



Geethanjali College of Engineering and Technology (Autonomous)

Accredited by NAAC with A⁺ Grade; B.Tech. CSE, EEE, ECE accredited by NBA

Sy. No: 33 & 34, Cheeryal (V), Keesara (M), Medchal District, Telangana – 501301

PERFORMANCE APPRAISAL OF OFFICE/ADMIN/ LAB ASSISTANTS

Date:

Name:

Dept.:

Designation:

Reporting Period: AY-2024-25

PART (A)

I)	JOB KNOWLEDGE/SKILLS	Marks		Remarks
		Maximum	Awarded	Guidelines for award of marks [(Typical characteristics of appraisee securing max marks (M)/Least marks (L)]
1.	Basic Computer Skills with applications such as MS Word, MS Excel etc.	15		
2.	Correct English usage, grammar, spelling, Punctuation and good vocabulary	10		
3.	Awareness of General Office systems, procedures	5		
4.	Awareness of policies, rules of AICTE, JNTUH, TSCHE, DoTE, NBA, NAAC, bearing on college functions	5		
II)	Productivity and efficiency	15		M:- Exceptionally fast work, work is completed ahead of scheduled deadlines. L:- Unable to meet deadlines, detailed instructions needed.
III)	Quality of work	10		M:- Work is consistently thorough, produces work of highest quality and shows care in its preparation.
	Total of Part (A)	60	-	
PART (B)				
1.	Initiative	5		M:-Continually uses own initiative, takes action with a minimum of direction, often suggests new ways to do things; is creative. L:- Lacks self-confidence, displays little drive.

2	Attendance	5		M:- Very prompt; regular in attendance, takes prior permission for leave; very few spells of absence, No LOP leaves. L: Excessive absenteeism, and very irregular
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3	Geethanjali College of Engineering and Technology (Autonomous) Accredited by NAAC with A ⁺ Grade; B.Tech. CSE, EEE, ECE accredited by NBA Sy. No: 33 & 34, Cheeryal (V), Keesara (M), Medchal District, Telangana			M:- shows willingness to provide good services to students/faculty/staff and the Public
4	Accountability/ Confidentiality	5		M:- Takes ownership of his/her job duties and holds himself/herself accountable. Maintains confidentiality as the job requires.
5	Flexibility	5		M: Demonstrates ability to adjust to changing job requirements or other unforeseen circumstances.
6	Team work, Collaboration, and Interpersonal skills (Relationship with people)	5		M:- Works effectively with others to accomplish common goals and objectives. Extremely polite, tactful in dealing with public and fellow staff members. L:- Troublesome, blunt, uncooperative, discourteous and often antagonises people he/she comes in contact with.
7	Conduct, discipline and integrity	5		M:- Exhibits honesty and high ethical standards in the performance of his/her job duties. Highly disciplined, respects authority, complies with rules. L:- Indisciplined, impertinent, violates rules, doubtful integrity
8	Professional development	5		M:- Seeks and engages in learning opportunities to improve his/her personal growth and enhance his/her job capabilities.

Total Marks awarded (Part A + Part B) :

Recommendation:

1. Annual Increment:

Recommended/Not recommended

2. Promotion (if eligible as per norms):

Recommended/Not recommended

3. Any other Remarks:

Signature of Reporting officer

Remarks of reviewing officer

Signature of Reviewing officer

PERFORMANCE APPRAISAL OF OFFICE/ADMIN/ LIBRARY ASSISTANTS

Date:

Name:

Dept.:

Designation:

Reporting Period: AY-2022-23

PART (A)

I)	JOB KNOWLEDGE/SKILLS	Marks		Remarks
		Maximum	Awarded	Guidelines for award of marks [(Typical characteristics of appraisee securing max marks (M)/Least marks (L)]
1.	Basic Computer Skills with applications such as MS Word, MS Excel etc.	15		
2.	Correct English usage, grammar, spelling, Punctuation and good vocabulary	10		
3.	Awareness of General Office systems, procedures	5		
4.	Awareness of policies, rules of AICTE, JNTUH, TSCHE, DoTE, NBA, NAAC, bearing on college functions	5		
II)	Productivity and efficiency	15		M:- Exceptionally fast work, work is completed ahead of scheduled deadlines. L:- Unable to meet deadlines, detailed instructions needed.
III)	Quality of work	10		M:- Work is consistently thorough, produces work of highest quality and shows care in its preparation.
	Total of Part (A)	60	-	
PART (B)				
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2	Attendance	5		M:- Very prompt; regular in attendance, takes prior permission for leave; very few spells of absence, No LOP leaves. L: Excessive absenteeism, and very irregular
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3	Service	5		M:- shows willingness to provide good service to students/faculty/staff and the Public.
4	Accountability/ Confidentiality	5		M:- Takes ownership of his/her job duties and holds himself/herself accountable. Maintains confidentiality as the job requires.
5	Flexibility	5		M: Demonstrates ability to adjust to changing job requirements or other unforeseen circumstances.
6	Team work, Collaboration, and Interpersonal skills (Relationship with people)	5		M:- Works effectively with others to accomplish common goals and objectives. Extremely polite, tactful in dealing with public and fellow staff members. L:- Troublesome, blunt, uncooperative, discourteous and often antagonises people he/she comes in contact with.
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PERFORMANCE APPRAISAL OF OFFICE/ADMIN/ LIBRARY ASSISTANTS

Date:

Name:

Dept.:

Designation:

Reporting Period: AY-2021-22

PART (A)

I)	JOB KNOWLEDGE/SKILLS	Marks		Remarks
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