

QUANTUM UNIVERSITY
Mandawar (22 Km milestone)
Roorkee - Dehradun Highway (NH 73)
Roorkee-247167, Uttarakhand, India

Performa for Staff Appraisal

Academic Year -

Date 08 Aug 2022

Period: From 2021 to 2022

Employee Code 027

Department/Unit: Mechanical Engg

Name of the Employee: Mohammad Azam

Designation: Lab. Superintendent

Name and Designation of Reporting Officer: M. Kanan

Personal particulars

- I. Name: Mohammad Azam
- II. DOB: 11th May 1962
- III. Date of Joining the institute: 30th June 2008
- IV. Date of Joining at present post: Jan 2010
- V. Academic qualifications: Dip for IAF, MA, (AMIE) Dip mkt, Post graduate Dip for long trade.
(Mention specifically if any additional qualification has been acquired during the year under report)
- VI. Scale of pay: ✓
- VII. Present Basic pay and total emolument: 19530/=
- VIII. Special achievements during the year under report, if any: —


Registrar
Quantum University





Part I: Appraisal by Reporting Officer:

| S. No. | Description | Grade | | | | | Marks |
|-----------------|---|-------|---|---|---|---|-------|
| | | 5 | 4 | 3 | 2 | 1 | |
| 1. | Health and Hygiene | | ✓ | | | | 4 |
| 2. | Punctuality and Regularity | | ✓ | | | | 4 |
| 3. | Commitment & Devotion | | ✓ | | | | 4 |
| 4. | Sense of responsibility | | ✓ | | | | 4 |
| 5. | Compliance and Adherence | ✓ | | | | | 5 |
| 6. | Grasp and Comprehension | | | ✓ | | | 3 |
| 7. | Writing Ability and drafting | | | ✓ | | | 3 |
| 8. | Communication skills | | ✓ | | | | 4 |
| 9. | Loyalty and Integrity | | ✓ | | | | 4 |
| 10. | Self Discipline | | ✓ | | | | 4 |
| 11. | Temperament and Manners | ✓ | | | | | 5 |
| 12. | Willingness to take additional responsibilities | | ✓ | | | | 4 |
| 13. | Relation with students and Other Staff | | ✓ | | | | 4 |
| 14. | Willingness to work beyond normal working hours/on holidays | | | ✓ | | | 3 |
| 15. | Technical Ability | ✓ | | | | | 5 |
| Total Marks(T1) | | | | | | | 60 |


Registrar
Quantum University



5: Excellent/ 4: Very Good/3: Good/ 2: Satisfactory/1: Poor

Scaled marks (T1×10/15) = 40



Signature of Reporting Officer

Part II: Appraisal by Dean/Director concerned

Marks out of 50= 37

Overall marks: Scaled marks of appraisal by Reporting Officer+ Marks by Director-Principal = 77

Overall Rating: Excellent/Very Good/Good/Satisfactory/Poor



Signature of Dean/ Director

Part-III: Acceptance by accepting authority



Signature



Registrar
Quantum University

