



ANNUAL PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

PART – A (To be filled by Staff Member)

Calendar Year:

| Sl. No. | Particulars | |
|----------------|--|--|
| 1 | Name: | |
| 2 | Date of Joining: | |
| 3 | Designation: | |
| 4 | Department / Section: | |
| 5 | Academic / Technical Qualification: | |
| 6 | Details of Educational Course being Pursued: | |
| 7 | Detail of Present duty: | |

Date :

Signature of Staff Member

ANNUAL PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF
PART – B
(To be filled by Reporting Officer)

| Name: | | | | | | | |
|---|------------|-----------|-----------|------|--------------|----------|------|
| Designation: | | | | | | | |
| Date of appointment: | | | | | | | |
| Department/Section: | | | | | | | |
| Category | UTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 1.PROFESSIONAL COMPETENCE | | | | | | | |
| 1.1 Knowledge of rules, regulation and procedure | | | | | | | |
| 1.2 Ability to organise work and carry it out | | | | | | | |
| 1.3 Ability and willingness to take up additional load in time of emergency | | | | | | | |
| 1.4 Creative and Innovative | | | | | | | |
| 1.5 Ability to learn new skills | | | | | | | |
| 2.PERFORMANCE | | | | | | | |
| 2.1 Maintenance of files and records | | | | | | | |

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| | | | | | | | |
|---|--|--|--|--|--|--|--|
| 2.2 Accuracy & Speed of work | | | | | | | |
| 2.3 Neatness & tidiness of work | | | | | | | |
| 2.4 Completion of work on schedule | | | | | | | |
| 2.5 Diligence and sense of responsibility | | | | | | | |

| 3. PERSONAL CHARACTERISTICS | OUTSTANDING | EXCELLENT | VERYGOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|---------------------------------|-------------|-----------|----------|------|--------------|----------|------|
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 3.1 Attendance | | | | | | | |
| 3.2 Punctuality | | | | | | | |
| 3.3 Discipline | | | | | | | |
| 3.4 Interaction with colleagues | | | | | | | |
| 3.5 Integrity and behavior | | | | | | | |
| TOTAL POINTS: | /150 | | | | | | |

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| 4. OVERALL EVALUATION | | | | | | |
|---|-----------|-----------|------------------------------------|--------------|----------|------|
| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | | | | | | |
| 5. Any significant contribution made by the employee: | | | | | | |
| 6. Special remarks if any of the Reporting Officer: | | | | | | |
| Date: | | | Signature of the Reporting Officer | | | |
| 7. Remark if any of Reviewing officer: | | | | | | |
| Date: | | | Signature of the Reporting Officer | | | |

| COMPUTATION OF OVERALL EVALUATION | POINTS | PERCENTAGE OF POINTS |
|--|---------------|-----------------------------|
| Outstanding | 142 to 150 | 95 to 100 |
| Excellent | 135 to 141 | 90 to 94 |
| Very Good | 120 to 134 | 80 to 89 |
| Good | 90 to 119 | 60 to 79 |
| Satisfactory | 75 to 89 | 50 to 59 |
| Marginal | 60 to 74 | 40 to 49 |
| Poor | 30 to 59 | 20 to 39 |
| Total Points 150 | | |