

Run by: *New Akanksha Shiksha Samiti*
Dr. RADHAKRISHNAN COLLEGE OF EDUCATION

(Recognised by N.C.T.E., State Govt. & Affiliated to R.D.V.V. Jabalpur)

Patan Road Near NEW RTO Karmeta, Jabalpur (M.P.)-482002

Phone: 0761-2682004, Website: www.radhakrishnanedu.com

Email: rkce@yahoo.com / choube_abhi27@yahoo.in



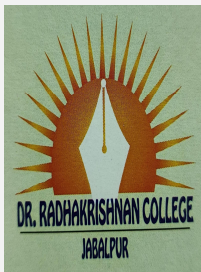
Annual Confidential Report Of Teaching Staff

1. Name - Samta Tiwari Father Name - J.P.Mishra
2. Date of Birth - 1/07/1971 3. Designatio - Ass. Professor
4. Education Qualification Post Graduate - 5. Date of Appointment - 02/07/2012
(a) Pay Scale - (b) Nature of work on which employed during of report - Teaching

S.No	Trait	Grading				Answer
		A	B	C	D	
1.	Attendance & punctuality	Veary regular &Punctual	Regular	Reasonably regular	Not punctual poor leave record	A
2.	Disicipline	Exceptionally well diciplined	Very good	Adequate	prone to disregard office discipline &etiquette	B
3.	Initiative	Excellent	In good measure	Adequate	Lacking	A
4.	Co-operation	Exceptionally loyal and willing worker	Quick obedient and co-co- Boperative	Just adequqte	Lacking	B
5.	Efficiency	very efficient and accurate	Reasonably efficient and accurate	Requires constant supervision	Tends to delay & somewhat indifferent	A
6.	Knowledge of procedures and regulation	Has Exceptional grasp of rules regulations manuals and precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	A
7.	Trust worthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very sattisfactoryin the habit of loose talk	B
8.	Proficiency in handling computers	Exceptionally good	Reasonably good	Just adequate	Has scope for improvement	
9.	Overall appraisal	Excellent / Very Good / Good / Average / Below Average				

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Annual Confidential Report Of Teaching Staff
For the period from 2021-22


1. Name – Sudha Pasi
2. Date of Birth- 15/03/1982
3. Designation- Ass. Professor
4. Education Qualification Post Graduate
5. Date of Appointment-02/07/2012
(a) Pay Scale- (b) Nature of work on which employed during of report- Teaching

Father Name - Moort Sing pasi

Trait		Grading				Answer
S.No		A	B	C	D	
1.	Attendanc & punctuality	Veary regular &Punctual	Regular	Reasonably regular	Not punctual poor leave record	A
2.	Disicipline	Exceptionally well diciplined	Very good	Adequate	prone to disregard office discipline &etiquette	B
3.	Initiative	Excellent	In good measure	Adequate	Lacking	A
4.	Co-operation	Exceptionally loyal and willing worker	Quick obedient and co- Boperative	Just adequqte	Lacking	B
5.	Efficiency	very efficient and accurate	Reasonably efficient and accurate	Requires constant supervision	Tends to delay & somewhat indifferent	A
6.	Knowledge of procedures and regulation	Has Exceptional grasp of rules regulations manuals and precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	A
7.	Trust worthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satsiffactoryin the habit of loose talk	B
8.	Proficiency in handling computers	Exceptionally good	Reasonably good	Just adequate	Has scope for improvement	
9.	Overall appraisal	Excellent / Very Good / Good / Average / Below Average				

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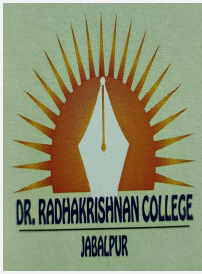
Annual Confidential Report Of Non-Teaching Staff
For the period from 2021-22

1. Name – Mr.Vijay Sen Father Name – Mr.Mahesh Ku.Sen
2. Date Of Birth - 26/05/1982 3. Designation - Office Supdt.
4. Education Qualification - Post Graduate 5. Date Of Appointment-01/07/2010
- (a) Pay Scale (b) Nature of work on which employed during of report- Account & Administrative work

Trait		Grading				Answer
		A	B	C	D	
1.	Attendance & punctuality	Very regular & Punctual	Regular	Reasonably regular	Not punctual poor leave record	A
2.	Discipline	Exceptionally well disciplined	Very good	Adequate	prone to disregard office discipline & etiquette	B
3.	Initiative	Excellent	In good measure	Adequate	Lacking	B
4.	Co-operation	Exceptionally loyal and willing worker	Quick obedient and co-co- Boperative	Just adequate	Lacking	B
5.	Efficiency	very efficient and accurate	Reasonably efficient and accurate	Requires constant supervision	Tends to delay & somewhat indifferent	B
6.	Knowledge of procedures and regulation	Has Exceptional grasp of rules regulations manuals and precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	A
7.	Trust worthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory in the habit of loose talk	B
8.	Proficiency in handling computers	Exceptionally good	Reasonably good	Just adequate	Has scope for improvement	
9.	Overall appraisal	Excellent / Very Good / Good / Average / Below Average				

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Annual Confidential Report Of Non-Teaching Staff
For the period from 2021-22

1. Name – Priyanka Sharma

Father Name – Amiya Dutt Jha

2. Date Of Birth -06/020/1982

3. Designation -

4. Education Qualification– MBA. Marketing

5. Date Of Appointment-01/07/2010

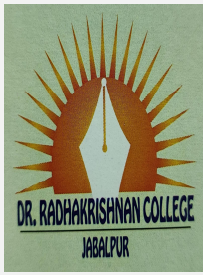
(a) Pay Scale

(b) Nature of work on which employed during of report - Account & Administrative work

Trait		Grading				Answer
S.No		A	B	C	D	
1.	Attendance & punctuality	Very regular & Punctual	Regular	Reasonably regular	Not punctual poor leave record	A
2.	Discipline	Exceptionally well disciplined	Very good	Adequate	prone to disregard office discipline & etiquette	B
3.	Initiative	Excellent	In good measure	Adequate	Lacking	B
4.	Co-operation	Exceptionally loyal and willing worker	Quick obedient and co-operative	Just adequate	Lacking	B
5.	Efficiency	very efficient and accurate	Reasonably efficient and accurate	Requires constant supervision	Tends to delay & somewhat indifferent	B
6.	Knowledge of procedures and regulation	Has Exceptional grasp of rules regulations manuals and precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	A
7.	Trust worthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory in the habit of loose talk	B
8.	Proficiency in handling computers	Exceptionally good	Reasonably good	Just adequate	Has scope for improvement	
9.	Overall appraisal	Excellent / Very Good / Good / Average / Below Average				

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For the period from 2021-22

1. Name – Pramod Singh Thakur

Father Name – Krishna Singh Thakur

2. Date of Birth - 16/03/1977

3. Designation – Computer Operator

4. Education Qualification Post Graduate – B.Com

5. Date of Appointment – 02/09/2022

(a) Pay Scale -

(b) Nature of work on which employed during of report - Account & Administrative work

S.No		A	B	C	D	
1.	Attendance & punctuality	Very regular & Punctual	Regular	Reasonably regular	Not punctual poor leave record	A
2.	Discipline	Exceptionally well disciplined	Very good	Adequate	prone to disregard office discipline & etiquette	B
3.	Initiative	Excellent	In good measure	Adequate	Lacking	A
4.	Co-operation	Exceptionally loyal and willing worker	Quick obedient and co-co- Boperative	Just adequate	Lacking	B
5.	Efficiency	very efficient and accurate	Reasonably efficient and accurate	Requires constant supervision	Tends to delay & somewhat indifferent	A
6.	Knowledge of procedures and regulation	Has Exceptional grasp of rules regulations manuals and precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	A
7.	Trust worthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory in the habit of loose talk	B
8.	Proficiency in handling computers	Exceptionally good	Reasonably good	Just adequate	Has scope for improvement	
9.	Overall appraisal	Excellent / Very Good / Good / Average / Below Average				

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