6.3.5

- Format forms for appraisal of teaching and non teaching staff
- Sample filled appraisal forms of teaching and non teaching staff

A.C.P.M.MDDICAL COLLEGE AND HOSPITAL PERFORMANCE APPRAISAL NON TEACHING STAFF YEAR 2020-21

		PART - IT PER	SONAL PARTICUL	ARS)	
EMPLOYEE NAME					
EMPLOYEE CODE		7 ,		40 0	
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DESIGNATION		Cont	rock	Max	
DED A OFFI AND IN					
DEPARTMENT					.36
		No are let-			
DATE OF JOINING	22/8/	1001		* * _v	* *
3. "				* * * * * * * * * * * * * * * * * * * *	*
HOD NAME	Dr. Su	rendra	P. Wada	jaokar,	\$ a
		PART II (PAPERE	RMANCE ASSESS	AFNT105	
	No Late Marks +	No Late Mark			-21
Punctuality	WILLINGNESS TO TAKE	Ę .	7-2-2 11101100	3 Late Warks	≺ 3Late Mark
	RESPONSIBILITY	1			
	V 5/6/V	4()	3()	2()	1 1/1
Job Knowledge and	Substantially Exceeds Job requirement	The state of the s	, Meets most job	Partially meets most	Doest not meet most job
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	5()	4(4)	37.1		
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	job requirement	requirement	. requirement	lab requirement	Doest not meet most job requirement
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nitiative and	Substantially Exceeds	Exceeds job	Meets most job	Partially meets most	1().
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	5()	411			
eam Work	Substantially Exceeds	Exceeds Job	Meets most job	2()	1()
	job requirement	requirement	requirement	Pactially meets most Job requirement	Doest not meet most Job - requirement
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elationship with Female Co	Substantially Exceeds	Exceeds job	3(-)	2(::)	1(:)
Vorkers	job requirement	requirement	Meets most job requirement	Partially meets most job requirement	Manage
	5(V		which with		
elationship with Superiors	Substantially Exceeds	Exceeds job	3(**)**	2(*) * ***	1(*)
Colleagues			Meets most job	Partially meets most	Doest not meet most job
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ustomer Services	Substantially Exceeds			ATTENDANCE OF	
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JMF's ACPM Medical College and Hospital, Dhule.

Self-Appraisal Form

General Information

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

1 Dan Ao

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

ſ	1	2	3	4	5	6	7	8	9	10	11	12	13	
	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/Natio nal 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-10 marks)	Participation in Natio/ Intern Conf1 marks each	Computer knowledge Basic as per Govt.rules	Academic Schedule (Theory and Practical): 15 each	Examinati on Duties at University level / College Level	Any award- (Local /state/nationa I /international	MET/ Basic Biomedical Research, online courses	Academi e/ Administ rative and other responsib ilities (NAAC/ NABH etc):5 marks	Total
	05	05	05	05	10	10	05	05	30	05	05	05	05	100
-	S	5	5	· ·	10	2.5	5	5	30	5	5	5"	2	84:5

Date:

Place: Dhule.



Signature of Teacher

(cont..)

Above marks obtained are certified by-

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

Excellent & hard working Remark of Dean:

Department Head,
Department of Orthopaedics,
A.C.P.M.Medical College, Dhule [M.S.]

ACPM Medical College, Dhule

A.C.P.M.MEDICAL COLLEGE DHULE - 424001. [M.S.]



PERFORMANCE APPRAISAL NON TEACHING STAFF

PART - I (PERSONAL PARTICULARS)

EMPLOYEE NAME

EMPLOYEE CODE

DESIGNATION

DEPARTMENT

DATE OF JOINING

HOD NAME

			PERFORMANCE ASSE		
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				NAC TO SELECT	
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

Ge	neral 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	
Additional	Experience	Post	Guidance for	Research	T.Books	Participation	Computer	Academic	Examinati	Any award-	MET/	Academi	Tota
Qualification	in	Graduate	Ph. D.	paper	,Ref.Book	in	knowledge	Schedule	on Duties	(Local	Basic	c/	1
in conc.sub.	concerned	Teaching	students	Publications	Univ.App,	Natio/Intern	Basic as per	(Theory and	at	/state/nation	Biomedic	Adminis	
Ph.D-5	subject-	Experience	(completed)	for each	Book for	Conf1	Govt.rules	Practical):	Universit	al	al	trative	
marks/	every year	In concerned	for every	topic in	every book	marks each		15 each	y level /	/internationa	Research,	and	
Diploma-1	0.5	speciality	students- 0.5	Interna/Nati	for E.Book -				College	1	online	other	
Mark for	Marks	For every	marks	onal level	2.5 for	22.004.04	4,37021		Level		courses	responsi	
each		year-0.5		received	E.Chap.in							bilities	
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			- /	mark each	10marks)							etc):5	
												marks	
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



Rema	ark of HOD	
hin?	elines for Evaluation:	
yulu	Marks between 50 to $60 = \text{conditional}$ increment with assurance for improvement.	
	Marks above 60 to 75 = Unconditional Increment.	
	Marks above 75= Unconditional Increment with letter of Appreciation	

Head of Department

Dean
ACPM Medical College, Dhule

