

Confidential

LALIT NARAYAN MITHILA UNIVERSITY

KAMESHWARANAGAR, DARBHANGA

Form of Confidential Character Roll for Teaching Staff

1. Name –
2. Designation –
3. How employed –
4. Period of report –
5. Different type of leave taken C.L. E.L. D.L. M.L. Other Leave
during the period under review –
6. Punctuality and regularity in attendance –
7. Name of deptt. in which the individual
was employed during the period of report -
8. Integrity –
9. (a) Relationship with students and Colleagues-
(b) Behaviour towards superior staff –
(c) Behaviour towards visitors-
10. Performance of duties, promptness & zeal –
11. Efficiency in teaching during the period –
12. Research work and publication –
13. Co-curricular activities –
14. Conferences attended & paper presented –
15. General remarks, if any taking all
the above points in consideration -
16. Signature of **the Head** of the Department –
17. Remarks of **the Principal/ Head** of the Institution -