



**NEHRU GROUP
OF INSTITUTIONS**
TAMILNADU • KERALA
ISO 14001 - 2004 CERTIFIED INSTITUTIONS

PERFORMANCE APPRAISAL FOR TECHING STAFF

PERSONAL INFORMATION

PART-I

Date:

1	Name	
2	College & Department	
3	Designation	
4	Date of Joining NGI	
5	Date of Birth & Age	
6	Mobile No.	
7	Educational Qualification	
8	Total Experience	
9	Experience at NGI	



G. S. M.
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522


PART-II

Self Assessment Form For Teaching Staff

Performance Assessment							
Sl.No:	Item	Outstanding	Very Good	Good	Fair	Average	Below Average
	SCORE	5	4	3	2	1	0
A	Technical Attributes						
1	Work Experience						
2	Initiative						
3	Class control						
4	Workload Management						
5	Discipline in class room						
6	Discipline in Lab						
7	Level of Knowledge(Related to the Section/Dept.)						
8	Result in the subjects handled						
9	Projects Carried out						
10	Patents						
11	Grants/Funds received						
12	Idea Mutation & Proto-type created						
13	Industry Connect						
14	Technology Transfer						
15	Research Publications						
16	No. of Books Published						
17	Contributions – NAAC/NBA/NIRF/Atal Raking/Edu 4.0						
18	Inspections-University/AICTE/UGC						
19	Methodical and systematic working						
20	Promptness						
21	Attendance						
22	Dependability						
23	Capacity to get work done						
24	Skills & Job Expertise						
25	Co-curricular participation						
	Total Score						
B	General Attributes						
1	Communication						
2	Team Work						
3	Time Management						
4	Reliability						
5	Neatness /Accuracy						
6	Punctuality						
7	Computer Skills						
8	Inter-personal skills						
9	Dedication						
10	Problem Solving Skills						
11	Regularity in Attendance						
12	Quality of Works						
13	Quantity of Work						
14	Relation with Superiors						
15	Relation with Colleagues						
	Total Score						

Please mark ✓ in appropriate columns to arrive at final assessment. Attach separate sheets wherever necessary.





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PART-III

Confidential Assessment Report regarding Technical & General Attributes

Performance Assessment							
Sl.No:	Item	Outstanding	Very Good	Good	Fair	Average	Below Average
	SCORE	5	4	3	2	1	0
A	Technical Attributes						
1	Work Experience						
2	Initiative						
3	Class control						
4	Workload Management						
5	Discipline in class room						
6	Discipline in Lab						
7	Level of Knowledge(Related to the Section/Dept.)						
8	Result in the subjects handled						
9	Projects Carried out						
10	Patents						
11	Grants/Funds received						
12	Idea Mutation & Proto-type created						
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20	Promptness						
21	Attendance						
22	Dependability						
23	Capacity to get work done						
24	Skills & Job Expertise						
25	Co-curricular participation						
	Total Score						
B	General Attributes						
1	Communication						
2	Team Work						
3	Time Management						
4	Reliability						
5	Neatness /Accuracy						
6	Punctuality						
7	Computer Skills						
8	Inter-personal skills						
9	Dedication						
10	Problem Solving Skills						
11	Regularity in Attendance						
12	Quality of Works						
13	Quantity of Work						
14	Relation with Superiors						
15	Relation with Colleagues						
	Total Score						

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SCORE					
Technical (Out of 125)	General (Out of 75)	Total (Out of 200)			

Criteria of Rating

Attributes	Outstanding	Very Good	Good	Fair	Average	Below Average
<u>FACULTIES & LAB STAFF</u>						
Technical + General attributes (A+B)	(161 – 200)	(121 – 160)	(81 – 120)	(41 – 80)	(1 – 40)	0

RECOMMENDATION


C	Recommendation	Outstanding	Very Good	Good	Fair	Average	Below Average
1	Teaching /Administrative ability including,Judgement,Initiative,Promptness and drive						
2	Fitness to continue in the present job						
3	Readiness for promotion						

Recommendation by HOD (If any special achievement to be highlighted, use additional page) :

H.O.D

Recommendation by Principal (If any special achievement to be highlighted, use additional page) :

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Chairman & Managing Trustee



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PERFORMANCE APPRAISAL FOR NON-TECHING STAFF

PERSONAL INFORMATION

PART-I

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1	Name	
2	College & Department	
3	Designation	
4	Date of Joining	
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7	Educational Qualification	
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PART - II

SELF ASSESSMENT FORM FOR NON-TEACHING STAFF


B	General Attributes	Outstanding	Very Good	Good	Fair	Average	Below Average
	Score	(5)	(4)	(3)	(2)	(1)	(0)
A	General Attributes						
1	Skills & Job Expertise						
2	Communication						
3	Presentation & Negotiation						
4	Team Work						
5	Time Management						
6	Dependability/Reliability						
7	Neatness /Accuracy						
8	Punctuality						
9	Computer Skills						
10	Initiative						
11	Promptness						
12	Attendance						
13	Inter-personal skills						
14	Dedication						
15	Problem Solving Skills						
16	Regularity in Attendance						
17	Quality of Works						
18	Quantity of Work						
19	Relation with Superiors						
20	Relation with Colleagues						
	Total Score						

For rating "Outstanding" further supporting documents/clarifications to be included (If required use additional pages)

Any other achievement, strength/contribution that you would like to highlight (If required use additional pages)

Signature of Employee




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PART-III

Confidential Assessment Report of Non-Teaching Staff

Performance Assessment							
Sl.No:	Item	Outstanding (5)	Very Good (4)	Good (3)	Fair (2)	Average (1)	Below Average (0)
A	General Attributes						
1	Skills & Job Expertise						
2	Communication						
3	Presentation & Negotiation						
4	Team Work						
5	Time Management						
6	Dependability/Reliability						
7	Neatness /Accuracy						
8	Punctuality						
9	Computer Skills						
10	Initiative						
11	Promptness						
12	Attendance						
13	Inter-personal skills						
14	Dedication						
15	Problem Solving Skills						
16	Regularity in Attendance						
17	Quality of Works						
18	Quantity of Work						
19	Relation with Superiors						
20	Relation with Colleagues						
	Total Score						

❖ Please mark ✓ in appropriate columns to arrive at final assessment. Attach separate sheets wherever necessary

SCORE	
Total (Out of 100)	

Criteria of Rating

Attributes	Outstanding	Very Good	Good	Fair	Average	Below Average
GENERAL STAFF						
General attributes	(81 – 100)	(61 – 80)	(41 – 60)	(21 – 40)	(1 – 20)	0



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PART - IV

RECOMMENDATION

C	Recommendation	Excellent	Very Good	Good	Fair	Average	Below Average
1	Administrative ability including, Judgement, Initiative, Promptness and drive						
2	Fitness to continue in the present job						
3	Readiness for promotion						

Recommendation by HOD (If any special achievement to be highlighted, use additional page) :

H.O.D

Recommendation by Principal (If any special achievement to be highlighted, use additional page) :

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