

**SUKANTA MAHAVIDYALAYA**  
**Dhupguri, Jalpaiguri, WB**

**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 work.

**I. PROFESSIONAL COMPETENCE**

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	Response to instructions and guidance of authority			✓		

**II. PERFORMANCE**

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

### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline			✓		
4	Integrity and behaviour			✓		

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?			✓		
2	Mutual motivation with your colleagues?			✓		

### V. ATTITUDE TOWARDS PUBLIC

Sl. 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?		✓			

### VI. STAFF/STUDENT RELATIONS

Sl. 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?		✓			

#### Declaration

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

Place:- DHUPGURJ

Date:- 05-07-18

Dipankar Majumdar  
Name and Signature of the non-teaching staff

[Signature]

Countersigned by the Head of the Institution

**SUKANTA MAHAVIDYALAYA**  
**Dhupguri, Jalpaiguri, WB**

**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 yrs.
5. Date of Retirement : 31.01.2044
6. Qualification : B. Com (H)
7. Details of Current Responsibilities : All the accounts related work

**I. PROFESSIONAL COMPETENCE**

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	Response to instructions and guidance of authority			✓		

**II. PERFORMANCE**

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

**SUKANTA MAHAVIDYALAYA**  
**Dhupguri, Jalpaiguri, WB**

**Performance Appraisal Form for Non-Teaching Staff**

[2018 - 2019]

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**

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	Response to instructions and guidance of authority		✓			

**II. PERFORMANCE**

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

### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behaviour	✓				

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

### V. ATTITUDE TOWARDS PUBLIC

Sl. 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?	✓				

### VI. STAFF/STUDENT RELATIONS

Sl. 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?		✓			

#### Declaration

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

Place:- *Dhuffguri*

Date:- *02/07/2019*

*Gopal Chandra Mondal*  
Name and Signature of the non-teaching staff

  
Countersigned by the Head of the Institution

**SUKANTA MAHAVIDYALAYA**  
**Dhupguri, Jalpaiguri, WB**

**Performance Appraisal Form for Non-Teaching Staff**

[2019 - 2020]

1. Name of the Staff : *Sudipta Sen*
2. Position Title : *peon*
3. Date of Entry into Service : *25/02/2009*
4. No. of Years in Service : *11 years 1 month 5 day*
5. Date of Retirement : *31/12/2038*
6. Qualification : *H.S (10+2)*
7. Details of Current Responsibilities : *All kind of Group c work like pay fixation, New post creation, All kind of ITC work, maintain the file of DPI, Higher education, CSE, NDU, AISHE, Exam, Admission and College Software.*

**I. PROFESSIONAL COMPETENCE**

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	Response to instructions and guidance of authority			✓		

**II. PERFORMANCE**

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

### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality			✓		
3	Discipline		✓			
4	Integrity and behaviour		✓			

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?			✓		
2	Mutual motivation with your colleagues?			✓		

### V. ATTITUDE TOWARDS PUBLIC

Sl. 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?			✓		

### VI. STAFF/STUDENT RELATIONS

Sl. 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?			✓		

#### Declaration

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

Place:- Dhupguri

Date:- 30/6/2020

SUDIPTA SEN  
sudipta sen

Name and Signature of the non-teaching staff



Countersigned by the Head of the Institution

**SUKANTA MAHAVIDYALAYA**  
**Dhupguri, Jalpaiguri, WB**

**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 : 21.01.2044.
6. Qualification : B.com (H)
7. Details of Current Responsibilities : All types of accounts related works and a part of General Section

**I. PROFESSIONAL COMPETENCE**

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	Response to instructions and guidance of authority			✓		

**II. PERFORMANCE**

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



### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline			✓		
4	Integrity and behaviour			✓		

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?			✓		
2	Mutual motivation with your colleagues?			✓		

### V. ATTITUDE TOWARDS PUBLIC

Sl. 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?		✓			

### VI. STAFF/STUDENT RELATIONS

Sl. 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?		✓			

#### 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



Countersigned by the Head of the Institution

# SUKANTA MAHAVIDYALAYA

Dhupguri, Jalpaiguri, WB

## Performance Appraisal Form for Non-Teaching Staff

[2021 - 2022]

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 14 years
5. Date of Retirement : 31-12-2025
6. Qualification : B.A.
7. Details of Current Responsibilities : Library Service.

### I. PROFESSIONAL COMPETENCE

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	Response to instructions and guidance of authority		✓			

### II. PERFORMANCE

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

### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behaviour	✓				

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

### V. ATTITUDE TOWARDS PUBLIC

Sl. 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?	✓				

### VI. STAFF/STUDENT RELATIONS

Sl. 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?		✓			

#### Declaration

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

Place:- Dhupguri

Date:- 07/07/2022

Gopal Chandra Mondal  
Name and Signature of the non-teaching staff



Countersigned by the Head of the Institution