

ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

EMPLOYEE DETAILS:

Employee Name	:	
Department	:	
Designation	:	
Date of Joining	:	
Total Years of Experience	:	
Years of Experience in Current Role	:	
Qualification	:	
Certifications if any	:	
Appraisal Period	:	
Gross Salary	:	

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
 - The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
 - Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
 - Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
 - The EA shall verify all the information, by supporting proofs before commenting on the performance.
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SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Aailed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraise as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?
 ekxhy o”kZ vkiY;klkBh [k]kc @ pkaxys @ lek/kkudkjd fdaok dls gksrs vkf.k dk\

2. What do you consider to be your most important achievements of the past year?
 vki.k ekxhy o”kkZP;k dkefxjhe;/s egRokps dk; lk;/ dsys vls ekurk\

3. What elements of your job do you find most difficult?
 vki.k vkiY;k dkepkp dks.krk ?kVd lokZr dBh.k Eg.kqu ‘kks/kky\

4. What elements of your job interest you the most, and least?

vki.k vkiY;k dkekP;k dks.kR;k ?kVdke;/s vkoMhus dke djrk fdaok djhr ukgh\

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

orZeku fLFkrhrhy dkefxjh lq/kkj.;klkBh vki.k o vkiys ofj”B ;kauh dks.krh d`rh dsyh ikghs vls vki.kkl okVrs\ Inj d`rh vkeykr vk.k.;kdhrk vki.k dk; fu;kstu djrk\

6. Are you involved in any other work of the organization besides daily work? and how?

nSuafnu dkekO;frfjDr laLFksP;k brj dkekr vkiYkk lgHkkx vkgs dk\ vkf.k dlk\

Appraisal Committee rates the performance assessment as _____.

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning			
Knowledge about the profile carried			
Time Management (Regularity, submission, etc.)			
Getting information			
Communication Skills- Written			
Communication Skills- Oral			
Managing relationships with colleagues & subordinates/ Student			
Reporting to superiors			
Delegation of work			
IT skills (Specify MS office and others required)			
Meeting deadlines & commitments			
Creativity & Presentation			
Problem solving (Self or dependent on others)			
Team work and developing others			
Work under pressure			
Leadership & Integrity			
Adaptability, flexibility & mobility			
Working within the system			
Accuracy			

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character			
Neatness & cleanliness			
Striving for new skills, knowledge, etc.			
Understanding others			
Self-starter/ Self motivator			
Contributing Positive environment			
Balance between work and home			
General Impression & Grasping			
Promptness to do work/ Approach for Institutional additional work/ outdoor work.			

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30			
3	Section - C: Skills Assessment	38			
4	Section - D: Related to Personal Behavior	18			
	Total	100			

ADDITIONAL COMMENTS:

Date:

Name & Signature

ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :

Name & Signature

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature

External Assessor (If Any)

Name & Signature

Head of Institution