

PERFORMANCE APPRAISAL NON TEACHING STAFF

PART - I (PERSONAL PARTICULARS)

EMPLOYEE NAME

EMPLOYEE CODE

DESIGNATION

DEPARTMENT

DATE OF JOINING

HOD NAME

PART -II (PAPERFORMANCE ASSEMENT)

Punctuality	No Late Marks + WILLINGNESS TO TAKE ADDITIONAL RESPONSIBILITY	No Late Mark	Late Mark 3 <	3 Late Marks	< 3Late Mark
	5()	4()	3()	2()	1()
Job Knowledge and Skills	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Quality Of Work	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Initiative and Motivation	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Team Work	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Relationship with Superiors & Colleagues	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Customer Services	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()
Disciplinary Record	No DR + ALWAYS FOLLOWS INSTRUCTIONS	0 DR	DR 3<	3 DR	<3 DR
	5()	4()	3()	2()	1()
Total					
Overall Rating (Average of the Above)	Substantially Exceeds job requirement	Exceeds job requirement	Meets most job requirement	Partially meets most job requirement	Doest not meet most job requirement
	5()	4()	3()	2()	1()

Overall Comments (To be filled by the Supervisor)

Signature

Appraiseee

Appraiser

Date



JMF's ACPM Medical College and Hospital, Dhule.

Self-Appraisal Form

General Information

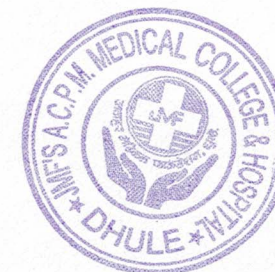
(From 01/08 /2019 to 31/ 07/2020)

1. Name
2. Qualification
3. Designation
4. Department
5. Joining Date- / /

1	2	3	4	5	6	7	8	9	10	11	12	13	Total
Additional Qualification in conc.sub. Ph.D-5 marks/ Diploma-1 Mark for each Diploma	Experience in concerned subject-every year 0.5 Marks	Post Graduate Teaching Experience In concerned speciality For every year-0.5 marks.	Guidance for Ph. D. students (completed) for every students- 0.5 marks	Research paper Publications for each topic in Interna/National level received index journal-2 mark each	T.Books ,Ref.Book Univ.App, Book for every book for E.Book - 2.5 for E.Chap.in others B-1M (Max-10marks)	Participation in Natio/Intern Conf.-1 marks each	Computer knowledge Basic as per Govt.rules	Academic Schedule (Theory and Practical): 15 each	Examination Duties at University level / College Level	Any award- (Local /state/national /international)	MET/ Basic Biomedical Research, online courses	Academic/ Administrative and other responsibilities (NAAC/ NABH etc):5 marks	1
05	05	05	05	10	10	05	05	30	05	05	05	05	100

Date: **Place: Dhule.**
 Above marks obtained are certified by-

Signature of Teacher



The information supplied by above staff member is verified and found to be correct and authentic.

Remark of HOD -----

Guidelines for Evaluation:

- Marks between 50 to 60 = conditional increment with assurance for improvement.
- Marks above 60 to 75 = Unconditional Increment.
- Marks above 75= Unconditional Increment with letter of Appreciation

Remark of Dean: -----

Head of Department

Dean

ACPM Medical College, Dhule

