



PERFORMANCE APPRAISAL FORM 2023-24

Name of the Institution: Ramaiah College of Arts, Science and Commerce

Name of Employee:	Complete address with contact details:
Qualification:	
Date of Birth:	Date of Joining:
	Present Designation:
	Department/ Section:

A. [To be filled by the employee]

1. What are the duties and tasks given to you
2. What special work have you done beyond the assigned duties and tasks
3. Have you been regular and punctual
4. Have you discharged your duties and tasks completely
5. What training do you feel you would benefit from
6. Any additional qualification or skill oriented certificate you have achieved in this year

Date:

Signature of the employee



RAMAIAH
College of Arts, Science &
Commerce

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M S Ramaiah College of Arts, Science and Commerce
Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru City University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2f & 12B of UGC act 1956

Rate by ticking (✓) the following in terms of his/ her current role requirements

Sl No	Particulars	Good	Average	Poor
1.	Work knowledge			
2.	Time Management			
3.	Technical knowledge			
4.	Problem solving skills			
5.	Punctuality at work			
6.	Capable to Work under pressure			
7.	Meeting expectations, deadlines and commitments			
8.	Judgmental abilities			
9.	Communication skills			
10.	Creativity			

Remarks from Manager/ Principal

Date:

Signature

Remarks from Principal

Date:

Signature