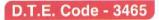


6.3.5PerformanceAppraisalofNon-Teaching Staff

1. BlankPerformanceAppraisalForm

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Date:

ANNUALPERFORMANCEAPPRAISALFORMFORNON-TEACHING PART-A

(TobefilledbyStaffMember)

AcademicYear:2020-2021

.Name	
2.Dateofjoining	
3.Designation	
4.Department/Section	
5.PayBand	Rs.
6.GradePay	Rs.
7.Academic/TechnicalQualification	
8.DetailsofEducationalcoursesbeing pursued	
9.Detailsof thepresentduties	

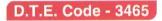
Date:

Signatureofthestaffmember

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<u>PART-B</u> (TobefilledbyReportingOfficer)

Nam	Name:								
	Designation:				PayBand:Rs.				
DateofAppointment:				GradePay:Rs.					
Dep	Department/Section:								
	CATEGORY	OUTSTA NDING	EXCEL LENT	VERY GOOD	GOOD	SATISF ACTORY	MARGINAL	POOR	
		10	9	8	6	5	4	2	
1	PROFESSIONAL COMPETENCE								
1.1	Knowledge of rules, regulationandprocedure								
1.2	Abilitytoorganizework and carry it out								
1.3	Abilityandwillingnessto takeupadditionalloadin times of emergency								
1.4	Creativityand innovation								
1.5	Abilitytolearnnewskills								
2.PE	ERFORMANCE								
2.1	Maintenanceof Files/Records								
2.2	Accuracy&Speedof work								
2.3	Neatness&tidinessof work								
2.4	Completionofworkon schedule								
2.5	Diligenceandsenseof responsibility								

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3.PERSONAL	OUTSTA NDING	EXCEL LENT	VERY GOOD	GOOD	SATISFACTO RY	MARGINAL	POOR
CHARACTERISTICS	10	9	8	6	5	4	2
3.1Attendance							
3.2Punctuality							
3.3Discipline							
3.4Interactionwithcolleagues							
3.5Integrityandbehavior							
TOTALPOINTS:			ľ	150			

4.OVERALLEVALUATION OUTSTANDING EXCELLENT VERY GOOD SATISFACTORY MARGINAL POOR GOOD 5. AnysignificantcontributionmadebytheEmployee: 6. Special remarks if any of the Reporting Officer: Date: SignatureoftheReportingOfficer 7.RemarksifanyofReviewingofficer: SignatureofReviewingOfficer Date:

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*COMPUTATIONOF OVERALLEVALUATION	Points	PercentageofPoints				
Outstanding	142 to 150	95to100				
Excellent	135 to 141	90to94				
VeryGood	120to 134	80to89				
Good	90to119	60to79				
Satisfactory	75to89	50to59				
Marginal	60to74	40to49				
Poor	30to59	20to39				
TotalPoints150						

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