



# Kamla Nehru Institute of Physical & Social Sciences Sultanpur (U.P.)-228 118

## Performance Appraisal for Non-Teaching Staff

Permanent / Temporary Office Employee      Session: 202\_\_-202\_\_

### 1. General Information

Name	
Address (Permanent)	
Address (Correspondence)	
Mobile Number	
Email Address	
Designation	
Department/Section/Cell	
Date of Birth	
Date of Joining in this Institution	
Academic/Technical Qualification	
Work Experience (Yrs.)	
Pay Band: Rs.	Grade Pay: Rs.

2. Nature of Job: \_\_\_\_\_

\_\_\_\_\_

3. Academic Qualification added in the Current Year, if any:

\_\_\_\_\_

4. Computer typing skill:

A. Hindi- \_\_\_\_\_ WPM

B. English- \_\_\_\_\_ WPM

\_\_\_\_\_

**5. Improvement of Professional Competence: Details of Workshops/Courses/Seminar/other attended in the Current Year:**

S.No.	Details of Workshops/Courses/Seminar/other	Organizing Agency	Place and Date	No. of Days

**6. Details of the work undertaken in College Committees/Participation in Examination Duties or other Tasks**

Committees/ Participation in other Tasks/Examination Duties	Contribution/Duty Performed

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

**Place:**

**Date: Name and Signature of the non-teaching staff**

**Form to be filled in by the Reviewing Officer**

Category	Sub-category	Excellent (5)	Good (4)	Satisfactory (3)	Average (2)	Poor (1)
<b>Professional Competence</b>	Knowledge of working procedure					
	Ability to organize work and carry it out					
	Ability and willingness to take up additional load in times of exigencies					
	Ability to learn and perform new duties					
	Capacity to supervise*					
	Any outstanding contribution					
<b>Performance</b>	Accuracy					
	Neatness & tidiness of work					
	Maintenance of files/records					
	Quality of work					
	Completion of work on schedule					
<b>Personal Characteristics</b>	Attendance					
	Punctuality					
	Discipline					
	Integrity and behaviour					
	Attitude towards Co-workers					
	Attitude towards public					
	Attitude towards Students					
	Planning and organisation*					
<b>Total Points</b>						
<b>Overall Evaluation</b>		<b>/95*</b>			<b>/85</b>	

(\*For section/cell head only)

**# Special Remarks, if any, by the Reviewing Officer:**

**Date:**

**Signature of the Reviewing Officer**

**Recommendation of**

**Director IQAC**

**Principal**