

Name:

Institution/Department:

Designation:

**Performance Appraisal - Non Teaching Staff**

**Instructions:**

1. Please fill in the hard copy of the format. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.
2. Be brief. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same.
3. Parameters for assessment are as follows:
  - **Excellent / Distinguished - D**
  - **Very Good - C**
  - **Good - B**
  - **Average - A**

**To be filled in by the Appraisee:**

1. Has the current year been good/bad/satisfactory or otherwise for you, and why?
  
  
  
  
  
  
  
  
  
  
2. What do you consider to be your most important achievements during the period under review?
  
  
  
  
  
  
  
  
  
  
3. What elements of your job do you find most challenging and Why?
  
  
  
  
  
  
  
  
  
  
4. What are your strengths and weaknesses? What elements of your job interest you the most and least?

5. What initiatives have you taken so far to improve your work efficiency?

6. Do you think your contribution is important for your department? Justify?

**Administrative Responsibilities undertaken during the period under review:**


**Any other Professional Goals:**

S. No	Goal	Remarks

**Comments and Signature of HOI/HOD:**

**Comments and Signature of Pro VC/Dean:**

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

**SELF APPRAISAL (Please rate yourself)**

S. No.	Statements	Rate Yourself (A/B/C/D)	Grading by HOI/HOD
1	Professional Skills/ knowledge		
2	Team work/Co-operation/Coordination		
3	Problem Solving		
4	Punctuality		
5	Meeting expectations, deadlines and commitments		
6	Judgmental abilities		
7	Able to perform under stress		
8	Adaptability		
9	Eye for Detail		
10	Initiative and Commitment		
11	Participation and attendance in institutional events regularly		
12	Proactively seek additional responsibilities		

**Name:**

**Signature:**

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

**SECTION - II**

**Comments / Observations, Final Grading and Signature**

**HoD/HOI:**

**Pro VC/ Dean:**

**VC:**