



Ideal Institute of Engineering, Kalyani
PROFORMA FOR APPRAISAL FORM
(For Non-Teaching Staff)

A. Self assessment of the candidate (to be filled by the Candidate)

1. Name :
 2. Designation & Department :
 3. Present Scale of Pay :
 4.
 - a) Date of Birth :
 - b) Date of joining in the institute :
 - b) Designation at the time of first joining in the institute :
 - c) Basic salary at the time of joining :
 5. Dates and Salary of last Increment / promotion (if any) :
 - a)
 - b)
 6. Detail of additional qualifications :
- 7. Participation in programs (7 points max.)**
- i)* Skill Upgradation Programme – 3 per participation
 - ii)* Organization of In-house Skill upgradation Programme - 5 point
 - iii)* Participation in In-house Skill upgradation Programme-2 point



Employee Self Assessment

To be completed by employee:

Work Performance (Briefly list your main duties and accomplishments during the appraisal period.)

Student Service :

Initiative/Productivity (List important accomplishments during the appraisal period.)

**** Involvement / Belongingness in the admission procedure –(2 per point , 8 points Max.)**
(to be decided by principal on the basis of following attributes)

- a) Innovativeness in publicity.
- b) Participation in Counselling.
- c) Student interaction.
- d) Admission from Direct contact

**** Administrative responsibilities (5 point)**

[Please tick (✓) the appropriate box]
(**Feedback to be given by HOD**)

		Average	Satisfactory	Outstanding
9 i.	Participation in the Anti ragging activity :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 ii.	Involvement in the other committees :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 iii.	Involvement in students extra-curricular activity :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 iv.	Thrust for further knowledge :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 v.	Administrative control :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork & Interpersonal Skill

Goals for the next appraisal year

Attendance/Reliability (Describe your attendance during the appraisal period.)



**** REPORT of Hr Department:**

TYPES OF LEAVES AVAILED ON (NUMBERS ONLY): - TO DULY SIGNED BY THE LEAVE MAINTENANCE AUTHORITY

SL	NATURE OF LEAVE AVAILED	NO. OF DAYS LEAVE GRANTED	WITH PAY	WITHOUT PAY
1	CASUAL LEAVE			
2	EARNED LEAVE			
3	SICK LEAVE			
4	MATERNITY LEAVE			

ATTENDANCE (N) \geq 90% - 5 Points

90% $>$ N \geq 85% - 4 Points

85% $>$ N \geq 80% - 3 Points

80% $>$ N \geq 75% - 2 Points

75% $>$ N \geq 70% - 1 Points

**** Disciplinary Action, If any:**

- * Details of Show cause Notice served:
- * Details of the Charge Sheet served:
- * Details of warning:

**** No. of days came late to resume duty:**

- * No. of days Casual Leave deducted towards punitive measure:
- * Last year annual increment granted/not granted:
- * Whether any letter of poor performance issued or not?

Date:

(Signature of the Candidate)

NOTE: All points are important. None of the points should be kept blank either it should be filled with required data or write N.A / Nil.



REPORT OF PRINCIPAL/CEO (Confidential)

Date:

Signature: