

NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	KRISHNA KANHAIYA
Employee ID	NVM0058
Designation	Electrician
Department/Section	Electric Department
Date of Joining	20/05/2024
Appraisal Period	22-08-2024
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	8	8	
Technical/Clerical Proficiency	10	8	9	
Quality of Work (Accuracy & Neatness)	10	8	8	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	4	4	
Total	45	37	37	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	8	8	
Dependability and Responsibility	10	8	8	

J. M. E.
Principal
Nawada Vidhi Mahavidyalaya
Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	8	8	
Adaptability and Willingness to Learn	5	4	4	
Neatness and Personal Conduct	5	4	4	
Total	40	32	32	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	4	4	
Participation in College Events/Activities	5	4	4	
Contribution Beyond Regular Duties	5	3	3	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	15	15	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is very good.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	37
Work Habits & Discipline	40	32
Institutional Contribution	20	15
Total	105	84

Principal
Nawada Vidhi Mahavidyalaya
Nawada

Performance Rating (tick one):

- ☐ Excellent (95-105)
☒ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

Signatures

Name	Signature	Date
Staff Member		
Immediate Supervisor / HOD		
Principal / Office Superintendent		

[Signature]
Principal
Nawada Vidhi Mahavidyalaya
Nawada

[Signature]
Principal
Nawada Vidhi Mahavidyalaya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	AKASH KUMAR
Employee ID	
Designation	Accountant
Department/Section	Accounts
Date of Joining	27/12/2022
Appraisal Period	
Reporting Officer	

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10			
Technical/Clerical Proficiency	10			
Quality of Work (Accuracy & Neatness)	10			
Speed and Efficiency in Work	10			
Problem Solving and Initiative	5			
Total	45			

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10			
Dependability and Responsibility	10			

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10			
Adaptability and Willingness to Learn	5			
Neatness and Personal Conduct	5			
Total	40			

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5			
Participation in College Events/Activities	5			
Contribution Beyond Regular Duties	5			
Handling of Confidential/Sensitive Matters	5			
Total	20			

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

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Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	
Work Habits & Discipline	40	
Institutional Contribution	20	
Total	105	

Performance Rating (tick one):

- ☐ Excellent (95-105)
- ☐ Very Good (80-94)
- ☐ Good (65-79)
- ☐ Satisfactory (50-64)
- ☐ Needs Improvement (<50)



Signatures

Name

Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent



NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	SUNNY KUMAR
Employee ID	
Designation	PEON
Department/Section	
Date of Joining	19.10.2021
Appraisal Period	
Reporting Officer	

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10			
Technical/Clerical Proficiency	10			
Quality of Work (Accuracy & Neatness)	10			
Speed and Efficiency in Work	10			
Problem Solving and Initiative	5			
Total	45			

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10			
Dependability and Responsibility	10			

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10			
Adaptability and Willingness to Learn	5			
Neatness and Personal Conduct	5			
Total	40			

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5			
Participation in College Events/Activities	5			
Contribution Beyond Regular Duties	5			
Handling of Confidential/Sensitive Matters	5			
Total	20			

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

.....

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	
Work Habits & Discipline	40	
Institutional Contribution	20	
Total	105	

Performance Rating (tick one):

- ☐ Excellent (95–105)
- ☐ Very Good (80–94)
- ☐ Good (65–79)
- ☐ Satisfactory (50–64)
- ☐ Needs Improvement (<50)

Signatures

Name

Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent

NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

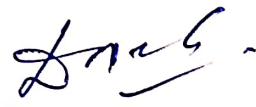
Field	Details
Name of the Staff	Mahesh kumar Mishra.
Employee ID	NVM 00 33
Designation	Assistant (Exam)
Department/Section	Examination
Date of Joining	31-08-1994.
Appraisal Period	16-11-2022
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	9	8	
Technical/Clerical Proficiency	10	8	9	
Quality of Work (Accuracy & Neatness)	10	8	8	
Speed and Efficiency in Work	10	7	9	
Problem Solving and Initiative	5	4	4	
Total	45	36	38	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	9	8	
Dependability and Responsibility	10	9	8	


Principal
Nawada Vidhi Mahavidyalaya
Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	8	7	
Adaptability and Willingness to Learn	5	4	4	
Neatness and Personal Conduct	5	4	3	
Total	40	35	30	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	3	3	
Participation in College Events/Activities	5	3	3	
Contribution Beyond Regular Duties	5	4	4	
Handling of Confidential/Sensitive Matters	5	5	5	
Total	20	15	15	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is satisfactory.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	36
Work Habits & Discipline	40	35
Institutional Contribution	20	15
Total	105	86

Signature
Principal
Nawada Vidhi Mahavidyalaya
Nawada

Performance Rating (tick one):

- ☐ Excellent (95-105)
☒ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

हैरा कुमर मिश्रा

Signatures

Name

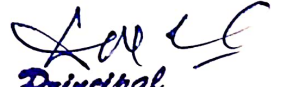
16-11-2022
Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent


Principal
Nawada Vidhi Mahavidyalaya
Nawada


Principal
Nawada Vidhi Mahavidyalaya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

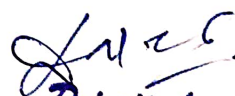
Field	Details
Name of the Staff	SUDHIR KUMAR
Employee ID	Nvm0058
Designation	COMPUTER OPERATOR
Department/Section	IT
Date of Joining	02/04/2025
Appraisal Period	16-04-2025
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	9	8	
Technical/Clerical Proficiency	10	9	8	
Quality of Work (Accuracy & Neatness)	10	8	9	
Speed and Efficiency in Work	10	8	9	
Problem Solving and Initiative	5	4	4	
Total	45	38	38	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	8	9	
Dependability and Responsibility	10	8	9	


 Principal
 Nawada Vidhi Mahavidyalaya
 Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	9	8	
Adaptability and Willingness to Learn	5	4	4	
Neatness and Personal Conduct	5	4	2	
Total	40	33	33	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	4	3	
Participation in College Events/Activities	5	3	4	
Contribution Beyond Regular Duties	5	2	4	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	16	15	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is very good.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	38
Work Habits & Discipline	40	33
Institutional Contribution	20	16
Total	105	87

A. N. G.
Principal
Nawada Vidhi Mahavidyalaya,
Nawada

Performance Rating (tick one):

☐ Excellent (95-105)

☒ Very Good (80-94)

☐ Good (65-79)

☐ Satisfactory (50-64)

☐ Needs Improvement (<50)

Sulbir kumar

Signatures

Name

Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent

[Signature]
Principal
Vidhi Mahawadeya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA

NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

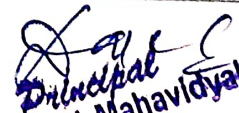
Field	Details
Name of the Staff	BABLU RAJAK
Employee ID	NVM 0046
Designation	Assistant Examination
Department/Section	Examination
Date of Joining	
Appraisal Period	16-11-2022
Reporting Officer	Dr. S. S. S. S. Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	8	7	
Technical/Clerical Proficiency	10	8	7	
Quality of Work (Accuracy & Neatness)	10	8	7	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	3	3	
Total	45	36	32	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	8	7	
Dependability and Responsibility	10	7	7	


 Principal
 Nawada Vidhi Mahavidyalaya
 Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	7	7	
Adaptability and Willingness to Learn	5	3	3	
Neatness and Personal Conduct	5	3	3	
Total	40	28	27	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	3	3	
Participation in College Events/Activities	5	3	3	
Contribution Beyond Regular Duties	5	3	3	
Handling of Confidential/Sensitive Matters	5	3	3	
Total	20	12	12	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is good.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	36
Work Habits & Discipline	40	28
Institutional Contribution	20	12
Total	105	76

Page 6
Principal
Nawada Vidhi Mahavidyalaya
Nawada

Performance Rating (tick one):

- ☐ Excellent (95-105)
☐ Very Good (80-94)
☒ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

Signatures

Name

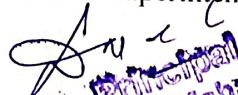
16-11-2022
Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent

Babli Rajak


Principal
Vidhi Mahatoiyakaya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA

NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	Rakesh Ranjan Mishra
Employee ID	NVM0040
Designation	Assistant (Store keeper)
Department/Section	Inventory
Date of Joining	07-07-2007
Appraisal Period	10-11-2022
Reporting Officer	Principal Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	8	8	
Technical/Clerical Proficiency	10	8	8	
Quality of Work (Accuracy & Neatness)	10	9	8	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	4	3	
Total	45	38	35	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	9	8	
Dependability and Responsibility	10	8	8	


 Principal
 Nawada Vidhi Mahavidyalaya
 Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	8	7	
Adaptability and Willingness to Learn	5	3	3	
Neatness and Personal Conduct	5	3	3	
Total	40	31	29	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	3	3	
Participation in College Events/Activities	5	4	3	
Contribution Beyond Regular Duties	5	4	3	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	15	13	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

his performance is very good

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	38
Work Habits & Discipline	40	31
Institutional Contribution	20	15
Total	105	84

Save 6
Principal
Mawazita Mdini Mahavichayaye
Mawazita

Performance Rating (tick one):

- ☐ Excellent (95-105)
☒ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

शैलेश रंजन मिश्रा

Signatures

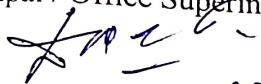
Name

16-11-2022
Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent



Principal
Nawada Vidhi Mahavidyalaya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	GAURAV KUMAR
Employee ID	NVM 0056
Designation	Electrician
Department/Section	Electric Department
Date of Joining	10/09/2024
Appraisal Period	16-11-2022
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	8	8	
Technical/Clerical Proficiency	10	8	7	
Quality of Work (Accuracy & Neatness)	10	8	6	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	3	4	
Total	45	36	33	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	8	8	
Dependability and Responsibility	10	8	8	

Signature
 Principal
 Nawada Vidhi Mahavidyalaya
 Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	8	8	
Adaptability and Willingness to Learn	5	4	3	
Neatness and Personal Conduct	5	3	3	
Total	40	31	31	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	3	3	
Participation in College Events/Activities	5	3	4	
Contribution Beyond Regular Duties	5	4	4	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	14	15	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is very good.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	36
Work Habits & Discipline	40	31
Institutional Contribution	20	14
Total	105	81

Principal
Nawada Vidhi Mahavidyalaya
Nawada

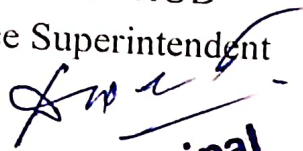
Performance Rating (tick one):

- ☐ Excellent (95-105)
☒ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

Signatures

Name	Signature	Date
Staff Member		
Immediate Supervisor / HOD		
Principal / Office Superintendent		

Gaurav



Principal
Nawada Vidhi Mahavidyalaya
Nawada

NAWADA VIDHI MAHAVIDYALAYA, NAWADA

NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	SANTOSH KUMAR
Employee ID	NVM0030
Designation	Office Superintendent
Department/Section	IT
Date of Joining	30-06-2007
Appraisal Period	16-11-2022
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	10	9	
Technical/Clerical Proficiency	10	10	10	
Quality of Work (Accuracy & Neatness)	10	10	9	
Speed and Efficiency in Work	10	9	9	
Problem Solving and Initiative	5	4	4	
Total	45	43	41	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	9	9	
Dependability and Responsibility	10	9	9	

Santosh Kumar
Principal
Nawada Vidhi Mahavidyalaya
Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	9	9	
Adaptability and Willingness to Learn	5	4	4	
Neatness and Personal Conduct	5	5	5	
Total	40	36	36	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	5	5	
Participation in College Events/Activities	5	5	5	
Contribution Beyond Regular Duties	5	4	4	
Handling of Confidential/Sensitive Matters	5	5	5	
Total	20	19	19	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His performance is very well

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	43
Work Habits & Discipline	40	36
Institutional Contribution	20	19
Total	105	98

S. A. L.
Principal
Nawada Vidhi Mahavidyalaya
Nawada

Performance Rating (tick one):

- ☒ Excellent (95-105)
☐ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

Lamtarh Kumar
Signatures

Name

16-11-2022
Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent

[Signature]
Principal
Nawada Vidhi Mahavidyalaya
Nawada

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NAWADA VIDHI MAHAVIDYALAYA, NAWADA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

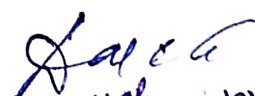
Field	Details
Name of the Staff	Kundan Kumar
Employee ID	NVM0045
Designation	Computer Asstt.
Department/Section	IT
Date of Joining	14/11/2017
Appraisal Period	16-11-2022
Reporting Officer	Principal

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	8	7	
Technical/Clerical Proficiency	10	9	8	
Quality of Work (Accuracy & Neatness)	10	9	9	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	4	4	
Total	45	39	36	

Section C: Work Habits & Discipline

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	9	8	
Dependability and Responsibility	10	8	8	


 Principal
 Nawada Vidhi Mahavidyalaya
 Nawada

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Compliance with Instructions & Procedures	10	8	9	
Adaptability and Willingness to Learn	5	9	7	
Neatness and Personal Conduct	5	8	4	
Total	40	38	36	

Section D: Contribution to the Institution

Criteria	Max Marks	Self Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	5	5	
Participation in College Events/Activities	5	4	4	
Contribution Beyond Regular Duties	5	4	4	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	17	17	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

His behaviour is very good.

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	39
Work Habits & Discipline	40	38
Institutional Contribution	20	17
Total	105	94

S. A. C.
Principal
Nowada Vidhi Mahavidyalaya
Nowada

Performance Rating (tick one):

- ☒ Excellent (95-105)
☐ Very Good (80-94)
☐ Good (65-79)
☐ Satisfactory (50-64)
☐ Needs Improvement (<50)

Kundan Kumar

Signatures

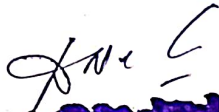
Name

16-11-2022
Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent


Principal
Vidhi Mahavidyalaya
Nawada