

**RAFFLES UNIVERSITY, NEEMRANA**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING Group A, B, C & D)**

**FORM "A" TO BE FILLED IN BY THE STAFF MEMBER**

**Assessment for the year:**

|  |                               |
|--|-------------------------------|
| 1. Name :  | 2. Date of joining the post : |
| 3. Designation :   | 4. Pay Band : Rs.             |
| 5. Department/Section :  | 6. Grade Pay : Rs.            |
| 7. Academic/Technical Qualification :  |                               |
| 8. Details of Educational courses being pursued :  |                               |
| 9. Any other information to be pointed out :<br>Details of the present duties :                                  |                               |
| 10. What are the works done till now from the beginning and achievements from the joining of Raffles University. |                               |
| 11. Core Goal / Objective / Aim (Professionally)   |                               |

|                                      |  |
|--------------------------------------|--|
|                                      |  |
|                                      |  |
| 12. SWOT Analysis (Personal Level)   |  |
| 13. SWOT Analysis (Department Level) |  |
| 14. SWOT Analysis (University Level) |  |

**Date :**

**Signature of the staff member**

**RAFFLES UNIVERSITY, NEEMRANA**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING Group A, B, C & D)**

**FORM "B" TO BE FILLED IN BY THE HR DEPARTMENT**

| Nature of Leave  | Leave at Credit as on<br>..... or respective<br>date of joining | Availed during<br>the period |
|--|---|------------------------------|
| 1. Earned Leave (EL)   |   |                              |
| 2. Casual Leave (CL)   |   |                              |
| 3. Medical Leave (ML)  |   |                              |
| 4. Leave Without Pay (LWP)   |   |                              |
| 5. Compensatory Leave (CCL)  |   |                              |
| 6. TOTAL   |   |                              |
| 7. Nos. of days on which he/she was out of Station<br>for Personal work  | .....<br>(1+2+3+4+5)<br>Availed during the period               |                              |
| 8. Percentage of Leave availed during the Session  |   |                              |
| 9. Percentage of Leave remain during the Session   |   |                              |
| 10. Category Awarded according to Percentage of Leave<br>remain during the Session<br>(Out of 10 points in even numbers) |   |                              |

**RAFFLES UNIVERSITY, NEEMRANA**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (Technical, Administrative and Others)**

**FORM "C" TO BE FILLED IN BY THE REPORTING OFFICER**

| NAME :  |             |           |           | YEAR OF ASSESSMENT :              |              |          |      |
|---|-------------|-----------|-----------|-----------------------------------|--------------|----------|------|
| DESIGNATION :   |             |           |           | DATE OF APPOINTMENT TO THE POST : |              |          |      |
| PAY BAND : Rs.  |             |           |           | GRADE PAY : Rs.                   |              |          |      |
| DEPARTMENT/CENTRE/SECTION :   |             |           |           |                                   |              |          |      |
| CATEGORY  | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD                              | SATISFACTORY | MARGINAL | POOR |
|   | 10          | 9         | 8         | 6                                 | 5            | 4        | 2    |
| <b>1. PROFESSIONAL COMPETENCE</b>   |             |           |           |                                   |              |          |      |
| 1.1 Knowledge of rules, regulation and procedure                              |             |           |           |                                   |              |          |      |
| 1.2. Ability to organize work and carry it out                                |             |           |           |                                   |              |          |      |
| 1.3 Ability and willingness to take up additional load in times of exigencies |             |           |           |                                   |              |          |      |
| 1.4 Creativity and innovation   |             |           |           |                                   |              |          |      |
| 1.5 Ability to learn new duties   |             |           |           |                                   |              |          |      |
| 1.6 Capacity to supervise*  |             |           |           |                                   |              |          |      |
| <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</b>            | <b>PERSONAL CHARACTERISTICS</b>       | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|                     |                                       | 10          | 9         | 8         | 6    | 5            | 4        | 2    |
| 3.1                 | Attendance                            |             |           |           |      |              |          |      |
| 3.2                 | Punctuality                           |             |           |           |      |              |          |      |
| 3.3                 | Discipline                            |             |           |           |      |              |          |      |
| 3.4                 | Interaction with colleagues           |             |           |           |      |              |          |      |
| 3.5                 | Integrity and behaviour               |             |           |           |      |              |          |      |
| 3.6                 | Planning & Organisation*              |             |           |           |      |              |          |      |
| <b>TOTAL POINTS</b> |                                       |             |           |           |      | <b>/180</b>  |          |      |

**\* For supervisory staff only**

|   |           |           |      |              |          |      |
|---|-----------|-----------|------|--------------|----------|------|
| <b>4. OVERALL EVALUATION</b>                                  |           |           |      |              |          |      |
| OUTSTANDING   | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|   |           |           |      |              |          |      |
| <b>5. Any outstanding contribution made by the Employee :</b> |           |           |      |              |          |      |
|   |           |           |      |              |          |      |

|   |                               |
|---|-------------------------------|
| <b>6. Special remarks if any of the Reporting Officer :</b> |                               |
| <b>Date :</b><br><b>REPORTING OFFICER</b>                   | <b>SIGNATURE OF THE</b>       |
| <b>7. Remarks if any of reviewing officer :</b>             |                               |
| <b>Date :</b><br><b>OFFICER</b>                             | <b>SIGNATURE OF REVIEWING</b> |

| <b>* COMPUTATION OF OVERALL EVALUATION</b> | <b>180 Points</b> |
|--|-------------------|
| <b>Outstanding</b>                         | 161 to 180        |
| <b>Excellent</b>                           | 153 to 160        |
| <b>Very Good</b>                           | 136 to 152        |
| <b>Good</b>                                | 102 to 135        |
| <b>Satisfactory</b>                        | 85 to 101         |
| <b>Marginal</b>                            | 38 to 84          |
| <b>Poor</b>                                | 34 to 67          |

**RAFFLES UNIVERSITY, NEEMRANA**

**SELF-APPRAISAL OF NON-TEACHING**

**Assessment for the year:**

1. Name :
2. Date of joining :
3. Designation :
4. Pay Band : Rs.
5. Department :
6. Grade Pay : Rs.
7. Academic/Technical Qualification :

8. Details of Educational courses being pursued :

9. Any other information to be pointed out :  
Details of the present duties:

10. What are the works done till now from the beginning and achievements from the joining of Raffles University.

11. Core Goal / Objective / Aim (Professionally)

**Date:**

**Signature of Employee**

**RAFFLES UNIVERSITY, NEEMRANA**  
**SELF-APPRAISAL OF NON-TEACHING**

| <b>Nature of Leave</b>   | <b>Leave at Credit as on<br/>..... or respective<br/>date of joining</b> | <b>Availed during<br/>the period</b>     |
|--|--|--|
| 1. Earned Leave (EL)   |  |  |
| 2. Casual Leave (CL)   |  |  |
| 3. Medical Leave (ML)  |  |  |
| 4. Leave Without Pay (LWP)   |  |  |
| 5. Compensatory Leave (CCL)  |  |  |
| 6. TOTAL   |  |  |
| 7. Nos. of days on which he/she was out of Station<br>for Personal work  | .....  | (1+2+3+4+5)<br>Availed during the period |
| 8. Percentage of Leave availed during the Session  |  |  |
| 9. Percentage of Leave remain during the Session   |  |  |
| 10. Category Awarded according to Percentage of Leave<br>remain during the Session<br>(Out of 10 points in even numbers) |  |  |

**RAFFLES UNIVERSITY, NEEMRANA**  
**SELF-APPRAISAL OF NON-TEACHING**

NAME :

YEAR OF ASSESSMENT :

DESIGNATION :

DATE OF APPOINTMENT TO THE  
POST :

PAY BAND : Rs.

GRADE PAY : Rs.

DEPARTMENT/CENTRE/SECTION :

| CATEGORY  | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|---|-------------|-----------|-----------|------|--------------|----------|------|
|   | 10          | 9         | 8         | 6    | 5            | 4        | 2    |
| <b>1. PROFESSIONAL COMPETENCE</b>   |             |           |           |      |              |          |      |
| 1.1 Knowledge of rules, regulation and procedure                              |             |           |           |      |              |          |      |
| 1.2. Ability to organize work and carry it out                                |             |           |           |      |              |          |      |
| 1.3 Ability and willingness to take up additional load in times of exigencies |             |           |           |      |              |          |      |
| 1.4 Creativity and innovation   |             |           |           |      |              |          |      |
| 1.5 Ability to learn new duties   |             |           |           |      |              |          |      |
| 1.6 Capacity to supervise*  |             |           |           |      |              |          |      |
| <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

**3 PERSONAL CHARACTERISTICS**

| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|-------------|-----------|-----------|------|--------------|----------|------|
| 10          | 9         | 8         | 6    | 5            | 4        | 2    |

- 3.1 Attendance
- 3.2 Punctuality
- 3.3 Discipline
- 3.4 Interaction with colleagues
- 3.5 Integrity and behaviour
- 3.6 Planning & Organisation\*

**TOTAL POINTS**

**/180**

**\* For supervisory staff only**

**4. OVERALL EVALUATION**

|             |           |           |      |              |          |      |
|-------------|-----------|-----------|------|--------------|----------|------|
| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|-------------|-----------|-----------|------|--------------|----------|------|

**5. Any outstanding contribution made by the Employee :**

**6. Special remarks if any of the Reporting Officer :**

**Date :**

**Signature of The Reporting Officer**

**7. Remarks if any of reviewing officer :**

**Date :**

**Signature of Reviewing Officer**

| <b>* COMPUTATION OF OVERALL EVALUATION</b> | <b>180 Points</b> |
|--|-------------------|
| <b>Outstanding</b>                         | 161 to 180        |
| <b>Excellent</b>                           | 153 to 160        |
| <b>Very Good</b>                           | 136 to 152        |
| <b>Good</b>                                | 102 to 135        |
| <b>Satisfactory</b>                        | 85 to 101         |
| <b>Marginal</b>                            | 38 to 84          |
| <b>Poor</b>                                | 34 to 67          |