

# University of Azad Jammu and Kashmir, Muzaffarabad

## ANNUAL CONFIDENTIAL REPORT OF ACADEMIC STAFF

Period: From \_\_\_\_\_ to \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department: \_\_\_\_\_

Faculty: \_\_\_\_\_

### INSTRUCTIONS

FOR

#### Filling the form of annual confidential report

1. Part A (Work Report) will be filled in by the teacher himself, correctly, based on documentary evidence)
2. Part B of the report will be initiated either by the Chairman of the Department or Dean of the Faculty/College concerned: provided that he/she is not below or equal to the rank of the teacher reported upon. In case the Chairman of the department is below or equal to the rank of the teacher reported upon, the report will be initiated/written by the Dean of the Faculty and or Director as the case may be.
  - 2.1 In case, however, the Dean or Director is also below or equal in rank with the teacher to be reported upon the report shall be submitted to the Vice Chancellor for completion.
  - 2.2 The report on Professors, Deans and Directors shall be written by the Vice Chancellor.
3. ACR is the most important record for the assessment of an Office, the conduct and the quality of the work that a teacher has performed during the calendar year. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, imperative that all Reporting and Countersigning Officers exercise utmost care. On this assessment depend important decisions such as suitability for appointment to a higher post.
  - 3.1 The Reporting and Countersigning Officer should be:
    - (a) impartial and forthright;
    - (b) as objective as possible; and
    - (c) clear and direct, not ambiguous or evasive in their remarks.
  - 3.2 All Reporting/Countersigning Officers should eschew over-rating.
  - 3.3 Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
4. The opinion expressed in the report should be the result of care-full consideration, no personal bias, or favouritism should color the report. The Reporting Officer should be in a position to justify his/her views, if called upon, to do so. The reports which are not in accordance with the above principal, shall be returned to the Reporting Officer or will reflect on his/her own ACR.
5. The Chairman or the Dean or Director, as the case may be, shall clearly indicate in the report as to which of his/her remarks should be communicated to the teacher concerned. Likewise the Officer next above the initiating officer, if he/her does not agree with the initiating officer should indicate as to whether his remarks should be communicated to the teacher concerned or not.
6. Assessment of integrity should be made without fear and favour in definite terms. Where the grading in any of the factors comes to below average the same should invariably be reflected in the remarks column.
7. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
8. Reporting Officer is expected to counsel the officer being reported upon about his/her weak points and advise him/her how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
9. The ACR form should be filled in a neat and tidy manner-cuttings/erasures should be avoided and must be initialed, where made.
10. The Countersigning officer should underline, IN RED INK remarks which in his/her opinion are adverse and should be communicated to the officer reported upon.

**THE UNIVERSITY OF AZAD JAMMU AND KASHMIR,  
MUZAFFARABAD**

ANNUAL  
SPECIAL

**PART-A**

(To be filled by the employee)

Work Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**II. GENERAL PARTICULARS**

1. Name (in Block Letters) \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Present pay with scale \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ 5. Date of joining the University \_\_\_\_\_
5. Highest academic qualification \_\_\_\_\_
7. Subject \_\_\_\_\_ 8. Field of Specialization \_\_\_\_\_

**II. ASSIGNMENTS (during period under report)**

9. Courses Offered/Tought (No & Title)  
( 9.1 ) \_\_\_\_\_  
( 9.2 ) \_\_\_\_\_  
( 9.3 ) \_\_\_\_\_  
( 9.4 ) \_\_\_\_\_  
( 9.5 ) \_\_\_\_\_

10. Students Supervised (No. only)  
B.Sc.(Hons) \_\_\_\_\_ M.Sc/M.S.c/(Hons) \_\_\_\_\_ M.Phil \_\_\_\_\_ Ph.D \_\_\_\_\_

11. Preparation of any project, proposal, submitted to donor agencies.

(To whom)

Title of the Project:	Submitted	Status	Approved	not Approved
( 11.1 ) _____	_____	_____	_____	_____
( 11.2 ) _____	_____	_____	_____	_____
( 11.3 ) _____	_____	_____	_____	_____

12. Research work done:  
Title (Topic) \_\_\_\_\_ Progress \_\_\_\_\_  
( 12.1 ) \_\_\_\_\_  
( 12.2 ) \_\_\_\_\_

13. Scientific Research Papers, Research/Technical Reports, Books,etc. ( During the year):

Title	Year	Other details of publication
( 13.1 ) _____	_____	_____
( 13.2 ) _____	_____	_____

14. Talks, Popular Articles, Essays, Review, ect.

Title	Year	Other details of publication
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Abstracts in the Scientific Proceeding and Seminars:

Title	Year	Particulars of Proceedings/ Seminars in which Presented
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Participation in Workshops, Seminars, Conferences: \_\_\_\_\_

17. Organization of Laboratory facilities, Extension Projects etc.: \_\_\_\_\_

18. Advisory Services rendered, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Administrative Work, Co-curricular Activities and extra-curricular, Activities, etc:

\_\_\_\_\_  
\_\_\_\_\_

20. Plan for the next year: \_\_\_\_\_

21. Job satisfaction      Highly satisfied      Somewhat satisfied,      Not satisfied

Date \_\_\_\_\_

Signature: \_\_\_\_\_  
(Name of Teacher/Research Worker)

**UNIVERSITY OF AZAD JAMMU AND KASHMIR, MUZAFFARABAD**  
**ANNUAL CONFIDENTIAL REPORT**

**PART -B**

(To be filled by the Reporting officer)

Name \_\_\_\_\_

Designation \_\_\_\_\_ 3. Department \_\_\_\_\_

**ASSESSMENT**

(A) PROFESSIONAL PERFORMANCE	Below Average	Average	Good	Very Good	Excellent
<b>a. Teaching</b>					
i) Power of expression-verbal and written					
ii) Up-to date in subject matter;					
iii) Use effective instructional method;					
iv) Shows good results					
<b>b. Guiding Research</b>					
i) Up-to date in research methodology;					
ii) Effective supervision of student research					
<b>c. Personal Research /Creative Achievement.</b>					
i) Produced personal research:					
ii) Analyzed current trends in education and developed curriculum accordingly					
iii) Developed new discipline or organization					
<b>(B). CO-PROFESSIONAL PERFORMANCE</b>					
<b>d. Co-Curricular Activities</b>					
i) Supervision of students					
ii) Participation in professional meetings					
<b>e. Extra-curricular Activities</b>					
Participates in activities, dramas, debates sports,etc					
<b>f. Publications</b>					
Publishes text-books, reading materials, articles in journals, newspaper etc.					
<b>(C). PERSONALITY AND BEHAVIOUR</b>					
<b>g. Resourcefulness</b>					
i) Ideas, initiative,					
ii) Confidence and drive					
iii) Foresight					
iv) Judgment					
<b>h. Co-operation</b>					
Extending and eliciting co-operation from					
i) Colleagues/subordinates					
ii) Management of personal					
<b>i. Integrity</b>					
i) Honesty (moral and financial sense of right and wrong					
ii) Consistency and uprightness in behavior.					
iii) Commitment to goals of organization					
<b>j. Punctuality</b>					
Keeps appointments;					
i) Regularity of works;					
ii) Achieves targets in time					

(D). ADMINISTRATIVE PERFORMANCE	Below Average	Average	Good	Very Good	Excellent
k. Development Activity					
i) Participates in nation building activities like social welfare community uplift, etc					
ii) Preseverance and devotion to duty (carries a task through to the end)					
i. Utilization of Facilities					
i) Utilizes available building, equipment, books etc. to the optimum					
ii) Develops and utilizes the staff potential					
iii) Analytical ability					
iv) Ability to take decision.					
m. Disposal of Administrative Work					
i) Disposal of administrative work with efficiency and accuracy.					
ii) Reliability under Pressure					
iii) Acceptance of Responsibility					

(E) OVERALL GRADING

(Please initial the appropriate box)

By Reporting Officer

By Countersigning Officer

Below average (Performance in some respects is deficient)

Average (Performance meets requirements)

Good (Performance exceeds basic requirements)

Very Good (equaled by very few officer)

Excellent (performance in most respects is superior)


(F) FITNESS FOR PROMOTION

(Please initial the appropriate box)

By Reporting Officer

By Countersigning Officer

i) Fit for Promotion

ii) Fit for accelerated promotion

iii) Not yet fit for promotion, but likely to become fit in course of time.

iv) Unfit for further promotion, unlikely to progress further.


