



JAGANNATH UNIVERSITY

SELF APPRAISAL OF NON-TEACHING STAFF FOR THE PERIOD
FROM 1ST JULY - 2019 TO 30TH JUNE - 2020

PART-I

| | | |
|----|--|---|
| 1 | Name of the Employee | RAHUL SHARMA |
| 2 | Qualification | MBA, BA, Certificate Course in Comp. Application |
| 3 | Designation | Assistant Registrar |
| 4 | Department | Registrar Secretariat |
| 5 | Reporting Authority | Registrar |
| 6 | Date of Joining Service | 01 st August, 2008 |
| 7 | Qualification acquired and training under gone, if any, during the period | Nil |
| 8 | Duties discharged during the period (Details to be furnished) | Latest Detailed Profile (ANNEXURE Attached.) |
| 9 | Disciplinary Proceedings / Absence without leave (if any) Details to be furnished | Nil |
| 10 | Special duties entrusted, if any, during the period. Whether discharged? Details to be furnished | Nil |
| 11 | Significant Achievements if any | Promoted as Asst. Registrar |
| 12 | Would you like to share any areas of Improvements for the Department University as a whole (Details to be furnished) | We can transform our University by reducing paper and moving towards Online. We can move towards automated workflows by using ERP. |

NOTE: (1) Column's which are "Not Applicable" may be indicated so by the staff.
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date :





Certified True Copy
Registrar
Jagan Nath University, Jaipur


Signature of the Employee

PART-II


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, etc.). | | | | | | ✓ |
| 3 | I develop a good report with the public especially during admission process. | | | | | | ✓ |
| 4 | I respond quickly to the needs of the student, faculty and University. | | | | | ✓ | |
| 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 University. | | | | | ✓ | |
| 8 | I always give proper information to my Reporting Authority 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 my superiors. | | | | ✓ | | |
| 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. | | | | | ✓ | |

Date :



Signature of the Employee


 Certified True Copy
 Registrar
 Jagan Nath University, Jaipur

PART-III

REPORT OF THE REPORTING AUTHORITY

| | | |
|---|--|---------------|
| A | Whether the report given in Part II is acceptable? If not, the specific item and the reason therefore. | Accepted |
| B | General remarks | a good worker |

Date :

Signature of the Reporting Authority

NOTE:

- 1) Information in Part-I should be obtained from the Employee within a week from 1st July of each year.
- 2) Categorization of the various performance factors should be done to the following appraisalment

| | <u>Category</u> | <u>Description</u> |
|------|-----------------|--------------------|
| 1) | A | Very Good |
| ✓ 2) | B | Good |
| 3) | C | Average |
| 4) | D | Below Average |

- 3) Columns which are "Not Applicable" may be indicated so by the Head of the University concerned.

PART-IV

Final Remarks by the Registrar

A good worker, continuing with us since inception. However, he needs to improve upon his certain skill areas e.g; writing, dealing with people in patience. Otherwise overall response is good.



Signature of Registrar

Certified True Copy

Registrar
Jagan Nath University, Jaipur