GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai NAAC Accredited Institution | An ISO 9001:2015 Certified Institution Recognized by UGC u/s 2(f) & 12(B) of the UGC Act 80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

6.3.5 Performance Appraisal System for Teaching and Non-Teaching Staff

Appraisal Criteria:

* G.S.B.T. *

CE-Consistently Exceeds: Achievements are well beyond expectation level

FE-Frequently Exceeds: Performs tasks at high quality levels

FM-Fully meets: Performance fully meets job requirements on a consistent basis

NI- Needs Improvement: Performance sometimes meets requirements

NA-Not Applicable

Name of the format Format No: GSBT/Q	: Performance Appraisal MS/QF/026		•
	Performance Appr	aisal Form	entre destinations designed and the second s
Staff Name: My. R. k	annan	Department:	CSE
Designation: SSI stan	Profesor	HOD's Name:	Mr. M. Thiyagarajan
Length of time in present position:	years:	months:	The state of the s
Period covered by this appraisal: From	T-	Length of time s	supervising this employee:
Appraisal Criteria:	То	years:	months:
CE - Consistently Exceeds - per small percentage of people; with at this level. FE - Frequently Exceeds - perform imely manner; initiates and/or incess performance full NI - Needs Improvement - performance full improvement necessary. NA - Not Applicable - this task/func	nance frequently exceeds in volunteers; performs the toler meets job requirements formance sometimes mee	requirements. Performents at a some accomplishment of a some accomplishment basis requirements, the source of the	ts are well beyond those expections orms the task/function consistent very high quality leve.
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PERFORMANCE OBJECTIVES	
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1.1 Anticipates what needs to be done and initiates action quickly and decisively	FE
2 Makes realistic commitments that can be delivered upon without compromising quality or esponsiveness	
and perseveres through challenges.	CE
.4 Balances thoroughness with the need to meet established deadlines and commitments.	CE
.5 Takes personal ownership for work results	FM
.6 Is self-directed and self-motivated	FE
	FE

12. Additional Competencies					
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Name of the format: Performance Appraisal Format No: GSBT/OMS/OF/026

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Designation:	1 6	HOD's Name:	v. M. Thiyagarayan
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.6 Is self-directed and self-motivate			FE
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12. Additional Competencies				
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Name of the format: Performance Appraisal Format No: GSBT/QMS/QF/026

Performance Appraisal Form

Staff Name: L. Korth	ika	Department:	CSE
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rom . Appraisal Cfiteria:	То	Length of time supervears:	Asing this employee: months:

- CE Consistently Exceeds performance frequently exceeds requirements, reaching a level found only in small percentage of people; with minimum supervision/direction, achievements are well beyond those expects
- FE Frequently Exceeds performance frequently exceeds requirements. Performs the task/function consistent imely manner; initiates and/or volunteers; performs the task/function at a very high quality level. M - Fully Meces performance fully meets job requirements on a consistent basis.
- NI Needs Improvement performance sometimes meets requirements, but not consistently;
- NA Not Applicable this task/function is not applicable for this employee.

PERFORMANCE OBJECTIVES 1. Responsiveness and Accountability - Responds quickly to identified educations needs. Maintains a client focus in all actions and decisions. Achieves acceptable evels of productivity/output. Assumes accountability for areas of responsibility and actions and decisions.	of and/or internal and takes
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Intifies and perseveres through challenges.	CE
4 Balances thoroughness with the need to meet established deadlines and commitments.	CE.
5 Takes personal ownership for work results	FE
6 Is self-directed and self-motivated	FM
	FE

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HOD's Signature		Date:	,	
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Director / Principal Signature	5	Date:		er jaar in legeng 2- in 1 legelaar hy oogte se r h
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