K.N.Bakshi College of Education

Performance Appraisal Form for Non-Teaching Staff

Year ....2022-23....

1. Name of the Person: Binay Kumar
2. Position Title: Librarian
3. Date of Entry into Service: 25.09.2013
4. No. of Years in Service: 09
5. Qualification: B.A, MLIS
6. Details of Current Responsibilities:

SL.NO.		Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure		✓			
2.	Ability to organize work and carry it out		✓			
3.	Ability and willingness to take up additional load in times of exigencies	✓				
4.	Creativity and Innovation		✓			
5.	Ability to learn and perform new duties		✓			
6.	Capacity to supervise* (For Supervising Staff Only					
7.	Awareness of policies and procedures of the institution?		✓			
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work		✓			
10.	Neatness & tidiness of work		✓			
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?	✓				
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			

Head of the Institution
PRINCIPAL
K. N. BAKSHI COLLEGE OF EDUCATION
KARMATAND, BENGABAD, GIRIDIH

K.N.Bakshi College of Education

Performance Appraisal Form for Non-Teaching Staff

Year ...2022-23.

1. Name of the Person: Madan Kumar Pandey
2. Position Title: Office Assistant (Head Clerk)
3. Date of Entry into Service: 25/09/2013
4. No. of Years in Service: 09
5. Qualification: B.A
6. Details of Current Responsibilities:

SL.NO.		Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓				
2.	Ability to organize work and carry it out	✓				
3.	Ability and willingness to take up additional load in times of exigencies		✓			
4.	Creativity and Innovation		✓			
5.	Ability to learn and perform new duties	✓				
6.	Capacity to supervise* (For Supervising Staff Only	✓				
7.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work		✓			
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?	✓				
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			

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K.N.Bakshi College of Education

Performance Appraisal Form for Non-Teaching Staff

Year ....2022-23.........

1. Name of the Person: Ratan kumar Sinha

2. Position Title: Accountant

3. Date of Entry into Service: 25|09|2013

4. No. of Years in Service: 09

5. Qualification: B.Com

6. Details of Current Responsibilities:

SL.NO.		Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓				
2.	Ability to organize work and carry it out	✓				
3.	Ability and willingness to take up additional load in times of exigencies		✓			
4.	Creativity and Innovation		✓			
5.	Ability to learn and perform new duties		✓			
6.	Capacity to supervise* (For Supervising Staff Only					
7.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work	✓				
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior		✓			
15.	Cooperation with your colleagues?		✓			
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
17.	Responsibility towards your tasks/ areas of management assigned to?	✓				

Head of the Institution
PRINCIPAL
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K.N.Bakshi College of Education

Performance Appraisal Form for Non-Teaching Staff

Year 2022-23

1. Name of the Person: Jai prakash kumar
2. Position Title: computer operator
3. Date of Entry into Service: 01|08|2017
4. No. of Years in Service: 06
5. Qualification: ADCA, B·A
6. Details of Current Responsibilities:

SL.NO.		Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓	.			
2.	Ability to organize work and carry it out	✓				
3.	Ability and willingness to take up additional load in times of exigencies	✓				
4.	Creativity and Innovation					
5.	Ability to learn and perform new duties	✓				
6.	Capacity to supervise* (For Supervising Staff Only					
7.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work	✓				
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality		✓			
13.	Discipline	✓	.			
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?		✓			
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			

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