

OFFICE OF THE PRINCIPAL
SOUTH EAST MANIPUR COLLEGE, KOMLATHABI

NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

ASSESSMENT REPORT

FOR PERIOD _____ TO _____
 (To be filled by the Head of Department)

Name _____

Designation _____

Department / Section _____

College _____ **SOUTH EAST MANIPUR COLLEGE, KOMLATHABI**

SL. NO.	ATTRIBUTES	OUTSTANDING	VERY GOOD	GOOD	AVERAGE	BELOW AVERAGE
JOB KNOWLEDGE AND SKILLS						
1	Demonstrates an understanding of job duties and responsibilities					
	Possesses the knowledge required to perform the job effectively.					
	Knowledge of rules, regulation and procedure					
	Formulates solutions effectively within the scope of the job					
	Ability and willingness to take up additional load in times of exigencies					
	Ability to learn and perform new duties					
	Formulates solutions effectively within the scope of the job					

SL. NO.	ATTRIBUTES	OUTSTANDING	VERY GOOD	GOOD	AVERAGE	BELOW AVERAGE
2	PERFORMANCE / QUALITY OF WORK					
	Maintenance of Files/Records					
	Accuracy & Speed of work					
	Neatness & tidiness of work					
	Completion of work on schedule					
	Execution of work with team spirit					
	Diligence and sense of responsibility					
3	PERSONAL CHARACTERISTICS					
	Attendance					
	Punctuality					
	Discipline					
	Integrity and behaviour					
	Cooperation with colleagues					
	Mutual motivation with colleagues					
Interaction with Students						

Any Other Remarks:

Signature of the Head: _____

Date: _____

Name: _____

Place: _____

Designation: _____

Declaration

I have read the appraisal of the employee and **agree / do not agree** to the assessment.

Date: _____

Signature of the Principal: _____

Place: _____

Any Remarks: