

विश्वभारती VISVA-BHARATI




Notification

The Adhyakshas of all the Bhavanas are hereby requested to send the Annual Confidential Character Rolls (C.C.R.) of the Heads/In-charges of the Departments/Centres under their control in the prescribed proforma enclosed herewith for the year 2023-24 as per rules.

The Heads/In-Charges of all the Departments/Centres are hereby requested to send the Annual Confidential Character Rolls (C.C.R.) of all the faculty members of the Departments under their control in the prescribed proforma enclosed herewith for the year 2023-24 as per rules.

The filled up C.C.R should reach the undersigned by 15 days from the date of notification positively.

Memo No. Est/Confirm/2024-25
Santiniketan, 12/07/2024

 12/07/2024
Deputy Registrar(Establishment)
Visva-Bharati



VISVA-BHARATI

SANTINIKETAN

C. C. R. FOR THE ACADEMIC STAFF OF ALL GRADES

Confidential Report for the year.....

- (a) Name
- (b) Designation
- (c) Qualification
- (d) Bhavana / Department
- (e) Date and year from which post held by the employee

Note :

1. In writing the Confidential Report the degree of employee, qualities and the performance of the various responsibilities should be broadly indicated against each item in one of the following ways :
'outstanding', 'very good', 'good', 'fair', or 'poor'
2. Adverse comments as well as outstanding appreciative remarks in the Confidential Report will be communicated to the individual concerned either verbally or by sending extracts from the Confidential Report by the Head of Office.
 - (1) Ability
 - (a) Knowledge of work
 - (b) Whether capable of inspiring students
 - (c) Whether capable of undertaking research
 - (d) Ability to guide research students
3. Fitness for
 - (a) Confirmation in the grade
 - (b) Further promotion

In the space provided below the Reporting employee is expected to record a general appreciation of the character, ability and personality of the employee. The report should also contain comments on his/her integrity, zeal, tact, judgement, freedom from parochial bias; readiness and ability to assume responsibility and to inspire confidence and respect.

P.T.O.

Report should also comment on the manner in which the employee has carried out his relation with colleagues. His/her interest in co-curricular activities and effective participation in community life should also be indicated.

*Full Signature with Seal of the
Adhyaksha of the Bhavana
Concerned with remarks, if any*

*Full Signature with Seal of the
Head / In-charge of the
Department / Centre concerned*