

MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHAR 152116

PERFORMANCE APPRAISAL FORM FOR TEACHING STAFF

Name of the Faculty	:-
Position Title	:-
Date of Entry into Service	:-
No. of Years in Service	:-
Qualification	:-
Class to be taught	:-

TO BE FILLED BY THE HEAD

I. PROFESSIONAL COMPETENCE

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	You possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

SR. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					

DECLARATION

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teaching staff

Countersigned by the Head of the Institution

MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHAR 152116

PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF

Name of the Faculty	:-
Position Title	:-
Date of Entry into Service	:-
No. of Years in Service	:-
Qualification	:-
Class to be taught	:-

TO BE FILLED BY THE HEAD

II. PROFESSIONAL COMPETENCE

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	You possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

SR. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

SR.No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					

DECLARATION

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teaching staff

Countersigned by the Head of the Institution

