



# MAR BASELIOS DENTAL COLLEGE

## KOTHAMANGALAM, KERALA

### **PERFORMANCE APPRAISAL – NON TEACHING STAFF**

Name of Employee : \_\_\_\_\_ Employee ID : \_\_\_\_\_  
 DOJ : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Period of Assessment : \_\_\_\_\_  
 Total working Days : \_\_\_\_\_

**Score: Outstanding: 5 Very Good: 4 Good: 3 Average: 2 Below Average: 1**

#### **PART – A – Self Assessment by the Appraisee**

SL NO	Characteristics	1	2	3	4	5
1	<b>Job Knowledge:</b> Understands job procedures and methods, and applies appropriate level of technical / procedural knowledge.					
2	<b>Quality of work:</b> Demonstrates accuracy and competency at work and performs assigned tasks within the given time efficiently.					
3	<b>Output of work:</b> Quality and quantity of work produced in the given time.					
4	<b>Team work:</b> Willingness and cooperation with team members and supervisors, contributes effectively to achieve individual and the team goals.					
5	<b>Dependability:</b> Reliable, requires minimum supervision, accepts additional challenges and responsibilities and willingly assists others.					
6	<b>Communication skill:</b> Ability to listen and understand information, communicates in an appropriate way with patients, colleagues and superiors.					
7	<b>Initiative and Positive Attitude:</b> Ability to recognize opportunities, takes initiative for necessary action, willingness to assume responsibility and carryout tasks with minimum guidance.					
8	<b>Cost Consciousness:</b> Efforts towards optimum utilization of available resources and elimination of waste.					
9	<b>Compliance to Health, Safety and Infection control standards:</b> Contributes to a safe and secure environment for patients, visitors and staff by following established safety and infection control procedures and protocols.					
10	<b>Punctuality:</b> Punctual at work, follows leave policy appropriately while availing leave.					
11	<b>Personal Appearance:</b> Always well-groomed and presentable, ensure proper upkeep of the uniforms provided.					
12	<b>Updating Knowledge/Technical Competency:</b> Attends training programs, improves efficiency.					

Name of Employee .....

Signature with Date.....

Submitted to HOD/Principal .....

**Part B- Evaluation by the HOD/Principal**

1	State whether there have been occasions of disciplinary action against the Appraisee:		5
	If yes, please list them:		
2	Has the Appraisee been given any training during this appraisal period , please list them		5
3	Did the training improve the performance of the Appraisee:		5
4	State at least two areas of strength of the Appraisee:		10
5	How the strength of appraisee used in our college upliftment.		5
6	Other contributions to the department other than curriculum		10

**HOD/Principal Comments:**

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Name: ..... Signature: ..... Date: .....

**TO BE FILLED BY OFFICE**

**PART E –**

1	Whether the employee obey the rules and regulations of our institution		5
2	Does the employee punctual in their work		10
3	Whether the employee taken any additional leave rather than their eligibility		10
4	Does the appraisee follow the dress code policy if our college		10
5	Is the employee use our resources in proper way		10

6	Whether any disciplinary action/Memos taken against the employee		5
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PART A	Overall rating as per numerical assessment: (Total Score/60) X100	
PART B	Overall rating: (Total Score/40) X100	
PART C	Rating with Administration (Total Score/50X100)	
<b>Total Average Percentage</b>		

Average Score of assessment in Percentage = ..... %

**Please put a tick mark (✓) as appropriate:**

Outstanding (100-90%)	<input type="checkbox"/>	Very Good (89-76%)	<input type="checkbox"/>	Good (75-60%)	<input type="checkbox"/>
Average (59-50%)	<input type="checkbox"/>		Below Average (<50%)		<input type="checkbox"/>
Verified		Recommendation		Approval	