



Mundeshwari College For Teacher Education ,Patna

Sarari-Usri Road, Khagaul ,801105

Non-Teaching Staff Performance Appraisal Form

Employee Name : VIVEK VATS	Position : office assistance	
Evaluation Period		
Rating scale		
1. Needs Improvement - Performance rarely meets the expectations. 2. Good - Performance meets the expectations of the positions 3. Very Good - Performance consistently meets and often exceeds. 4. Excellent - Performance consistently superior.		
Particulars	Rating	Comments
Professional Competence		
Knowledge of rules, regulations duties and responsibilities.	3	
Possesses the knowledge required to perform the job effectively.		
Quality of Work		
Complete work with minimal errors	3	
Effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources, technology to achieve quality outcomes.		
Interpersonal Skills		
Ability to work effectively with people at all levels (shows respect , sensitively ,courtesy and flexibility).	4	
Communications with people at all levels.		
Planning & organization		
Ability to organize the the workload effectively.	3	
Always meets the deadlines.		
Ability to meet short and quick unplanned requirements/needs or priorities effectively.		
Decision Making		
Higher authority should be consulted for taking valuable decisions.	4	
Initiative		
Ability to work with minimal supervision.	4	
Suggests new processes and tries new learning experiences.		
Shares and accept the new ideas.		
Safety measure		
Follows all rules, practices and procedures as required for the job	3	
Uses and maintain all equipments/appliances/machinery properly		
Team work		
Offers assistance to others.	4	
Overall performance		
	3	
Suggestions (If any)		

Principal's Signature: **Ananda Singh**
 25/12/2022

Principal
 Mundeshwari College for Teacher Education
 Sarari-Usri Road, Patna 801105