

**GOVERNMENT OF MEGHALAYA  
EDUCATION DEPARTMENT**

**OFFICE MEMORANDUM**

**No.EDN. 160/2011/7**

**Dated Shillong the 9<sup>th</sup> August, 2011**

The need to revise existing ACR formats for Teachers of Govt. Colleges and Polytechnics serving under this Department has been engaging the attention of the Government for some time in view of the nature of their work and activities which is distinct from other normal administrative works. A revised format would also enable the Department to accurately assess the ability, performance, integrity and other necessary qualities of the employees concerned.

With the above aim in view the Department has accordingly revised the ACR Format for grading the performance of teachers in Govt. Colleges and Polytechnics which is appended to this Office Memorandum.

Henceforth, only the above mentioned ACR Formats should be used with effect from the current calendar year for recording the ACR of all teachers of Govt. Colleges and Polytechnics. It should be ensured that ACRs are completed in all respects by the respective officers within six months of the period reported upon.

Sd/-  
( P.S.Thangkhiew)  
Principal Secretary  
Education Department

**Memo.No.EDN. 160/2011/7-A**

**Dated Shillong the 9<sup>th</sup> August, 2011**

Copy to :-

1. P.S to Minister, Education for information of the Minister.
2. P.S to Chief Secretary for information of the Chief Secretary, Meghalaya.
3. The Director of Higher & Technical Education, Meghalaya, Shillong. He is requested to circulate the contents of the Office Memorandum. to all subordinate Offices / Govt. Colleges / Polytechnics under his control.
4. The Director of School Education & Literacy, Meghalaya, Shillong for information.
5. The Director of Educational Research & Training, Meghalaya, Shillong for information.
6. The Additional Director of School Education & Literacy (Tura).
7. Personnel & AR (A) Department for information.
8. All Principal of Govt. Colleges/ Polytechnic for information and strict compliance.
9. Web Administrator, Education Department for necessary action.

By Order etc.,  
Sd/-

Joint Secretary to the Govt. of Meghalaya,  
Education Department.

**ANNUAL CONFIDENTIAL REPORT FOR TEACHING STAFF OF GOVERNMENT COLLEGES /  
POLYTECHNICS**

**Name & Address of College / Polytechnic:-**

1.	Period of Report for the year ending 31 <sup>st</sup> December 20													
2.	Name of incumbent:													
3.	a. Post/Designation held:  b. Classes Taught during period of reporting: Pl specify along with subject (if any).													
4.	(a) Awards: (b) Publications: (c) Qualification(s): (d) Trainings attended: (Please specify with duration)													
5.	(a) Ability to maintain discipline: (b) Teaching skills: (c) Grasp of subject: (d) Punctuality: (e) Overall efficiency:													
6.	Personality:													
7.	Integrity:													
8.	Capacity to undertake higher duties:													
9.	Relationship with: (a) Colleagues: (b) Students: (c) Parents:													
10.	(a) Performance of his/her students during assessment period:  <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Appeared</th> <th rowspan="2">Passed</th> <th colspan="3">Rank</th> </tr> <tr> <th>1<sup>st</sup></th> <th>2<sup>nd</sup></th> <th>3<sup>rd</sup></th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (b) Drop-out rate during assessment period: Percentage (c) Administrative capability	Appeared	Passed	Rank			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>					
Appeared	Passed			Rank										
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>										
11.	General Remarks:													
12.	Graded  <div style="text-align: right;">Name and Signature of the Recording Officer</div>													
13.	Remarks by the Reviewing Officer:  <div style="text-align: right;">Name and Signature of the Reviewing Officer</div>													
14.	Remarks by the Accepting Officer  <div style="text-align: right;">Name and Signature of the Accepting Officer</div>													

**Note:**

1. Column 10 is to be filled up only when the official reported upon is a Principal of College/ Polytechnic.
2. Types of Grades:- Outstanding/Very Good/Good/Average/Below Average.
3. ACRs of college/ Polytechnic Teachers will be recorded by the Principal, reviewed by the Director of Higher & Technical Education and accepted by the Secretary, Education.
4. This form will be utilized with effect from the reporting year of 2011 onwards.