Performance Appraisal Form for Non-Teaching Staff

[2017-2018]

| 1. | Name of the Staff | : DIPANKAR MAJUMDAR | |
|----|-------------------------------------|---------------------------------|----|
| 2. | Position Title | : ACCOUNTANT. | |
| 3. | Date of Entry into Service | : 25.02.2009 | |
| 4. | No. of Years in Service | : 9: yr. 1 mths 6 days. | |
| 5. | Date of Retirement | : 31.01.2044. | |
| 6. | Qualification | : B. Com (H). | |
| 7. | Details of Current Responsibilities | : All the Accounts related word | К. |

I. PROFESSIONAL COMPETENCE

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|--|-----------|--------------|--------------|---------|------|
| 1 | Knowledge of rules, regulation and procedure | | | \checkmark | | |
| 2 | Ability to organize work and carry it out | | | \checkmark | | |
| 3 | Ability and willingness to take- $ p$ additional load in times of exigencies | | \checkmark | | | |
| 4 | Creativity and innovation | | | \checkmark | | |
| 5 | Ability to learn and perform new duties | | | \checkmark | | |
| 6 | Response to instructions and guidance of authority | | | \checkmark | | |

II. PERFORMANCE

| S1. | | Excellent | Good | Satisfactory | Average | Poor |
|-----|--|-----------|--------------|--------------|---------|------|
| No. | | | | | • | |
| 1 | Awareness of policies and procedures of the institution? | | | \checkmark | | |
| 2 | Maintenance of Files/Records | | V | | | |
| 3 | Accuracy & Speed of work | | \checkmark | - | | |
| 4 | Neatness & tidiness of work | | | \checkmark | | |
| 5 | Completion of work on schedule | | | \checkmark | | |
| 6 | Diligence and sense of responsibility | | | \checkmark | | |

III. PERSONAL CHARACTERISTICS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|-------------------------|--------------|------|--------------|---------|------|
| 1 | Attendance | \checkmark | | | | |
| 2 | Punctuality | \checkmark | | | | |
| 3 | Discipline | | | V | | |
| 4 | Integrity and behaviour | | | V | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues? | 5. 5•6 | | \checkmark | | |
| 2 | Mutual motivation with your colleagues? | | | \checkmark | | |

ATTITUDE TOWARDS PUBLIC

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|--------------|--------------|---------|------|
| 1 | Cooperation to the needs of the public (Parents, Vendors, Well Wishers of the College)? | | \checkmark | | | |
| 2 | Rapport with the public when you interact with them? | | \checkmark | | | |

VI. STAFF/STUDENT RELATIONS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|--------------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | | | \checkmark | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to? | | \checkmark | | | |

Declaration

v.

I hereby declare that the information provided is true to the best of my knowledge.

Place:- DHUPGUR] Date:-05-07-18

Diparker Majumdan Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

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Performance Appraisal Form for Non-Teaching Staff

[2018-2019]

| 1. | Name of the Staff | : DIPANKAR MAJUMDAR |
|----|-------------------------------------|---------------------------------|
| 2. | Position Title | : ACCOUNTANT. |
| 3. | Date of Entry into Service | : 25,02,2009 |
| 4. | No. of Years in Service | : 10 prs. |
| 5. | Date of Retirement | : 31.01, 2044 |
| 6. | Qualification | : B, Com (4) |
| 7. | Details of Current Responsibilities | : All the accounts related work |

I. PROFESSIONAL COMPETENCE

| | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|--------------|--------------|---------|------|
| SI. No. | | DACONOM | | | | - |
| 1 | Knowledge of rules, regulation and procedure | | | \checkmark | | |
| 2 | Ability to organize work and carry it out | | | \checkmark | | |
| 3 | Ability and willingness to take- p additional load in times of exigencies | | \checkmark | | | |
| 4 | Creativity and innovation | | | \checkmark | | |
| 5 | Ability to learn and perform new duties | | | \checkmark | | |
| 5 | Response to instructions and guidance of authority | | | \checkmark | | |

II. PERFORMANCE

| | - 1 | Excellent | Good | Satisfactory | Average | Poor |
|--------------|--|-----------|--------|---|---------|------|
| S 1 . | | | | Search and Control of | | |
| No. | | | | | | |
| 1 | Awareness of policies and procedures of the institution? | | 1 | \checkmark | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | \vee | | | |
| 4 | Neatness & tidiness of work | | | \checkmark | | |
| 5 | Completion of work on schedule | | | \checkmark | | |
| 5 | Diligence and sense of responsibility | | | ert | | |

Performance Appraisal Form for Non-Teaching Staff

[2018 - 2019]

41

| 1. | Name of the Staff | : GOPAL CHANDRA MONDAL |
|----|-------------------------------------|------------------------|
| 2. | Position Title | : CLErK |
| 3. | Date of Entry into Service | 12.04.2008 |
| 4. | No. of Years in Service | : 15 years 11 YEARS |
| 5. | Date of Retirement | : 31.12.2025 |
| 6. | Qualification | : B.A. |
| 7. | Details of Current Responsibilities | : Library service . |

I. PROFESSIONAL COMPETENCE

| SI. | | Excellent | Good | Satisfactory | Average | Poor |
|-----|--|-----------|------|--------------|---------|------|
| No. | | | | | - | |
| 1 | Knowledge of rules, regulation and procedure | | | 5 | | |
| 2 | Ability to organize work and carry it out | | | | 5 | |
| 3 | Ability and willingness to take- ψ additional load in times of exigencies | | | | 1 | |
| 4 | Creativity and innovation | | - | | | |
| 5 | Ability to learn and perform new duties | 6 | 5 | | | |
| 5 | Response to instructions and guidance of authority | | 5 | | | |

II. PERFORMANCE

| SI. | | Excellent | Good | Satisfactory | Average | Poor |
|-----|--|-----------|------|--------------|---------|------|
| No. | | | _ | | | |
| 1 | Awareness of policies and procedures of the institution? | | 1 | | - | |
| 2 | Maintenance of Files/Records | | 4 | | | |
| 3 | Accuracy & Speed of work | | | 5 | | |
| 4 | Neatness & tidiness of work | | 5 | | | |
| 5 | Completion of work on schedule | | 5 | • | | |
| 6 | Diligence and sense of responsibility | | ~ | | | |

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III. PERSONAL CHARACTERISTICS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|-------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | - | | | 1 |
| 2 | Punctuality | | ~ | | | |
| 3 | Discipline | | ~ | | | |
| 4 | Integrity and behaviour | ~ | | | | 1 |

ATTITUDE TOWARDS CO-WORKERS IV.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues? | | - | | | |
| 2 | Mutual motivation with your colleagues? | | 5 | | | |

v. ATTITUDE TOWARDS PUBLIC

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation to the needs of the public (Parents, Vendors, Well Wishers of the College)? | ·`- | | | | |
| 2 | Rapport with the public when you interact with them? | 5 | | | | |

STAFF/STUDENT RELATIONS VI.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | ~ | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to? | | 5 | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Dhufguri

Date:-02/07/2019

GOPal chandrea Mondal Name and Signature of the non-teaching staff

Performance Appraisal Form for Non-Teaching Staff

[2019 - 2020]

| 1. | Name of the Staff | : Sudipla Sen |
|----|-------------------------------------|--|
| 2. | Position Title | : peon |
| 3. | Date of Entry into Service | : 25[0212009 |
| 4. | No. of Years in Service | : 11 years 9 month 5 day |
| 5. | Date of Retirement | : 31/12/2038 |
| 6. | Qualification | : H.S(10+2) |
| 7. | Details of Current Responsibilities | : H.S (10+2) : All leind of Circup & work like Pay fixation, New post creation, All leind of ITE work, maintain the file of DPI, Higher Education, CSC, NBU, AISHE, Exam, Admission |

I. PROFESSIONAL COMPETENCE and College Software,

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|--|-----------|--------------|--------------|---------|------|
| 1 | Knowledge of rules, regulation and procedure | | \checkmark | | | |
| 2 | Ability to organize work and carry it out | | ~ | | | |
| 3 | Ability and willingness to take- up additional load in times of exigencies | | V | | | |
| 4 | Creativity and innovation | | ~ | | | |
| 5 | Ability to learn and perform new duties | | | \checkmark | | |
| 5 | Response to instructions and guidance of authority | | | \checkmark | | |

II. PERFORMANCE

| SL | | Excellent | Good | Satisfactory | Average | Poor |
|------------|--|-----------|------|--------------|---------|------|
| SI. No. | | | | | | |
| 1 | Awareness of policies and procedures of the institution? | | ~ | | | |
| 2 | Maintenance of Files/Records | | V | | | |
| 3 | Accuracy & Speed of work | | | V | | |
| 4 | Neatness & tidiness of work | | | \checkmark | | |
| 5 | Completion of work on schedule | | V | | | |
| 6 | Diligence and sense of responsibility | | | \sim | | |

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PERSONAL CHARACTERISTICS III.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|-------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | ~ | | | - |
| 2 | Punctuality | | | ~ | | |
| 3 | Discipline | | ~ | | | - |
| 4 | Integrity and behaviour | | V | | | |

ATTITUDE TOWARDS CO-WORKERS IV.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues? | • | | \checkmark | | |
| 2 | Mutual motivation with your colleagues? | | | ~ | | |

ATTITUDE TOWARDS PUBLIC V.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation to the needs of the public (Parents, Vendors, Well Wishers of the College)? | | | ~ | | |
| 2 | Rapport with the public when you interact with them? | | | V | | |

STAFF/STUDENT RELATIONS VI.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | | | V | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to? | | | ~ | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: Dhupguri

Date:- 35/6/2020

SUDIPTA SEN Sudiple Se Name and Signature of the non-teaching staff

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Performance Appraisal Form for Non-Teaching Staff

[2020-2021]

| 1. | Name of the Staff | : DIPANKAR MAJUMDAR |
|----|-------------------------------------|--|
| 2. | Position Title | : ACCOUNTANT |
| 3. | Date of Entry into Service | : 25.02.2009 |
| 4. | No. of Years in Service | : 12 years. |
| 5. | Date of Retirement | : 31.01.2044. |
| 6. | Qualification | : B.com (H) |
| 7. | Details of Current Responsibilities | : All types of accounts related works and a part of General Section |

L PROFESSIONAL COMPETENCE

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|--|-----------|--------------|--------------|---------|------|
| 1 | Knowledge of rules, regulation and procedure | | | \checkmark | | |
| 2 | Ability to organize work and carry it out | | | \checkmark | | |
| 3 | Ability and willingness to take- up additional load in times of exigencies | | \checkmark | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | \checkmark | | |
| i | Response to instructions and guidance of authority | | | \checkmark | | |

II. PERFORMANCE

| SI. | | Excellent | Good | Satisfactory | Average | Poor |
|-----|--|-----------|------|--------------|---------|------|
| No. | | | | | | |
| 1 | Awareness of policies and procedures of the institution? | | | \sim | | |
| 2 | Maintenance of Files/Records | | V | | | |
| 3 | Accuracy & Speed of work | | V | | | |
| 4 | Neatness & tidiness of work | | _ | \checkmark | | |
| 5 | Completion of work on schedule | | | ~ | | |
| 5 | Diligence and sense of responsibility | | | | | |

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III. PERSONAL CHARACTERISTICS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|-------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | ~ | | | | |
| 2 | Punctuality | V | | | | |
| 3 | Discipline | | | ~ | | |
| 4 | Integrity and behaviour | | | V | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|---------------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues? | 2 1 31 | | V | | |
| 2 | Mutual motivation with your colleagues? | | | V | | |

V. ATTITUDE TOWARDS PUBLIC

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation to the needs of the public (Parents, Vendors, Well Wishers of the College)? | .' | ~ | | | |
| 2 | Rapport with the public when you interact with them? | | V | | | |

VI. STAFF/STUDENT RELATIONS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|--------------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | | | \checkmark | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to? | | \checkmark | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - DHUPGURI.

Date:- 03/07/21

Name and Signature of the non-teaching staff

Performance Appraisal Form for Non-Teaching Staff

[202] - 2022]

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| 1. | Name of the Staff | : GOPAL CHANDRA MONDAL |
|----|-------------------------------------|---|
| 2. | Position Title | : CLETK 12-04-2008 |
| 3. | Date of Entry into Service | : 12 - 04 - 2008 |
| 4. | No. of Years in Service | 12-04-2000 15-years 14 years 31-12-2025 |
| 5. | Date of Retirement | : 31 - 12-2023 |
| 6. | Qualification | P A · |
| 7. | Details of Current Responsibilities | : Library Service. |

I. PROFESSIONAL COMPETENCE

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulation and procedure | | | 5 | | |
| 2 | Ability to organize work and carry it out | | | | 5 | |
| 3 | Ability and willingness to take- up additional load in times of exigencies | | | | 5 | |
| l . | Creativity and innovation | | 5 | | | |
| | Ability to learn and perform new duties | | 1 | | | |
| | Response to instructions and guidance of authority | | 5 | | | |

II. PERFORMANCE

| SI. | | Excellent | Good | Satisfactory | Average | Poor |
|-----|--|-----------|------|--------------|---------|------|
| No. | | | | | | |
| 1 | Awareness of policies and procedures of the institution? | | | | | |
| 2 | Maintenance of Files/Records | | 5 | | | |
| 3 | Accuracy & Speed of work | | | 5 | | |
| 4 | Neatness & tidiness of work | | 5 | | | |
| 5 | Completion of work on schedule | | 5 | | | |
| 5 | Diligence and sense of responsibility | | 5 | | | |

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III. PERSONAL CHARACTERISTICS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|-------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | ~ | | | |
| 2 | Punctuality | | 5 | | | |
| 3 | Discipline | | ~ | | | |
| 4 | Integrity and behaviour | ~ | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues? | | 5 | | | |
| 2 | Mutual motivation with your colleagues? | | 5 | | | |

ATTITUDE TOWARDS PUBLIC

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation to the needs of the public (Parents, Vendors, Well Wishers of the College)? | 1 | | | | |
| 2 | Rapport with the public when you interact with them? | ~ | | | | |

STAFF/STUDENT RELATIONS VI.

| SI. No. | | Excellent | Good | Satisfactory | Average | Poor |
|------------|---|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | 5 | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to? | | L | - | | |

Declaration

v.

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Dhupguri

Date: 07/07/2022

Gopal chandra mondel Name and Signature of the non-teaching staff