

Part-I

Confidential

Office of the Vice Chancellor-KGMU, UP, Lucknow.

**Proforma for Faculty Members for submitting the Annual
Achievement & Contribution at KGMU, UP, Lucknow (July to June each year)**

.....

Name:

Department:

Complete Address:

Mob.Email

Present Position:

Permanent/Temporary/On Contract:

Date of attaining the present position.

.....

**Information on inputs for Patient care, teaching, research,
Administration and other extra curricular activities**
(July.....to June.....)

Clinical work:

OPD No. of Hours/Week

OT: Number of Hours per week

Indoor Ward Rounds: Hours/week

Teaching UGs/PGs Hours/week

No. of Postgraduate students registered under you as:

Chief/ Co-guide:

No. of Ph.d/M.Phil Students working with you as Guide/Co-guide :

Non Clinical Faculty

Field of Interest: Labs: ongoing-established/upgraded:

Inter and Intra departmental projects:

Inter and Extra Mural Projects:

Basic research projects undertaken:

Research Activities:

Paper published in Indexed & Non Indexed Journals:

Papers abstracted:

Book published:

Conferences attended in India:

Conferences attended in overseas:

Total No. Papers/Posters Presenting during the conferences:

Guest Lectures delivered during the CME Program/Workshops:

Research Projects ongoing/completed during the year:

Significant events:

Titles, Medals, Awards and Honors received:

Membership of the societies awarded:

Editor of the journals:

Conferences Organized:

Visiting Professors/Guests speakers invited to the department"

Serving as member of the National and International Expert Group:

Extra Curricular activities:

Other duties asked by the KGMU Administration:

Anything that prevented you from achieving the best during the year:

Signature:

Date:

Name:

Note:

1. Each faculty should submit the proforma by July 15.
2. The proforma forms the basis to record the achievements and the contributions made by the faculty during the year.
3. All the faculty members should submit the proforma duly filled through their respective Head of the department. Those who are working on contract, should submit the same direct.
4. It would be presumed that the faculty has not contributed anything if they fail to comply & submit their details.

Part-II

(To be filled by teacher to be reporting Officer)

For the year..... to.....

1. Length of service under Reporting Officer:
2. Proficiency in teaching (subject taught):
3. Give your assessment commenting Upon the following:
 - (a) Knowledge of subject taught:
 - (b) Command and fluency over language:
 - (c) Initiative, drive and resource fullness:
 - (d) Organizing ability:
 - (e) Class room control and confidence:
 - (f) Lecture delivery capability:
4. Share of responsibility in the conduct of:
 - (a) Extracurricular activities:
 - (b) Initiative and Drive:
 - (c) Other responsibility (exam/administrative):
5. Capacity and ability to response to carry out Responsibilities assigned:
6. Capacity to assume higher responsibility:
7. Temperament/Courtesy:
8. Punctuality in attendance:
9. Relationship with:
 - (a) General Public/patients: t
 - (b) Colleagues:
 - (c) Students:
10. Attitude towards students:
(Comment on the teachers understanding)
and response to the problems of the Students
11. State with details if the teacher was given Assignment other than the routing assignment. If yes, state his capability to undertake the assignment:
12. Administrative ability:

13. State, with details, if the teacher has been Punished/reprimanded/warned: Not applicable during the period under report.
14. State with details, if teacher have received any Commendation during the period Under report:
15. State of Health:
16. Over all grading (Tick mark as appropriate and Strike off the others)

Outstanding/very good/good)

Average/below average

(A teacher should no be graded outstanding unless exceptional qualities and performance have been noticed ground for giving such a grading be clearly brought out)

Signature of the reporting authority

Name in full:

Designation: Dean (Medical)

(During the period of report) July 1, 2017 to June30, 2018

Part-III

(Review by the Reviewing Authority)

1. Length of service Under the:
Reviewing Authority.
2. Do you agree with the remarks of the:
Reporting Authority, if No
Indicate reasons therefore.
3. Do you have any special comment to offer?
4. Do you agree with the overall grading, done by the Reporting
Authority?
- 5.

Signature of the reviewing authority

Place:

Name in full:

Date:

Designation

KING GEORGE'S MEDICAL UNIVERSITY, U.P, LUCKNOW
CONFIDENTIAL REPORT

Proforma for Employees for submitting the Annual Achievement & Contribution at
 KGMU, UP, Lucknow

REPORT FOR THE PERIOD ENDING
 YEAR----- TO -----

Part-I
(PERSONAL DATA)
(To be filled by the Employee)

1. Name Of Employee :
2. Designation :
3. Present post held & date of appointment there to:
4. Period of Leave Without Pay During this Period if any:
5. Training/Workshop Attended During this period with detail thereto:
6. Any special Achievement/Award during the period :

(Signature of the Employee)

Part-II
(Assessment by the Reporting Officer)

D	C	B	A	A+
Poor	Average	Good	Excellent	Outstanding

***Note- Please assign the grades for the points (1-8) as per given matrix.**

General Assessment regarding work

1. Knowledge of work entrusted :
2. Quality of work preformed :
3. Commitment to work assigned :
4. Devotion to duty :
5. Initiative :
6. Willingness to accept responsibility :

7. Relation with colleagues and patients/public:

8. Punctuality and availability on seat :

9. If the employee has been issued warning during the period, If any detail about it : NO Adverse Entry Found As Per service book record.

10. Integrity (Certified/Not Certified):

11. Recommendation for During this period (Suspension/Termination/Department/Judiciary enquiry): NO (As per Service book Record)

12. Any other :
1. Overall Rating: Poor/Average/Good/Excellent/Outstanding :.....
(D) (C) (B) (A) (A+)

**Signature of Head of the Deptt.
(With Rubber Stamp)**