

Vishnu Waman Thakur Charitable Trust



PERFORMANCE APPRAISAL-NON TEACHING STAFF (FOR ACADEMIC YEAR 2021-22)

Name of Institute: _____

Name of Employee: _____

Designation: _____ Qualification: _____

Department: _____ Date of Joining: _____

Date of Birth: _____ Total Experience: _____

Mobile No: _____ Email ID: _____

HOD's Name: _____

SELF APPRAISAL

1. Describe your role and responsibility as Employee.

2. List out Strengths.

3. List out the areas that you need to improve upon.

4. KINDLY RATE IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

Rating: Outstanding (5), Very Good (4), Average (3), Fair (2), Needs Improvement (1)

CATEGORY	SELF RATING	HOD's RATING	REMARKS
Attendance/Punctuality (उपस्थिती/वक्तशीरपणा)			
Quality of Work (कामाची गुणवत्ता)			
Productivity (उत्पादकता)			
Professionalism (व्यावसायिकता)			
Meeting Work Deadlines (बैठक कामाची अंतिम मुदत)			
Technical Job Skills (तांत्रिक नोकरी कौशल्ये)			
Document/Data Management (कागदपत्र/डेटा व्यवस्थापन)			
Reliability (विश्वसनीयता)			
Initiative (पुढाकार)			
Teamwork (टीमवर्क)			
Communication with Students/Parents (विद्यार्थी/पालकांशी संवाद)			
Communication with Colleagues (सहकाऱ्यांशी संवाद)			
Discipline (शिस्त)			

(To be filled in by the employee)

5. Please indicate the external / internal factors that aided the performance of your job:

6. Any difficulties / obstacles that hindered your performance:

7. What do you like and dislike about working for the Institute/School/College:

8. Contribution towards Department & Institute:

9. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD's Approval (Yes or No)	Technical Trainings	HOD's Approval (Yes or No)

10. Suggestions if any (To be filled in by Employee)

HOD's Remarks

PRINCIPAL's Remarks

Employee Signature:
HOD's Signature:
Principal's Signature: