

Uma Arts and Nathiba Commerce Mahila College, Gandhinagar

SELF APPRAISAL FORM FOR ADMINISTRATIVE STAFF

Academic Year: _____

SECTION -I

BASIC INFORMATION

1. Name of the Employee : _____
2. Name of the Department: : _____
3. Designation: _____
4. Date of Appointment: _____

SECTION –II

SELF- APPRAISAL

1. Training Programme attended:

Name of Training Programme	Duration	Place

2. Mention nature of duty/responsibilities:

Sr.No	Nature of Duty/Responsibility	Remarks
1		
2		
3		
4		
5		

3. Please indicate at least three specific skills in which you feel the need to upgrade your skill.

Sr.No	Areas of Improvement Required
1.	
2	
3.	
4.	

Signature of the employee

SECTION –III

Assessment by Authority

Review Authority

Authority	Name and Designation	Assessment Duration
Review Authority		

Signature of the reviewing authority
