



Shri Guru Ram Rai University

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act No. 03 of 2017)

Patel Nagar, Dehradun-248001, Uttarakhand

ANNUAL PERFORMANCE APPRAISAL FOR EMPLOYEES (TEACHING STAFF for the Year-.....)

1. Personal Data:

1. Name -
 2. Date of birth -
 3. Designation -
 4. Department -
 5. Educational Qualification –
 6. Date of appointment in the organization –
 7. Total number of years in the organizationYears.....Months
 8. Total teaching experience-
 9. Number of Ph.D. scholars guided –
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2. SELF APPRAISAL (INCLUDING FACTORS ENABLING OR CONSTRAINING PERFORMANCE)

S.No.	Duties other than teaching
1.	
2.	
3.	
4.	
5.	

Signature of appraisee.....Date.....

3. SCALE TO APPRAISAL

(1-4POOR,5-8FAIR,9-12GOOD,13-16-VERY GOOD,17-20 OUTSTANDING)

KEY RESULT AREAS	MAXIMUM MARKS	ASSESSMENT BY APPRAISER
Regularity & Punctuality	20	
Discipline & obedience	20	
Work Output	20	
Work efficiency & effectiveness	20	
Capacity for higher Responsibility	20	
Total	100	

Please Encircle the GRADE: A+ / A / B / C / D

A+/Excellent	A/Very good	B/Good	C/Satisfactory	D/Poor
90 & Above	80 & above but less than 90	70& above but less than 80	60& above but less than 70	less than 60

Is he/She is fit for promotion

Yes / No

If no give proper Justification

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Integrity (please tick): Above Board or doubtful

General Appraisal by reporting officer/supervisor

Special recommendations/adverse remarks for his/her improvement/development, if any.....
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Signature of Appraiser.....Date.....

NameDesignation.....

Remarks of Reviewing Officer
Comments.....
Name & Signature Date

Remarks of accepting Officer
Comments, if any:
Name & Signature Date
Designation.....