



Form of Appraisal for Non Teaching Staff for the academic year 2021 – 2022

(To be filled by the immediate supervising staff and countersigned by the HoDs & Principals)

Name : **Designation** :
Department : **College** :
Date of Birth & Age : **Date of Joining** :
Experience at NGI : **Total Experience** :

Note : Tick whichever is applicable in columns where options are provided

1. Punctuality / Regularity : Very Good / Good / Average
2. Sincerity / Honesty / Trust Worthiness : Very Good / Good / Average
3. Working Efficiency & timely achieving of Target Given : Very Good / Good / Average
4. Capacity to Receive Instructions and execution : Very Good / Good / Average
5. Knowledge on System : Very Good / Good / Average
6. Relationship with colleagues : Very Good / Good / Average
7. Obedience to supervising officer : Very Good / Good / Average
8. Conduct, Character, Ethics, Morality : Very Good / Good / Average
9. Special skill & talents if any (Specify) :
10. General Contribution to NGI if any :
(Admissions, Placement etc.,)

Fill only the columns below whichever is applicable based on the department, nature of job and job responsibilities

1. General Maintenance of Library, Laboratories, : Very Good / Good / Average
2. Equipments, Machineries & System
3. Maintenance of concerned records and registers : Very Good / Good / Average
4. Systems / Equipments & Machineries / Books & Journal / :
Sports Goods Maintenance Ability
No. available & No. in working condition
5. No of Systems / Equipments & Machineries / :
Sports Goods disposed as scrap / condemned
6. Details of Breakages & Theft if any (value & no.) :
7. Overall assessment of immediate supervising staff :

} Keep separate list if necessary

Excellent Very Good Good Average Poor

Signature of the immediate supervising staff with Name

8. Overall assessment of HoD

Excellent Very Good Good Average Poor

Signature of the HoD with Name

9. Overall assessment of Principal

Excellent Very Good Good Average Poor

Signature of the Principal with Name