

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,**  
**THANJAVUR - 613403**  
**NON-TEACHING STAFF ASSESSMENT FORM (FOR ADMINISTRATIVE STAFF)**

**SHEET - 1 (To be filled by the staff member)**

Date of Assessment / Review :  
 Period of Assessment : From \_\_\_\_\_ To \_\_\_\_\_  
 Name of the Staff: :  
 Present Designation & School/Department/Section:  
 Date of Joining in PMIST :  
 Designation at the time of joining:

**Educational Qualification:**

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / ITI				
UG				
PG				
Others, if any				

**Previous Experience:**

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		

**Positions held at PMIST**

Sl.No.	Department	Designation	Period	
			From	To

Tasks that are promised to be achieved by the staff before the next assessment for self development/department or Institutional development (to be filled by the staff member)

1	
2	
3	
4	

**Signature of the Staff**

**SHEET - 2**

**Criterion - 1 Key contributions made to department/ other Institutional activities during the assessment year to be certified by the concerned controlling officer**

Sl.No.	Contributions <i>(to be filled by the staff)</i>	Name of the certifying Official	Rating Point 2pts each, Max 20pts

<b>Criterion - 2 Professional Caliber/ Performance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Commitment					
2. Communication Skill					
3. Job Knowledge & Competency					
4. Willingness to accept responsibility					
5. Interpersonal relationship & Team Work					
6. Punctuality					
7. Involvement in fulfilling the vision					
8. Computer Literacy					
9. Follow the administrative hierarchy					
10. Attitude in crisis					
11. Sense of responsibility					

<b>Criterion - 3 Performance of Staff Member (in other areas)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Maintenance of Records/Data					
2. Circulating the circulars among the staff					
3. Scrutiny of Bills/ Accuracy of Data Entry					
4. Maintaining secrecy of information					
5. Improvement in the areas of work and innovation					
6. Involvement in fulfilling the vision					
7. Relationship with the Students					
8. Involvement during committee visits					

**Total : \_\_\_\_\_**

**SHEET - 3**

**Assessment by HOD**

Name of the Staff Member : \_\_\_\_\_ Designation \_\_\_\_\_

**Recommendations of the HOD Committee:**

**Date :** \_\_\_\_\_

Total points \_\_\_\_\_ (including all criterions 1 to 3)

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Areas to be improved

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**Head of Dept.  
Name :**

The above observations are accepted

Name of the Staff Member \_\_\_\_\_ Signature \_\_\_\_\_

Date:

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**SHEET - 4**

(To be filled in by the Performance Appraisal Committee)

S. No	Details	Findings	Marks Allotted	Max. Marks
1	Skill improvement/health checkup/eye checkup undergone in this academic year <b>2pts for each event</b>			<b>10</b>
2	Contribution to UQMS No. of files maintained - 2pts for each file			<b>10</b>
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			<b>10</b>
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			<b>5</b>
		<b>Total</b>		<b>35</b>

Total Points \_\_\_\_\_ out of 150

Review Date

Performance Appraisal Committee

**Rating Scale**

5	Exceptional Performance	Performance that consistently exceeds the requirement of the position.
4	Above Average	Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds Or falls below this level.
3	Average	Performance that meets the requirement of the position. Performance at this level usually meets but occasionally Falls or exceeds the level.
2	Improvement Expected	Performance that does not meet the requirement of the position. The Instructional staff member is expected to develop and implement strategies to improve performance to the expected level
1	Unsatisfactory	Performance that does not meet the minimum requirement of the position and / or a level commensurate with the experience of the instructional staff member.