



**NAOREM BIRAHARI COLLEGE, KHUNDRAKPAM  
IMPHAL EAST, MANIPUR - 795114**

**APPRAISAL FORM OF NON-TEACHING STAFF**

**PERFORMANCE APPRAISAL REPORT**

**Section – I – Basic Information**

1.	Name of the staff reported upon			
2.	Service			
3.	Post:			
4.	Year of appointment			
5.	Date of Birth			
6.	Present Grade			
7.	Present Post			
8.	Date of Appointment to present post			
9.	Period of absence on leave, etc.	Period	Type	Remarks
	On Leave (specify type)			
	Others (specify)			
10.	Training Programs Attended			
	Date From	Date To	Institute	Subject
11.	Awards / Honors			
12.	Please indicate specific areas in which you feel the need to upgrade your skills through training program	a. For the current assignment:		



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		b. For future career
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**Section – II - Self Appraisal**

1.	Brief description of duties assigned	
2.	Performance at Actual	
3.	Exceptional contribution/ successful completion of any extraordinary task, if so, give a short description	



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4.	Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section-II. If not, please furnish factual details.			
5.	<b>Assessment of the work output (This assessment should rate the staff vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade)</b>			
		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of assigned duties			
ii.	Quality of output			
iii.	Accomplishment of exceptional work / unforeseen tasks performed			
	<u>Overall Grading on "Work Output"</u>			
6.	<b>Assessment of personal attributes (on a scale of 1-10)</b>			
		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I	Attitude to work			
II	Sense of responsibility			
III	Overall bearing and personality			
IV	Communication Skills			



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V	Moral courage & willingness to take a professional stand			
VI	Leadership qualities			
VII	Capacity to work in time limit			
	<u>Overall grading on Personal Attributes</u>			
<b>7.</b>	<b>Assessment of Functional Competency (on a scale of 1-10)</b>			
		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I	Customer Service			
II	Dependability			
III	Communication			
IV	Teamwork			
V	Work Product			
VI	Decision Making			
VII	Adaptability			
	Overall grading on Functional Capacity			
<b>8.</b>	<u>Overall grade (on a score of 1-10)</u>			

Date:

Signature of the Reporting Authority



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**APPRAISAL FORM OF TEACHING STAFF**

**PERFORMANCE APPRAISAL REPORT**

**Section – I – Basic Information**

1.	Name		
2.	Service (No of Years)		
3.	Post:		
4.	Permanent / Temporary		
5.	Year of appointment		
6.	Date of Birth		
7.	Present Grade		
8.	Present Post		
9.	Date of Appointment to present post		
10.	Qualification		
11.	Workload Teaching Allotted		
12.	Actual Teaching Load (Completed)		
13.	Period of absence on leave, etc.	Period	Remarks
	a Casual Leave (CL)		
	b Medical Leave (ML)		
	c Unpaid Leaves (PL)		
	d Paid Leaves (PL)		
	e Vacation and other Leaves		
14.	Training Programs Attended	Period	Remarks
	a		
	b		
	c		



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15.	Additional Responsibility			
	a			
	b			
	c			
	d			
	e			
	f			
16.	Workshop / Seminar			
	a			
	b			
	c			
	d			
17.	University Responsibility			
	a			
	b			
	c			
	d			
18.	Research and Academic contribution		50/assessment period	
19.	Refresher Course			
20.	Training Programmes			
21.	Any other certificate course			
22.	Industry Experience ((Total Years) (Mention Last 10 Years Industry Name			
		Company Name	Period	Job Profile
	a			
	b			
	c			



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**Section – II Educational Information**

23.	Graduation	
80% & Above = 21, 60% to less than 80% = 19, 55% to less than 60% = 16, 45% to less than 55% = 10		
24.	Post-Graduation	
80% & Above = 25, 60% to less than 80% = 23, 55% (50% in case of SC/ST/OBC (no creamy layer)/PWD) to less than 60% = 20		
25.	M.Phil.	
60% & above = 07, 55% to less than 60% = 05		
26.	Ph.D.	25
27.	NET with JRF	10
28.	NET	08
29.	SLET/SET	05
30.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06
31.	Teaching / Post-Doctoral Experience (2 marks for one year each)#	10
32.	Awards	
	International / National Level (Awards given by International Organizations/ Government of India / Government of India recognized National Level Bodies)	03
33.	State-Level (Awards given by State Government)	02
<p>However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately. Note : (A) (i) M.Phil. + Ph.D. Maximum - 25 Marks (ii) JRF/NET/SET Maximum - 10 Marks (iii) In awards category Maximum - 03 Marks</p> <p>B) Number of candidates to be called for interview shall be decided by the college. (C) Academic Score - 84 Research Publications - 06 Teaching Experience - 10 TOTAL - 100 (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.</p>		

**Section – III Activity**

S. No.	Activity	Grading Criteria
34.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	
80% & above – Good, Below 80% but 70% & above-Satisfactory, Less than 70% - Not satisfactory		



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35.	Involvement in the University/College students related activities/research activities:	
a	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.	
b	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	
c	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
d	Organizing seminars/ conferences/ workshops, other college/university activities.	
e	Evidence of actively involved in guiding Ph. D students.	
f	Conducting minor or major research project sponsored by national or international agencies.	
g	At least one single or joint publication in peer reviewed or UGC list of Journals.	
<p style="text-align: center;">Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities</p>		
<p><b>Overall Grading:</b>            Good: Good in teaching and satisfactory or good in activity at Sl.No.2.            Or            Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading  <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		
<p><b>Important Note: Attach all supporting documents along with Self-Appraisal report.</b> (Example: Industry Certificate, Training programs, Refresher Course, Workload, Workshop Seminar and etc.)</p>		





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Employees Name

Principal Name

Employees Signature

Principal Stamp and Signature