



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



Non-Teaching Staff





STAFF-Performance Appraisal (Sys. Admin. / Lab Asstt. / Mass Comm. Lab Asstt.)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled in by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	No. of computers/ Mass Com Lab equipment managed in the lab.			
2.	No. of UPS managed in the Lab			
3.	Passwords allocated to different users.			
4.	Proper earthing in Lab. Available/working or not?			
5.	No. of Computer Practical Classes assisted			
6.	Computer Lab/Studio/Equipments purchased & installed. Hardware Qty. <u>Name of Equipment</u> 1. _____ 2. _____ Softwares/installed <u>Name of Software</u> 1. _____ 2. _____			
7.	No. of Complaints received/redressed in: Computer Lab: _____ Mass Com Lab: _____ Radio Lab: _____			

8.	Equipments/ peripherals lost/damaged If yes: S.No. Name of Equipment 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
9.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



**STAFF-Performance Appraisal (Secretary/Executive Asst. to Chairman)
(Secretary to Director)**

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Notices prepared and issued			
2.	Circulars prepared and issued			
3.	Weekly AR/CR reports made			
4.	Daily Reports made			
5.	Suggestions/complaints received, put up to Director			
6.	letters to outside Authorities			
7.	Special Reports Prepared			
8.	Discrepancy, if any reported in ISO reviews			

9.	Meetings arranged: S.No. Name of Meeting Nos. 1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____ 5. _____ _____			
10.	Others jobs done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



STAFF-Performance Appraisal (Librarian)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Arrangement of new books			
2.	Arranged, Participated and prepared Minutes for Library Committee Meetings			
3.	Renewed: No. Magazines: Journals Newspapers			
4.	Complaints received in the Library and redressed.			
5.	Old Newspaper Magazines Sold. Worth Rs.			
6.	Journals/Magazines bound.			
7.	Library fine collected			
8.	New Vendors developed			
9.	Amount of discount obtained from vendors.			
10.	No. of Journals received and entered.			
11.	No. of Magazines received and entered.			

12.	No. of Newspapers received and entered.			
13.	No. of Question Papers added in files.			
14.	No. of Course Manual Files got updated.			
15.	No. of students for whom Reminders sent to users for the overdue books of the Library.			
16.	Library Books purchased: BBA _____ BCA _____ BJMC _____ General _____			
17.	Books accessioned BBA _____ BCA _____ BJMC _____ General _____			
18.	Journals/Magazines inwards/Numbered.			
19.	Journals not received in time S.No. Name of Journal 1. _____ 2. _____ 3. _____ 4. _____ Follow up action taken 1. _____ 2. _____ 3. _____ 4. _____			
20.	Newspaper cuttings submitted to the Director			
21.	Project Reports accessioned			

22.	Names of reputed publishers introduced															
23.	No. of times SDI/Indexing services Issued:															
24.	<p>Prospectus /Placement/Brochures/ pamphlets, reports of various institutes maintained as under:</p> <table border="0"> <thead> <tr> <th>Institute</th> <th>Material</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Institute	Material	_____	_____	_____	_____	_____	_____							
Institute	Material															
_____	_____															
_____	_____															
_____	_____															
25.	<p>Syllabus (Hard & Soft Copies) of programs maintained:</p> <table border="0"> <thead> <tr> <th>Course</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Course	Semester	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____			
Course	Semester															
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_____	_____															
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_____	_____															
26.	<p>Liasoning with other librarians and institutes for getting latest material:-</p> <table border="0"> <thead> <tr> <th>S.No.</th> <th>Name of Lib/Inst.</th> <th>Material obtained</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3.</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	S.No.	Name of Lib/Inst.	Material obtained	1.	_____	_____	2.	_____	_____	3.	_____	_____			
S.No.	Name of Lib/Inst.	Material obtained														
1.	_____	_____														
2.	_____	_____														
3.	_____	_____														

	4. _____			
27.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



STAFF-Performance Appraisal (Receptionist-cum-Telephone operator)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Letters Outwarded			
2.	Letters Inwarded			
3.	No. of visitors Attended & arranged meetings with Director/Chairman			
4.	Telephone Calls made			
5.	Telephone Calls attended for Counseling			
6.	Telephone Calls attended and forwarded			
7.	New students counseling reports received & filed			
8.	C.V received for Faculty/ Staff positions.			
9.	Interviews arranged for Faculty/Staff			
10.	Morning Prayers Conducted.			

11.	Pending filing papers, if any:-			
12.	Attendance register maintained for:- Month No. of Employees _____ _____ _____ _____ _____			
13.	No. of photocopies done for various documents:			
14.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



STAFF-Performance Appraisal (Data Entry Operator cum Academic Assistant)

Name: _____

Period of Review :- _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Softwares used in PC			
2.	No. of Files maintained & handled			
3.	No. of Letters Typed			
4.	No. of Reports Typed			
5.	Prepared Subject Files Batch No. of Files _____ _____ _____ _____			

6.	Processed Monthly Attendance & made reports for No. of Students Month No. of students _____ _____ _____ _____ _____ _____ _____ _____			
7.	Prepared MT-I & II & End Semester Exams Results for: Batch No. of Students _____ _____ _____ _____ _____ _____ _____ _____			
8.	No. of Special Reports Prepared: S.No. Name of report _____ _____ _____ _____ _____ _____ _____ _____			
9.	Handled use of LCDs, OHPs in the Class Rooms.			
10.	Exam Duty done for ____ No. of Days.			
11.	No. of reception duties done at various college functions.			

12.	Other Jobs Done			
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Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

5.	Bills Processed			
6.	Prepared accounting statements:- Day book for No. of Days _____ Bank reconciliation Statements _____			
7.	Monthly statements of Cash flow prepared _____ No. of employees for whom Salary prepared _____ Leave applications processed _____ No. of cheques prepared _____			
8.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



STAFF-Performance Appraisal (Administration Officer)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	1. New Vendors Registered			
2.	Arranged for examination deptt. No. Answer Sheets _____ Envelopes _____ Extra Sheets _____			
3.	Arranged exam rooms (including the seating arrangements) for all exams. Exam No. o rooms arranged _____ _____ _____			
4.	No. of Complaints recorded in the Complaint Register and redressed, regarding defects in: 1. Machines 2. Equipments 3. Water Cooler 4. Air Conditioner 5. OHPs 6. Boards 7. Generators 8. Others			
5.	Housekeeping General Maintenance of office building, fixtures _____			

14.	Stationary items supplied to faculty/staff:- Month No. of employees _____ _____ _____ _____ _____ _____			
15.	Gifts/Bouquets arranged & supplied for various events/occasions:- Gifts _____ Bouquets _____			
16.	No. of complaints received regarding canteen:- S.No. No. of Action taken Complaints 1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____ 5. _____ _____ 6. _____ _____			
17.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



STAFF-Performance Appraisal (PRO)

Name: _____

Period of Review:

S. No.	Duties	Actual Work done during the period (to be filled in by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Arranged & Co-ordinated the Guest Lectures :- Name of Speaker with Batch Co./Designation 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____			
2.	Managed Placement of the Students No. of Students Course/ Batch Name of the Company with Package 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____			
3.	No. of Corporate Dignitaries arranged for Institute's Seminars workshops:- Name/Designation/Company 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

4.	Co-ordinated the Admission of New Students in the following Courses:- <ul style="list-style-type: none"> • BCA: _____ • BBA: _____ • MBA: _____ • BScHT: _____ • BMC: _____ • BJMC: _____ 			
5.	Industrial Visits arranged Course/Batch Name of Company 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
6.	Summer Internship arranged for: Course/ No. of / Name of Batch Students Companies 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
7.	Conducted Seminars/Conferences/PDP arranged by JIMS: S.No. Name of Work Seminar Done 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
8.	Educational Exhibition attended: S.No. Name of No. of Exhibition Days 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
9.	Newspaper clippings of attractive jobs opening published in TOI & HT- Searched, action taken & filed: S.No. Name of Name of Newspaper cutting 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

10.	<p>Names of speakers/HRD Professionals added to the database:</p> <p>S.No. Name of Speaker</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Updated the following existing entries in the database</p> <p>S.No. Name of the person</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
11.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR