

ISO 9001:2008 CERTIFIED
NAAC ACCREDITED WITH 'A' GRADE

QF-029

PERFORMANCE APPRAISAL OF TEACHING STAFF

NAME:	G ITEMS DURING THE WORKSHOPS ETC A SIA DATE FÜNDI	TOTAL T E LAST ACADEM ATTENDED: PLACE ING AGENCY	EACHING EXPE	_ DATE OF APPRI	AISAL:
PROVIDE DETAILS ON THE FOLLOWING SEMINAR, CONFRENCES, SYMPOSIA NAME OF SEMINAR, CONFRENCES, SYMPO NORKSHOPS RESEARCH PROJECTS CARRIED OUT TITLE OF PROJECT S. INNOVATION/CONTRIBUTION IN TE	S ITEMS DURING THE WORKSHOPS ETC A SIA DATE FÜNDI	E LAST ACADEM ATTENDED: PLACE	IC SESSION:	PAPER PRESENTE PARTICIPATION	D/ RESOURCE PERSO
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4. EXTENSION WORK/ COMMUNITY S					
NAME OF COMMUNITY / EXTENSIONWOR	K R	OLE PLAYED			
5. QUALIFICATION IMPROVED/ REFRE	SHER COURSE:				
6. PUBLICATIONS:					
7 .SKILL ASSESMENT:					

KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	<i>P.A.</i>	
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision		
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities		·
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.		
· · · · · · · · · · · · · · · · · · ·	Behavior & personality	Soft-spoken, well mannered & supportive. Ability to lead in different situations with fare degree of confidence & grace.		<u> </u>

INTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking	
SKILLS		Able to deliver clear, brief, concise & effective written message to	· · · · · · · · · · · · · · · · ·
	Written	l	
	communication	others (supervisors, colleagues & others)	
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	
	Responsibility	Understand duties, accepts responsibility readily	
MANAGERIAL	Discipline	Able to control, direct & discipline the students	
SKILLS	Leadership	Understand unity of purpose & is able to lead when required	
	Energy and determination	Energises his/her team to go extra miles	
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals	
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations	
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	
	Quality awareness	Quality conscious & able to do quality work	
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	
TEACHING PROFICIENCIES	Computer skills	Able to handle computers for professional & academic activities	
ROFICIENCIES	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	

Suggestions for Self Improvement

Signature of the Employee

General Remarks/ Suggestions for Improvement (By The HOD)

Signature of The HOD

General Remarks/ Suggestions for Improvement (By The Principal)

Whether fit for Reappointment/ Taking in Regular/ Temporary Services/Promotions /Percent Increment

Signature of the Principal

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)

Signature of The Joint Director/ The Director



ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF

1.	Name of the Officer/Official	
2.	Designation	
3.	Date of Birth	
4.	•	***************************************
5.		
6.		
7.	•	Date of Assessment
_	ASSESS	MENT
I.	JOB KNOWLEDGE (knowledge of duties and respo	
	Poor understanding of job	☐ Able to learn new aspects of job
	Unable to complete the job	☐ Understands all phases of his work
	☐ Lacks knowledge of some phases of work	☐ Has completely mastered the assigned job
	Others (Pl. describe)	
П	QUALITY WORK (correctness, completeness, and a	occuracy of work duties performed)
	☐ Careless; makes recurrent errors	☐ Requires minimum of supervision
	Poor working & drafting	☐ Impressive working & drafting
	☐ Final product often needs revision/correction	n Effective control over subordinates
	Others (Pl. describe)	
Ш	QUANTITY OF WORK (amount of work done duri	ng workday)
	Minimum requirements not met	☐ Produces consistently high volume of work
	☐ Volume of work generally unsatisfactory	☐ Attentive and prompt
	☐ Resists additional job responsibilities	Extremely productive and fast
	Others (Pl. describe)	
IV.	RESPONSIBILITY AND DEPENDABILITY (Willi	ngness to take on assignments and accountability)
	☐ Often fails to meet deadlines	Requires minimum of supervision
	☐ Does not accept responsibility	Usually takes care of tasks with promptness
	☐ Unreliable, requires close supervision	☐ Reliable & Seeks additional responsibility
	Others (Pl. describe)	
v.	ATTENDANCE AND PUNCTUALITY (conformity	to work hours)
	Frequently late	Usually present and on time
	☐ Absent often	☐ Disciplined & always dependable
	☐ Irregular	☐ Punctual
	Others (Pl. describe)	
VI.	INTERPERSONAL RELATIONS (networking & co	operation with fellow employees & superiors)
	Impolite; lacks understanding & responsibili	ty∏ Generally gets along with everyone
	☐ Sometimes rigid and defensive	☐ Inspiring others with job loyalty & helpfulness
	☐ Does not promote good working environme	nt Very cooperative & seeks guidance when neede
	Othorn (DI describe)	



Shows little inter			al job procedures)	
	est in current prac	tices relating to jo		ives constantly to achieve the
Dos not put in ef	forts		_	ules & Regulations
	ledge of the Rules			ge of Office procedures
Others (Pl. describe)				
VIII. PHYSICAL & MENT	TAL FITNESS			
Frequently tires &	ž is słow		☐ Energitic	
☐ Stressed & fatigu	ıe		☐ Excellent healt	h, no stress & fatigue
IX. SKILLS		, RA	TING	·
 Computer Skills (MS 	Off/Internet) Po	i oor □ Ave	rage 🔲 Good	☐ Excellent
Communication Skil		;	rage Good	□ Excellent
 Interpersonal Skills 	- □ Pc	<u> </u>	rage	☐ Excellent
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XI. Training courses if	any attended	************	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
XII. Overall Assessmen Unsatisfactory Performance	Below Avg. Performance	Average Performan	☐ Good ce Performa	· · · · · · · · · · · · · · · · · · ·
A. Additional Remarks	of Reviewing Au	thority	,	
			Signature of It	
			Signature of It	uitiating Officer/H.O.D ignation & department



MIER COLLEGE OF EDUCATION 19 ISO 9001:2008 CERTIFIED NAAC ACCREDITED WITH 'A' GRADE

PERFORMANCE APPRAISAL OF TEACHING STAFF

QF-029 198

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NAME: Dh.	Rohnika Shash	.QUALIFICATION	s: Ph.D.	DESIGNATION:	Associal	6 Pof 4 far
DEPTT:			17-04-2006	DATE OF APPR	Line and the second	
SUBJECTS TAU	Г Б Н Т:		TOTAL TEACHING EXPE	ERIENCE(IN YEARS):	
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	NFRENCES, SYMPOSIA					
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	conference	27/8/19	Amar Juster, New Dellin			
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3. INNOVATION/	CONTRIBUTION IN TE	ACHING (e.g. TEACHI	NG METHODS, EVALUATION METHOD	D. REMEDIAL TEACH	ING. STUDE	NT
COUNCELING ,LABO	RATOTY EXPERIMENTS etc.	.):	THE STREET, IN COLUMN SERVICE SERVICES			
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7 .SKILL ASSESMI		The state of the s		y kik pu	Shali	ass, Indi
Rate Sc	ale: 1Below Average	e, 2-Average 3- Good	, 4-V.Good & 5-Outstanding (G	ive Range on a 5	Point Sca	ile)
Key Skila/	SKILL/CAPABILITY.	SKIL	L/CAPABILITY CHARACTERIZATIO	N .	SEUF	APPRAISER
APABILITY AREA BEHAVIOURAL	ELEMENT Attitude	Friendi	y, Supportive, Positive & Professi	onal	RATING	RATING
SKILLS	Initiative	i de la vario	ompt & perform consistently with		1. 11	2 T (2 2 2
		Superior deputition	monitoring & supervision	r with the	3	4
	Commitment	Adherence to the	orinciples & quality specifications roles & responsibilities	to the assigned	4	4
	Innovation &		novel & new solutions to upscale		3	2
4.4	creativity	speed,	quality, quality & cost conscious	iess.	0	2

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Teaching skills Ability to teach effectively and manage students in the classroom according to set plan	
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	4
Research skills Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	2
Subject knowledge Keeps knowledge updated as per the requirements of teaching & training.	4
Needs to enhance professional stills to perform gives duties with best outcome for the mutual Signature General Remarks/ Suggestions for Improvement (By The HOD)	Polyta e of the Employee
Need trains in leadership and time management Sign	. 0
time management	nature of The HOL
General Remarks/ Suggestions for Improvement (By The Principal) by Colomba is a very good	1 Hachte
and knows her subject very well. She has been functioning as the Hi officiently. She needs to take better accountability of the staff and	nation than
Whather 6t for Personal Property Taking in Pegular/ Tamperary Services/Promotions/Percent Increment	a resulting
General Remarks/ Suggestions for Improvement (By The Joint Director) The Director)	ire of the Principa
her than buildry shills.	
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PRINCIPAL Signature of The Joint Dire	ctor/ The Directo
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ISO 9001:2008 CERTIFIED NAAC ACCREDITED WITH 'A' GRADE

PERFORMANCE APPRAISAL OF TEACHING STAFF

QF-029

NAME: Dr Bindu Dua QU	ALIFICATIO	NS: Ph.D.	DESIGNATION:	Ars H. Brifess
DEPTT: P. G. DATE OF	F JOINING:	03-08-2017	_ DATE OF APPI	RAISAL: 06:07-19
SUBJECTS TAUGHT: Philosophy,	Commine	A TOTAL TEACHING EXP	ERIENCE(IN YEARS	Palt - 114ec
PROVIDE DETAILS ON THE FOLLOWING ITEM	S DURING T	HE LAST ACADEMIC SESSION:	1 - 2 - 4	
1. SEMINAR, CONFRENCES, SYMPOSIA WORK	SHOPS ETC	ATTENDED:		
NAME OF SEMINAR ,CONFRENCES,SYMPOSIA WORKSHOPS	DATE	PLACE	PAPER PRESENT PARTICIPATION	ED/ RESOURCE PERSON,
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2. RESEARCH PROJECTS CARRIED OUT				
TITLE OF PROJECT	FUN	DING AGENCY	DURATION	STATUS
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3. INNOVATION/CONTRIBUTION IN TEACHIN COUNCELING, LABORATOTY EXPERIMENTS etc.):	<u>G (</u> e.g. <i>TEAC</i>	HING METHODS, EVALUATION METHO	D, REMEDIAL TEACH	ING, STUDENT
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Review of Research	1 Jou	rnal ISSN-2	249894	X
7 .SKILL ASSESMENT: Rate Scale: 1Below Average, 2-Ave	erage 3- Goo	od, 4-V.Good & 5-Outstanding (G	ive Range on a 5	Point Scale)
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KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	3	4
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision	3	H
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities	3	244
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.	3	4.

NTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking	3	4
SKILLS	Written communication	Able to deliver clear, brief, concise & effective written message to others (supervisors, colleagues & others)	3	4
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	3	4
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	3	4
	Responsibility	Understand duties, accepts responsibility readily	3	5
MANAGERIAL	Discipline	Able to control, direct & discipline the students	3	4
SKILLS	Leadership	Understand unity of purpose & is able to lead when required	3	4
	Energy and determination	Energises his/her team to go extra miles	3	4
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals	3	4
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations	3	4
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	3	4
5.11.25	Quality awareness	Quality conscious & able to do quality work	3	4
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	3	4
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	3	4
200	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	300	SH
TEACHING	Computer skills	Able to handle computers for professional & academic activities	3	4
PROFICIENCIES	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	3	4
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	3	4
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	3	3
ations	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	3	4.
	improven	- WELL DELLINGE HOUSEN FOR		he Employee
she has she has	Suggestions for Improvent Lated her Gro comp ap as a compine you	nent (By The HOD) She needs to build her con rod'mostly. Being dedicated and si's esponsible one for the job. Best duck	nfiden meere	ce as employ

the COE of its which the is getting accentanted with. It is suggested that the should Whether fit for Reappointment/ Taking in Regular/ Temporary Services/Promotions/Percent Increment

I reprove he reach output this year.

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)

with efficiency. I bor Birdu has also been given an additional responsibility with

Signature of The Joint Director The Director



MIER COLLEGE OF EDUCATION 19 Confundid ISO 9001:2008 CERTIFIED NAAC ACCREDITED WITH 'A' GRADE QF-029

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QF-029	Tie
n 2	100

	PERFORM	MANCE APPRAISAL OF TEACHING STAFF DVB- 25 D	8
NAME: DE	Momilia Bajag	E OF JOINING: 01.08.06 / 04.04.07 DATE OF APPRAISAL: 04.10	1501
SUBJECTS TAUG	SHT: Serene Conte	TOTAL TEACHING EXPERIENCE (IN YEARS): 14+	pers
		EMS DURING THE LAST ACADEMIC SESSION: DRKSHOPS ETC ATTENDED:	
NAME OF SEMINAR WORKSHOPS	CONFRENCES, SYMPOSIA	DATE PLACE PAPER PRESENTED/ RESOURCE P	
National den	~inc	28 April Lucknow (UP) Poper Previled /	September 19 Septe
	Confuence on,	29 th got MIER WHYER Paper Premeted	319
Buildy would	delan untitution		
2. RESEARCH PRO.	JECTS CARRIED OUT	2019	-
TITLE OF PROJECTA	Market Carlotte	FUNDING AGENCY DURATION STATUS	APRIL DE SE
		FORDITO AGENCY STATES	
			- 50
	The state of the s	The second secon	
		HING (e.g. TEACHING METHODS, EVALUATION METHOD, REMEDIAL TEACHING, STUDENT	
COUNCELING ,LABOR	RATOTY EXPERIMENTS etc.):	A TO THE PROPERTY OF THE PROPE	
- Coperelle	or tearing	de cel as evaluation technique.	
- Online	aujos introd	duce as evaluation technique.	
		the state of the s	
4 EVTENCION W	DRY / COMMANDATY CERV	HCT/COCUPDICIU AD ACTIVITICA	2005
		/ICE/COCURRICULAR ACTIVITIES: ROLE-PLAYED	Sin Christ
The state of the s	my Anzune		
propoun		convert britage, Environment Unit	-
Theres			-
5. QUALIFICATION	N IMPROVED/ REFRESHE	R COURSE:	-
the state of the s	Dec 2018 to 29		
Jan	me or recity		1 1 1 1 A
6. PUBLICATIONS			والمراجعة
4 Papers	and 2 bush	Chapter are published	
919005	2 BOSK	E Chapters are published.	
The second second			
7 CVIII ACCECNAE	ALT.		7 100
7 .SKILL ASSESME Rate Sca		Average 3- Good, 4-V.Good & 5-Outstanding (Give Range on a 5 Point Scale)	
May Sidile/	SKILL/CAPABILITY.	SEUT APPE	AISER
CAPABIETT AREA BEHAVIOURAL	ELEMENT Attitude	Friendly, Supportive, Positive & Professional	Me
SKILIS		9 9	(Physical
San ar Chice and The House	Initiative	Self initiator, prompt & perform consistently without constant	

APABIETTY AREA	ELEMENT		RATING	RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	4	4
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision	4	4
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities	5	4
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.	4	4

SKILLS	Verbal	Interpersonal Speaking, Hierarchical Communication, Etiquette &	4	1
	communication Written	Public Speaking Able to deliver clear, brief, concise & effective written message to	ч	U
113/10	communication	others (supervisors, colleagues & others)	1	7
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	4	4 700
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	5	·4
	Responsibility	Understand duties, accepts responsibility readily	5	4
ANACEDIAL	Discipline	Able to control, direct & discipline the students	5	4
MANAGERIAL SKILLS	Leadership	Understand unity of purpose & is able to lead when required	5	4
	Energy and determination	Energises his/her team to go extra miles	5	4
	Team-working and	Effective in team & committed to work together to accomplish the	4	4
3.00	developing others TARGET ORIENTED	Capability to achieve the desired targets & to meet up the management expectations	4	4
FUNCTIONAL	APPROACH Time management &	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	4	4
SKILLS	punctuality Quality awareness	Quality conscious & able to do quality work	4	4
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	5	4
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	4.	y.
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	5	4
TEACHING	Computer skills	Able to handle computers for professional & academic activities	5	4
PROFICIENCIES	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	y	4
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	5	4
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	41	3
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	4	4
gestions for Se	If Improvement	0 1 1 1 1 1		
	Need to fo	ur on Research Admities.		Keeper Standard
			Mou	July
		Sig	gnature of	the Employee
eneral Remarks/	Suggestions for Improve	ment (By The HOD)		
Needs	to get man	i muchand in day to day	X	- hiles
College	administral	me activities.	Signatu	re of The HOD
d	Suggestions for Improve	ment (By The Principal) Dr. Months Bajay is a	good	teacher
G.		the activities of the Eminamen	o unil	h effectiv
eneral Remarks/				
and has	Is to be more i	maked in the day to day luchary of	- the U	9 Deft 2
eneral Remarks/ whether fit for Re	Ly to be more in appointment/ Taking in F	regular/ Temporary Services/Promotions / Percent Increment	Signature o	of the Principal
eneral Remarks/ whether fit for Re	Ly to be more in appointment/ Taking in F	regular/ Temporary Services/Promotions / Percent Increment	Signature o	of the Principal
eneral Remarks/ She was Chether fit for Re eneral Remarks/ Dy He	Ly to be more in appointment/ Taking in F	regular/ Temporary Services/Promotions / Percent Increment	Signature o	of the Principal
eneral Remarks/ She was Chether fit for Re eneral Remarks/ Dy He	sappointment/ Taking in for Suggestions for Improve DD as desire	regular/ Temporary Services/Promotions / Percent Increment	Signature	of the Principal



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QF-029-A Rev-01

MIER COLLEGE OF EDUCATION

ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF Name of the Officer/Official Ms. Fesha. Shapma Designation Librarian Date of Birth 15-01-1986 Qualification M. Lib MBNINET Department in which serving 2-4-5ep. H Date of first appointment 16.07-2018 ASSESSMENT I. JOB KNOWLEDGE (knowledge of duties and responsibilities of position) Able to learn new aspects of job Poor understanding of job Understands all phases of his work ☐ Unable to complete the job ☐ Lacks knowledge of some phases of work ☐ Has completely mastered the assigned job Others (Pl. describe). II QUALITY WORK (correctness, completeness, and accuracy of work duties performed) Requires minimum of supervision Careless; makes recurrent errors Impressive working & drafting ☐ Poor working & drafting ☐ Final product often needs revision/correction ☐ Effective control over subordinates Others (Pl. describe) III. QUANTITY OF WORK (amount of work done during workday) ☐ Minimum requirements not met Produces consistently high volume of work Attentive and prompt ☐ Volume of work generally unsatisfactory ☐ Resists additional job responsibilities Extremely productive and fast Others (Pl. describe). IV. RESPONSIBILITY AND DEPENDABILITY (Willingness to take on assignments and accountability) Often fails to meet deadlines Requires minimum of supervision Usually takes care of tasks with promptness ☐ Does not accept responsibility Unreliable, requires close supervision Reliable & Seeks additional responsibility Others (Pl. describe). V. ATTENDANCE AND PUNCTUALITY (conformity to work hours) Usually present and on time Frequently late Disciplined & always dependable ☐ Absent often Punctual ☐ Irregular Others (Pl. describe)..... VI. INTERPERSONAL RELATIONS (networking & cooperation with fellow employees & superiors) ☐ Impolite; lacks understanding & responsibility ☐ Generally gets along with everyone Inspiring others with job loyalty & helpfulness ☐ Sometimes rigid and defensive Does not promote good working environment Very cooperative & seeks guidance when needed Others (Pl. describe).....



VII. KNOWLEDGE & INITIATIVE (awareness & execution of	f vital job procedures)
☐ Shows little interest in current practices relating to	o job Set goals & strives constantly to achieve the
☐ Dos not put in efforts	Works under Rules & Regulations
☐ Inadequate knowledge of the Rules & Regulation	
Others (Pl. describe)	
VIII. PHYSICAL & MENTAL FITNESS	A second of the second of
Frequently tires & is slow	Energitic Energitic
☐ Stressed & fatigue	Excellent health, no stress & fatigue
IX. SKILLS	RATING
■ Computer Skills (MS Off/Internet) □ Poor □	Average Good Excellent
	Average Good Excellent
	Average Good Excellent
X. Appreciation/ Advice if any	
	No. VII. Com. COMM VIII. St. 11
XI. Training courses if any attended	Cartification of State
XI. Training courses it any attended.	
	New classes (%, 1), Andrews sings [1]
XII. Overall Assessment	Show it with
Unsatisfactory Below Avg. Averag Performance Performance Perform	nance Performance Performance
A. Additional Remarks of Reviewing Authority She doingher duty with full dedication supporting shedows on lease also.	h taking care of Postilarous well and is a capacity. She has and is
Dated. [2]7[9]	Signature of Initiating Officer/H.O.D with name, designation & department
B. Remarks of Accepting Authority. Ske is a consider and manage the 19 Dept	ledicated and diligent
Dated	Signature of Principal
	Signature of Principal
	PRINCIPAL PRINCI



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MIER COLLEGE OF EDUCATION

ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF

TAI II TOTAL DIA CONTROL OF THE O	* THE TREATMENT OF THE T
1. Name of the Officer/Official Ms. Rohim	i Shasme
2. Designation If Computes	ab:
3. Date of Birth 28 05 198	E) / MEA/B-EL
4. Qualification M. S. Completti	(C) / MEAT B-EL
5. Department in which serving.	duge of call
	1) /of-09-09 (Rog)
7. Date of appointment at the present post	
Assess	MENT
I. JOB KNOWLEDGE (knowledge of duties and respo	
,	Able to learn new aspects of job
☐ Unable to complete the job	Understands all phases of his work
☐ Lacks knowledge of some phases of work	☐ Has completely mastered the assigned job
Others (Pl. describe)	·,
II QUALITY WORK (correctness, completeness, and a	accuracy of work duties performed)
☐ Careless; makes recurrent errors	☐ Requires minimum of supervision
□ Poor working & drafting	☐ Impressive working & drafting
☐ Final product often needs revision/correction	n Effective control over subordinates
Others (Pl. describe)	Braddynga Deesel 37. 'a
III. QUANTITY OF WORK (amount of work done duri	ng workday)
☐ Minimum requirements not met	☐ Produces consistently high volume of work
☐ Volume of work generally unsatisfactory	Attentive and prompt
☐ Resists additional job responsibilities	☐ Extremely productive and fast
Others (Pl. describe)	
IV. RESPONSIBILITY AND DEPENDABILITY (Willi	ngness to take on assignments and accountability)
Often fails to meet deadlines	Requires minimum of supervision
☐ Does not accept responsibility	Usually takes care of tasks with promptness
Unreliable, requires close supervision	☐ Reliable & Seeks additional responsibility
Others (Pl. describe)	
V. ATTENDANCE AND PUNCTUALITY (conformity	to work hours)
Frequently late	☐ Usually present and on time
☐ Absent often	☐ Disciplined & always dependable
☐ Irregular	☐ Punctual
VI. INTERPERSONAL RELATIONS (networking & co	
☐ Impolite; lacks understanding & responsibility	
Sometimes rigid and defensive	☐ Inspiring others with job loyalty & helpfulness
	ent Very cooperative & seeks guidance when neede
	and the state of t



		s constantly to achieve them		
Work	s under Rule	es & Regulations		
	☐ Good knowledge of Office procedures			
	7	a backer of		
Energ	gitic,			
Excel	lent health,	no stress & fatigue		
ATING				
verage [Good	Excellent		
-	Good	☐ Excellent		
	Good	☐ Excellent		
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Signat	ure of Initi	ating Officer/H.O.D		
with n	ame nesign	NCIPAL DEPARTMENT		
	13			
	031	W+ (S.C.)		
	2 III,			
	Si	gnature of Principal		
	job Set go Work Good Energy Excel ATING verage verage verage verage driving stormer	Good knowledge Good knowledge Energitic, Excellent health, ATING Good Goo		



MODEL INSTITUTE OF EDUCATION AND RESEARCH

ANNUAL PER	FORMANCE	REPORT OF CL.	ASS IV EMPLO	OVEES
1. Name of the Employee MS La	elita Dev	Date of I	Birth 0/-	08-1966
 Designation	711114U ATERES	Qualific	ation	
3. Department in which serving	01-9	Date of	first appointmen	16-10-99
4. Nature of Duties. A. Jels. (1)	hust Asses	Date of	Assessment0	06-07-2021
I. ATTENDANCE AND PUNCTUA				
Absent often			resent and on ti	
Frequently late			k Always deper	
☐ Irregular		Punctual		1.00 miles (1.00 m
Others (Pl. describe)				
II. PERSONALITY (Skill and Attitu	ide)			
☐ Low Skills & Low Attitude		☐ Low Skill	s & High Attitu	ide
☐ High Skills & Low Attitude		☐ High Skill	ls & High Attitu	ude
☐ Negative Attitude		Positive A	ttitude	
Others (Pl. describe)				
II. CONDUCT & BEHAVIOUR (ac	tions, thought	s and performanc	e)	
☐ Irresponsible		Honest		
□ Egocentric	Attentive			
☐ Short Tempered	Energetic & Enthusiastic			
☐ Slow Learner		Sense of R		
☐ Low Performer		Discipline	d	
Others (Pl. describe)			••••••	***************************************
V. PHYSICAL & MENTAL FITNESS				
Frequently tires & is slow		Energitic		
☐ Stressed & fatigue		☐ Excellent	health, no stress	s & fatigue
. SKILLS * (For those who are atleast 10	+2)	RATING		
 Computer Skills* (MS Off/Inter 	net) Poor	☐ Average	☐ Good	□ Excellent
 Communication Skills 	☐ Poor	☐ Average	☐ Good	□ Excellent
 Interpersonal Skills 	☐ Poor	☐ Average	☐ Good	☐ Excellent
eneral remarks, whether He / She is Mrs hality in a ded her dutie will her		ointment /taking i	n regular/ temp	orary service:
6 7 4				ting Officer/H.O.D ation & department
		OLLEGE	PRINCIPAL DE LA CONTRACTOR DE LA CONTRAC	nature of Director