Performance Accomplishment Form

Period of assessment (July 1, 2018 to June 30, 2019)

١	Name :			
[Designation :			
	Department :			
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	. Work, Credit Points and Performar			
क्र.सं. (S.No.)	कार्य (Work)	क्रेडिट पॉइंट्स (Credit Points)	कार्य के मूल्यांकन का मापदण्ड (Performance Record)	प्राप्तांक (Credit Points Obtained)
कुल	केडिट पॉइंट्स (Total Work Credit Point	s)	प्राप्तांक (Credit Points Obtained) (W)	
(Candidate's Signature	<u> </u>		

It is certified that the	worker	is indeed	assigned	the	above	work	and	has	actually	carried	out	the	work	is
indicated by the above performance record.														

Head, Department of

II. Performance & Personality evaluation by the Head of the Department:

S.No.	Work	Weightage	Description	Weightage Obtained		
1.	Punctuality	10	One is punctual about duty hours.			
2.	Work Efficiency	30	Expertise/skills/efficiency related to the work.			
3.	Behaviour with Colleagues & Students	10	Amicable, decent interaction with colleagues & students.			
4.	Work Responsibility	10	To carry out the assigned work with sincerity and commitment.			
5.	Discharging assigned work Smoothly	10	One should discharge their assigned work properly/correctly.			
6.	Initiative for Work	10	Additional useful efficiency/ suggestion/ creativity related to work.			
7.	Time Commitment for Work	10	Ability to finish the assigned work within the given time period.			
8.	Involvement in Other Work	10	Assessment of the ability to carry out other day to day work (e.g. Seminar/ Conference/Workshop etc.)			
Total Weightage Obtained (W')						

Total Weightage Obtained (W')						
	Head, Department	of				
T = W + W' = III. Overall assessment of the candidate by Secretary/Vice Chancellor:						
Regularity Factor (R) R = (No of Present Days/240)						
Banasthali Factor (B): 0.9 <= B <= 1.1 As assigned by VC/Competent Authority						
Loyalty Factor (L): 0.9 <=L <= 1.1 As assigned by VC/Competent Authority						
Personality Factor (P): 0.9 <=P <= 1.1 As assigned by VC/Competent Authority						
Overall Performance Evaluation (O): O = T (R X B X L X P) =						
Increment as per PRIS =						
Head, Department of	Dean, Faculty of					
Secretary/Vice-chancellor						