

### 6.3.5 Performance Appraisal of Non-Teaching Staff

1. Blank Performance Appraisal Form
2. Filled Performance Appraisal Form



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE's

## COLLEGE OF ENGINEERING, PANDHARPUR

P.B. No. 54, Gopalpur -Ranjani Road, Gopalpur, Tal.- Pandharpur- 413 304,Dist.- Solapur (Maharashtra)

Tel.: 02186-216063, 9503103757, E-mail : [coe@sveri.ac.in](mailto:coe@sveri.ac.in), Website: [www.sveri.ac.in](http://www.sveri.ac.in)

(Approved by A.I.C.T.E., New Delhi and affiliated to PAH Solapur University, Solapur)

NBA Accredited all Eligible UG Programmes and , NAAC, Accredited Institute,

Accredited by the Institute of Engineers (India), Kolkata and TCS, Pune ISO 9001-2015 Certified Institute



ISO 9001:2015

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Date:

## ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

### PART-A

(To be filled by Staff Member)

Academic Year: 2020-2021

1. Name	
2. Date of joining	
3. Designation	
4. Department/Section	
5. Pay Band	Rs.
6. Grade Pay	Rs.
7. Academic/Technical Qualification	
8. Details of Educational courses being pursued	
9. Details of the present duties	

Date:

Signature of the staff member

**PART-B**  
(To be filled by Reporting Officer)

Name :							
Designation :				Pay Band : Rs.			
Date of Appointment :				Grade Pay : Rs.			
Department/Section :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>1 PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of emergency							
1.4 Creativity and innovation							
1.5 Ability to learn new skills							
<b>2. PERFORMANCE</b>							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
TOTAL POINTS : /150							

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any significant contribution made by the Employee :						
6. Special remarks if any of the Reporting Officer :						
Date :				Signature of the Reporting Officer		
7. Remarks if any of Reviewing officer :						
Date :				Signature of Reviewing Officer		

<b>* COMPUTATION OF OVERALL EVALUATION</b>	<b>Points</b>	<b>Percentage of Points</b>
<b>Outstanding</b>	142 to 150	95 to 100
<b>Excellent</b>	135 to 141	90 to 94
<b>Very Good</b>	120 to 134	80 to 89
<b>Good</b>	90 to 119	60 to 79
<b>Satisfactory</b>	75 to 89	50 to 59
<b>Marginal</b>	60 to 74	40 to 49
<b>Poor</b>	30 to 59	20 to 39
<b>Total Points 150</b>		



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ISO 9001:2015



Date:

### ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

#### PART-A

(To be filled by Staff Member)

Academic Year: 2019-2020

1. Name	Rokade Sidheshwar Ganjerao
2. Date of joining	19-6-2019
3. Designation	Peon
4. Department/Section	Electrical Engineering
5. Pay Band	Rs. 4440-7440
6. Grade Pay	Rs. 1300
7. Academic/Technical Qualification	SSC
8. Details of Educational courses being pursued	
9. Details of the present duties	1) Monitoring of Sanitation Process of drinking water. 2) Printing & xerox availability. 3) Opening & closing of department. 4) Bringing departmental stationary & other material from store.

Date:

S. S. R  
Signature of the staff member

**PART-B**

(To be filled by Reporting Officer)

Name : <u>Rokade Sidheshwar Sarjerao</u>							
Designation : <u>Peon</u>				Pay Band : Rs. <u>4440-7440</u>			
Date of Appointment : <u>19-06-2019</u>				Grade Pay : Rs. <u>1300</u>			
Department/Section : <u>Electrical Engg.</u>							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>1 PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure				✓			
1.2 Ability to organize work and carry it out				✓			
1.3 Ability and willingness to take up additional load in times of emergency			✓				
1.4 Creativity and innovation					✓		
1.5 Ability to learn new skills					✓		
<b>2. PERFORMANCE</b>							
2.1 Maintenance of Files/Records					✓		
2.2 Accuracy & Speed of work					✓		
2.3 Neatness & tidiness of work					✓		
2.4 Completion of work on schedule					✓		
2.5 Diligence and sense of responsibility				✓			

$$8 + 18 + 30 = 56$$



3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance	✓						
3.2 Punctuality	✓						
3.3 Discipline			✓				
3.4 Interaction with colleagues			✓				
3.5 Integrity and behavior			✓				
TOTAL POINTS : $56 + 20 + 24 = 100 / 150 = 66.67$							

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
			✓			
5. Any significant contribution made by the Employee : <u>                    </u>						
6. Special remarks if any of the Reporting Officer :						
Date :				Signature of the Reporting Officer <u>Damboli</u> <b>HEAD</b> <b>Dept. of Electrical Engg.</b> <b>C.O.E. Pandharpur.</b>		
7. Remarks if any of Reviewing officer : <u>Good</u>				Signature of Reviewing Officer <u>B. Pange</u> <b>PRINCIPAL,</b> <b>College of Engineering,</b> <b>PANDHARPUR</b>		
Date :						



* COMPUTATION OF OVERALL EVALUATION	Points	Percentage of Points
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Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
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Poor	30 to 59	20 to 39
Total Points 150		

HEAD  
Dept of Electrical Engg  
C.O.E. Pandharpur