

6.3.5

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

PART - I (PERSONAL PARTICULARS)

EMPLOYEE NAME

EMPLOYEE CODE

DESIGNATION

DEPARTMENT

DATE OF JOINING

HOD NAME

Confidential

22/8/1994

Dr. Surendra P. Wadgaonkar.

PART - II (PERFORMANCE ASSESSMENT)

	No Late Marks + WILLINGNESS TO TAKE ADDITIONAL RESPONSIBILITY	No Late Mark	Late Mark 3 <	3 Late Marks	< 3 Late Mark
Punctuality	5(✓)	4()	3()	2()	1()
Job Knowledge and Skills	Substantially Exceeds job requirement 5()	Exceeds job requirement 4(✓)	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Quality Of Work	Substantially Exceeds job requirement 5(✓)	Exceeds job requirement 4()	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Initiative and Motivation	Substantially Exceeds job requirement 5()	Exceeds job requirement 4(✓)	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Team Work	Substantially Exceeds job requirement 5()	Exceeds job requirement 4(✓)	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Relationship with Female Co Workers	Substantially Exceeds job requirement 5(✓)	Exceeds job requirement 4()	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Relationship with Superiors & Colleagues	Substantially Exceeds job requirement 5(✓)	Exceeds job requirement 4()	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Customer Services	Substantially Exceeds job requirement 5(✓)	Exceeds job requirement 4()	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Disciplinary Record	No DR + ALWAYS FOLLOWS INSTRUCTIONS 5(✓)	0 DR 4()	DR 3< 3()	3 DR 2()	<3 DR 1()
Total					
Overall Rating (Average of the Marks)	Substantially Exceeds job requirement 5(✓)	Exceeds job requirement 4()	Meets most job requirement 3()	Partially meets most job requirement 2()	Does not meet most job requirement 1()
Overall Comments (To be filled by the Supervisor)	<p><i>Obeyed, polite, takes interest in work. Recommended for increments.</i></p>				
Signature	<i>[Signature]</i>		<i>[Signature]</i>		
Date	18/6/2021		28/6/20		



DEAN
 A.C.P.M. MEDICAL COLLEGE
 DHULE - 424001 (M.S.)

JMF's ACPM Medical College and Hospital, Dhule.

Self-Appraisal Form

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

General Information

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

Confidential

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-10 marks)	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	100
05	05	05	05	10	10	05	05	30	05	05	05	05	100
5	5	5	-	10	25	5	5	30	5	5	5	2	845

Date:

Place: Dhule.



[Signature]
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 _____

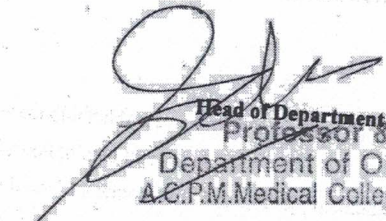
Guidelines for Evaluation:

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

Remark of Dean: Excellent & hard working teacher


Head of Department
Professor & Head,
Department of Orthopaedics,
A.C.P.M. Medical College, Dhule (M.S.)


Dean

ACPM Medical College, Dhule
DEAN,
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

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

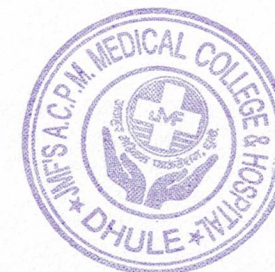
(From 01/08 /2019 to 31/ 07/2020)

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/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- 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 Universit y level / College Level	Any award- (Local /state/nation al /international	MET/ Basic Biomedic al Research, online courses	Academi c/ Adminis trative and other responsi bilities (NAAC/ NABH 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



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

