



VIDYASAGAR UNIVERSITY

Midnapore – 721 102

PERFORMANCE REPORT FOR NON-TEACHING EMPLOYEE

(To be filled in by the Reporting Officer)

Performance Report for the period from _____ to _____

1. Name of the Employee :
2. Employee Code No. :
3. Department/Section :
4. Designation/Post held :
5. Date of Birth :
6. Date of Entry into the University :
7. Acquired any new degree/diploma :
certificate.
8. Any specific achievement you want :
to mention.

Part – I

Appraisal of Attendance, Performance and Efficiency

Attendance (25 Marks) :

Sl. No.	Particulars	Assessed by Self	Assessed by the Reporting Officer.
01.	Total No. of Working days during the period under review.		
02.	No. of days the incumbent was on leave		
03.	No. of days of late attendance and early departure during the period as stated above.		
04.	No. of days of unauthorized absence without leave.		
05.	No. of days deducted as leave due to late attendance/early departure.		
06.	No. of days of effective attendance of the incumbent during the period under review (item No. 1 minus item No. 4 & 5)		
07.	Percentage of late attendance or early departure as against the total No. of working days during the period of review (item No. 3 to item 1%).		
08.	Percentage of effective attendance as against the total No. of working days during the period of review (Item No. 6 to item 1%).		

Part – II

Performance & Efficiency (60 Marks) :

Grading with the corresponding marks (Excellent – 06 marks/ Very Good – 05 Marks / Good – 04 Marks / Average – 03 Marks / Below Average – 00 Marks)

Sl. No.	Particulars	Assessed by Self	Assessed by the Reporting Officer.
01.	The extent to which the employee takes his/her job seriously.		
02.	The Quality of maintenance of the work dairy/case dairy/ cash book/ note book/ field dairy etc. as applicable.		
03.	The quantum of disposal of allotted work promptly and completely.		
04.	The capability of completing the work in time or within justifiable extra time.		
05.	The capability of employee to inspire public confidence.		
06.	Quality of disposal of work of the employee.		
07.	Knowledge of the employee regarding office procedure, rules and regulations and instructions in general and with reference to work of the post/office.		
08.	Ability to apply relevant rules and regulations correctly.		
09.	Capacity of examining cases thoroughly		
10.	Capacity and resourcefulness of the employee in handling normal as well as unforeseen problems/situations and willingness to take new challenges.		

Signature of the Employee with date

Signature of the Reporting Officer.

Remarks of the Registrar :

Accepting Authority.

Part – III

Appraisal of Attendance & Integrity of Non-teaching Employee

Accountability (15 Marks) :

Grading with the corresponding marks (Excellent – 05 Marks/ Very Good – 04 Marks / Good – 03 Marks / Average – 02 Marks / Below Average – 00 Marks).

Sl. No.	Particulars	Assessed by Self	Assessed by the Reporting Officer.
01.	Performance in matters relating to carrying out directions from superior.		
02.	Sense of Responsibility, ability to judge urgency of a case and Responsiveness to such urgency.		
03.	Behaviour with colleagues and members of public		

Assessment of integrity (if any adverse has come to notice please specify it also) :

1. *What is the main purpose of this document?*
 2. *What are the key findings of the study?*
 3. *What are the implications of these findings?*
 4. *What are the limitations of the study?*
 5. *What are the conclusions of the study?*
 6. *What are the recommendations for future research?*
 7. *What are the acknowledgments?*
 8. *What are the references?*
 9. *What are the appendices?*
 10. *What are the footnotes?*
 11. *What are the tables?*
 12. *What are the figures?*
 13. *What are the captions?*
 14. *What are the legends?*
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Marks Obtained :

Part – I :

Part – II :

Part – III :

Total :

Signature of the Employee with date

Signature of the Reporting Officer.

Remarks of the Registrar :

Remarks of the Registrar :

Accepting Authority.