



GOVT. COLLEGE FOR WOMEN, PALI (REWARI)-123102
DIST. REWARI (HARYANA)

Website: gcwpali.ac.in

CONTACT NO: - 01281-231118

E-MAIL. ID:- gcwpali@gmail.com

Estd. 2014

Ref. No:-GCWP/2022/

Dated: 09.12.2022

Matrix No. 6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff:

➤ **Welfare Measures:**

Besides salary, the Govt. of Haryana and affiliating University provides the following welfare schemes to teaching and Non-Teaching Staff:

- Wheat Loan, Education Loan, Computer Loan, Medical Claim, House Building Advance, Marriage Advance—these schemes are available to the staff members as per their need.
- There is a provision of maternity leave for six months twice to a female Faculty in her entire career.
- Duty leave is given for seminars/conferences and other duties.
- An insurance policy of LIC named Group Insurance is available to the staff.
- The female faculty members are also granted child care leave for two years during her service period. This can be availed either in one go or in parts.
- LTC, once in a group of 04 years, is availed by the Staff members.

➤ **Performance Appraisal System:**

Teaching and Non-Teaching:

The Annual Confidential Reports are online w.e.f. 2018-19. The College teachers fill up their online ACRs which are forwarded to the account of the Principal, who gives his comment on the performance of the teacher. The Joint Director is the next higher authority who further gives his comment on the appraisal. The Higher Education Commissioner is the final Accepting Authority of the Appraisal. The A.C.Rs of the Non-Teaching staff are offline. The first Appraisal authority is H.O.D./Head Clerk, the Principal is the 2nd Appraisal Authority. The Final Appraisal Authority is the Joint Director, Office of Higher Education Commissioner.

NAAC Coordinator

Documents:

- a. Letters of various schemes.
- g. ACR proforma

Principal

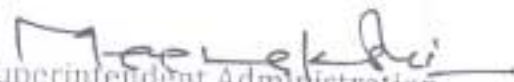
OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA
ORDER

No. 12/3-2020 Ad (3)

Dated, Panchkula, the 04.04.2022

A copy of letter No. 46/1/2011/WM(6)/5547 dated 01.04.2022 received from Under Secretary Finance O/o Additional Chief Secretary to Govt. of Haryana, Finance Department regarding Grant of interest free advance to Government employees for the purchase of wheat during the year 2022-23" is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur [Rewari]/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansil Lal University, Bhiwani/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.



Superintendent Administration
for Director Higher Education, Haryana,
Panchkula.

Endst. No. Even

Dated, Panchkula the 04.04.2022

A copy is forwarded to the following for information and necessary action:-

1. PS/DHE, PA/JDA.
2. Registrar Education.
3. Incharge IT Cell please upload on web portal.


Superintendent Administration
for Director Higher Education, Haryana,
Panchkula.

No. 46/1/2011/WM(6)/5547

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of the Departments.
2. Commissioner of Divisions in State of Haryana.
3. All Deputy Commissioners in State of Haryana.
4. All Sub Divisional Officers (Civil) in State of Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All District & Sessions Judges in Haryana.

Dated Chandigarh, the 1st April, 2022.

Subject: Grant of interest free advance to Government employees for the purchase of wheat during the year 2022-23.

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs.20,000/- (Rupees Twenty thousand only) to all Class-IV Government employees in the State who wish to buy wheat for their own/their families consumption during the year 2022-23. The advance will be recoverable in monthly instalments to be fixed by the Department concerned so as to effect its full recovery before the close of the financial year 2022-23. Full loan should be recovered before 31.03.2023.

2. The advance will be admissible to permanent/temporary/regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2022-23.

3. The following conditions should be observed in sanctioning this loan:-

- i) A certificate may be obtained within one month of the drawl of the advance from the loanee to the effect that he/she has utilized the loan for the purchase of wheat.
- ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is affected.
- iii) These orders will cease to operate after 1st May, 2022.
- iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of June, 2022.
- v) The advance should not be granted to those employees who are on deputation to other Government/Corporations and Local Bodies etc.
- vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the Proforma enclosed. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General (A&E), Haryana every month.

5. The expenditure incurred on grant of wheat advance may be communicated to the Finance Department (in Ways & Means Branch) by the Head of the Departments by 15.06.2022 positively in the enclosed Proforma.

Am
4/4/22
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6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants, etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-45-7610-51-800-99-51). The recoveries made may be credited to the corresponding Receipt Head i.e. "7610-Loans to Govt. Servants, etc-800- Other Advances-(99) Advances for Purchase of Foodgrains [7610-51-800-99-51(Receipt)].

7. These instructions are also available on the website of Finance Department, Haryana i.e. www.finhry.gov.in.

Yours faithfully,



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to the Accountant General (A&E and Audit), Haryana, Chandigarh for information and necessary action.

1. The expenditure will be debited against Grant No.45 under Major Head "7610-Loans to Govt. Servants, etc-800- Other Advances-(99) Advances for purchase of Foodgrains (P-01-45-7610-51-800-99-51).

2. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana and Chandigarh/Delhi with the request to entertain Sanctions upto 01.05.2022. No bills should be passed after that. These instructions may be strictly followed. The payment made on the basis of the sanction issued by the Department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol.I.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

A copy is forwarded to following for information and necessary action:-

1. The Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

To

1. The Additional Chief Secretary & Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.
2. All the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Government Haryana.

U.O. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy each is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/Officers on Special Duty/Media Advisor/Political Advisor to Chief Minister, Haryana for information.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

To

The Chief Principal Secretary/ Principal Secretary/ Additional Principal Secretary/
Deputy Principal Secretary/ Officers on Special Duty/ Media Advisor/
Political Advisor to Chief Minister, Haryana.

U.O. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to the following for information & necessary action:-

1. The State Election Commissioner, Haryana.
2. The Secretary to Governor, Haryana.
3. The Secretary, Haryana Vidhan Sabha.
4. Chief Administrator/Managing Director of all Boards/Corporations in Haryana.
5. Vice Chancellor of all the Universities/Directors Medical Colleges in Haryana.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Endst. No. 46/1/2011/WM(6)/5547

Dated Chandigarh, the 1st April, 2022

A copy is forwarded to the following for information:-

1. Special Senior Secretary to Chief Minister, Haryana.
2. Secretary to Deputy Chief Minister, Haryana.
3. Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Ministers/Ministers of State in Haryana.



(Prabhu Dayal)

Under Secretary, Finance,
for Additional Chief Secretary to Government Haryana,
Finance Department

Internal Distributions:

1. PS/ACSF.
2. Record Section FD with 20 spare copies.
3. In-Charge, Computer Cell, Finance Department.

PROFORMA

Name of Department	Name of Office	Drawing and Disbursing Officer	Amount of wheat advance granted to employees (in Rupees)
1	2	3	4

PROFORMA
SCHEDULE OF RECOVERIES

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	(in Rupees)	
						Balance	Remarks
1	2	3	4	5	6	7	8

प्रेषक

महानिदेशक उच्चतर शिक्षा, हरियाणा,
शिक्षा सदन, सैक्टर-5, पंचकूला।

सेवा में

प्राचार्य,
हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।

यादी क्रमांक 210008/142/2020-Budget-DHE

दिनांक, पंचकूला: 14.10.2020

विषय:- Regarding LTC Budget for the block year 2016-19.

उपरोक्त विषय के संदर्भ में।

वित्त वर्ष 2020-21 में कुछ प्राचार्यों द्वारा ब्लाक वर्ष 2020-23 के LTC बजट की मांग की जा रही है। सभी प्राचार्यों से अनुरोध है कि यदि उनके कालेज में 001-70 तथा 103 -70 मद में ब्लाक वर्ष 2016-19 का LTC लम्बित है तो पहले उनकी मांग 7 दिन के अंदर निदेशालय में भेजने का कष्ट करें। उसके उपरान्त ही ब्लाक वर्ष 2020-23 के LTC की मांग करें तथा मांग करते समय यह अवश्य अंकित करे कि उनके महाविद्यालय में किसी अधिकारी का ब्लाक वर्ष 2016-19 का LTC लम्बित नहीं है।

अधीक्षक बजट एवं योजना,

कृते: महानिदेशक उच्चतर शिक्षा,

हरियाणा, पंचकूला।

OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE FOR WOMEN, PALI, REWARI

To

The Principal,
Government College
Mahendergarh

Memo. No. GCWP/2022/ 1804-06


Dated: 07/12/22

Subject: Participation of students in Inter-district Science Exhibition on 8.12.2022

In reference to your office letter number SE/2022/5787 dated 19.11.2022/Director General Higher Education, Haryana, Panchkula letter number DHE-170006/6/2022-NPE DATED 18.11.2022, the following students will participate in the Inter-district Science Exhibition in your college on 8.12.2022 at 9.00 am:

Sr No	Name	Roll No	Class	Subject of Participation
1	NEHA	211171103015	B.SC II ND YEAR	CHEMISTRY
2	POOJA	21117110309	BSC II YEAR	CHEMISTRY
3	GARIMA	201171103027	BSC III YEAR	PHYSICS
4	NISHU	20117113013	BSC III YEAR	PHYSICS

Dr. Yogita Yadav, Assistant Professor, Chemistry and Sh. Sundeep Kumar, Assistant Professor, Physics will accompany the students/


Principal


Govt. College for Women
Pali

Endst No. Even

Dated: Even

A copy of the above is forwarded to the following for compliance, please.

1. Dr. Yogita Yadav, Assistant Professor, Chemistry
2. Sh. Sundeep Kumar, Assistant Professor, Physics


Principal

Govt. College for Women

GCW, Pali (Rewari)

From

Director General Higher Education
Haryana, Panchkula

To

All the Principals of
Government Colleges of Haryana State

Memo No. 22/35-2020 C-I (1)

Dated, Panchkula, the 11.03.2020

Subject: Regarding Online Module for Child Care / Maternity / Extra Ordinary / Foreign Visit Leaves on MIS Portal.

Kindly refer to the subject cited above.

I have been directed to inform you all that the Department of Higher Education, Haryana has developed an online module for Child Care / Maternity / Extra Ordinary / Foreign Visit Leaves for all the Govt. College teaching employees.

It is therefore, directed that from now onwards, all kinds of leave leaves/NOC will be considered through MIS Portal only. No manual applications for leaves/NOC will be entertained at Directorate from the date of issuing this notice. So in this regard, you are requested to send the Leaves/NOC for approval of Government through Online MIS Portal (mis.highereduhry.com) ONLY. The required "Flow chart" of above mentioned online module is as under:

Teaching
Faculty

Teaching Faculty will apply for leaves on MIS Portal

Principal

College Principal will recommend the same to the Directorate

Branch Head
/ Officer

Branch Head/Officer will approve the same and forward to DGHE/PSHE

DGHE

W/DGHE will approve/reject the leaves of Assistant Professor and in case of Associate Professors it will be forwarded to W/PSHE.

ACSHE /
PSHE

W/PSHE approve/reject the leaves of Associate Professors.

Deputy Director Cadet Corps,
for Director General Higher Education
Haryana

प्रेषक

निदेशक उच्चतर शिक्षा, हरियाणा,
पंचकूला।

सेवा में

हरियाणा राज्य में स्थित,
राजकीय महाविद्यालय के सभी प्राचार्य

यादी क्रमांक 18/25-2022 सी05(3)
दिनांक पंचकूला 23/11/22

Subject: Regarding On-line Sevices related to employees such as CCL, EOL, Maternity/ Paternity Leave NOC for passport/ Foreign Visits, NOC for Application Forward etc.

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में आपको Memo No DHE- 080001/8-2022 -IT CELL -DHE dated 20.9.2022 की प्रति इस कथन के साथ भिजवाई गई थी कि **NOC for passport/ Foreign Visits, Noc for property purchase or NOC House / Vehicle Loan, NOC for Application Forward** मामले Manual रूप में न भिजवाकर सलगन हिदायतानुसार भिजवाने का कष्ट करें। परन्तु अभी भी उपरोक्त मामले दस्ती रूप से भिजवाये जा रहे हैं। उपरोक्त हिदायतों से सम्बन्धित मामले दिनांक 23.11.2022 के पश्चात स्वीकार नहीं किये जायेंगे।

आपसे पुनः अनुरोध है कि आदेशों का दृढ़ता से पालन करते हुये उपरोक्त हिदायतानुसार मामले भिजवाये जायें अन्यथा सम्बन्धित प्राचार्य के विरुद्ध आदेशों की अवहेलना करने वाले मामले में नियमानुसार कार्यवाही की जायेगी।

उप-अधीक्षक, महाविद्यालय-V
कृते: निदेशक उच्चतर शिक्षा,
हरियाणा पंचकूला।

TO BE SUBSTITUTED BEARING SAME NO. & DATE

प्रेषक

निदेशक, उच्चतर शिक्षा, हरियाणा,
शिक्षा सचिव, सेक्टर 5, पंचकुला

संज्ञा में

हरियाणा के सभी राजकीय महाविद्यालयों के प्राचार्य।

माही क्रमांक : 21/22-2020 सी05(4)

दिनांक, पंचकुला : 09/11/2022

विषय: राजकीय महाविद्यालयों में कार्यरत सहायक/एसोसिएट प्रोफेसर्स की वर्ष 2021-22 की वार्षिक गोपनीय रिपोर्ट्स ऑनलाइन के माध्यम से लिखने बारे।

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उपरोक्त विषय के संदर्भ में।

प्रायः यह देखने में आया है कि राजकीय महाविद्यालयों में कार्यरत असिस्टेंट एसोसिएट प्रोफेसर्स की वार्षिक गोपनीय रिपोर्ट निश्चित समय पर नहीं भेजी जाती और कारण कई महत्वपूर्ण मानते जैसे कि extension in services-senior scale selection grade up promotion में अनावश्यक विलंब होता है। इसलिए आप अपने अधीनस्थ कार्यरत असिस्टेंट/एसोसिएट प्रोफेसर्स की वर्ष 2021-22 की वार्षिक गोपनीय रिपोर्ट लिखने समय निम्नलिखित बातों को ध्यान में रखते हुए निर्धारित अवधि में विभाग को भित्तवाये

1. वर्ष 2021-22 से विभाग द्वारा गठगोपनीय रिपोर्ट का नया प्रोफार्म बनाया गया है इस अनुसार ही सभी राजकीय महाविद्यालयों में कार्यरत सहायक/असिस्टेंट एसोसिएट/प्राचार्य अपना सुनिश्चित करें अगर गोपनीय रिपोर्ट समय पर ऑनलाइन नहीं भेजी जाती तो उसके लिये प्राचार्य स्वयं जिम्मेदार होंगे।
2. सभी राजकीय महाविद्यालयों में कार्यरत सहायक/असिस्टेंट एसोसिएट/प्राचार्य सैलक अफेयर्स के साथ Property Return, Health Status Report ^{Annexure I} को upload जरूर करें।
3. असिस्टेंट/एसोसिएट प्रोफेसर्स की वार्षिक गोपनीय रिपोर्ट मुख्य सचिव हरियाणा सरकार की दिशावर्तियों का ध्यान में रखकर ऑनलाइन भेजी जाये। विशेष तौर से सत्यानिष्टा बार टिप्पणी के सम्बंध में कुछ जायसे सत्यानिष्टा के कोलम में Satisfactory-Average या ऐसे शब्द जो सत्यानिष्टा से सम्बंधित नहीं हैं लिखने हैं जाये कि बिना किसी के बिना है। इस बारे स्पष्ट रूप से असिस्टेंट/एसोसिएट प्रोफेसर्स की सत्यानिष्टा बारे लिपि अंकित करें। यदि असिस्टेंट/एसोसिएट प्रोफेसर्स की सत्यानिष्टा बारे कोई विपरीत टिप्पणी दी जाती है तो उससे सम्बंधित वरिष्ठता भी गोपनीय रिपोर्ट के साथ अपडेट करें तथा पूर्ण विवरण भरे।
4. प्राचार्य/रिपोर्टिंग अधिकारी के अधीनस्थ यदि कोई कर्मचारी अपना सत्यानिष्टा कार्यरत है तो वह उनकी गोपनीय रिपोर्ट में overall प्रेडिग (रिपोर्टिंग) लिखने के लिये प्राचार्य सहमत नहीं हैं। इन परिस्थितियों में उनके Self appraisal में अपनी

सुनवाई/निवेदन (Case Vigilance Inquiry Criminal Case Pending) की है और सुनवाई रिपोर्ट आगमन के बाद इसे संबंधी मॉनोमीय रिपोर्ट आगमन के बाद सुनवाई करे।

5. जमानत का संचालन होने पर कारण और मॉनोमीय रिपोर्ट निदेशालय द्वारा लिखी जागी। जमानत ऑटोस्टैट/एसोसिएट प्रोफेसर द्वारा करे गये चेक अप्रोजल प्रोफेसरी के सुनवाई का कोलम महाविद्यालय के कार्यालय रिकार्ड के आधार पर दस्तावेज प्राप्त करने द्वारा के बहाल करने पर तथा सुनवाई का कोलम शुरू में न छोड़ा जाये।
6. ऑटोस्टैट/एसोसिएट प्रोफेसरों द्वारा करे गये परीक्षा परिणामों को रिकार्ड के आधार पर प्रमाणित कर एवं परीक्षा परिणामों की विश्वविद्यालय में जाय प्रविष्टित तथा महाविद्यालय में प्रवेश का कन्फर्म आवश्यक नष्ट जाये। यदि ऑटोस्टैट/एसोसिएट प्रोफेसरों में प्रवेश प्रवेश दिशानिर्देशिका से कम है और प्रत्येक इस बात से सहमत है कि ऑटोस्टैट/एसोसिएट प्रोफेसर का इसमें कोई दावा नहीं है तो इस सम्बन्ध में पुनः कारण जांच करने हुए रिपोर्ट दें।
7. ऑटोस्टैट/एसोसिएट प्रोफेसर शिक्षा एवं के दौरान 30 वर्ष से पूर्व तीन मास तक केवल महाविद्यालय में नियमित या प्रतिनियुक्ति पर कार्यरत हैं मॉनोमीय रिपोर्ट उसी वर्ष आगमन के आधार (जिस प्रमाणों की देख रेख में कार्य किया गया है) द्वारा लिखी जाये।
8. प्रमाण द्वारा प्रमाणित किया जाये कि ऑटोस्टैट/एसोसिएट प्रोफेसर के रिपोर्ट Vigilance Inquiry Criminal Cases Pending नहीं है।
9. आगमन के बाद मॉनोमीय रिपोर्ट करने हेतु जारी दिशानिर्देशों की प्रती में सहमत है।
10. नोट: सहायक एसोसिएट प्रोफेसरों द्वारा दिनांक 20-11-2022 से पूर्व अपनी 2 सैलरी अप्रोजल रिपोर्ट भेजकर अपने Reporting Officer/Principal को निवेदन सुनिश्चित करे गये। सभी सहायक महाविद्यालयों के प्राचार्यों को भी निदेश दिए जाते हैं कि यह कार्य अर्थात् ऑटोस्टैट/एसोसिएट प्रोफेसरों की सैलरी अप्रोजल रिपोर्ट दिनांक 30-11-2022 तक निदेशालय को आगमन के माध्यम से भिजाना सुनिश्चित करे। यदि किसी अप्रोजल की भेजी जाती है तो उस वर्ष की सैलरी अप्रोजल रिपोर्ट को केवल मॉनोमीय रिपोर्ट के लिए सहायक/एसोसिएट प्रोफेसर/प्राचार्य द्वारा भिजाना है।

3rd 5/11/2022

प्र. निदेशक, मा. वि. लव. उ.
कृते निदेशक, प्रचार शिक्षा विभाग
लव. उ.

नवागमन प्रमाणित

दिनांक प्रचलन 09/11/2022

इसका एक प्रती इमाने आईटीओ रील का प्रमाण की वेबसाइट पर अपलोड करने के लिए आवश्यक कार्यवाही हेतु प्रेषित है।

3rd 13/11/2022
प्र. निदेशक, उ.

कृते निदेशक, प्रचार शिक्षा विभाग
नवागमन

Annual Confidential Report (Teaching Staff)

Personal Details

Name _____

Employee Code _____

DOB _____

Gender _____

Designation _____

Subject _____

College _____

DOJ at Present Posting _____

Previous College _____

DOJ in Service _____

PhD/M.Phil Subject _____

ACR Year _____

Family ID _____

Self-Appraisal

i. Results

S. No.	Session	Exam / Class	Subject Taught	Student Appeared	Student Passed	College Pass Percentage	University Pass Percentage	Difference

ii. Teaching Performance & Responsibility of the Assistant/Associate Professor in case of lower percentage than the pass percentage of the University Result _____

iii. Academic Competency/Teaching Methodology

- a. Whether Subject Course were Completed on time _____
- b. Use of ICT resources, tools and technologies viz. smart class, LMS, e-Content _____

- c. Use of books/materials other than textbooks _____
- d. Outstanding contribution/good practice, if any _____

iv. Factors which hindered your performance: _____

v. Professional Progress

- a. Higher qualification acquired, if any _____
- b. Contribution to research, if any, _____
- c. Publications, if any _____
- d. Completed online course related to subject taught, if any _____
- e. Participated in seminar/workshops; training _____
- f. Awards, if any _____

vi. Contribution to College life

- a. Participation in various committees _____
- b. Extra-Curricular activities _____
- c. Remedial and extra classes for weaker students _____
- d. Any other achievements _____

vii. Working days (whether signed staff attendance register) _____

viii. Property Return (Mention date and attach copy) _____

ix. Health Status (as per proforma) _____

x. Whether given any private Tuitions/Coaching _____

xi. Whether he/she stays at HQ after college hours and during the holiday's _____

xii. Whether Courses for academic year were completed _____

xiii. Any other plus point not mentioned above _____

Appraisal by Authorities

Assessment by Principal

1	Integrity Remarks	_____
2	Whether official engages in Private Coaching/tutions	_____
3	Whether maintains HQ	_____
4	Attitude to Work	_____
5	Sense of Responsibility	_____
6	Communication Skills	_____
7	Emotional Stability	_____
8	Overall bearing and Personality	_____
9	Moral Courage	_____
10	Willingness to take a professional stand	_____
11	Leadership qualities	_____
12	Capacity to work in time limit	_____
13	Team work and relations with colleagues and Principals	_____
14	Whether official takes initiatives	_____
15	Treats Students with dignity, respect & fairness	_____
16	Encourages students for open exchange of ideas	_____
17	Positive behavior in classroom	_____
18	Takes cognizance of student's diversity and identifies their individual learning needs	_____

19	Deliver planned lessons in a class using appropriate instructional strategies in subject/teaching area	_____
20	Able to identify and use appropriate resources, tools and technologies for learners	_____
21	Use of IT in teaching and learning	_____
22	Assessment of student learning using different types of assessment strategies and tools to meet the requirements of the curriculum	_____
23	Student rating of faculty member	_____
24	Pen picture of the faculty member by the Principal	_____

Department of Higher Education, Haryana
Annual Confidential Report- Self Appraisal
Health Check Up Parameters

Name:

Age:

Gender: M/F

Date:

A. Investigations Reports

1. Haemogram

- i. Haemoglobin
- ii. TLC
- iii. DLC
- iv. Peripheral Smear

2. Blood Sugar

- i. Fasting
- ii. Post-Prandial

3. Lipid Profile

- i. Total Cholesterol
- ii. HDL Cholesterol
- iii. LDL Cholesterol
- iv. VLDL Cholesterol
- v. Triglycerides

4. Liver Function Tests

- i. S. Bilirubin (Total)
- ii. S. Bilirubin (Direct)
- iii. SGOT
- iv. SGPT

5. Kidney Function Tests

- i. Blood Urea
- ii. S. Creatinine

iii. S. Uric Acid

6. Vitamin D Test

7. Blood Pressure level

B. Medical Report of the Officer

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar Level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver Functioning	Satisfactory/Normal/Dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Blood Pressure	Normal/High/Low

Authorized Signatory
(Civil/Private Hospital)

From

Director Higher Education, Haryana,
Panchkula.

To

✓ All the Principals of Govt. Colleges of
State of Haryana.

Memo No. 14/4-2022C-I(1))
Dated, Panchkula 11/6/22


Subject:- Regarding Child Care Leave policy dated 23.12.2019.

Kindly refer to the subject cited above.

It has come to notice of the department that the Child Care Leave (CCL) cases are being forwarded by the Principals of Govt. Colleges without following the conditions of the CCL policy dated 23.12.2019.

Therefore, you are directed to ensure strict compliance of policy dated 23.12.2019 and refrain from forwarding CCL cases which do not follow clear instructions provided in the policy.

It may be treated as most urgent.


Assistant Director College-I
for Director Higher Education, Haryana
Panchkula
✓