



NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL FORM

1. Name of Staff Member: SAMBHU CHOUDHURY

2. Present Position: ACCOUNTANT

3. Date of Appointment: 09/04/2007

SN	QUESTIONS	Response
1	Are you cooperative to the needs of your colleagues?	YES
2	Do you motivate your colleagues?	YES
3	Are you cooperative to the needs of all the stake holders (students, colleagues, parents, management, public) of the college?	YES
4	Are you regular and punctual in reporting to your duty?	YES
5	Do you carry out your tasks assigned to you in a responsible manner?	YES
6	Do you take leave only with prior permission of the Principal?	YES
7	Do you take self- driven initiatives to improve your work?	YES
8	Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?	YES
9	Do you help your co-workers voluntarily?	YES
10	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?	YES
11	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your duty satisfactorily?	YES
12	Do you require constant supervision, or follow up to complete the given task?	NO
13	Do you have the talent, ability to respond to training or ambition for growth?	YES
14	Do you work beyond your schedule work hours, if needed, smilingly?	YES

EMPLOYEE SIGNATURE

Sambhu Choudhury

DATE

26.11.24



NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL FORM

1. Name of Staff Member: DILIP KUMAR MAHATO

2. Present Position: PEON

3. Date of Appointment: 04/09/2009

SN	QUESTIONS	Response
1	Are you cooperative to the needs of your colleagues?	Yes
2	Do you motivate your colleagues?	Yes
3	Are you cooperative to the needs of all the stake holders (students, colleagues, parents, management, public) of the college?	Yes
4	Are you regular and punctual in reporting to your duty?	Yes
5	Do you carry out your tasks assigned to you in a responsible manner?	Yes
6	Do you take leave only with prior permission of the Principal?	Yes
7	Do you take self- driven initiatives to improve your work?	Yes
8	Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?	Yes
9	Do you help your co-workers voluntarily?	Yes
10	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?	Yes
11	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your duty satisfactorily?	Yes
12	Do you require constant supervision, or follow up to complete the given task?	Yes
13	Do you have the talent, ability to respond to training or ambition for growth?	Yes
14	Do you work beyond your schedule work hours, if needed, smilingly?	Yes

EMPLOYEE SIGNATURE

Dilip kumar mahato

DATE

28/11/24



NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL FORM

1. Name of Staff Member: ASIM DEY

2. Present Position: PEON

3. Date of Appointment: 02/04/1990

SN	QUESTIONS	Response
1	Are you cooperative to the needs of your colleagues?	Yes
2	Do you motivate your colleagues?	Yes
3	Are you cooperative to the needs of all the stake holders (students, colleagues, parents, management, public) of the college?	Yes
4	Are you regular and punctual in reporting to your duty?	Yes
5	Do you carry out your tasks assigned to you in a responsible manner?	Yes
6	Do you take leave only with prior permission of the Principal?	Yes
7	Do you take self- driven initiatives to improve your work?	Yes
8	Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?	Yes
9	Do you help your co-workers voluntarily?	Yes
10	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?	Yes
11	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your duty satisfactorily?	Yes
12	Do you require constant supervision, or follow up to complete the given task?	Yes
13	Do you have the talent, ability to respond to training or ambition for growth?	Yes
14	Do you work beyond your schedule work hours, if needed, smilingly?	Yes

EMPLOYEE SIGNATURE

Asi M Dey

DATE

28/11/24



NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL FORM

1. Name of Staff Member: REBA SARKAR

2. Present Position: GCR ATTENDANT

3. Date of Appointment: 05/07/1997

SN	QUESTIONS	Response
1	Are you cooperative to the needs of your colleagues?	Y
2	Do you motivate your colleagues?	Y
3	Are you cooperative to the needs of all the stake holders (students, colleagues, parents, management, public) of the college?	Y
4	Are you regular and punctual in reporting to your duty?	Y
5	Do you carry out your tasks assigned to you in a responsible manner?	Y
6	Do you take leave only with prior permission of the Principal?	Y
7	Do you take self- driven initiatives to improve your work?	Y
8	Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?	Y
9	Do you help your co-workers voluntarily?	Y
10	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?	Y
11	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your duty satisfactorily?	Y
12	Do you require constant supervision, or follow up to complete the given task?	Y
13	Do you have the talent, ability to respond to training or ambition for growth?	Y
14	Do you work beyond your schedule work hours, if needed, smilingly?	Y

EMPLOYEE SIGNATURE

Reba Sarkar

DATE

28/11/24