



POORNIMA

COLLEGE OF ENGINEERING

E6

PERFORMANCE APPRAISAL FORMAT FOR OFFICER/ADMINISTRATIVE STAFF (FOR ODD SEMESTER 2022-23)

Name: _____ Designation: _____ Emp. ID: _____
Department: _____ Institute : _____

Self-Appraisal to be done by Officer / Admin Staff

S. No.	Details of your scope of work, responsibilities being carried out and significant contributions	Approx Engagement in hrs / week	Use of computers (Full / Partial / NIL)
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Officer / Administrative Staff with date

Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Intelligence	Extraordinarily proficient & resourceful & understands new & difficult matters ☐	Quite able to handle new & difficult matters ☐	Normally under stands a new situation after proper explanations & handles it if given all directions ☐	Proficiency & resourcefulness & understands only general matters ☐
Discipline	Exemplary conduct ☐	Observes the code of conduct ☐	Tries to follow the general code of conduct ☐	Indifferent to general code of conduct. ☐
Responsibility & Dependability Conscientiousness towards duty	Very conscientious & dependable in the performance of his/her job. Always ready to take responsibility ☐	Conscientious & steady worker. Has a good record of dependability ☐	Carries out his responsibility in a routine manner ☐	Often fails to perform his/her duty shirks responsibility ☐
Interest in the Assignment Interest & the capacity to see that the work is done	Has initiative & takes keen interest ☐	Takes adequate interest ☐	Does his / her work in a routine way ☐	Indifferent in the discharge of his / her duties ☐
Work Load	Consistently exceeds requirements ☐	Frequently exceeds requirements ☐	Meets requirements ☐	Consistently below requirements ☐



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POORNIMA GROUP

Achieving Excellence Together

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Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Maintenance of Registers & Records. Ability in maintaining register & records keeping	Very neat & meticulous in the maintenance of registers & records ☐	Keeps registers & records clean & up to-date ☐	Tries to maintain registers & records in a routine manner ☐	Does not maintain registers & records properly ☐
Adoption of Poornima Policies	Fully adopted to the system ☐	Mostly adopted to the system ☐	Partial adoption of the system, scope of improvement ☐	Not at all adopted to the system ☐
Punctuality & Promptness Exactness in keeping tune in attending office, keeping appointments, discharge of official duties & observance of time as per policies; standing orders	Exceptionally punctual & prompt ☐	Always punctual & prompt ☐	Usually punctual & prompt ☐	Not punctual & prompt ☐
Job Knowledge Technical & general knowledge about the job he / she is doing	Has an unusually & thorough mastery of the field of work. Strives to expand his / her frontier of knowledge ☐	Knows his / her job thoroughly ☐	Possess just adequate knowledge required for the job ☐	Knowledge is inadequate. Has not yet gained competence ☐
Noting, Drafting & Correspondence Ability to prepare notes, drafts & handle correspondence with special reference to Accuracy, Thoroughness, Power of analysis & Power of expression	Very precise in noting & drafting. Very prompt & accurate at correspondence. His / her drafts need no editing ☐	Precise in noting & drafting. Good at correspondence. His / her drafts seldom require editing ☐	Ordinary at noting & drafting. The drafts need editing. Tries to handle correspondence in time if properly supervised ☐	Poor in noting & drafting. Careless in handling Correspondence ☐

Overall Assessment by Reporting Officer (Range: 10 - 1, 10 being the highest)

Compulsory comments by reporting officer for Officer / Admin Staff for getting Excellent (10-9) & Poor (2-1)

Signature of Reporting Officer

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

- I agree / I do not agree with assessment of Reporting Officer
- Reason for disagreement (if applicable) & overall assessment, Recommended steps for improvement for Officer / Admin Staff

Signature of Reviewing Officer