



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West) , Mumbai, 400 064

**Confidential Assessment and Self-Assessment Report of
Non-teaching / Non-Technical / Technical Employees.**

Serial No. _____ Year ending 31st March _____

File No. _____

Name: Shri. / Smt. /Kumari _____

Department of Office (including Section) _____

INSTRUCTIONS

- 1) Report should be submitted annually and for the period ending 31st March, _____.
- 2) Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legible, below his signature.
- 3) Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the report.
- 4) If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of the other officers.
- 5) Anything specially meritorious or adverse to the employees should be mentioned, even if not specially provided for.
- 6) Server notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
- 7) All adverse / outstanding remarks should be communicated to the employee in writing.
- 8) The rewarding authority has right to ask justification or remarks from the reporting officer.

PERSONAL INFORMATION

Name _____ Father's Name _____

Surname _____

Date of Birth as recorded in the Service book/

S.S.C. Certificate / School Leaving Certificate : _____

Place of Birth : _____

Nationality and Religion : _____

Whether belongs to Scheduled Castes/

Scheduled Tribes/Nomadic Tribes/Other

Backward Classes, etc. : _____

Home Town : _____

(with residential address) _____

Permanent Address (Local) : _____

Date of joining College services & designation
at the time of first appointment. : _____

Intermediary positions held between initial
Appointment and present positing if any.

i)

Positions	Period From
_____	_____

ii)

iii)

Mother Tongue : _____

Languages Known : _____

Qualifications and degrees : _____

University : _____

Year : _____

Confidential Assessment Report Regarding Ability and Character

Name : _____

Period of report : _____

Post or Posts held during the

Period of report : _____

Department / Office / Section : _____

Leave taken during the period of E.L. _____ C.L. _____ Sick Leave _____

E.L./ C.L./Other Leave

RATINGS SCALES: 1/2/3/4/5

1 = Below Standards or Expected Results Performance is below standards. Employee does not fully achieve assigned goals. Work assignments are not consistent in meeting quality standards or deadlines. Employee requires close supervision and does not consistently demonstrate the ability to perform job functions at expected level of proficiency.

2 – 3 = Meets Expectations Satisfactorily performs assigned activities and achieves expected outcomes. Work assignments typically are completed on time and meet all quality standards. Employee works under general or minimum supervision, with demonstrated understanding of all job functions and expected standards.

4 – 5 = Exceeds Expectations Quality and quantity of work is routinely higher than expected. Performance reflects high degree of initiative, commitment to excellence and ability to anticipate and respond to the needs of the institution. Employee demonstrates mastery of all job functions and frequently “raises the bar” in contributing to new systems and procedures.

PERFORMANCE ASSESSMENT

Sr.	Item	Applies	Not Applicable	Self Rating	Registrar / Supervisor Rating	Final Rating	Remarks
I.	<u>Technical Adequacy:-</u>						
1	Proficiency in Current role						
2	Quality of work						
3	Quantity of work						
4	Neatness						
5	Accuracy						

6	Punctuality in work						
7	Methodical and systematic Working						
8	Promptness in completion of work						
9	Regularity in attendance						
10	Relations with Superiors						
11	Relations with Colleagues						
12	Relations with members of public – students and parents						
13	Dependability						
14	Capacity to get work done						
II	<u>General Impression :-</u>						
1	General Impression & Grasp						
2	Leadership Qualities						
3	Level of Knowledge (related to the Section/Department)						
4	Tech. ability (wherever relevant).						
5	Spl. Complementary aptitude qualities etc. other than job requirements.						

III	<u>Recommendation : Rate the employee on the following criteria (to be filled in by the Reporting Officer / Registrar)</u>						
1	Administrative ability including judgment, initiative, promptness and drive.						
2	Fitness to continue the present post.						
3	Fitness for promotion						
4	Any other items not covered but which you would like to record. Please specify the aspect.						
5	Recommendation – observation of the Reporting Officer / Registrar						

Date:

(Signature) _____

Place:

Name and Designation of the
Reporting Officer / Registrar

Observation of Reviewing Office on the Report

(To be filled by Reviewing Officer)

1. Length of service under Reviewing Officer during the period under report _____

2. Do you agree with the Reporting Officer or do you wish to modify or add to his assessment? _____

3. Observation of remarks to the employees and clarification from the reporting officer, sought, if any _____

4. Communication of remarks to the employees and clarification from the reporting Officer, if any _____

Signature: _____

Date: _____

Place: **Name & Designation of the
Reviewing Officer / Registrar**

**Name of Principal
Sign of Principal**