

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,
THANJAVUR - 613403

NON-TEACHING STAFF ASSESSMENT FORM (FOR SUPPORTING STAFF)

Garden, Plumbing, Electrical, Securities, Kitchen, Transport, House Keeping, Estate Office, Etc.

SHEET - 1 *(To be filled by the staff member)*

Date of Assessment / Review :

Period of Assessment : From _____ To _____

Name of the Staff :

Designation & Section :

Date of Joining in PMIST :

Educational Qualification if any :

Total period of Experience in PMIST:

Signature of the Staff

SAMPLE

SHEET - 2

Criterion - 1 Key contributions made to Section/ other Institutional activities during the assessment year to be certified by the concerned controlling officer

Sl.No.	Contributions <i>(to be filled by the staff)</i>	Name of the certifying Official	Rating Point 5pts each, Max 15pts

Criterion - 2 Skill/ Performance	1	2	3	4	5
1. Commitment					
2. Job Competency					
3. Willingness to accept responsibility					
4. Interpersonal relationship & Team Work					
5. Punctuality					
6. Follow the administrative hierarchy					
7. Attitude in crisis					
8. Sense of responsibility					
9. Relationship with the Students					
10. Involvement during committee visits					

Total : _____

Name & Signature of controlling officer

SHEET - 4

(To be filled in by the Performance Appraisal Committee)

S. No	Details	Findings	Marks Allotted	Max. Marks
1	Skill improvement/health checkup/eye checkup undergone in this academic year 2pts for each event			10
2	Contribution to UQMS No. of files maintained - 2pts for each file			10
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			10
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			5
		Total		35

Total Points _____ out of 100

Review Date

Performance Appraisal Committee

Rating Scale

5	Exceptional Performance	Performance that consistently exceeds the requirement of the position.
4	Above Average	Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds Or falls below this level.
3	Average	Performance that meets the requirement of the position. Performance at this level usually meets but occasionally Falls or exceeds the level.
2	Improvement Expected	Performance that does not meet the requirement of the position. The Instructional staff member is expected to develop and implement strategies to improve performance to the expected level
1	Unsatisfactory	Performance that does not meet the minimum requirement of the position and / or a level commensurate with the experience of the instructional staff member.