APPRAISAL FORM - NON-TEACHING & OFFICE STAFF
Accomplishments of position duties, tasks and responsibilities
2022-2023

SECTION A

Name	
Designation/Position	
Department/Office	
Appraisal Period	

A. Major duties and responsibilities (Max Points 40)
List the major responsibilities of the employee's position in approximate order of importance.

S. No.	List the major responsibilities	Supporting Document Index No.

Department Work	
Duly signed Lab Equipment Maintenance register	
Duly signed Students Attendance register maintenance	
Outgoing Student's Mark sheet & Biodata Maintenance	
Library Xerox Incharge	5 points/ Semester
Assist in other Programs in lab	
Assist in AISHE, SMS,AICTE	
Counseling	
Itwing	
Digital posters, power point presentation	

Submission at the

End of every month	-	5 points
End of the semester	-	3 points
Not submitted	-	0 point

B. Regularities (Punctuality And Attendance) (Max Points 10)

Calendar Year	Total No. Of Working Days	Availed Leave Details			Permission	Total Leave Availed	Attendance Percent %	Points earned
		CL	EL	ML				

%	Points
80 and Above	10
Below 80	0

C. Contribution to Polytechnic (Max Points 20)

S. No.	Particulars	SupportingDocument Index No

ACITIVITIES	
Board Exam Work (Both Theory & Practical)	**2 Points / Semester**
E Attendance Work for all departments	
Flex and posters	

D. Contribution to Admission (Max Points 20)

S. No.	Particulars	SupportingDocument Index No

ACITIVITIES	
School visit & Phone calls to school students	**2 Points / Activity**
No. of students admitted 2 points/student	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Result Summary

S. No.	Year	Activity	Credit Point	Criteria/Level of Performance	Enclosure No.	Remarks
		ACR				
		ACR				
		ACR				
		ACR				
	Average Weightage out of 10 Points					

Date : ………………………   **Signature of Staff**

SECTION B

Observations, Recommendation and Suggestions of Head of the Department

Name	
Designation/Position	
Department/Office	
Appraisal Period	

Observations:

……
……
……

Recommendations/Remedial Measures suggested:

……
……
……

Date : ………………………   SEAL   **Signature of the Head of the Department**

APPRAISAL FORM - NON-TEACHING
Accomplishments of position duties, tasks and responsibilities
2022-2023

Name	
Designation	
Department	
Academic Year	

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Recommendations / Approval of Principal

Date : ……………………   SEAL   **Signature of the Principal**

S.NO	Criteria	Max Credit points	Parameters	Points	Points earned
1.	**A. Major duties and responsibilities**	**40**	Department Work	**5 Points/ Semester**	
			Duly signed Lab Equipment Maintenance register		
			Duly signed Students Attendance register maintenance		
			Outgoing Student's Mark sheet & Biodata Maintenance		
			Library Xerox Incharge		
			Assist in other Programs in lab		
			Assist in AISHE, SMS,AICTE		
			Counseling		
			Itwing Digital posters, power point presentation		
			SUBMISSION AT THE **End of every month -5 points**		
			End of the semester -3 points		
			Not submitted -0 point		
2.	**B. Regularities** **(Punctuality And Attendance)**	**10**	**%**	**Points**	
			80 and Above	10	
			Below 80	0	

3.	**C. Contribution to Polytechnic**	**20**	Board Exam Work (Both Theory & Practical)	**2 Points / Semester**	
			E Attendance Work for all departments		
			Flex and posters		
4.	**D. Contribution to Admission**	**20**	School visit & Phone calls to school students	**2 Points / Activity**	
			No. of students admitted – 5 2points/student		
5.	**E. ACR at Institute level**	**10**	ACR is a confidential report by the Principal with Max credit points of 10 on the individual Faculty based on the A,B,C &D activities. **10 Point scale of A, B, C, and D points.** E = $(10/40*A + B + 10/20*C + 10/20*D)/4$		
6.	**Total**	**100**		**100**	