



**GURU GOBIND SINGH INDRPRASTHA UNIVERSITY**  
**Sec. 16-C, Dwarka, New Delhi**

F. No. : 1 (6) (20)/2013/Estt./P-I/

Dated: Aug., 2015

**CIRCULAR**

**Ref.:- University Circular No. 1 (6) (20)/2013/Estt./P-I/236-240 dated 14.01.2015 & University  
• Circular No. 1 (6) (20)/2013/Estt./P-I/1602-1607 dated 02.03.2015.**

In continuation to University's Circular of even number dated 14.01.2015 and Reminder – I dated 02.03.2015, it is once again reiterated that the faculty of different University Schools of Studies (USS) have completed their probation period; however, **their confirmation is pending in the absence of Assessment Reports.**

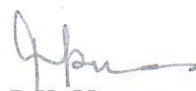
The Assessment Reports for considering cases for clearance of probation of faculty are to be filled by the Reporting Officer viz Dean/Head of the school and are to be reviewed by the Competent Authority.

Please appreciate that confirmation of faculty is a pre-requisite for forwarding of their applications to other organizations on deputation or otherwise along with an important service requirement.

Therefore, it is once again requested that the duly filled/completed assessment Reports of probationary faculty members may kindly be submitted to the Personnel Branch within two weeks from issue of this Circular. Those who have submitted their Assessment Reports may kindly ignore this Circular. The prescribed format of Assessment Report is enclosed herewith.

This may kindly be treated as **Urgent**.

These issues with the approval of the Competent Authority.

  
(Brig. P.K. Upmanyu)  
Jt. Registrar (Personnel)

F. No. : 1 (6) (20)/2013/Estt./P-I/

5464

Dated: 06 July, 2015

**Copy forwarded to the following for information and necessary action :-**

1. All Deans/Heads, University School of Studies (USS), GGSIP University.
2. A.R. to V.C. Secretariat, GGSIP University (for information of Hon'ble Vice- Chancellor).
3. S.O. to Pro-Vice-Chancellor, GGSIP University (for information of Pro-Vice- Chancellor).
4. A.R. to Registrar, GGSIP University – information.
5. All Notice Boards of USS/Administrative wings.
6. University Website.
7. Guard File.

(Pushpendra Kumar)  
Asstt. Registrar (Personnel-I)

**ASSESSMENT REPORT FOR CONSIDERING CASES FOR  
CLEARANCE OF PROBATION PERIOD OF TEACHERS**

For the Period from ..... to .....

**PART - I**

**(To be filled by the Establishment Branch)**

1. Name of the Faculty Member  
(in Capital Letters)
  
2. Designation with pay scale
  
3. Date of appointment to the present post
  
4. Date on which, will be completing the normal one year period of Probation.

24/C 4/C

(To be filled in by the Reporting Officer/ Reviewing Officer and placed before the D. P. C.)

**PART-II**

Name of the Reporting Officer.....

Designation.....

Length of service under the Reporting Officer.....

**A. ATTRIBUTES:**

1. Teaching abilities:
  
2. Knowledge of the subject:
  
3. Communication Skill/ Expression:
  
4. Ability to enforce discipline among students, to manage the class:
  
5. Analytical Ability:
  
6. Initiative:
  
7. Aptitude to work:
  
8. Ability to inspire and motivate:



9. Inter- persona; Relations and Team work:

10. GENERAL

- 1. State of health:
- 2. Regularity and Punctuality:
- 3. Trustworthiness
- 4. Conduct:
- 5. Character & Integrity:

11. General assessment taking all the above points into consideration (of personality, integrity, temperament including relations with fellow members of the staff, Seniors and Juniors, Aptitude to work, Ability to inspire and motivate, supervisory ability respect for established norms of behaviour, etc.)

12. Whether recommended for clearing the Probation period

Signature of Reporting Officer

Seal:

Date:

22/c 2/c

**PART - III**

**(To be filled in by the Reviewing Officer)**

1. Length of service under the Reviewing officer
2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material?
3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?
4. Remarks about any meritorious work or otherwise of the Faculty Member.
5. Remark about grading of the faculty Members by the Reporting Officer.
6. Suitability for clearance of Probation period.

Signature of the Reviewing Officer

Place:

Name in Block Letters

Date:

Designation  
(During the period of Report)