



SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA
NON-TEACHING APPRAISAL FORM

Appraisal period: 1st July to 30th June

GUIDELINES:

- The information provided should be accurate and clear. Additional information, if any, may be provided in a separate sheet.
- The Staff must read the **Performance Appraisal Form** carefully before filling it.

SECTION -A: PERSONAL INFORMATION

Name	
Employee ID	
Date of Birth	
Designation	
Department	
Date of Joining (SRMUH)	
Experience	Total Experience.....Years.....Months SRMUH.....Years.....Months
Salary	Gross Salary:

SECTION B: ASSESSMENT/SELF APPRAISAL

(Write in Bullet points, work done, achievements and initiative taken-up in the appraisal period)

• Work done:

• Achievements:

• Initiative take-up:

- Use extra sheet, if required.

Date:

(Name & Signature of the Staff)

D. V. Singh

OR

K. Anandya

GENERAL INSRUCTIONS:

- (i) The Officer writing/reviewing the report is expected to be honest in expressing opinion.
- (ii) The reporting officer should mention specifically if , during the year under the report, that he/she had on any occasion counselled or admonished the official concerned for any lapse committed by him/her in the performance of his official duties.

SECTION C: ASSESSMENT (100)

Sl. No.	TRAIT	GRADING					Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		A (17-20)	B (13-16)	C (9-12)	D (5-8)	E (0-4)			
1	Attendance, Punctuality Discipline	Very Regular, Punctual & Exceptionally discipline	Regular & Discipline	Reasonably Regular & Adequate	Just punctual	Not punctual. Poor leave record			
2	Proactive & Efficiency	Excellent , very efficient and accurate	In good measure, reasonably efficient & accurate	Adequate	Just Ok	Lacking			
3	Knowledge, understanding, procedure & regulation of Univ. in general	Exceptional & clear Grasp	Intelligent & Grasp points correctly and quickly	Shows adequate grasp	Just Ok	Lacking			
4	Team work	Exceptionally loyal and willing worker	Quick, Obedient & Cooperative	Just adequate	Just Ok	Lacking			
5	Trustworthy in handling secret papers	Of a high order	In good measure	Adequate	Just Ok	Not very satisfactory. In the habit of loose talk			
TOTAL									

(Range: Excellent: 85-100; Good: 65-84; Average: 45-64; Poor: Below: 45)

NOTE: Any other information which is not covered in the form and you feel that is important for your appraisal. (Attach separate sheet).

[FOR OFFICIAL USE ONLY]

HR Section:

Date:

(HR Department)

D.V.S. in

Mr. K. Anandya 2

Recommendation of Appraisal Committee

[Empty rounded rectangular box for the Appraisal Committee's recommendation]

Date:

(Signature)

[Empty rounded rectangular box for the signature]

(Vice Chancellor)

Dr. D. V. Singh

K. K. K. K.