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**