

**CONFIDENTIAL**

**DASMESH INSTITUTE OF RESEARCH &  
DENTAL SCIENCE, FARIDKOT**

ANNUAL ASSESSMENT REPORT FOR THE YEAR 2018-19

**PROFESSOR & HEAD**

<b>PART – I PERSONAL DATA &amp; SELF APPRAISAL</b>		
1(i)	Name of the faculty :	
(ii)	Date of Birth	
(iii)	Blood Group	
2	Qualification with name of Univ.& Dates & Experience (As per DCI/Univ. Tabulation)	
3(i)	Designation in full	
ii)	Date of appointment in this Institution	
iii)	Last Institution Served	
4	Membership of Scientific Societies/Association (Attach sheet if required)	
5	Research Work Details of Research Projects (Attach sheet if required)	
6	Details of paper(s), if any published during the year under review a book titled year under review (Attach sheet if required)	1.
7	Whether the result of such Research work discussed/ presented at any meeting of the Going to present a scientific review paper on speciality/ published in any journal (if yes give details)	-
8	No. of seminars/conferences etc. attended during the year under review : a) Paper published in journal as per DCI guidelines Published a book (Separate Sheet Enclosed) b) Paper published in any other journal (Attach sheet if required)	
9	Any outstanding work of contribution in the field of teaching, Patient care of Research. Have you been awarded any honor, distinction, fellowship etc. during the year under review?	
10	Leave Record during period of Review: a) Casual Leave b) Sick Leave c) Study Leave d) Maternity Leave e) Academic Leave f) Vacation Leave	

11	<b>No. of Seminars/ Lectures delivered in the academic Session under review.</b> <b>a) Theory Lectures :</b>  <b>b) Practical Demonstrations</b> <b>c) Seminars</b> <b>U.G.</b> <b>P.G.</b>	
12	<b>No. of Patients attended in year under review :</b>  <b>a) Routine Treatment</b> <b>b) Special Treatment</b> <b>c) Assisted</b>	
13	<b>Revenue Generated during the Academic Session under review.</b>	
14	<b>Participation in College Function/ Seminar/ Conference</b> <b>A) As member of organizing team</b> <b>B) Chairman/ Convener of organizing team</b>	
15	<b>Participation in local level/ State level/ National/ International Seminar/ Conferences etc.</b> <b>a) As member of organizing team</b> <b>b) As Chairman/ Convener etc.(Give detail)</b>	

Certified that details given above are true & correct to the best of my knowledge. Photocopies/ copies of all letters/ certificates are attached.

Signature of Faculty

(\_\_\_\_\_)

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PART- II  
ASSESSMENT BY THE REPORTING OFFICER

Note: (i) It is expected that the Annual confidential report will be written in a very objective manner, conveying a clear cut picture with regards to the working & performance of the faculty in all its aspects, enabling the administrative head to access the merits and demerits of the faculty concerned.

(ii) The mere use of word 'Yes' or 'No' is not of much value to the administrative head receiving ACR and should therefore be avoided.

1. Does he/she take active interest in the general welfare of the patients and co-operate with college administration? \_\_\_\_\_
2. Is he/she punctual and regular in performance of his duties? \_\_\_\_\_
3. Does he/she from age, infirmity or any other Physical or Mental disqualification appears to be unfit for his duties? \_\_\_\_\_
4. (a) Manner in which he/she had maintained order and discipline \_\_\_\_\_  
(b) Are his/her relation with his/her subordinates equals and superiors normally good? \_\_\_\_\_
5. His/her relation with other members of the staff and capacity for them to work \_\_\_\_\_
6. Whether he/she comes into contact with the Public, if so, is he/she accessible, hears and deal with their complaints properly and is courteous in his/her behavior \_\_\_\_\_
7. If the faculty be charged and from guilty of any malpractice/ Indiscipline in the college \_\_\_\_\_
8. (i) Professional competence

1	2	3	4
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- (ii) Overall general personality

1	2	3	4
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  - a) Personality

1	2	3	4
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  - b) General conduct

1	2	3	4
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  - c) Qualities of leadership

1	2	3	4
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  - d) Integrity

1	2	3	4
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  - e) Punctuality

1	2	3	4
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(Mark as on appropriate box) 1 as Average, 2 as Good, 3 as Very Good, 4 as Excellent

9. **OVERALL GRADING**

- (i) Outstanding\* \_\_\_\_\_
- (ii) Very Good \_\_\_\_\_
- (iii) Good \_\_\_\_\_
- (iv) Above Average \_\_\_\_\_
- (v) Average\* \_\_\_\_\_
- (vi) Below Average\* \_\_\_\_\_

(\*Give reasons for rating in this category)

**PART-III**  
**REMARKS OF THE REVIEWING AUTHORITY**

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1. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account the relevant material?

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2. Do you agree with the assessment of the faculty given by the Reporting Authority? In case of disagreement, please give reasons.

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3. General remarks about the meritorious work of the faculty and his/her grading

Place  
Date:

Signature  
Name  
Designation with stamp

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**PART- IV**  
**REMARKS OF THE SENIOR REVIEWING OFFICER**

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Place  
Date:

Signature  
Name  
Designation with stamp



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Das mesh Institute of Research & Dental Sciences**  
**Talwandi Road, Faridkot**

(Recognized by Dental Council of India, New Dehli)

The Appraisal form consists of a well structured questionnaire which includes personal details, details of academic qualification, Research or training, publications, research projects carried out, Seminar conferences attended ,innovative methods in teaching, awards, achievements of the employee, participation in extension and community service and membership in professional bodies.

The appraisal form will be collected from all the teaching staffs at the end of the academic year in each department. The HOD with their remarks and overall rating for the employee will be forwarded to the principal for the further action. The Principal will add his remarks and further place these appraisal forms before the management. Management, further to this performance appraisal of the faculty various other parameters including punctuality, numbers of leaves utilized, student's feedback and examination results are also taken and necessary actions will be taken.

The Appraisal system for non teaching consists of a well structured format which includes his/her annual performance in punctuality (biometric reporting of working hour), work ethics, conduct and utilization of leave. To this format Principal will add his remarks and further place these appraisal forms before the management and necessary actions will be taken.

Sd/-

Dr.S.P S Sodhi

Principal

**Dr. S.P.S. Sodhi**

Principal

**Das mesh Institute of Research  
& Dental Sciences, FARIDKOT**