



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:

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

Performance Appraisal Form

Staff Name: Mr. R. Kannan		Department: CSE	
Designation: Assistant Professor		HOD's Name: Mr. M. Thiyagarajan	
Length of time in present position:	years:	months:	
Period covered by this appraisal:		Length of time supervising this employee:	
From	To	years:	months:

Appraisal Criteria:

- 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 expected at this level.
- FE - Frequently Exceeds** - performance frequently exceeds requirements. Performs the task/function consistently in a timely manner; initiates and/or volunteers; performs the task/function at a very high quality level.
- FM - Fully Meets** - performance fully meets job requirements on a consistent basis.
- NI - Needs Improvement** - performance sometimes meets requirements, but not consistently; improvement necessary.
- NA - Not Applicable** - this task/function is not applicable for this employee.

PERFORMANCE OBJECTIVES

- | | |
|---|----|
| 1. Responsiveness and Accountability - Responds quickly to identified educational and/or internal needs. Maintains a client focus in all actions and decisions. Achieves acceptable levels of productivity/output. Assumes accountability for areas of responsibility and takes ownership of related issues. | |
| 1.1 Anticipates what needs to be done and initiates action quickly and decisively | FE |
| 1.2 Makes realistic commitments that can be delivered upon without compromising quality or responsiveness | CE |
| 1.3 Identifies and perseveres through challenges. | CE |
| 1.4 Balances thoroughness with the need to meet established deadlines and commitments. | FM |
| 1.5 Takes personal ownership for work results | FE |
| 1.6 Is self-directed and self-motivated | FE |

12. Additional Competencies

Co-staff Overall Comments (summarized by the HOD):

On time Smart Working & Complete the work

HOD's Overall Comments:

Good Knowledge - Hard Working

ACTION PLAN WORKSHEET

SMART GOALS: S - Specific, M - Measurable, A - Achievable, R - Relevant, T - Trackable

Professional Goals	Cost (Time & Financial)	Expected Outcomes

Employee's Signature



Date:

Your signature does not necessarily signify agreement; It simply indicates that the appraisal has been discussed with you.

HOD's Signature



Date:

Director / Principal Signature

Principal

Sojan School of Business & Technology
Redhills, Chennai-600 052.



Date:

Performance Appraisal Form

Staff Name: Mr. K. Sathish		Department: CSE	
Designation: Assistant Professor		HOD's Name: Mr. M. Thiagarajan	
Length of time in present position:	years:	months:	
Period covered by this appraisal:		Length of time supervising this employee:	
From	To	years:	months:

Appraisal Criteria:

- 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 expected at this level.
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- NI - Needs Improvement** - performance sometimes meets requirements, but not consistently; improvement necessary.
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PERFORMANCE OBJECTIVES

1. **Responsiveness and Accountability** - Responds quickly to identified educational and/or internal needs. Maintains a client focus in all actions and decisions. Achieves acceptable levels of productivity/output. Assumes accountability for areas of responsibility and takes ownership of related issues.
 - 1.1 Anticipates what needs to be done and initiates action quickly and decisively FE
 - 1.2 Makes realistic commitments that can be delivered upon without compromising quality or responsiveness CE
 - 1.3 Identifies and perseveres through challenges. CE
 - 1.4 Balances thoroughness with the need to meet established deadlines and commitments. FM
 - 1.5 Takes personal ownership for work results FE
 - 1.6 Is self-directed and self-motivated FE

3.2. Additional Competencies

Co-staff Overall Comments (summarized by the HOD):

Having knowledge in Different Field
Complete work with in time

HOD's Overall Comments:

Smart Worker

ACTION PLAN WORKSHEET

SMART GOALS: S - Specific, M - Measurable, A - Achievable, R - Relevant, T - Trackable

Professional Goals

Cost (Time & Financial)

Expected Outcomes


Employee's Signature



Date:

Your signature does not necessarily signify agreement; It simply indicates that the appraisal has been discussed with you.


HOD's Signature



Date:

Director/Principal Signature

Principal
Sojan School of Business & Techno
Technicals, Chennai



Date:

Performance Appraisal Form

Staff Name: L. Karthika	Department: CSE
Designation: Assistant Professor	HOD's Name: Mr. M. Thiagarajan
Length of time in present position: _____ years: _____	months: _____
Period covered by this appraisal: From _____ To _____	Length of time supervising this employee: years: _____ months: _____

Appraisal Criteria:

- 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 expected at this level.
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PERFORMANCE OBJECTIVES

- | | |
|--|----|
| 1. Responsiveness and Accountability - Responds quickly to identified educational and/or internal needs. Maintains a client focus in all actions and decisions. Achieves acceptable levels of productivity/output. Assumes accountability for areas of responsibility and takes ownership of related issues. | |
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| 1.4 Balances thoroughness with the need to meet established deadlines and commitments. | FE |
| 1.5 Takes personal ownership for work results | FM |
| 1.6 Is self-directed and self-motivated | FE |

12. Additional Competencies

Co-staff Overall Comments (summarized by the HOD):

✓ Good in nature, Hard Worker

HOD's Overall Comments:

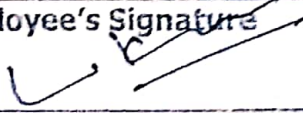
Smart Worker

ACTION PLAN WORKSHEET

SMART GOALS: S - Specific, M - Measurable, A - Achievable, R - Relevant, T - Trackable

Professional Goals	Cost (Time & Financial)	Expected Outcomes

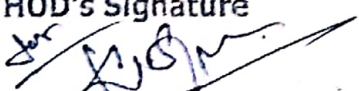
Employee's Signature



Date:

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HOD's Signature



Date:

Director / Principal Signature

Principal
Sojan School of Business & Technology
Redhills, Chennai-600 032

Date: