

PERFORMANCE APPRAISAL FORM - April 2023 to March 2024

Name of the Institute :

Employee ID No:	VIMS90808	Department	AYURVEDA
Employee Name:	DANIAL S	Sub Department / Section	AYURVEDA
Designation:	ATTENDER	Appraiser 1:	BHAGEERATHA S (HOD)
Date of Joining:	10-01-2023	Appraiser 2:	SHARDUL TAKUR (HRH)

Note: Employees need to submit relevant work experience letters for previous employment justification mentioned above.

Rating: Employees need to rate themselves b/w 0 to 5 followed by Appraiser 1 & Appraiser 2.

Total score: Teaching HOD & Faculty - /150

Non-Teaching HOD's - / 100

Sl.No	Attributes	Score	Self-Assessment	Appraiser 1	Appraiser 2
Section A – Performance					
1	Approach to Work				
1.1	Administrative ability / Leadership quality	5	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
1.2	Follows instructions, procedures, protocols & standards of the Institute	5	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
1.3	Flexible & adaptable	5	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
1.4	Accepts constructive criticism	5	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
1.5	Accepts constructive criticism	5	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
1.6	Accepts constructive criticism	5	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

2	Skills				
2.1	Job knowledge: Technical and professional requirement for the position & application of skills	5	5	5	5
2.2	Ready to learn new skills	5	5	4	5
3	Quality of Work				
3.1	Quality of Work Accuracy & Consistency of Work within timelines	5	5	5	5
3.2	Team work	5	0	3	5
3.3	Administrative ability / Leadership quality	5	5	4	5
3.4	Commitment to safety of an individual/ patients/ institute	5	5	3	5
3.5	Level of competency	5	5	3	0
3.6	Dependability and Accountability	5	5	3	5
4	Communication Skills				
4.1	Oral & written skills	5	5	3	5
4.2	Shares information & knowledge willingly, Reporting & feedback	5	5	3	5
4.3	Digital / E Mail / Computer skills	5	5	3	5
5	Interpersonal Relationship				
5.1	Commitment to safety of an individual/ patients/ institute	5	5	3	5

Section B – Behavior

1	Interpersonal Relationship				
1.1	Cooperation / Coordination	5	5	3	5
1.2	Professional behavior, relationship with colleagues	5	5	3	5
2	Quality of Work				
2.1	Dependability and Accountability	5	5	3	5

2.1	Dependability and Accountability	5	5	3	5
3	Communication Skills				
3.1	Accepts constructive criticism	5	5	4	5
Section C – Personality					
1.1	Motivated	5	5	4	5
1.2	Problem solving capacity, Analytical ability, Open to ideas	5	5	4	5
1.3	Punctuality / Attendance In accordance with Institute's days and hours	5	5	4	5
1.4	Personal appearance, Discipline	5	5	4	5
2	Interpersonal Relationship				
2.1	Flexible & adaptable	5	5	5	5
3	Quality of Work				
3.1	Conference / CME presentations	5	5	2	5
Section D – For Teaching Faculty					
1.1	Teaching	15	5	2	15
1.2	Research	10	0	2	10
1.3	Publications in Indexed Journals	15	5	2	15
1.4	Conference / CME presentations	5	5	2	5
2	Quality of Work				
2.1	Motivated	10	5	4	5
Total			155	116	185

Additional Responsibilities / Contribution to the Institutional Development and Growth

Assignments	Comments
150	150

Scale	Grade	Non Teaching HOD's	Teaching HOD & Faculty
Rating - 1	Poor	0-20	0-30
Rating - 2	Average	21-40	31-60
Rating - 3	Good	41-60	61-90
Rating - 4	Very Good	61-80	91-120
Rating - 5	Excellent	Above 80	Above 120

Any Memo's Received *



Comments / Action plan for improvement: Appraiser - 1

116

Comments / Recommendation: Appraiser - 2

190

Comments / Recommendation: Principal / HOD / Reviewer

116

Comments / Recommendation: Human Resource Department

190