



Karpaga Vinayaga College of Nursing

(Recognized by the Indian Nursing Council and Affiliated to The Tamil Nadu Dr. M.G.R Medical University, Chennai)

G.S.T Road, Chinnakolambakkam, Palayanoor (P.O), Madhurantakam (Tk.)
Kancheepuram District, Tamilnadu - 603308. Phone: 044-2756 5202/2759 8484

Standard Appraisal Format of the Institution

CONFIDENTIAL –TO BE RETURNED TO PRINCIPAL OFFICE

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Standard Appraisal Format of the Institution						
KARPAGA VINAYAGA COLLEGE OF NURSING PERFORMANCE APPRAISAL						
Name				Date of joining		
Department:				Designation		
Qualification	Present salary Rs			Date of Last appraisal		
Previous EXP: (Yrs)						
PLEASE ☒ APPROPRIATE COLUMN						
SL. NO	Parameters	Outstanding	Exceeds Expectation	Meets Expectation	Occasionally Meet	Fails to meet
	Points	5(A)	4(B)	3(c)	2(D)	1(E)
1	Job knowledge	Outstanding ☐	Very high ☐	High ☐	Average ☐	poor ☐
2	Attitude towards work	Outstanding ☐	Very high ☐	Positive ☐	Neutral ☐	Negative ☐
3	Initiative	Outstanding ☐	Very high ☐	High ☐	Average ☐	Low ☐
4	Quality of work	Outstanding ☐	very good ☐	Good ☐	Average ☐	Poor ☐
5	Quantity of work	Outstanding ☐	Very good ☐	Good ☐	Average ☐	Poor ☐
6	Care of entrusted materials	Outstanding ☐	Very careful ☐	Careful ☐	Average ☐	Poor ☐
7	Compliance of institutional policies	Outstanding ☐	Very careful ☐	Careful ☐	Average ☐	Poor ☐
8	Personality behavior & discipline	Outstanding ☐	Very good ☐	Good ☐	Average ☐	Poor ☐
9	Reliability	Outstanding ☐	Very high ☐	High ☐	Average ☐	Poor ☐
10	Publication and presentation	(2+2) ☐	(2+1) ☐	(1+1) ☐	(1) ☐	(nil) ☐



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11	Relationship	Outstanding	Very good	Good	Average	Poor
A	With HOD/Immediate Supervisor					
B	With peers	☐	☐	☐	☐	☐
C	With patients	☐	☐	☐	☐	☐
D	With subordinates	☐	☐	☐	☐	☐
12	Attendance Working Days(to be filled byHRD)	Regular	Occasionally Morning Irregular	Occasionally Morning /evening Irregular	Continuously morning/evening Irregular	Always Irregular
		☐	☐	☐	☐	☐

AREAS REQUIRING ATTENTION/TRAINING/IMPROVEMENT

Appraise Awareness about Appraisal

I am aware of my ratings and comments in this appraisal.

Signature:- _____ Date: _____

CAREER ADVANCEMENT

Can be considered for increment _____

Is the appraise capable of higher responsibility? Yes ☐ No ☐ Can't judge now ☐

APPRAISER'S FINAL COMMENTS

Name: _____ Destination: _____

Date: _____ Signature: _____

(Note: Support incidents/additional justification is called from appraiser in case of outstanding & poor kindly mention the designation if there is any change of designation in the appraiser's final comment)

COLLEGE/INSTITUTIONAL PURPOSE

Appreciation/disciplinary issues during the appraising period,if any

Total rating score:—/60 Grade:—

[60-56(A), 55-51(B), 50-46(C), 45-41(D), 40-35(E)] Note: D&E grade not to be considered for increment

Approved/Not Approved, comments if any

AUTHORISED SIGNATORY


PRINCIPAL
 Karpaga Vinayaga College of Nursing
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KARPAGA VINAYAGA COLLEGE OF NURSING- CHENGALPATTU Dt PERFORMANCE APPRAISAL SYSTEM FOR NON TEACHING FACULTY

EMPLOYEE NAME:

JOB TITLE:

REVIEW PERIOD:

S.No	Performance Indicators	Satisfactory (3)	Adequate (2)	Unsatisfactory (1)
1	Regular attendance/Punctuality			
2	Job Knowledge			
3	Work Initiative and motivation			
4	Quality of work			
5	General conduct			
6	communications			
7	Team work			
8	Responsiveness			
9	Interpersonal relations with other workers			
10	Timely reporting			
Total(30)				
Percentage				

Score Interpretation

1. Poor - Less than 20%
2. Unsatisfactory - 21-40%
3. Satisfactory - 41-60%
4. Very Satisfactory - 61-80%
5. Excellent - 81-100%

Signature of the Principal


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