

DVR & Dr HS MIC College of Technology
Kanchikacherla, NTR District, AP

Performance Appraisal Form

(Office Staff, Jr Assts , Sr Assts, Library Staff , Supervisors, Laboratory Staff, Wardens, Sports)

Part I

General Information

Name of the Employee	
Employee Id	
Date of Birth	
Department	
Designation	
Date of Joining in MIC	
Date of appointment of present position	
Experience in MIC	
Present Salary in Rs	
Mail id	
Mobile Number	
Name of the supervisor to whom the employee is reporting	

Educational Qualifications:

SNO	Qualification	Year of Pass	Class	Institute

Work Experience:

S No	Organisation	Period		No of Years
		From	To	

Details of work during the Academic Year

Nature of work	
Details of primary responsibility / work carried out	
Contribution in other activities, if any	

Nature of work: In any of the following areas

(Office Staff, Jr Assts , Sr Assts, Library Staff , Supervisors, Laboratory Staff, Wardens, Sports)

Signature of the employee:

Part II

ASSESSMENT BY THE REPORTING AUTHORITY

Instructions:

All employees will be judged on Ten traits and each trait is classified under four Grades

Marks to be allotted to each Grade as under

Grade A :10 , Grade B: 8, Grade C :6, Grade D :4 **Maximum Marks - 100**

Ratings –**Superior, Good, Satisfactory, Average** Will be awarded based on the score of the employee

The ratings shall be as under on the scoring matrix

Marks 90 and above - Superior

Marks 80 to 89 - Good

Marks 60 to 79 - Satisfactory

Marks below 60 - Average

Put a tick mark in the appropriate boxes provided hereunder

SNo	Traits	A	B	C	D
1	Effective Communication	Excellent and effective	Good	Acceptable level	Poor Communication
2	Discipline	Exemplary conduct	Observes code of conduct	Tries to follow the general code of conduct	Indifferent to general code of conduct.
3	Punctuality and Promptness	Exceptionally punctual and prompt	Always punctual and prompt	Usually punctual and prompt	Not punctual and prompt
4	Responsibility and Dependability	Very responsible and highly dependable	Steady worker. Has a good record of dependability	Carries out his responsibility in a routine manner	Often fails to perform his/ her duty shirks responsibility
5	Initiative in the Assignment	Has initiative and takes keen interest	Takes adequate interest	Does his/her work in a routine way	Indifferent in the discharge of his /her duties
6	Job Knowledge	Has an <input type="checkbox"/> unusually thorough and comprehensive mastery	Knows his/her job thoroughly	Possess just adequate knowledge required for the job	Knowledge in - adequate. Has not yet gained competence <input type="checkbox"/>
7	Noting , drafting and correspondence	Very precise in noting & drafting.	Precise in noting and drafting.	Ordinary at noting and drafting	Poor in nothing and drafting.
8	Maintenance of registers and records	Very neat and meticulous	Keeps clean and up to date	Tries to maintain in a routine manner	Does not maintain
9	Work Turnover	Consistently exceeds requirements	Frequently exceeds requirements	Meets requirements	Consistently below requirements
10	Supervision and Control	Extremely proficient in supervision and control	Possesses very high ability in supervision	Always possesses the ability to supervise	Very poor in supervisory control

Total Marks Scored	Eligible Rating
	SUPERIOR/ GOOD/ SATISFACTORY/ AVERAGE (tick whichever is applicable)

Signature of Reporting Officer

Recommendation:

Date of submission to Reviewing Authority:

Remarks of the Reviewing Authority

I agree with the assessment made by the Reporting Officer (Yes / No)

Signature of the Reviewing Authority

DVR & Dr HS MIC College of Technology

Kanchikacherla, NTR District, AP

Performance Appraisal Form

(Attenders, Drivers, Security Guards, Sweepers, Gardeners, Cleaning Staff, Electricians, Skilled Workers and other non-Teaching Staff)

Name of the Employee	
Employee Id	
Date of Birth	
Qualification	
Department	
Designation	
Date of Joining	
Experience in MIC	
Mail id	
Mobile Number	
Present Salary in Rs	
Name of the supervisor to whom the employee is reporting (Reporting Authority)	

1. Details of work during the Academic Year

Nature of work	
Details of primary responsibility / work carried out	
Contribution in other activities, if any	

Nature of work: for (Attenders, Drivers, Security Guards, Sweepers, Gardeners, Cleaning Staff, Electricians, Skilled Workers and other non-Teaching Staff)

2. Appraisers Assessment:

SNo	Particulars	Grade			
		A	B	C	D
1	Knowledge about work				
2	Commitment / Dedication of work				
3	Punctuality/ Discipline				
4	Attitude & integrity				
5	Team work cooperation				

Instructions:

All employees will be judged on FIVE Traits and each trait is classified under four Grades : Marks to be allotted to each Grade as under:

Grade A :10 , Grade B: 8, Grade C :6, Grade D :4 **Maximum Marks - 50**

Ratings –**Superior, Good, Satisfactory, Average** Will be awarded based on the score of the employee

The ratings shall be as under on the scoring matrix

Marks 45 and above - Superior

Marks 40 to 45 - Good

Marks 39 to 30 - Satisfactory

Marks below 30 - Average

Total Marks Scored	Eligible Rating
	SUPERIOR/ GOOD/ SATISFACTORY/ AVERAGE (tick whichever is applicable)

Signature of Reporting Officer

Recommendation:

Date of submission to Reviewing Authority:

Remarks of the Reviewing Authority

I agree with the assessment made by the Reporting Officer (Yes / No)

Signature of the Reviewing Authority