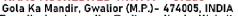


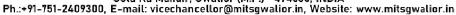
## माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

Deemed to be University

(Declared under Distinct Category by Ministry of Education, Government of India)

Distinct Category by Ministry of Education, Government of Ind NAAC ACCREDITED WITH A++ Grade







## STAFF PERFORMANCE APPRAISAL FORM (Technical & Non Technical) Year: ......

NAME	:						
DESIGNATION	:						
DEPARTMENT	:						
NATURE OF WORK & RESPONSIBILITY	:						
TYPE OF APPRAISAL	:	ANNUAL / HALF YEA	ARLY:				
APPRAISAL PERIOD:	FRO	М ТО					
Leaves taken during th	e asse	essment period	CL	EL	ML	LWP	Others
TOTAL							

This form should be returned to the HR Section by 15<sup>th</sup> of July, if the form is not received by this date, rating will automatically default to **Achieves Performance Standards**.

	RUCTIONS: This part of appraisal form must be completed	EXCEEDS STANDARDS		IIEVES DARDS	BELOW STANDARDS
•	e immediate Head of the Department / Section Incharge. If elected category is "Achieves standards with R as Rating		Proficient	Marginal	1
Weig	htage" the HoD/ Section Incharge must indicate the level of L= Below Standard or M= Marginal or P=Proficient or H=	"H"	"P"	"M"	"L"
_	eds Standards. (Please tick mark in following whatever				
	cable)	(R= 10)	(R=8)	(R=6)	(R=0)
Α	JOB KNOWLEDGE				
В	QUALITY OF WORK				
С	PRODUCTIVITY				
D	DEPENDABILITY				
E	ATTENDANCE				
F	RELATIONS WITH OTHERS				
G	COMMITMENTS TO SAFETY				
Н	ADMINISTRATIVE ABILITY:				
	TOTAL (Maximum 80)				

## Section I (To be filled by HoD/Section Incharge)

Per	formance Feed back				
1.	Reliability and Consistency of Performance (Dependability completes work in a timely manner. Meetsdeadlines)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
2.	Working with Management and Peers	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:



## माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर

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Gola Ka Mandir, Gwalior (M.P.) - 474005, INDIA Ph.:+91-751-2409300, E-mail: vicechancellor@mitsgwalior.in, Website: www.mitsgwalior.in

	toa productive work group. Helps build teams)				
3.	Performance under Pressure (Maintains consistency of work and quality of Work under some pressures and/or large volumes of work.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
4.	Initiative (Is self-motivated to work effectively with jobappropriate level of supervision)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
	Section II (To be fi	lled by HoD/Sec	tion Incharge)		<u> </u>
Ονε	rall Rating: (Please tick mark appropriate box	-			
	Exceeds Standards: (Performs all job res Displays a high degree of core skills and o	•		ments for the jo	ob.
	<b>Proficient:</b> (Performs at job responsibilit Displays a comprehensive degree of key		•		-
	Marginal: (Needs improvement in perfo	• • • •	•	•	
	Below Standards:				
	HoD/Section Incharge Signature	e with Name:		Date:	
Rat	HoD/Section Incharge Signature ing Awarded by HoD/ Section Incharge out of		ncellor's Rating ou of "20"		t of "100"
Rat			~		t of "100"
Rat			~		t of "100"
			~		et of "100"
be	ing Awarded by HoD/ Section Incharge out of	"80" Vice Char	of "20"		t of "100"
<i>be</i>	ing Awarded by HoD/ Section Incharge out of completed by HR Section of the MITS-DU:	"80" Vice Char	of "20"		et of "100"
be vera	ing Awarded by HoD/ Section Incharge out of completed by HR Section of the MITS-DU:  Il Rating out of "5" ( Where 5=Excellent, 4= Go	"80" Vice Char	of "20" Ind 2=Poor) Annual Incren		sed