



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)
ANNUAL CONFIDENTIAL REPORT
ACADEMIC STAFF

Period from _____ TO _____

Name: _____

Designation: _____

Department: _____

Faculty: _____

INSTRUCTIONS

FOR

Filling the form of annual confidential report

1. Part A (Work Report will be filled in by the teacher himself, correctly, based on documentary evidence).
2. Part B of the report will be initiated either by the Chairman of the Department or Dean of the Faculty/College concerned: provided that he/she is no below or equal to the rank of the teacher reported upon. In case the Chairman of the department is below or equal to the rank of the teacher reported upon, the report will be initiated/written by the Dean of the Faculty and or Director as the case may be.
 - 2.1. In case, however, the Dean or Director is also below or equal in rank with the teacher to be reported upon the report shall be submitted to the Vice Chancellor for the completion.
 - 2.2. The report on Professors, Deans and Directors shall be written by the Vice Chancellor.
3. ACR is the most important record for the assessment of an Office, the conduct and the quality of the work that a teacher has performed during the calendar year. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, imperative that all Reporting and Countersigning Officers' exercise must care. On this assessment depend important decisions such as suitability for appointment to the higher post.
 - 3.1. The Reporting and Countersigning officer should be:
 - 3.1.1. Impartial and forthright;
 - 3.1.2. As objective as possible; and
 - 3.1.3. Clear and direct, not ambiguous or evasive in their remarks.
 - 3.2. All Reporting/Countersigning Officers should eschew over-rating.
 - 3.3. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
4. This opinion expressed in the report should be the result of care-full consideration, no personal bias, or favoritism should colour the report. The Reporting Officer should be in a position to justify his/her views, if called upon, to do so. The reports which are not in accordance with the above principal, shall be returned to the Reporting Officer or will reflect on his/her own ACR.
5. The Chairman or the Dean or Director, as the case may be, shall clearly indicate in the report as to which of his/her remarks should be communicated to the teacher concerned. Likewise the Officer next above the initiating Officer, if he/she does not agree with the initiating officer should indicate as to whether his remarks should be communicated to the teacher concerned or not.
6. Assessment of integrity should be made without fear and favour in definite terms. Where the grading in any of the factors comes to below average the same should invariably be reflected in the remarks column.
7. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
8. Reporting Officer is expected to counsel the officer being reported upon about his/her weak points and advise him/her how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
9. The ACR form should be filled in neat and tidy manner-cuttings/creasers should be avoided and must be initialed, where made.
10. The Countersigning Officer should underline, IN RED INK, remarks which in his/her opinion are adverse and should be communicated to the officer reported upon.



Part – A

(to be filled by the employee)

Work Report for the period from _____ to _____

II. GENERAL PARTICULARS

- 1. Name *(in Block Letters)* _____
- 2. Designation _____
- 3. Present pay with Scale _____
- 4. Date of Birth _____ 5. Date of joining the University _____
- 6. Highest academic qualification _____
- 7. Subject _____ 8. Field of Specialization _____

II. ASSIGNMENTS (during period under report)

- 9. Course Offered/Taught (No. & Title):
 - (9.1) _____
 - (9.2) _____
 - (9.3) _____
 - (9.4) _____
 - (9.5) _____

- 10. Students Supervised (No. only)
 - B.Sc. (Hons) _____ M.Sc./M.Sc. (Hons) _____ M.Phil. _____ Ph.D. _____

- 11. Preparation of any project, proposal, submitted to donor agencies.

<u>Title of Project</u>	<u>To whom</u>			
	<u>submitted</u>	<u>Status</u>	<u>Approved</u>	<u>Not Approved</u>
(11.1) _____	_____	_____	_____	_____
(11.2) _____	_____	_____	_____	_____
(11.3) _____	_____	_____	_____	_____

- 12. Research work done:

<u>Title (Topic)</u>	<u>Progress</u>
(12.1) _____	_____
(12.2) _____	_____

- 13. Scientific Research Papers, Research/Technical Reports, Books, etc. (During the Year)

<u>Title</u>	<u>Year</u>	<u>Other details of Publication</u>
(13.1) _____	_____	_____
(13.2) _____	_____	_____

14. Talks, Popular Articles, Essays, Review, etc.

<u>Title</u>	<u>Year</u>	<u>Other details of Publication</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Abstracts in the Scientific Proceeding and Seminars:

<u>Title of Project</u>	<u>Year</u>	<u>Particulars of Proceedings/ Seminars in which presented</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Participation in Workshops, Seminars, Conference: _____

17. Organization of Laboratory facilities, Extension Projects etc: _____

18. Advisory Services rendered of any: _____

19. Administrative Work, Co-curricular activities and extra-curricular, activities, etc:

20. Plan for the Next Year: _____

21. Job satisfaction Highly satisfied Somewhat satisfied Not Satisfied

Date: _____

Signature: _____

(Name of Teacher/Research Worker)



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, MUST

ANNUAL CONFIDENTIAL REPORT

For the Year _____

Part – B

(to be filled by the Reporting Officer)

1. Name: _____

2. Designation: _____ 3. Department _____

ASSESSMENT

(A) PROFESSIONAL PERFORMANCE	Below Average	Average	Good	Very Good	Excellent
a. Teaching					
i. Power of expression verbal and written					
ii. Up-to date in subject matter					
iii. Use effective instructional method					
iv. Shows good results					
b. Guiding Research					
i. Up-to date in research methodology;					
ii. Effective supervision of student research					
c. Personal Research/Creative Achievement					
i. Produced personal research:					
ii. Analyzed current trends in education & developed curriculum accordingly					
iii. Developed New discipline or organization					
(B) CO-PROFESSIONAL PERFORMANCE					
d. Co-Curricular Activities					
i. Supervision of Students					
ii. Participation in professional meeting					
e. Extra-curricular Activities					
f. Publications Publishers text-books, reading materials, articles in journals, newspaper etc.					
(C) PERSONALITY AND BEHAVIOUR					
g. Resourcefulness					
i. Ideas, Initiative.					
ii. Confidence and drive					
iii. Foresight					
iv. Judgment					
h. Co-operation					
i. Extending and eliciting co-operation from Colleagues/Subordinates					
ii. Management of personal					
i. Integrity					
i. Honesty (moral & financial sense of right/wrong					
ii. Consistency and uprightness in behaviour					
iii. Commitment to goals of organization					
j. Punctuality					
Keeps appointments;					
i. Regularity of Works;					
ii. Achieves targets in time					

(D) ADMINISTRATIVE PERFORMANCE	Below Average	Average	Good	Very Good	Excellent
k. Development Activity					
i. Participates in nation building activities like social welfare community uplift, etc.					
ii. Preservation and devotion to duty (<i>carries a task through to the end</i>)					
l. Utilization of Facilities					
i. Utilizes available building, equipment, books etc. to the optimum					
ii. Develops and utilizes the staff potential					
iii. Analytical ability					
iv. Ability to take decision					
m. Disposal of Administrative Work					
i. Disposal of administrative work with efficiency and accuracy					
ii. Reliability under Pressure					
iii. Acceptance of Responsibility					

(E) OVERALL GRADING

(Please Initial the appropriate box)

Below average (performance in some respects is deficient)

Average (performance meets requirements)

Good (performance exceeds basic requirements)

Very Good (equaled by very few officer)

Excellent (performance in most respects is superior)

By Reporting Officer

By Countersigning Officer

(F) FITNESS FOR PROMOTION

(Please Initial the appropriate box)

i. Fit for Promotion

ii. Fit for accelerated Promotion

iii. Not yet fit for promotion but likely to become fit in course of time

iv. Unfit for further promotion, unlikely to progress further

By Reporting Officer

By Countersigning Officer

4. Remarks of the Reporting Officer

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Date:

Signature
Name & Designation
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5. Remarks of the Countersigning Authority

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Date:

Signature
Name & Designation
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6. Remarks of the Second Countersigning Officer (if any)

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Date:

Signature
Name & Designation
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