

**S.D.COLLEGE FOR WOMEN, MOGA**  
**Self-assessment Proforma for College Lecturers**  
(To be filled in every year towards the close of academic session)

Year of assessment: \_\_\_\_\_

1. Name of the Lecturer/Principal \_\_\_\_\_
2. Qualification of the Lecturer/Principal \_\_\_\_\_
3. Subject of faculty \_\_\_\_\_
4. Designation \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Date of Joining the College \_\_\_\_\_
7. Teaching experience at the College Level \_\_\_\_\_ Year \_\_\_\_\_ Months

**2 Courses taught and work load**

Number of periods per week	Title of Course of taught
Lectures	

1. Under graduate \_\_\_\_\_
2. Post Graduate \_\_\_\_\_

**3 Teaching Methods Applied**

Name and describe new teaching methods used  
If any besides lectures methods i.e.

1. Distribution lecture, synopsis and Bibliography \_\_\_\_\_
2. Encouraging questions in class \_\_\_\_\_
3. Holding Seminars/Webinars \_\_\_\_\_
4. Use of Audio, Visual aids \_\_\_\_\_
5. Contribution to COHSSLP Scheme, If it exists in the College through UIP \_\_\_\_\_

3. (a) Leave availed : Casual Leave \_\_\_\_ Medical Leave \_\_\_\_ Earned Leave \_\_\_\_

(b) Use of technology (Online teaching)

**4 Any Other Contribution**

1. Teaching Methods \_\_\_\_\_
2. Evaluation Techniques \_\_\_\_\_

3. Courses development etc. \_\_\_\_\_

**5 Academic and Professional growth during the year.**

1. Research qualification acquired \_\_\_\_\_

2. Research Projects under taken \_\_\_\_\_

3. Research Papers published indicating

Titles and Names of Journals in which published \_\_\_\_\_

4. Guidance rendered to Research Scholars \_\_\_\_\_

5. Participation in Seminars, Workshops and Conferences during the year. \_\_\_\_\_

6. Participation in Orientation Programs Refresh of courses etc. \_\_\_\_\_

7. Any other type of Training. \_\_\_\_\_

**6 Participation in Extra mural activity**

1. Extra-curricular activities Debates, Cultural Activities, Counseling to students, Planning Forum Union, NSS, NCC etc. \_\_\_\_\_

2. Service to community Adult Education Extension service etc. \_\_\_\_\_

7(1) Help in college administration by membership Of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc. \_\_\_\_\_

(2) Contribution made on the committee/s on which a member served during the year. \_\_\_\_\_

8(1) Were you allotted any examination work such as Conduct / evaluation by the University/Board \_\_\_\_\_

(2) Did you perform the duty given by the University/Board Yes/No

9 Numbers of Lectures delivered: 1 \_\_\_\_\_  
Class wise

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

10 Any other information about his contribution \_\_\_\_\_  
(not conveyed above) relevant to proper  
assessment of activities.

Evolution by the senior post Lecturer of the  
Department on Head of the Department or Principal.

Item	Factual Verification		Evaluation		
	Correct	Exaggerate	Excellent	Very Good	Good
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

General observations:-

**Observations of Principal**

Signature of the Teacher

**Signature of the Principal.**

10 Any other information about his contribution (not conveyed above) relevant to proper assessment of activities.

Evolution by the senior post Lecturer of the Department on Head of the Department or Principal.

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General observations:-

# ਐਸ. ਡੀ. ਕਾਲਿਜ਼ ਫਾਰ ਵੋਮੈਨ, ਮੋਗਾ ।

ਸਿਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਿਚ ਕੰਮ ਕਰਦੇ, ਦਫਤਰੀ ਅਮਲੇ ਦੇ ਕੰਮ ਅਤੇ ਆਚਰਣ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਬਾਬਤ ਸਾਲ \_\_\_\_\_

ਨਾਮ ..... ਅਹੁਦਾ ..... ਗਰੇਡ .....  
 ਕਾਰਡ ਸਟੇਟ/ਪਰੋਵਿਨਸਲਾਈਜ਼ਡ ..... ਸਿਨੀਆਰਟੀ ਨੰ. ....  
 ਨੌਕਰੀ ਵਿਚ ਆਉਣ ਦੀ ਮਿਤੀ ..... ਜਨਮ ਮਿਤੀ.....  
 ਰਿਪੋਰਟ ਅਧੀਨ ਸਾਲ ਵਿਚ ਕਿੱਥੇ ਕੰਮ ਕੀਤਾ.....  
 ਰਿਪੋਰਟ ਅਧਿਕਾਰੀ.....

ਲੜੀ ਨੰ:	ਵਰਵਾ	ਰਿਪੋਰਟ ਕਰਤਾ	ਰਿਪੋਰਟ ਕਰਤਾ
1)	ਸਿਹਤੀ ਅਤੇ ਨੌਕਰੀ	.....	.....
2)	ਲਿਖਾਈ ਅਤੇ ਸਫਾਈ	.....	.....
3)	ਸਮਰੱਥਾ ਅਤੇ ਸੁਤੰਤਰਤਾ	.....	.....
4)	ਨਿਯਮ ਅਤੇ ਹੁਕਮ ਵਿਸ਼ੇਸ਼ ਕਰਕੇ ਠੇਕੇ ਦੇ ਕੰਮ ਵਿਚ ਜ ਠਕ ਰੀ	.....	.....
5)	ਕੰਮ ਭੁਗਤਾਉਣ ਵਿਚ ਚੁਸਤੀ	.....	.....
6)	ਚੰਗ ਆਚਾਰ ਅਤੇ ਦੂਜਿਆਂ ਨਾਲ ] ਮਿਲਕੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ ]	.....	.....
7)	ਸਮੇਂ ਦੀ ਪਾਬੰਧੀ ਅਤੇ ਬਕਾਇਦਗੀ	.....	.....
8)	ਇਮਾਨਦਾਰੀ ਤੇ ਸਹੂਰਤ	.....	.....
9)	ਨੁਕਸ ਜੋ ਕੋਈ ਹੋਵੇ	.....	.....
10)	ਤਰੱਕੀ ਲਈ ਯੋਗਤਾ (ਇਸ ਖਾਨੇ] ਵਿਚ ਇਹ ਵੀ ਦਰਸਾਇਆ ਜਾਵੇ] ਕੀ ਕਰਮਚਾਰੀ ਨੇ ਆਪਣੇ ਫਰਜ਼] ਤਸੱਲੀਬਖਸ਼ ਤੌਰ ਤੇ ਨਿਭਾਏ ਹਨ]	.....	.....
11)	ਕੀ ਕੰਮ ਪੰਜਾਬੀ ਵਿਚ ਕਰਦਾ ਹੈ ?	.....	.....
12)	ਵਿਸ਼ੇਸ਼ ਕਥਨ—	.....	.....
13)	ਦਰਜਾਬੰਦੀ (ਕੀ ਉੱਤਮ, ਬਹੁਤ ਅੱਛਾ) ਐਸਤ ਦਰਜੇ ਦਾ ਅਤੇ ਐਸਤ ਦਰਜੇ ਤੋਂ ਘਟ ਹੈ ।	.....	.....

# ਐਸ. ਡੀ. ਕਾਲਿਜ ਫਾਰ ਵੋਮੈਨ, ਮੋਗਾ

[Affiliated to Panjab University, Chandigarh ]

ਚੁੰਬੇ ਦਰਜੇ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮ ਸੰਬੰਧੀ ਗੁਪਤ ਰਿਪੋਰਟ

ਰਿਪੋਰਟ ਦਾ ਸਮਾਂ .....

ਨਿਮਨ ਦੇ ਕੰਮ ਸੰਬੰਧੀ ਰਿਪੋਰਟ

ੳ) ਕਰਮਚਾਰੀ ਦਾ ਨਾਂ .....

ਅ) ਅਹੁਦਾ .....

ੲ) ਗਰੇਡ .....

ਸ) ਸ਼ਾਖਾ/ਅਫਸਰ ਦਾ ਨਾਂ .....

ਹ) ਰਿਪੋਰਟ ਅਧਿਕਾਰੀ .....

ਵਰੇਵਰ	ਰਿਪੋਰਟ ਕਰਤਾ
ਸੂਝ ਬੂਝ	
ਡਿਸਿਪਲਿਨ ਵੱਲ ਝੁਕਾ	
ਇਮਾਨਦਾਰੀ ਅਤੇ ਨੌਕ ਨੀਤੀ	
ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਅਤੇ ਬਕਾਇਦਗੀ	
ਫਰਜ਼ ਸਨਾਸੀ	
ਕੀ ਆਪ ਇਸ ਨੂੰ ਆਪਣੇ ਕੋਲ ਰੱਖਣ ਲਈ ਤਿਆਰ ਹੋ ?	
ਨੁਕਸਾਨ ਜੋ ਕੋਈ ਹੋਣ	
ਤਰੱਕੀ ਲਈ ਯੋਗਤਾ (ਜ਼ਮਾਂਦਰ/ਦਫਤਰੀ) ਰਿਕਾਰਡ ਲਿਫਟਰ ਆਦਿ ਲਈ	
ਰਿਪੋਰਟ ਕਰਨ ਵਾਲੇ ਅਫਸਰ ਦੇ ਹਸਤਾਖਰ ਅਤੇ ਮਿਤੀ	

ਦਰਜਾ ਬੰਦੀ (ਕੀ ਉਤਮ, ਬਹੁਤ ਅੱਛਾ, ਅੱਛਾ, ਔਸਤ ਦਰਜੇ ਦਾ, ਔਸਤ ਦਰਜੇ ਤੋਂ ਘੱਟ)

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Principal  
S.D.College for Women  
Moga