



**Draft Performance Appraisal Form for Non Teaching
Staff for Session 2020-21**

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

HR Policy **(Service Rules)**

DOC202002120009



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ANNEXURE - X

Performance Appraisal Form Non-Teaching Staff

1. Name of the Staff : _____
2. Position Title : _____
3. Date of Entry into Service : _____
4. Qualification : _____
5. Details of Current Responsibilities : _____

I. PROFESSIONAL COMPETENCE

S. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure of University					
2	Ability to organize work and carry it out					
3	Ability to learn and perform new duties					
4	Capacity to supervise or team worker					
5	Diligence and sense of responsibility					

II. PERFORMANCE

S. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Punctuality in office and task completion					



III. ATTITUDE

S. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					
3	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
4	Rapport with the public when interact with them?					
5	Sense of gratitude towards team members and guest?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of staff

