

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

**Annual Performance Appraisal Report  
of  
Group 'A' & 'B' Officers (posted in Academic Departments)**

**Report for the year / period ending on:**

**Part I: Personal Data (to be filled by Administration Section)**

- a) Name & Designation of the Officer (in Block letters) :
- b) Whether the officer belongs to Scheduled Caste/  
Scheduled Tribe :
- c) Date of Birth :
- d) Educational Qualifications :  
(Details of Degrees, Educational Institutions  
including Universities attended)
- e) Significant awards etc, if any :
- f) Date of continuous appointment in the  
present grade :
- g) Present post and date of appointment  
thereto :
- h) Period of absence from duty on leave,  
training/educational course attended etc.  
during the period reported upon :
- i) Any other remarks :

**Part –II -Self-Appraisal (to be filled by the officer reported upon)**

- i) Brief description of duties:
- 2) Please specify targets/objectives /goals (in quantities or other terms) of work you set for yourself or were set for you, eight to ten items of works in the order of priority and your achievement against each target.

Targets/ Objectives/goals	Achievement

3 (A). Please state briefly the shortfalls with reference to the targets/objectives/goals refer to in item 2. Please specify constraints, if any, in achieving the targets.

3 (B). Please also indicate the items in which there have been significantly higher achievement and your contribution thereto

4) What were the classes assigned to you during the academic year under review?

- 5) Have you been able to complete all your teaching work within the time provided as per the syllabus? If not covered why? Did you bring to the notice of your Head of the Deptt. any difficulty in completing the syllabus?
- 6) What are the examinations conducted by you? What is your assessment of the performance of the students in your examination?
- 7) How was the attendance in your classes both theory and practical?
- 8) Have you received sufficient help and cooperation from your colleagues in your Deptt. and other Departments in discharging your duties? If not, give specific instance. Did you bring these instances to the notice of concerned persons at proper time?
- 9) Are you satisfied with the work you have done during the academic year under review?
- 10) Would you have liked to work in any other area to get greater satisfactions or to improve your teaching ability?
- 11) Have you done anything to improve your teaching ability?
- 12) Please mention your contribution to any other activity either inside or outside the Institute.

Date:

Signature