

PERFORMANCE EVALUATION FORM
(for Non-Teaching Staff)

Note: The reporting authority should indicate the performance in a five-point scale viz
(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent
with a brief justification in phrases for awarding the scale.

1. Name of the Staff :
2. Designation :
3. Department of the Staff :
4. Period of reporting :
5. Whether the staff member is regular in attendance :
6. Is the staff sincere to his/her work? :
7. Is he/she courteous and helpful to the students? :
8. Knowledge of staff member in his/her job :
9. Does the staff start new innovation in his/her work? :
10. Does the staff member take(s) initiative in the job assigned :
11. Aptitude of the staff member in upgrading his/her knowledge in his/her domain area
:
12. Whether the staff member has taken initiative to upgrade :his/her qualification
13. Does the staff attend any programme during the period to:enhance his/her technical competence?

14. If yes, how the performance of the staff member improved:member improved after the training undergone
15. Performance level of staff member in the job assigned :
16. How is the staff member's inter-personal relationshipwith his/ her
- i) superiors :
 - ii) colleagues :
 - iii) subordinates :
17. Any other qualitative narrative report : (Any contribution worthy of mentioning)

Reporting Authority Countersigning Authority