

SNGCE/AD/B-1/FS010(B)

**SREE NARAYANA GURUKULAM
COLLEGE OF ENGINEERING
KADAYIRUPPU, KOLENCHERY**

CONFIDENTIAL REPORT FOR THE YEAR 20__ - 20__

1. Name of the Employee :
2. Date of first appointment & Designation :
3. Present designation & date from which in the present post :
4. Department :
5. Efficiency shown in performing the present work : Excellent / Good / Average / Poor
6. Willingness to shoulder responsibilities : Excellent / Good / Average / Poor
7. Ability to get along with people : Excellent / Good / Average / Poor
8. Loyalty to the institution : Excellent / Good / Average / Poor
9. Standard of discipline and decency in the College and outside : Excellent / Good / Average / Poor
10. Level of sincerity, dependability and Co-operation : Excellent / Good / Average / Poor
11. Is the present performance of the incumbent satisfactory to make him/her eligible to shoulder higher responsibilities in the College : Yes / No
12. Additional remarks of the Head of the Dept., if any, and signature



[Handwritten Signature]

PRINCIPAL

**Sree Narayana Gurukulam
College of Engineering**

Kadayiruppu, Kolenchery, ...

NB : For ratings 'Excellent' or 'Poor' necessary supporting document / statement must be attached.
SNGCE/AD/B-1/FS003(B)

Form - B
Rating Sheet for Probation Declaration and Increments
(Non-Teaching Staff)

Name of Faculty Member :

Designation :

Section & Department :

I. Ability to carryout the work in the section (Max: 40 points) :

Knowledge of Equipment & Tools / Instruments (20) :

Practical Knowledge & Ability to perform (20) :

Sub-total I (40) :

II. General Characteristics: (Max: 50 points)

a. Behaviour towards students, colleagues and higher-ups :
(5+5+5) = 15

b. Punctuality (5) :

c. Discipline (5) :

d. Willingness to accept responsibilities (5) :

e. Involvement in Co-curricular activities (5) :

f. Completion of assigned work (5) :

Sub-total II (40) :

Total [I + II] (80) :

Remarks of Reporting Officer : Good / satisfactory / not satisfactory

(Note: > 55 points – good, < 40 – not satisfactory)

Reporting Officer's Remarks :

Reporting Officer's Name & Signature :

III. HOD's Appraisal (10)

HOD's Remarks:

HOD's Name & Signature :

IV. Principal's Appraisal (10)

Grand Total [I + II + III + IV] (100)

Overall Rating : Good / Satisfactory / Not Satisfactory

> 70 points – good, < 50 – not satisfactory

Signature of Principal

R. Huse

PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Madaviruppa, Kolenchery-682 201

