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PERFORMANCE APPRAISAL FORMAT FOR TECHNICAL ASSISTANT (FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____
Department: _____ Institute: _____

Self-Appraisal to be done by Technical Assistant

Lab Code	Up to date Lab stock register available? (Yes / No)	%age of equipments in working condition (100% /80 % /60% 40% or 20%)

Number of Trainings / Short Course attended in session 2019-20 _____ (Pl. Attach full paper)
Any Additional qualification acquired? _____ (Pl. Attach proof)

What do you consider to be your most significant contribution & important achievements of Session 2019-20?

What do you consider to be your most important aims and tasks in Session 2019-20?

Teaching: _____

Others: _____

Signature of Technical Assistant with date



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Assessment by Reporting Officer (RO) & Overall Quality marks by RO for:
(Please rate out of 10, 10 for excellent & 1 for Poor)

Heads	Marks
Professional Knowledge and ability	
Knowledge of rules, regulations and procedures	
Quality of Stock Registers, Lab Records & Cleanliness of Labs	
Conduct and behaviour	
Communication skills (Oral and written)	
Co-operation, Interpersonal relations and team work in department	
Work output	
Integrity and Trustworthiness	
Innovations / experiments introduced in the subjects taught	
Overall Feedback / Usefulness (by Reporting Officer)	

General Comments reporting officer for Technical Assistant

(Comments are compulsory for TA getting excellent (10 or 9) or poor (1 or 2) remarks)

Signature of Reporting Officer (Dy. HOD)

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

1. I agree / I do not agree with assessment of Reporting Officer
2. Reason for disagreement (if applicable) & overall assessment _____

Signature of Reviewing Officer

PS: Proper performance feedback can improve the employee's future performance. It also gives him satisfaction and motivation. Past appraisals, together with other background data, will enable management to properly assess persons for promotion.