



Swami Swatantranand Memorial College, Dinanagar
(Affiliated to G.N.D.U Amritsar | Accredited with 'A' Grade by NAAC)

PERFORMANCE APPRAISAL FORM (NON-TEACHING STAFF)

Session: 2022-23

1. Name

2. Designation

3. Department/
Section

4. Date of joining

5. Qualification.....

6. Detailed list of your Roles & Responsibilities in the Present Post.

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7. What are your strength(things you do well) and how do you put them to use in your position?

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8. Participation in Examination Duties:

Examination	Duty Performed

9. Have you attended any online Webinar/Workshop/Conference /training during session?

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10. What would help you enhance your performance(training, equipment, etc)?

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11. Added Contributions to the Institute

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Monitoring or supervising the following may be added to the list of additional responsibilities.

- Classrooms and Labs Maintenance
- Safety check/Measures
- Checking the water resources
- Cleanliness of the surroundings
- Washrooms Maintenance

(Signature)

TO BE FILLED BY THE COMMITTEE

OVERALL RATING PERFORMANCE:

The overall performance of a teacher during an academic year is reflected through a single index termed as "Faculty Performance Index (FPI)" which is based on a 5-point grade system as given below:

Grade Description Grade Point

A Excellent 5

B Very Good 4

C Good 3

D Fair 2

E Below Average 1

Appraisal Category	Remarks
Knowledge of rules, regulation and Procedure	
Ability to organize work and carry it out	
Ability and willingness to take up additional load in times of exigencies	
Ability to learn new duties	
Ability to maintain Files/Records	
Accuracy & Speed of work	
Completion of work on schedule	
Execution of work with team spirit	
Regularity	
Punctuality	

**Signature
(Convener of Committee)**