


SIMAT		ANNUAL PERFORMANCE APPRAISAL (CONFIDENTIAL)		Academic Year of Assessment
		Name:		Employee No:
Designation :		Qualification :	Experience : i)SIMAT ii)Other than SIMAT	
Attendance :		LWOP, on medical grounds	LWOP	
Absence without permission :				
CURRENT ASSIGNMENT :				
BRIEF OF THE ACTIVITIES PERFORMED :				

1.

A. WORK	Poor	Average	Good	Very Good	Out standing
Job knowledge					
Initiative					
Aptitude					
Quality					
Output					
<b>B. CONDUCT</b>					
Self discipline					
Dependability					
Team work					
Integrity					
Confidentiality					
<b>C. POTENTIAL</b>					
Analytical ability					
Judgment					
Responsibility					
Leadership					



Aptitude to learn				
2. Innovative suggestions made and implemented:				
3. Cost reduction measures adopted :				
4. Commendation received, if any.				
5. Punishment , if any :		Nature :	Reason :	

6. How do you rate your overall performance .

OVERALL RATING : POOR/ GOOD/ VERY GOOD/ OUT STANDING

Date :

Signature of the employee.

Reporting Faculty	Rating:	Name : Designation: Signature : Date :
Head of the Dept.	Rating:	Name : Designation: Signature : Date :
Principal	Rating:	Name : Designation: Signature : Date :

Sreepathy Management :

