

Name.....Designation.....

Department.....Section.....for the year.....

1. Appointment held during the year with designation and Salary

2. Qualifications acquired during the year/ participation in seminars, conferences, courses, etc.

3. Number of persons under control

4. Brief description of work allotted

5. Special assignments

6. Details of work accomplished and done well

7. New methods / Process used if any, in accomplishing the work

8. How many of the items under 6 above have been accomplished in set time ?

9. Reasons for not completing them in set time

10. Help expected to complete the work and from whom

11. Do others co-operate with you?

12. Are you making use of literature/Library available for making suggestions & self-improvement

13. Do you like the present job?

14. Would you like to meet your superiors quite often?

15. Comments on the work and improvements, if any?

16. Would you like more varied experience. If yes, specify details.

17. Extra-curricular activities during the year

18. Any other relevant information about your performance during the year

19. Leave availed by you during the year

.....(days) Total.....

Date :

Signature

For use by immediate Supervisor

Date :

Signature

**Confidential Personnel Report
(Non-teaching staff)**

Year of Appraisal:

Name

Designation:

Sl. No	Evaluation Crireria	Score (0-10)
1	Relaibility	
2	Integrity	
3	Initiative	
4	Quality of work	
5	Attendance	
6	Sense of Responsibility	
7	Diligence	
8	Obedience	
9	Interest towards work	
10	Cooperation with colleagues	
11	Punctuality	
12	Potential to learn	
	Total Score	

Scale	
0-1	Unacceptable
2-4	Below Average
5	Average
6-8	Above Average
9-10	Outstanding

Remarks and recommedations of the superior:

Date:

Principal