**BLDE ASSOCIATION, VIJAYAPUR**

**Yearly Performance Evaluation of Non-Teaching staff members**

**Name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Biometric ID No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Total Experience: \_\_\_\_**

**Academic Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Name of the Board/University | Year of passing | % of marks obtained | Division/  Class/Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART I: Principal Evaluation (Max Points: 25)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** |
| **01** | **Shared Responsibility:** Sharing the responsibility of other staff who are on leave | **10** |  |
| **02** | **Punctuality:**  Availability in college & adherence to biometric attendance | **5** |  |
| **03** | **Work culture in the department:**  Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities | **5** |  |
| **04** | **Compliance with exam related activities:**  Accepts and delivers exam related responsibilities assigned at department, college and university level sincerely | **5** |  |
|  | **Total** | **25** |  |

**PART II: HOD/Office Superintendent Evaluation (Max Points: 25)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** |
| **01** | **Shared Responsibility:** Sharing the responsibility of other staff who are on leave | **10** |  |
| **02** | **Punctuality:**  Availability in college & adherence to biometric attendance | **5** |  |
| **03** | **Work culture in the department:**  Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities | **5** |  |
| **04** | **Compliance with exam related activities:**  Accepts and delivers exam related responsibilities assigned at department, college and university level sincerely | **5** |  |
|  | **Total** | **25** |  |

**Grand total: Part I+II = 50 points**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Part-I  (25) | Part-II  (25) | **TOTAL** |
| Self Score |  |  |  |
| Evaluators Score |  |  |  |

**Total points scored:**

**Scale:**

**Scale Bar for Performance Evaluation**

To evaluate the performance of staff members, the quantitative and qualitative measures will be taken into consideration. The scale of 1-5 will be used for the performance measurement as follows.

1: Poor, 2: Average, 3: Good.

**Table: Scale bar for performance evaluation**

|  |  |  |
| --- | --- | --- |
| **Scale** | **Description** | **Teaching staff points** |
| 1 | Poor | Below 30 |
| 2 | Average | 31-40 |
| 3 | Good | 41-50 |

**Staff Signature Principal**