

# LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ANNUAL PERFORMANCE APPRAISAL FORM (Non-Teaching Staff) (2019-20)

NAME								
DESIGNATION								
DEPARTMENT/CENTRE/SECTION								
DATE OF ASSESSMENT								
CATEGORY	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY HEAD*	
	5	4	3	2	1			
<b>1 . PROFESSIONAL COMPETENCE</b>	(Put a tick under the appropriate option)							
1.1 Knowledge of rules, regulation and procedure								
1.2 Ability and willingness to take up additional load in times of exigencies								
1.3 Creativity and innovation								
1.4 Computer Proficiency								
<b>2. PERFORMANCE</b>								
2.1 Maintenance of Files/Records								
2.2 Accuracy & Speed of work								
2.3 Neatness & tidiness of work								
2.4 Completion of work on schedule								
2.5 Diligence and sense of responsibility								
<b>3. PERSONAL</b>								
3.1 Attendance								
3.2 Punctuality								
3.3 Interaction with colleagues								
3.4 Integrity and Behavior								
<b>TOTAL SCORE</b>								
<b>4. *OVERALL EVALUATION (By Reviewing Officer)</b>								
GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR				

5. Any outstanding contribution (By the Employee) :

6. Special remarks if any (By Reviewing Officer):\*

Date :

SIGNATURE OF THE COORDINATOR

<b>*COMPUTATION OF OVERALL EVALUATION</b>	<b>65 Points</b>
<b>Good</b>	55 to 65
<b>Satisfactory</b>	45 to 54
<b>Neutral</b>	35 to 44
<b>Unsatisfactory</b>	25 to 34
<b>Poor</b>	15 to 24

\* To be filled by the Reviewing Officer