

**ANNUAL CONFIDENTIAL REPORT FOR PRINCIPALS /
HEADMASTERS / HEADMISTRESSES OF
SECONDARY/SENIOR SECONDARY SCHOOLS:**

FOR THE YEAR.....

PERIOD FROM.....

PART – I

(To be filled up by the Head of school to be reported upon)

1. Name in full:
2. Date of Birth:.....
3. Qualification:
 - a) Academic:.....
 - b) Technical/ Professional:.....
4. Date of appointment:.....
5. Date of appointment or promotion to the present post:.....
Name of the Post:.....
Date of promotion/ appointment:.....
6. Present pay scale:.....
7. Total period of leave/ training during the entire year:
 - a) On leave.....
 - b) On training.....

8. If on training details of training:

- a) Name of the Course:.....
- b) Name of the Institute:.....
- c) Period of Course with date and year:.....

9. Any teaching Classes taken up:

If yes, number of classes and the subjects taught:.....

10. Any special work assigned and taken up during the year.....

.....

11. Pass percentage of Class X Examination of the last preceding 2 (two)

years:.....

12. Pass percentage of Class XII Examination of last preceding 2 (two)

years:.....

13. Any outstanding academic achievements/ result by any students, if any:

.....

.....

15 Any outstanding result by any student

Date.....

Signature of Head of School.

PART II

(To be filled up by the Reporting Officer)

(1)

- I. Integrity:.....
- II. Personal Involvement:.....
- III. Pro-active attitude:.....
- IV. Response to Instructions:.....
- V. Administrative know how :.....
- VI. Promptness:.....
- VII. Follow up actions:.....
- VIII. Eagerness and enthusiasm:.....
- IX. Computer Application:.....
- X. Proficiency in correspondence :.....
- XI. Academic aptitude:.....
- XII. Drafting & noting:.....
- XIII. Length of Service under Reporting Officer:.....

(2) Give your objective comments in brief on the following:

- a. Innovation / creativity:.....
 - Academic Innovation, if any.....
 -
 - Administrative Innovation, if any.....
 -
- b. Leadership Role:.....

- Any notable changes under her / his Leadership.....
- Academic Leadership:.....
- Management Role:.....
- Resource Mobilization (physical & Financial):.....
- Any Financial Resources mobilized through parents / teachers / or any other source during his / her tenure.....

(3) Give your assessment & comments on the following:

- a. Command / Use of Language (English):.....
- b. Quality of Institutional Planning:.....
- c. Quality Indicators during his / her tenure:
 - 1. Academic.....
 - 2. Administrative.....
 - 3. Managerial.....
 - 4. a) Eloquence/ Oratory Capacity:.....
.....
 - b) Motivational Capacity:
.....

(4) Inter personal relations:

- Relationship with Parents / guardians:
- Relationship with general public:.....
- Relationship with Officials:.....

- Relationship with Students.....
- Relationship with staff:
- (5) Qualities on Motivating staff:.....
- (6) Meetings / Awareness programs (in a Year):
- (a) Number of Parent Meetings held.....
- (b) Number of SMC Meetings held.....
- (7) Co-curricular Activities conducted in the School during the year
- (a) Number of Quiz programmes.....
- (b) Number of debates.....
- (c) Number of counseling classes:.....
- (d) Number of awareness / motivational programs.....
- (8) Any achievements / Contributions to the School through:
- (a) Staff Management / Control.....
- (b) Literary Works:.....
- (c) Seminars / Workshops / Trainings:.....
- (d) Welfare of Students.....
- (e) Any reformative measures initiated.....
- (9) Any Notable findings / observations by the concerned Head of School:
- (a) Academic hard-spots:.....
- (b) Any focused areas other than academics:.....
- (c) Any outstanding achievements.....
- (10) Any notable achievements for the Students:
- (a) If, any meritorious Scholarship awarded:
- Name of scholarship:.....
- Name of Sponsorship:.....

Amount and nature of Award (cash or kind):.....

(11) Give brief recommendations / comments of the following statements on the basis of school Inspection:

- (a) School Ambience:.....
- (b) Class room management:.....
- (c) Infrastructural management:.....
- (d) Logical / Scientific arrangement of Class rooms and other School infrastructure like laboratories/ Library /Computer room etc:.....
- (e) Any incentives being given to Students:.....
- (f) Any additional School land acquisitions, if any:.....
- (g) Any notable plantation works / gardening / cleanliness drive / community service:.....
- (h) Any Institutionalization of disciplines:.....
.....

(12) Is he / she academically capable for recommendation to higher posts (the report should be based on his / her performance).....
.....

Overall grading:

**: Outstanding/ Very Good/ Good
Average/ Below Average.**

Note: (No outstanding grading should be made unless exceptional performance is noticed and such grading must be supported by substantial evidences).

Place;

Date:

Signature of the Reporting Officer.

Name in full:

Designation with Official Seal

PART III – REMARKS OF THE NEXT HIGHER OFFICER :

- (1) Length of service under Reviewing Officer:
- (2) Do you agree with the Reporting Officers in respect to his remarks on the resume of the work done by the Officer as contained in Part II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting officer and the extent of your disagreement.
- (3) General Remarks with specific comments about the general remarks given by the Reporting Officer including grading.

Reviewing Officer.

Place:

Date:

Name in full:

Designation with Official Seal:

PART IV – REMARKS OF THE ACCEPTING AUTHORITY

(Authority next superior to the Reviewing Authority)

Place:

Date:

Name in full:

Designation