**Ananda Chandra College (Govt. sponsored), Jalpaiguri**

**PERFORMANCE APPRAISAL OF NON-TEACHING STAFF**

**YEAR OF APPRAISAL:**

1. **Name of the Staff**  **:**
2. **Section :**
3. **Designation :**
4. **Details of current resposibilities :**

**Statement of Days present and Leave taken:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Months** | **Working Days & Attendance** | | **Leave Taken** | | | | | |
| **College Open** | **Present** | **CL** | **EL** | **ML** | **CCL** | **OD** | **Total** |
|  | July |  |  |  |  |  |  |  |  |
| August |  |  |  |  |  |  |  |  |
| September |  |  |  |  |  |  |  |  |
| October |  |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |  |
| December |  |  |  |  |  |  |  |  |
| January |  |  |  |  |  |  |  |  |
| February |  |  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |
| June |  |  |  |  |  |  |  |  |

**PERFORMANCE SELF APPRAISAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPRAISAL CATEGORY** | **EXCELLENT** | **GOOD** | **SATISFACTORY** | **POOR** |
| **Professional competence:** | | | | |
| 1. Knowledge of rules, regulations and procedures |  |  |  |  |
| 2. Ability to organise work and carry it out |  |  |  |  |
| 3. Ability and willingness to take up additional load at the time of exigencies |  |  |  |  |
| 4. Ability to learn new duties |  |  |  |  |
| 5. Capacity to supervise |  |  |  |  |
| 6. Response to instruction and guidance of the Authority |  |  |  |  |
| **Quality of work:** | | | | |
| 1. Ability to maintain files and records |  |  |  |  |
| 2. Accuracy and speed of work |  |  |  |  |
| 3. Neatness and tidiness of work |  |  |  |  |
| 4. Completion of work on schedule |  |  |  |  |
| 5. Execution of work with team spirit |  |  |  |  |
| **Personal characteristics:** | | | | |
| 1. Regularity |  |  |  |  |
| 2. Punctuality |  |  |  |  |
| 3. Cooperation with colleagues |  |  |  |  |
| 4. Interaction with students |  |  |  |  |

Any other contribution:

**Signature of the Staff with date**

**PERFORMANCE APPRAISAL OF NON-TEACHING STAFF BY HOI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPRAISAL CATEGORY** | **EXCELLENT** | **GOOD** | **SATISFACTORY** | **POOR** |
| **Professional competence:** | | | | |
| 1. Knowledge of rules, regulations and procedures |  |  |  |  |
| 2. Ability to organise work and carry it out |  |  |  |  |
| 3. Ability and willingness to take up additional load at the time of exigencies |  |  |  |  |
| 4. Ability to learn new duties |  |  |  |  |
| 5. Capacity to supervise |  |  |  |  |
| 6. Response to instruction and guidance of the Authority |  |  |  |  |
| **Quality of work:** | | | | |
| 1. Ability to maintain files and records |  |  |  |  |
| 2. Accuracy and speed of work |  |  |  |  |
| 3. Neatness and tidiness of work |  |  |  |  |
| 4. Completion of work on schedule |  |  |  |  |
| 5. Execution of work with team spirit |  |  |  |  |
| **Personal characteristics:** | | | | |
| 1. Regularity |  |  |  |  |
| 2. Punctuality |  |  |  |  |
| 3. Cooperation with colleagues |  |  |  |  |
| 4. Interaction with students |  |  |  |  |

Any other contribution:

**Date: Signature of the Principal**