

**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, VALLAM,**  
**THANJAVUR - 613403**

**NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL 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

SAMPLE

**SHEET - 2**

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

Sl.No.	Contributions <i>(to be filled by the staff)</i>	Name of the certifying Official	Rating Point (Each 2pt, max:20)

<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 & Computer Literacy					
3. Technical Knowledge & Competency					
4. Willingness to accept responsibility					
5. Interpersonal relationship & Team Work					
6. Punctuality					
7. Submission to authority					
8. Attitude towards Skill improvement					
9. Attitude in crisis					
10. Sense of responsibility					

<b>Criterion - 3 Professional Caliber/ Performance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Assisting the faculties in lab and class					
2. Upkeep & maintenance of lab					
3. Individual initiative for lab developments, models, etc.					

<b>Criterion - 4 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 Stock Register/Records/Data					
2. Circulating the circulars among the staff					
3. Improvement in the areas of work and innovation					
4. Involvement in fulfilling the vision/mission					
5. Relationship with the Students					
6. Involvement during committee visits					

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

Signature of Reporting Officer with Name

**SHEET - 3**

**Assessment by HOD**

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

**Recommendations of the HOD Committee:**

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

Total points \_\_\_\_\_ (including all criterions 1 to 4)

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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 in this academic year (any workshop/seminar/training attended relevant to your current position) <b>2pts for each event</b>			10
2	Contribution to UQMS No. of files maintained - 2pts for each file			10
3	Attendance 96-100 % - 20, 91-95% - 19, 86-90% - 18, 81-85% - 17			10
4	Punctuality <2 days LLP - 4, <4 days LLP - 3, <6 days LLP - 1 (LLP due to late punch)			5
		<b>Total</b>		35

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.