

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

(Applicable for all Gazetted Officers belonging to Government of Goa, excluding Heads of Departments and Dy. Superintendent of Police)

For the period from ..... to .....

Name of the Department/Office .....

**PART - I**

**PERSONAL ASSESSMENT**

(To be filled by the Officer himself)

1. Name of the Officer :
2. Date of Birth :
3. Designation and date of continuous appointment to the present grade :
4. Date of present posting in the Department :
5. Period of absence from duty during the reporting period: :
  - a) On Earned Leave :
  - b) Other Leave :
  - c) Official Training, etc. :
6. Whether Officer belongs to S.C./S.T./O.B.C.? :
7. Scale of pay attached to the post and special pay and other special allowances attached to the post, if any :
8. Nature of duties and responsibilities allotted to the Officer (indicate 10 more important of them) give details of the work done during the year with facts and brief notes :
- 9.1 Nature of work: :
  - a) Field work :
  - b) Office duty :
- 9.2 In case you are doing field duty: :
  - a) Whether you have maintained field diary upto date duly countersigned by the next superior officer :
  - b) Number of field inspection conducted and reports submitted :
  - c) Number of surprise checks conducted :
  - d) In case of officer dealing with public distribution system, please indicate the number of inspections to fair price shops done, deficiencies noticed and corrective steps taken to improve the distribution system :
10. Whether any complaint from public or otherwise was made against you during the reporting period? If so, its nature :
11. How promptly the public grievances, if any, were attended by taking lead? Give examples of few cases where you have sorted out the public grievances, if any, during the year :
12. Have you suggested any improvement to simplify procedures in order to eliminate the delays and to give quick decisions to the public? If so, please indicate the same briefly :
13. How prompt you are in disposal of matters allotted to you? Indicate few instances where you have taken minimum or maximum time to dispose off the papers on your table :
14. If you are entrusted with the work of maintaining public grievances register. Whether you are maintaining the same upto date and whether you have ensured that the public grievances have been properly disposed off. Please indicate the number of such complaints received/disposed off during the reporting period :
15. Whether you are carrying on any activity falling under Rule 15 of C. C. S Conduct Rules. If so, give details and indicate Government approval :
  - a) Whether any disciplinary proceedings were initiated against you during the reporting year and whether any Court has passed appreciation remarks or strictures, in the exercise of your duties :
  - b) Are you aware that any complaint is under investigation by the Vigilance Departments or any other Government agency? If so, please indicate broadly the allegations, if you are in the knowledge of :
17. Have you any special interest in Cultural, Social or Sporting activities? Give details in brief about participation during the period :



18. Whether you have been advised during the year to improve your quality of work, etc. by your superior? :
19. Important achievements/work done during the reporting year :
20. Please indicate the physical and financial targets, both under plan and non-plan fixed for you, if any, and the achievement thereof in each case. In case of any shortfall, please indicate the reasons thereof. :
21. Have you taken own initiative/considerate view, quicken the disposal of all matters connected with Scheduled Castes/Scheduled Tribes/Other Backward Classes? :
22. Whether you were entrusted or have you done any technical work of the Archives Department viz.:
  - i) Designing of survey/inquiry, acquisition, classification, arrangement, etc. :
  - ii) Preparation of Reference and Research Aids :
  - iii) Repair, rehabilitation, photo documentation, etc. :
  - iv) Servicing-internal and to the public. If so, please give details :
23. In case of Doctors:
  - a) Whether you have done private practice (Charitable or otherwise) during the reporting year or/and attended to any patient at your residence or at his/her home (who is not entitled to receive medical attention under, the relevant rules of Government applicable) during the reporting year? If so, the number of such attendance(s), emergent circumstances necessitating such attendance(s) and the monetary gain/income received therefrom? (Please attach list of such cases, if any, with the details indicating the emergency(ies) ) :
  - b) Whether during the reporting year your attention has been called by your superior for improving your performance and/or for the negligence of the duty? :
  - c) i) Whether the equipment/gadgets under your charge in the Department or/and in the Department in which you are concerned remained functional or/and were in working order during the reporting period. (Say yes or no). If not, please attach the list of such equipments/gadgets and the reasons for their non-functional or their not being in working order. :
    - ii) In the case of non-functional equipment/gadgets which are not working, what steps have you taken to rectify their defects or/and condemnation and/or their replacement (please attach the extra sheet indicating the period of equipment/ /gadget remained idle) :
24. In the case of a doctor dealing with implementation of any of the National Health Programme(s) including Family Welfare Programme, please attach separate sheet indicating in brief the performance during the reporting year and the previous year, targets prescribed/achieved during the reporting year and previous year. :
25. For Mamlatdars/B. D. O.'s and Officers working in the Collectorates:
  - a) Whether any encroachment on the Government/Comunidade land have taken place during the reporting year. If so, please indicate the action taken by you to remove it. :
  - b) If you are connected with the Court work under any Act, please indicate the number of cases, subjectwise, existing in the beginning of the year, number of cases added during the year and the number of cases disposed by you during the year. :
26. For officer entrusted with the legal work:
  - a) In case you are entrusted with the drafting of Legislation, please indicate the list of Legislations which have been drafted by you? :
  - b) In case you are entrusted with the legal advice, please indicate five best legal opinions given by you, if any. :
27. For Engineering, Teaching, Statistical other officer, Animal Husbandry & Veterinary Services Department Staff Annexure 'A' or 'B' or 'C' or 'D' or 'E' or 'F' as applicable will have to be attached to this report. :
28. Date of submission of Annual Property returns. :

Date:

Signature :

Place:

Name & Designation :



**PART - II**

**(To be filled by Reporting Officer. He will be held fully responsible for answers given below)**

29. Do you agree with the answers given above against each item, by the officer?  
If the reply is negative, please substantiate in each case, with facts :
30. Punctuality of the officer :
31. Integrity of the officer :  
(Instructions contained in the Ministry of Home Affairs O. M. No. 51/4/64 EST(A),  
dated 21-6-1965 should be kept in mind) :
32. In case of Medical Personnel only: :  
i) Please indicate their professional competency. :  
(Surgery, Medicine, X-ray, V. D., Paediatrics, etc.) :
33. Ability and temperament of the officer to deal with his colleagues, superiors and the public :
34. Ability and promptness in shouldering responsibility and giving free, frank and honest  
opinion/taking decisions :
35. Initiative resourcefulness and leadership qualities :
36. Knowledge of Acts/Rules/Regulations applicable to the Department/Office :
37. Are his proposals or decisions consistently sound and well thought of? :
38. Please indicate whether the officer is positive and helpful in his thinking or is totally  
negative in his approach towards the work allotted to the officers :
39. Quality of supervision :
40. Capacity to deal, train, help, handle and advise the sub-ordinate staff :
41. Ability in discussions and conversations :
42. For teaching personnel only: :  
a) Does he/she has ability to explain the lessons? :  
b) Does he/she has ability to make lectures attractive? :  
c) Does he/she has ability to investigate if the lectures have been well understood? :  
d) Does he/she has ability to explain the details? :  
e) How many inspections were carried out by you regarding this officer and defects, if  
any, noted/pointed out to him/her? :
43. In case of item No. 14 of Part I, in the affirmative, please indicate what corrective  
action has been taken by you to prevent such occurrence :
44. Please indicate your overall assessment of performance and quality of the Officer  
reported above including personality and character (please indicate in few words but  
not by way of grading as Fair, Good, Very Good, Outstanding) :

Name:

Signature of Reporting Officer:

Date

Designation:

**PART - III**

**(To be filled by Reviewing Officer/Authority)**

45. Length of service under the Reviewing Officer :
46. Observation of Reviewing Officer on the report of the Officers (Part-I) and the  
(Part-II) including his remarks on the special characteristics and/or any outstanding  
merits of the Officer :
47. Fitness for promotion (please indicate in the box below whether the Officer is "Fit" or  
"Not yet fit") :

Name:

Signature of Reviewing Officer/Authority:

Date:

Designation:

**PART - IV**

**(Remarks of the Countersigning Officer/Authority i.e. Next Superior Officer/Authority)**

Name:

Signature of Countersigning Officer/Authority:

Date:

Designation:



### Basic Instructions to fill up the Confidential Reports

1. The Confidential Report is an important document. It provides basic and vital inputs for assessing the performance of an officer for his/her advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should therefore, undertake the job of filling up the form *with high sense of responsibility*. The revised Annual Confidential Report Forms have been prepared with a view to give chance to the concerned officer to write most part of his/her own A. C. R. and with a view to bring accountability among the officers and thus improving their performance in the matter of teaching, educational work, etc. The same is also to up-grade the standards of Administration. The revised A. C. R. form have to be appreciated by the concerned officer in the light of the above perspective.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. Whenever the question is not applicable it should be marked as "Not Applicable" or when the officer did not have the opportunity to deal with any question mentioned in C. R., it should be written "No opportunity to deal".
4. As far as possible, answers like "Outstanding", "Very Good", "Good", "Average", "Below Average" may be avoided.
5. The word "disposal" means submission/completion of work under the consideration of the officer. In case of submission of a note, it means a self contained note with correct suggestions/recommendations or final decision in cases where the Officer himself/herself is competent to take decisions.
6. While filling up the Confidential Reports of the concerned officer, care should be taken that the answers given are objective as far as possible.
7. While answering the item No. 43, it should be answered only in case the officer satisfies the conditions laid down for promotion.



## ANNEXURE - C

(Please see Item No. 27 of Part-I)

(To be filled by teaching personnels such as Teachers, Demonstrators, Lecturers, Assistant Professors, Associate Professors and Professors, etc., in addition to Item Nos. 1 to 26 of Part-I)

1. a) Subjects allotted to teach and number of Lectures assigned for delivering during the Semester/year :
- b) The number of lectures prescribed or/and laid down by the University/Medical/Dental Council of India/Nursing Council for the subject(s) with each the teacher or the member of faculty is concerned? :
2. Number of actual Lectures delivered :
3. Reasons for less number of lectures delivered, if any :
4. Have you given the prescribed number of home assignments in each subject, if any? If not, please indicate the reasons :
5. Number of test(s) other than timely examination conducted for each subject during the year :
6. a) Number of practicals conducted, subjectwise :
- b) The number of practicals prescribed or/and laid down by the University/Medical/Dental Council of India/Nursing Council for the subject(s) with under the teachers or the member of the faculty concerned:
  - i) Practical laid down :
  - ii) Practical conducted :
  - iii) Short fall, if any, the reasons thereof :
7. State whether you have done the assessment of term work at regular intervals :
8. Any special guidance given to the students for preparation of subjects, give details? :
9. Any special development work carried out for the laboratory i.e. framing of specification, purchases, erection, testing and innovations :
10. Number of Seminars/Refreshers Courses participated :
11. Number of Refreshers Courses/Seminars organised :
12. Research projects undertaken by himself/herself :
13. Research/Review papers published :
14. Any other special assignment given by the College :
15. Membership/Office bearer of any other specialised Institute/ Organisation in India :
16. Number of students in each subject, taught :
17. Number of students who appeared for examination and who have passed, subjectwise :
18. a) Whether the equipment/gadget in the Department under your charge in the Department or/and in the Department in which you are concerned remained functional or/and were in working order during the reporting period. (Say Yes or No). If not, please attach the list of these equipments/gadgets and the reasons for their non-functional or their not being in working/order :
- b) In the case of non-functional equipment/gadgets which are not working, what steps you have taken to rectify their defects or/and condemnation or/and their replacement (please attach the extra sheet indicating the period of equipment/gadget remained idle) :
19. In case of non-medical teaching staff, whether you have conducted private class/tuitions during the reporting year. If so, amount collected :



20. Whether you have done private practise (Charitable or otherwise) during the reporting year or/and attended to any patient at your residence or at home or his/her home (who is not entitled to receive medical attention in the relevant rules applicable) during the reporting year?

If so, the number of such attendance(s) emergent circumstances necessitating such attendance(s) and the monetary gains/income received therefrom? [Please attach list of such cases, if any, with the details indicating the emergency(ies)]

21. Please indicate any other creditable work done and not covered above

Signature of the Officer :

Name :

Designation :

Date :



# ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR OFFICE SUPERINTENDENT (OUTSIDE SECRETARIAT)

Department/Office: \_\_\_\_\_

Reporting for the year/period ending: \_\_\_\_\_

## Part I – Personal Data

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Section in which served during the year under report and period of service in each	
8	Period of absence from duty on leave, training, etc. during the year	

## Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

2. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (Resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words).

3. What are the factors that hinder your performance?



4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment	
For your future career	

5. Are you entrusted with the work of maintaining Public Grievance register, if so, is it maintained up to date?

(a) How promptly you have disposed the Grievance?

(b) Give Example of few Cases:

6. Have you been advised during the year to improve your quality of work by your superior?

7. Date of filing your Immovable Property Returns.

\_\_\_\_\_

**Date**

**Signature of the officer**

**Part III - Appraisal**

(To be filled by the Administrative section of the Department/Office)

1) Please state whether you agree with the responses relating to submission of the officer filled out in Part II. If not, please furnish factual details:

2) Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3) Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4) Do you agree with the skill up-gradation needs as identified by the officer?

**Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work or given task			
2	Quality of output			
	<b>Overall Grading on 'Work Output'</b>			



**Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			
3	Overall bearing and personality			
4	Communication skills			
5	Ability in discussion and conversation			
6	Moral courage and willingness to take a professional stand			
7	Leadership quality			
8	Capacity to work in time limit			
9	Punctuality of Officer			
10	Ability and temperament of the officer to deal with his colleagues, superiors and the public			
	<b>Overall Grading on personal attributes</b>			

**Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/rules /procedures/IT skills			
2	Decision making ability			
3	Initiative			
4	Coordination ability			
5	Ability to motivate and develop subordinates/work in a team			
6	Ability and promptness in shouldering responsibility and giving free, frank and honest opinion/taking decisions			
7	Are his proposals/decisions consistently sound and well thought of?			
	<b>Overall Grading on functional competency</b>			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer. Please comment (in about 30 words) on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections:

9) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer

Name in Block letters:

Designation:

Date:



**Part IV – Review**

- 1) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS/officer reported upon? (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

- 2) In case of difference of opinion details and reasons for the same may be given.

- 3) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reviewing Officer  
Name in Block letters:  
Designation:  
Date:

**Part V – Acceptance**

- 1) Do you agree with the remarks of the Reporting/Reviewing Authorities?

- 2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Accepting Officer  
Name in Block letters:  
Designation:  
Date:



**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR HEAD CLERK/  
/UPPER DIVISION CLERK/LOWER DIVISION CLERK**

Department/Office: \_\_\_\_\_

Reporting for the year/period ending: \_\_\_\_\_

**Part I – Personal Data**

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Section in which served during the year under report and period of service in each	
8	Period of absence from duty on leave, training, etc. during the year	

**Part II – Self Appraisal**

(To be filled by the officer reported upon)

1. Brief description of duties:

2. Brief resume of the work done during the year/period bringing out any special achievements. In the event of shortfall in achievements furnish reasons.

**Signature of the officer**

**Date:**



**Part III – Appraisal**

(To be filled by the Administrative section of the Department/Office)

1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of disagreement and reasons therefore:

2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so give brief particulars:

3) Attitude towards SC and ST:

**Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work/work allotted as per subjects allotted			
2	Ability to apply the relevant Rules and Regulations correctly			
3	Capacity for examining cases thoroughly			
4	Quality of Noting and Drafting			
5	Promptness in disposal of work			
	<b>Overall Grading on 'Work Output'</b>			

**Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team spirit			
9	Inter-personal relations			
	<b>Overall Grading on personal attributes</b>			



**Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)**

S No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of Rules/Regulations/ Procedures in the area of function.			
2	Strategic planning ability			
3	Decision making ability			
4	Ability to motivate and develop subordinates			
5	Coordination ability			
	<b>Overall Grading on functional competency</b>			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

9) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer  
 Name in Block letters:  
 Designation:  
 Date:

**Part IV – Remarks by Reviewing Officer**

1) Do you agree with the assessment of the officer given by the Reporting Officer?

2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reviewing Officer  
 Name in Block letters:  
 Designation:  
 Date:



**Part V – Countersign/Remarks by Accepting Officer**

1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Accepting Officer

Name in Block letters:

Designation:

Date:



# ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR DRIVERS

Department/Office: \_\_\_\_\_

Reporting for the year/period ending: \_\_\_\_\_

## Part I – Personal Data

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Section in which served during the year under report and period of service in each	
8	Period of absence from duty on leave, training, etc. during the year	

## Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

**Date:** \_\_\_\_\_

**Signature of the officer**

## Part III – Appraisal

(To be filled by the Administrative section of the Department/Office)

**Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)**

S. No	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Ability to drive the vehicle entrusted to him		
2	Eye sight and presence of mind		
3	Regular and clean use of uniform, if any		
4	Care of the vehicle and watch on requirement of fuel, repairs, etc.		
	<b>Overall Grading on 'Work Output'</b>		



**Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Inter-personal relations			
	<b>Overall Grading on personal attributes</b>			

**Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Observance of traffic rules and regulations			
2	Knowledge of different places in Goa			
	<b>Overall Grading on functional competency</b>			

- 4) Has the officer been reprimanded for indifferent work or for other cause during the period under report?  
If so give brief particulars:

- 5) Comment on Integrity of the Officer:

- 6) Attitude towards SC and ST:

- 7) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

- 8) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer  
Name in block letters:  
Designation:  
Date:



# ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR MULTI TASKING STAFF

Department/Office: \_\_\_\_\_

Reporting for the year/period ending: \_\_\_\_\_

## Part I – Personal Data

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Section in which served during the year under report and period of service in each	
8	Period of absence from duty on leave, training, etc. during the year	

## Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

Date:

Signature of the officer

## Part III – Appraisal

(To be filled by the Administrative section of the Department/Office)

- 1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of disagreement and reasons therefore:

- 2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so give brief particulars:

- 3) Attitude towards SC and ST:



**Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of work allotted			
2	Quality of output			
	<b>Overall Grading on 'Work Output'</b>			

**Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team Sprite			
9	Inter-personal relations			
	<b>Overall Grading on personal attributes</b>			

**Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)**

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of organisational structure of relevant field			
2	Coordination ability			
	<b>Overall Grading on functional competency</b>			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

9) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer

Name in Block letters:

Designation:

Date:



**Part IV – Remarks by Reviewing Officer**

- 1) Do you agree with the assessment of the officer given by the Reporting Officer?

- 2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reviewing Officer

Name in Block letters:

Designation:

Date:

**Part V – Countersign/Remarks by Accepting Officer**

- 1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

- 2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Accepting Officer

Name in Block letters:

Designation:

Date:



**GOVERNMENT COLLEGE OF ARTS, SCIENCE COMMERCE, SANQUELIM - GOA**  
**WEEKLY REPORT OF ONLINE TEACHING**

**DEPARTMENT:** \_\_\_\_\_

**WEEK:** \_\_\_\_\_

Sr. No	Name of the Teacher	Class & Division	Paper Code, Name and Topic/Subtopic covered	No of lectures		No of Project work lectures		No of Practicals		Reasons for shortfall/ Adjustment made if any	Teacher's Signature
				Assigned	Engaged	Assigned	Engaged	Assigned	Engaged		

I, \_\_\_\_\_ Head/Co-ordinator/ IC of the Department of \_\_\_\_\_ do hereby certify that the information submitted above is true.

Signature of the HOD/Co-ordinator/ IC with date: \_\_\_\_\_ Countersigning Authority: \_\_\_\_\_

For submission to the office of the Director, Directorate of Higher Education, Govt. of Goa \_\_\_\_\_ Principal





Present  Leave

**Room No:** \_\_\_\_\_ **Lecture/Practicals/Project/ISA**

Time \_\_\_\_\_ Class \_\_\_\_\_ Subject \_\_\_\_\_ Paper \_\_\_\_\_

Topic(s) covered \_\_\_\_\_

Reference(s): \_\_\_\_\_

Instructions to students (if any) \_\_\_\_\_

**Room No:** \_\_\_\_\_ **Lecture/Practicals/Project/ISA**

Time \_\_\_\_\_ Class \_\_\_\_\_ Subject \_\_\_\_\_ Paper \_\_\_\_\_

Topic(s) covered \_\_\_\_\_

Reference(s): \_\_\_\_\_

Instructions to students (if any) \_\_\_\_\_

**Room No:** \_\_\_\_\_ **Lecture/Practicals/Project/ISA**

Time \_\_\_\_\_ Class \_\_\_\_\_ Subject \_\_\_\_\_ Paper \_\_\_\_\_

Topic(s) covered \_\_\_\_\_

Reference(s): \_\_\_\_\_

Instructions to students (if any) \_\_\_\_\_

**Room No:** \_\_\_\_\_ **Lecture/Practicals/Project/ISA**

Time \_\_\_\_\_ Class \_\_\_\_\_ Subject \_\_\_\_\_ Paper \_\_\_\_\_

Topic(s) covered \_\_\_\_\_

Reference(s): \_\_\_\_\_

Instructions to students (if any) \_\_\_\_\_

**Other official work done:** \_\_\_\_\_

Lectures/Practicals/Project assigned for the day \_\_\_\_\_

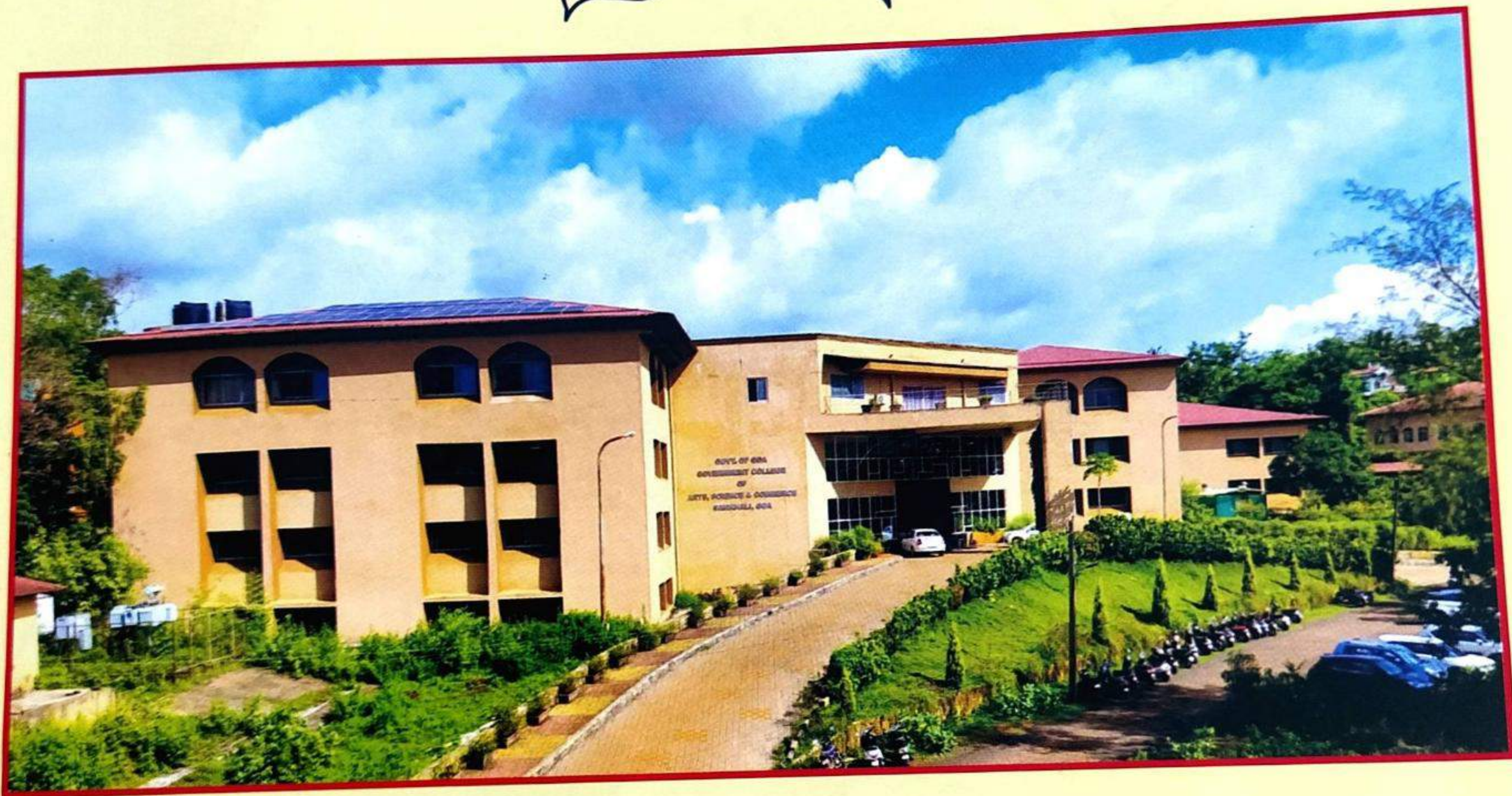
Lectures/Practicals/Project taken \_\_\_\_\_

Reasons for shortfall (if any) \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature



# Government College of Arts, Science & Commerce, Sanquelim-Goa



## Teacher's Diary

2022 - 2023



## ANNEXURE I

Weekly Report (From _____ to _____ )		
Particulars	No. of hours spent	Place of time spent
1. Lectures		
2. Project Work		
3. Mentoring of Students		
4. Community Development		
5. Extra Curricular Activities		
6. Extra Curricular Activities		
7. Library Consultation		
8. Research		
9. Preparation of Teaching/Learning Material (Online/Offline)		
10. OCCs (Swayam/NPTEL/MOOC/Coursera/Others)		
11. Any other (Please specify)		

Total hours \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the Teacher

\_\_\_\_\_  
Signature of the Principal/  
Vice Principal

## ANNEXURE I

Weekly Report (From _____ to _____ )		
Particulars	No. of hours spent	Place of time spent
1. Lectures		
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3. Mentoring of Students		
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9. Preparation of Teaching/Learning Material (Online/Offline)		
10. OCCs (Swayam/NPTEL/MOOC/Coursera/Others)		
11. Any other (Please specify)		

Total hours \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the Teacher

\_\_\_\_\_  
Signature of the Principal/  
Vice Principal



(Name of the College)

**STUDENTS' FEEDBACK (Teaching-Learning-Evaluation)**

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

**Academic year :** \_\_\_\_\_ **Semester :** \_\_\_\_\_ **Class :** \_\_\_\_\_ **Division :** \_\_\_\_\_

**Subject code and title of the paper :** \_\_\_\_\_

**Name of the teacher :** \_\_\_\_\_

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

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- Tick mark (✓) the most appropriate response for each question .

1. The teacher was punctual in class –

a) Always  b) Regularly  c) Sometimes  d) Rarely  e) Never

2. The teacher engaged the assigned lectures –

a) Always  b) Regularly  c) Sometimes  d) Rarely  e) Never

3. The teacher came well prepared for the class -

a) Always  b) Regularly  c) Sometimes  d) Rarely  e) Never

4. How much of the syllabus was covered by the teacher ?

a) 100%  b) 85%  c) 60%  d) 30 %  e) Below 30%

5. The teacher completed the portion –

a) Much in advance  b) Early  c) In time  d) Late  e) Very late

6. The teacher revised the contents of the syllabus –

a) Always  b) Regularly  c) Sometimes  d) Rarely  e) Never

7. The teacher was able to communicate the contents of the syllabus effectively -

a) Always  b) Regularly  c) Sometimes  d) Rarely  e) Never

8. The syllabus of the course was -

a) Adequate  b) Relevant  c) Challenging  d) Boring  e) Irrelevant



9. I have learnt and understood the subject material/s in the Course

- a) Strongly disagree  b) disagree  c) Neither agree nor disagree   
d) Agree  e) strongly agree

10. The teacher used ICT tools such as LCD projector, Multimedia, etc. while teaching...

- a) Regularly  b) Often  c) Sometimes  d) Rarely  e) Never

11. The teacher illustrated the concepts through examples and applications and integrated the course material with environment and other issues to provide a broader perspective ....

- a) Every time  b) Usually  c) Occasionally/Sometimes   
d) Rarely  e) Never

12. The teacher suggested additional and suitable references and learning material -

- a) Always  b) Regularly  c) Sometimes  c) Rarely  d) Never

13. The teacher used student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences ....

- a) To a large extent  b) Moderate  c) Somewhat   
d) Very little  e) Not at all

14. The teacher's approach towards teaching was –

- a) Excellent  b) Very good  c) Good  d) Fair  e) Poor

15. The teacher's explanation of concepts was –

- a) Very easy to follow  b) Easy to follow  c) understandable   
d) Okay  e) difficult to follow

16. In the class, the teacher's pace of speaking was –

- a) Too fast  b) Fast  c) Normal  d) Slow  e) Very slow

17. As regards class control, the teacher was –

- a) Very effective  b) Effective  c) Average  d) Lenient  e) Poor

18. Internal evaluation process carried out by the teachers was ...

- a) Always fair  b) Usually fair  c) Sometimes unfair  d) Usually unfair   
e) Unfair

19. The Teacher informed me about the expected competencies, course outcomes and programme outcomes -

- a) Every time  b) Usually  c) Occasionally/Sometimes   
d) Rarely  e) Never



20. The teacher did a necessary follow - up with an assigned task given to me ...  
a) Every time  b) Usually  c) Occasionally/Sometimes   
d) Rarely  e) Never
21. Regular and timely feedback based on my performance in internal evaluation was discussed with me  
a) Every time  b) Usually  c) Occasionally/Sometimes   
d) Rarely  e) Never
22. The teacher was available and accessible in the College  
a) Always  b) Regularly  c) Sometimes  c) Rarely  d) Never
23. With regard to solving difficulties on the subject in the College Campus, the teacher was -  
a) Always helpful  b) helpful  c) Sometimes helpful   
d) Not helpful  e) Passes it off
24. The teacher identified my strengths and weaknesses and encouraged me towards higher achievements in academics and extra-curricular activities -  
a) Fully  b) Reasonably  c) Partially  d) Slightly  e) Not at all
25. Efforts were made by the teacher to inculcate soft skills, life skills and employability skills -  
a) To a great extent  b) Moderate  c) Somewhat  d) Very little   
e) Not at all
27. The overall quality of teaching -learning process adopted by the teacher was .....  
a) Excellent  b) Very Good  c) Good   
d) Average  e) Satisfactory