

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
ANNUAL CONFIDENTIAL REPORT FOR THE ACADEMIC YEAR 2020-21
(TEACHING FACULTY)

FORM-A

(To be filled by the Candidate)

Name - _____ Designation – _____
 Department - _____ Date of Birth – _____
 Highest Qualification – _____ Date of Joining the Institute – _____
 Present post held from - _____

PRIMARY WORK

(PROVIDE INFORMATION FOR THE PERIOD 1st July, 2019 to 30th May, 2020)

I. Instructional work assigned

Sr. N o.	Semester	Course Code	Title	No. of hours engaged per week			Strength of Class	Result as per notifications	
								% \geq A Grade	Pass %age
				L	T	P			

L- Lecture

T- Tutorial

P- Lab. Course/ Practical

II. Thesis and Dissertation Supervision:

a) Ph. D. Thesis:

Sr. No.	Name & Registration No. of the student	Co-Supervisor	Current Status

* Attach extra sheet

b) M. Tech. Thesis:

Sr. No.	Name & University Roll No. of the student	Co-Supervisor	Current Status

* Attach extra sheet

c) Project Work at B. Tech./MCA/MBA Level :

Sr. No.	Name & University Roll No. of the student	Co-Supervisor	Current Status	Date of Submission

* Attach extra sheet

III. Additional duties:

(NCC/NSS/NSO/Warden/Mentoring/Cultural/Sports/HOD/HOC/DEAN etc)

Sr. No.	Position	Period

* Attach extra sheet

IV. Activities organized:

(Seminars/Workshops/Conferences/Symposia/FDPs etc)

Sr. No.	Title	Duration	Major Sponsor (s)	Level (International/National)

* Attach extra sheet

V. Research papers/Books/Articles/Monographs etc.)

Sr. No.	Title	Author(s)	Journal/Conference details (Publisher)	Level (International, National Text, Reference, etc.)

* Only Scopus/SCI/SCIE/ Clarivate analytics

* Attach extra sheet

VI. Sponsored Projects (including Travel Grants if) :

Sr. No.	Project Title	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed / ongoing)

* Attach extra sheet

VII. Consultancy:

Sr. No.	Project Title	Cost	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed/ongoing)

* Attach extra sheet

VIII. Achievement/Awards/Recognitions:

--

* Attach extra sheet

IX. Participation: (Seminars/Workshops/Conferences/FDPs//Training/MOOCs)

Sr. No.	Title	Duration	Institution

* Attach extra sheet

X. Overall self-appraisal

Date _____

Signature _____

FORM-B
(To be filled by the Reporting Officer)
ANNUAL CONFIDENTIAL REPORT FOR THE CALENDAR YEAR 2019-2020

Name of the Faculty: _____

Designation: _____

I. Attitude and Interpersonal Skills (Give ratings on a five-point scale i.e., 5-Excellent, 4-Very Good, 3- Good, 2- Fair, 1-Poor)

1.	Initiative : a self-starter ; able to work without constant supervision	
2.	Responsibility: understands duties; accepts responsibilities readily	
3.	Punctuality: arrives on time, Generally available for students during working hours.	
4.	Commitment : Committed to his/ her work	
5.	Loyalty : supports and follows institute's policies and guidelines	
6.	Development : Keeps knowledge up to date	
7.	Oral Communication : speaks effectively with supervision, colleagues and students	
8.	Written Communication	
9.	Teamwork : effective in team	
10.	Leadership : gives clear direction and listens to co-workers	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Temperament	
14.	Relationship with students	
	TOTAL	

II. Brief comments (by the Reporting Officer)

1. Overall appraisal

Outstanding Very Good Good Average
Poor

2. Remarks of Reviewing Officers

Signature of the Reporting Officer

Signature of the Reviewing Officer

III. Comments of Principal

Signature of Principal