** TRINITY INSTITUTE OF PROFESSIONAL STUDIES**

**Sector-9, Dwarka, New Delhi-110075**

**(Affiliated to Guru Gobind Singh Indraprastha University, Delhi &**

**Approved by Bar Council of India,New Delhi)**

**“A+”Ranked Institution by SFRC, Govt. of NCT of Delhi**

**Recognized under section 2(f) of the UGC Act, 1956**

**Accredited “B++” by NAAC**

**ANNUAL PERFORMANCE ASSESSEMENT REPORT FOR ADMINISTRATIVE/ MULTI TASKING STAFF**

***Academic Year 2019-20***

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name (in Block Letters) |  |
| 2. | Institute & Department |  |
| 3. | Date of Joining |  |
| 4. | Current Designation |  |
| 5. | Any Degree or fresh qualifications acquired during the year |  |
| 6. | Highest Professional Qualifications |  |
| 7. | Fields of Specialisation |  |

**CATEGORY I – SELF ASSESSMENT**

As a part of AQAR (Quality upgradation of the institution), kindly fill in the following questionnaire based on the scales given.

# A score of one is low and score of five is high. NA – Not Applicable

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO.** | **STATEMENT** | **1** | **2** | **3** | **4** | **5** | **NA** |
| 1 | I am helpful to the teachers whenever they  approach me for help. |  |  |  |  |  |  |
| 2 | I am patient to the needs of the public  (Parents, Business Associates, Vendors, Well-wishers of the institution). |  |  |  |  |  |  |
| 3 | I develop a good rapport with the public  especially during admission process. |  |  |  |  |  |  |
| 4 | I respond quickly to the needs of the student,  faculty and institution. |  |  |  |  |  |  |
| 5 | I get irritated when students, teachers disturb  me in the middle of my work. |  |  |  |  |  |  |
| 6 | I carryout the tasks/ areas of management  assigned to me in a responsible manner. |  |  |  |  |  |  |
| 7 | My absence does not affect the system in the  institution. |  |  |  |  |  |  |
| 8 | I always give proper information to Chairman/ Director during leave (planned & unplanned). |  |  |  |  |  |  |
| 9 | I voluntarily help my colleagues when they  are burdened with work. |  |  |  |  |  |  |
| 10 | I complete the work for the day on time. |  |  |  |  |  |  |
| 11 | If needed I extend my work timings to  complete the task assigned. |  |  |  |  |  |  |
| 12 | I positively respond to any instruction,  guidance, correction and discipline by Management |  |  |  |  |  |  |
| 13 | I am able to post my views expressions and  suggestions to the management. |  |  |  |  |  |  |
| 14 | I can immediately locate the files (for which I  am responsible) when asked for data. |  |  |  |  |  |  |
| 15 | I report on time to work. |  |  |  |  |  |  |

**CATEGORY II – BEHAVIOURAL SKILLS AND VALUES**

**Superior Feedback**

|  |  |  |
| --- | --- | --- |
| **S. NO.** | **STATEMENT** | **SCORE** |
|  | Attitude to work |  |
|  | Sense of responsibility |  |
|  | Regularity and Punctuality |  |
|  | Maintenance of discipline |  |
|  | Communication skills |  |
|  | Ability to work in team |  |
|  | Ability to meet deadline |  |
|  | Inter -personal relations |  |
|  | Coordination ability |  |
|  | Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly |  |
|  | Proficiency in working on computer, wherever available |  |
|  | Relations with the public |  |
|  | State of Health |  |
|  | Accomplishment of work allotted |  |
|  | Willingness to learn |  |
|  | Integrity (Financial, Moral and Academic |  |
|  | Quality of work output |  |
|  | Overall Grading on ‘Work Output’ |  |
|  |  |  |
|  | **Maximum Total Score/Points :**  **Minimum total points to be obtained :** |  |

**NOTE: Please give ratings on a 5-point scale with:**

5-**Excellent**, 4-**Very Good**, 3-**Good**, 2-**Average**, 1-**Below Average**

* **Shortcoming/Weakness pointed out, if any, and improvement shown:**

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1. Were you been granted time relaxation in any semester of 2019-20, if yes please mention the type of time relaxation & reason thereof.

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1. Have you ever been warned in writing or oral in 2018-19 for any reason, please mention the nature, type if any. Attach copy of warning letter and also mention officer’s name.

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**CATEGORY-III: CONTRIBUTION IN BRAND BUILING OF THE INSTITUTION**

**A. SOCIAL MEDIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **All posts – liked and shared** | **Ratings and feed done on SM platforms** | **Liked pages/profile on all TIPS and group institutions - SM Platforms** | **Achieved TOP-FAN Badge/ Best Contributor** | **Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Total Score** | | |  |

**Note: Authenticated by SM incharge**

**Name:**

**Signature:**

**C. Social Media platforms- Students/ Friends/ Relatives**

**All Social media platforms of TIPS- Liked, rated, reviewed, followed and turned on for notifications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. NO** |  | **LIKED BY** | **RATED BY** | **REVIEWED BY** | **FOLLOWED BY** | **SCORE** |
| 1 | FACEBOOK |  |  |  |  |  |
| 2 | INSTAGRAM |  |  |  |  |  |
| 3 | TWITTER |  |  |  |  |  |
| 4 | YOUTUBE |  |  |  |  |  |
| 5 | LINKED IN |  |  |  |  |  |
| 6 | PINTEREST |  |  |  |  |  |
|  | **TOTAL SCORE** | | | | |  |

**Note: Authenticated by SEO incharge**

**Name:**

**Signature:**

**Signature of HOI**

**Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FINAL OBSERVATIONS OF THE CHAIRMAN**

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL SUMMARY OF TOTAL SCORES**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **TOTAL MARKS** | **MARKS OBTAINED** | **CATEGORY** |
| **I** |  |  |  |
| **II** |  |  |  |
| **III** |  |  |  |
| **TOTAL (I+II+III)** | |  |  |

**Note:** *Category: A+, A, B+, B, and C*