



LORDS INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Affiliated to Osmania University, Estd: 2002

AY 2023-24

Non-Teaching Staff Appraisal Form

Name of the Staff Member:		
Position:	Qualification:	
Date of Joining:	Total Experience:	Experience in LIET:
Details of Current Responsibilities:		
No. of CLs availed:	No. of LoP's:	
Date of Last Increment:		

I. Personal Characteristics

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behavior					

II. Professional Competence

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Can you possess good knowledge (theory, hands-on) for all aspects of the job to perform your job functions satisfactorily?					

III. Performance

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
	Diligence and sense of responsibility					

IV. Attitude Towards Co-Workers

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. Attitude Towards Public

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Visitors, Vendors, Other Stake Holders)?					
2	Rapport with the public when you interact with them?					

VI. Staff/Student Relations

Sl. No.	Item	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					

The performances of the Non – Teaching staff member to be assessed by HoD/Section Incharge.

Date:

Name and Signature of the Non-Teaching staff

Signature of the Administrative Officer/HOD/Section Incharge

Counter signed by the Head of the Institution