

SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka– 574 146, Mangalore.

**(Private University Established by Karnataka Govt. ACT No.42 of 2013, Recognized by UGC, New Delhi, & Member of Association of Indian Universities, New Delhi)**

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

**PART-A**

**(To be filled by Staff Member)**

**Academic Year: 2022-2023**

|  |  |
| --- | --- |
| 1. Name |  |
| 2. Date of joining |  |
| 3. Designation |  |
| 4. Department/Section |  |
| 5. Pay Band | Rs. |
| 7. Academic/Technical Qualification |  |
| 8. Details of Educational courses being pursued |  |
| 9. Details of the present duties |  |

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**PART-B**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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, regulation and procedure |  |  |  |  |  |  |  |
| 1.2 Ability to organize work and carry it out |  |  |  |  |  |  |  |
| 1.3 Ability and willingness to  take up additional load in times of emergency |  |  |  |  |  |  |  |
| 1.4 Creativity and innovation |  |  |  |  |  |  |  |
| 1.5 Ability to learn new skills |  |  |  |  |  |  |  |
| **2. PERFORMANCE** |  |  |  |  |  |  |  |
| 2.1 Maintenance of Files/Records |  |  |  |  |  |  |  |
| 2.2 Accuracy & Speed of work |  |  |  |  |  |  |  |
| 2.3 Neatness & tidiness of work |  |  |  |  |  |  |  |
| 2.4 Completion of work on schedule |  |  |  |  |  |  |  |
| 2.5 Diligence and sense of responsibility |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3. PERSONAL CHARACTERISTICS** | **OUTSTA**  **NDING** | **EXCEL**  **LENT** | **VERY**  **GOOD** | **GOOD** | **SATISFACTO**  **RY** | **MARGINAL** | **POOR** |
| 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 3.1 Attendance |  |  |  |  |  |  |  |
| 3.2 Punctuality |  |  |  |  |  |  |  |
| 3.3 Discipline |  |  |  |  |  |  |  |
| 3.4 Interaction with colleagues |  |  |  |  |  |  |  |
| 3.5 Integrity and behavior |  |  |  |  |  |  |  |
| **TOTAL POINTS: /150** | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4**. **OVERALL EVALUATION** | | | | | | |
| **OUTSTANDING** | **EXCELLENT** | **VERY**  **GOOD** | **GOOD** | **SATISFACTORY** | **MARGINAL** | **POOR** |
|  |  |  |  |  |  |  |
|  | | | | | | |
| 5. **Mention any significant contribution made by the Employee:**  **Date Signature of the staff member** | | | | | | |
| 6. **Special remarks if any of the Dean:**  **Signature of the Dean** | | | | | | |
| 7. **Remarks if any of Reviewing officer:**  **Signature of Reviewing Officer** | | | | | | |

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| **\* COMPUTATION OF**  **OVERALL EVALUATION** | **Points** | **Percentage of Points** |
| **Outstanding** | 142 to 150 | 95 to 100 |
| **Excellent** | 135 to 141 | 90 to 94 |
| **Very Good** | 120 to 134 | 80 to 89 |
| **Good** | 90 to 119 | 60 to 79 |
| **Satisfactory** | 75 to 89 | 50 to 59 |
| **Marginal** | 60 to 74 | 40 to 49 |
| **Poor** | 30 to 59 | 20 to 39 |
| **Total Points 150** | | |

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