Faculty member:

Signature :

Dated:

Part-I SELF APPRAISAL

1. Brief description of duties performed in the assessment year (including courses taught, teaching methods employed, curriculum development, patents obtained etc)

2. Teaching

S.No.	Course Title	Credits	Level (UG, PG, PH.D.)

Development of new courses/study material:

S.No.	Course	Brief description

Development of Online/Video material:

S.No.	Course	Brief description

Examination duties:

Description of Examination Duties	UG	PG
Description of Paper Setting		

3. Administrative Responsibilities (Like member of a committee, Warden I/c of laboratory etc):

a) Within Department:

b) Within University (outside department):

4. Research

- i) Number of scholars under supervision: _____
- ii) Ph.D. Thesis submitted : _____
- iii) Ph.D. thesis under supervision: _____

Research Papers submitted during the year: _____

Research Papers accepted during the year: _____

Details of Research Papers published during the year:

Tile of the paper	Name of the journal	DOI	ISSN	Journal Index in CARE/ WoS/Scopus/ any other

Participation in Conferences/workshops/etc:

S.No.	Tile of the conference	State/National/International	Paper Presented, if yes Title of the paper

Patents, in any, submitted/obtained:

Research projects:

S.No.	Research Project submitted/Obtained/Completed	Title	Amount

Name:

Signature

Dated:

PART-II To be filled in by the Reporting Officer

1. Length of service under Reporting Officer: _____

2. Whether you agree with the self assessment as described in Part -I:

If not, cite reasons:

3. Numerical Grading of the teacher on a scale of 1-10 (1: Lowest, 10: Highest) of the following attributes:

Attribute	Grading
Teaching abilities	
Knowledge of the subject(s)	
Communication skills	
Ability to enforce discipline among students	
Analytical ability	
Initiative	
Aptitude to work	
Conduct	
Punctuality	
Trustworthiness	
Character & integrity	
Relationship with colleagues	
Overall Grade	

General remarks, if any:

Signature of the reporting officer:

Name of the reporting officer:

Dated:

Part -III Remarks of the Reviewing officer

1. Length of service under Reviewing Officer: _____
2. Do you agree with the assessment of the Reporting officer: _____
3. Remarks regarding the grading: _____
4. Suitability for clearance of probation: _____

Name of the Reviewing Officer:

Signature:

Dated:

PART-IV To be filled by Accepting Authority

Declaration/Orders of the Accepting Authority:

Signature

Name:

Dated: