



Avinashilingam Institute for Home Science and Higher Education for Women
 (Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
 Re-accredited with 'A+' Grade by NAAC. Recognised by UGC under Section 12B
 Coimbatore - 641 043, Tamil Nadu, India

PERFORMANCE APPRAISAL & EVALUATION

(For Non-Academic & Administrative Staff Members)

GROUP - A

(Report for the period Ending-----)

(To be filled by Deputy Registrar/Asst.Registrar/Public Relations
 Officer/Asst.Fin.Officer/Asst.Controller of Examinations/Civil Engineer/Asst.Librarian/Asst.
 Director of Physical Education/Information Scientist/Sr.Tech.Asst/System Administrator)

The Reporting Officer should indicate the performance as per revised guide-lines of MHRD/DOPT for justification and Evaluation of staff performance.

Part-I

PERSONAL DATA

1. Name of Staff in :
Block Letters
2. Designation & Scale of pay :
3. Department/Section attached :
4. Whether Official belongs to :
SC/ST category
5. Academic/Technical qualification :
6. Date of Birth :
7. Date of Appointment :
8. Appointment is temporary/ :
Substantiated
9. Date of eligibility for promotion :
10. Period of Report : (From.....To) :
11. Does the Staff regular in :
Attendance
12. Promptness in disposal of work :

13. Period of absence from duty :
(Leave and On-duty)

14. Permanent address & Mobile No. :

15. Transfers to other Sec./Dept.If any :

Part-II
SELF APPRAISAL

(To be filled by the Officer Reported upon)

1. Does the Officer sincere & responsible in official work? : YES/NO
2. Is the officer courteous & helpful to students : YES/NO
3. Knowledge of officer in Job : YES/NO
4. Does the Officer is innovation in work? :
(pl. give brief report of innovation)
5. Aptitude of officer knowledge in domain area :
6. Brief description of Duty, Objective & achievements :
7. Does the Officer has attended any training programme to improve Technical competence :-
8. If yes, pl. provide the details of performance of Officer after training: :
9. The Interpersonal Relationship of Staff [pl.tick ()] : Good Average below Average
10. Supervisory ability :
11. Performance Grading Level : (Outstanding/ Very Good/Good/Poor)
12. Any other qualitative Report on the Officer :

Remarks of the Reviewing Officer

1. Length of service under the
Reviewing officer :

2. Is the reviewing officer satisfied
that the Reporting Officer has
made his /her report with due care
and attention and after taking into
account all the relevant material ? :

3. Do you agree with the assessment
of the officer given by the Reporting
Officer?(In case of disagreement , please
Specify the reasons).
Is there anything you wish to modify or
add? :

4. General remarks with specific comments
about the remarks given by the Reporting
Officer and remarks about the meritorious
work of the Officer including the grading: :

- 5.Has the Officer any special characteristics,
and/or any abilities which would justify
his/her selection for special assignment or/
out –of –turn promotion and is so,pl. specify? :

REPORTING AUTHORITY
(with office seal)

COUNTER SIGNING AUTHORITY
(with office seal)

REGISTRAR



PERFORMANCE APPRAISAL & EVALUATION

(For Non-Academic & Administrative Staff Members)

GROUP - B

(Report for the period Ending-----)

(Section Officer/Assistant/Personal Assistant/Sr.Tech.Assistant/ Statistical Asst)

The Reporting Officer should indicate the performance as per revised guide-lines of MHRD/DOPT for justification and Evaluation of staff performance.

Part I

PERSONAL DATA

1. Name of staff in :
Block Letters
2. Designation & Scale of pay :
3. Department/Section attached :
4. Whether Official belongs to :
SC/ST category
5. Academic/Technical qualification :
6. Date of Birth :
7. Period of Report : (From.....To)
8. Does the Staff regular in :
Attendance
9. Promptness in disposal of work :
10. Period of absence from duty :
(Leave and On-duty)

Part II

SELF APPRAISAL

(To be filled by the Officer Reported upon)

1. Does the Officer sincere & responsible in official work? : YES/NO
2. Knowledge of officer in Job : YES/NO
3. Does the Officer is innovation in work? (pl. give brief report of innovation) :
4. Aptitude of officer knowledge in domain area :
5. Brief description of Duty, Objective & achievements :
6. Does the Officer has attended any training programme to improve Technical competence :-
7. The Interpersonal Relationship of Staff [pl.tick ()] : Good Average below Average
8. supervisory ability :
9. Performance Grading Level : (Outstanding/ Very Good/Good/Poor)
10. Any other qualitative Report on the Officer :

REPORTING AUTHORITY
(with office seal)

COUNTER SIGNING AUTHORITY
(with office seal)

REGISTRAR



PERFORMANCE APPRAISAL & EVALUATION

(For Non-Academic & Administrative Staff Members)

GROUP - C

(Report for the period Ending -----)

(UDC/LDC/Stenographer/Lib Assistant/Lib Attendant/Lab.Tech/Lab Assistant/Electrician/Driver/Artist cum Photographer /Film Operator/Lib.Asst/RC/OA/Gardener/Waterman/Watchman/Sweeper/Scavenger)

The Reporting Officer should indicate the performance as per revised guide-lines of MHRD/DOPT for justification and Evaluation of staff performance.

PERSONAL DATA

1. Name of staff in :
Block Letters
2. Designation & Scale of pay :
3. Whether Official belongs to :
SC/ST category
4. Date of Birth :
5. Date of Appointment :
6. Does the Staff regular in :
Attendance
7. Promptness in disposal of work :
8. Period of absence from duty :
(Leave and On-duty)
9. Does the Officer is innovation in work? :
(pl. give brief report of innovation)
10. The Interpersonal Relationship : Good Average below Average
of Staff [pl.tick ()]
11. Performance Grading Level : (Outstanding/ Very Good/Good/Poor)
12. Any other qualitative Report on the Officer :

REPORTING AUTHORITY
(with office seal)

COUNTER SIGNING AUTHORITY
(with office seal)