



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Sanatan Behera

Designation: Lab. Attendant in- zoology.

Address: Pattamundai College Pattamundai

Qualification: 9th pass

Date of Joining on this Institution: 07.11.1985

Length of the Service in this institution: 37 Year 08 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | | ✓ | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | | ✓ | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | | ✓ | | | |
| 2 | Leadership quality | | ✓ | | | |
| 3 | Accuracy | | | ✓ | | |
| 4 | Punctuality in Work | | | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | ✓ | | | | |
| 7 | Relation with superiors | | ✓ | | | |
| 8 | Relation with colleagues | | ✓ | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | | ✓ | | | |

Signature Parida 09.10.2023

Name of the HOD
(Seal)

Signature DC 09/10/23

Reviewing Officer-cum-Principal
(Seal)

Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Mahendra Kumar Dash

Designation: Lib-Bearer

Address: Pattamundai College

Qualification: 9th Pass

Date of Joining on this Institution: 14.08.1990

Length of the Service in this institution: 32 Year 10 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | | ✓ | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | ✓ | | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | | ✓ | | | |
| 3 | Accuracy | ✓ | | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | ✓ | | | | |
| 8 | Relation with colleagues | ✓ | | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | ✓ | | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature D. Dash 09.10.2023

Name of the HOD
(Seal)

Signature [Signature] 09/06/23

Reviewing Officer-cum-Principal
(Seal)
Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215.

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Soumyaranjan Barick

Designation: JN. Clerk.

Address: A/PO - Pattamundai College

Qualification: B.A, PGDCA

Date of Joining on this Institution: 01/03/2014

Length of the Service in this institution: 09 Year 03 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | | ✓ | | | |
| 6 | Capacity to get work done | | ✓ | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | | ✓ | | | |
| 3 | Accuracy | ✓ | | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | ✓ | | | | |
| 8 | Relation with colleagues | | ✓ | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | ✓ | | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature Barick
09.10.2023

Name of the HOD
(Seal)

Signature [Signature]
09/10/23

Reviewing Officer-cum-Principal
(Seal)
Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Laxmi Priya Behera

Designation: Cashier-cum-Jr. clerk

Address: Pattamundai college, Pattamundai

Qualification: BA

Date of Joining on this Institution: 01/11/2010

Length of the Service in this institution: 12 Year 05 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | | ✓ | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | | ✓ | | | |
| 5 | Dependability | ✓ | | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | ✓ | | | | |
| 3 | Accuracy | ✓ | | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | | ✓ | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | ✓ | | | | |
| 8 | Relation with colleagues | ✓ | | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | | ✓ | | | |

Signature Wardha
09.10.2023

Name of the HOD
(Seal)

Signature PC
09/10/23

Reviewing Officer-cum-Principal
(Seal)

Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: GANESWAR DAS.

Designation: ~~B.Sc. (H)~~ Demonstrator zoology

Address: Pattamundai College, Pattamundai

Qualification: B.Sc (H)

Date of Joining on this Institution: 29-08-1987.

Length of the Service in this institution: 36 Years 8 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | | ✓ | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | | ✓ | | | |
| 4 | Promptness of disposal | | ✓ | | | |
| 5 | Dependability | ✓ | | | | |
| 6 | Capacity to get work done | | ✓ | | | |
| B | General Impression | | | | | |
| 1 | Neatness | | ✓ | | | |
| 2 | Leadership quality | ✓ | | | | |
| 3 | Accuracy | ✓ | | | | |
| 4 | Punctuality in Work | ✓ | | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | | ✓ | | | |
| 8 | Relation with colleagues | | ✓ | ✓ | | |
| 9 | Relation with members of public | | ✓ | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | | ✓ | | | |
| 2 | Fitness to continue in the present post | | | | | |
| 3 | Fitness for promotion | | ✓ | | | |

Signature Parida
09.10.2023.

Name of the HOD
(Seal)

Signature PC
09/10/23

Reviewing Officer-cum-Principal
(Seal)

Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Chandramani Jena

Designation: Lab. Attendant in Physics

Address: Pattamundai college.

Qualification: 9th Pass

Date of Joining on this Institution: 10.08.1990

Length of the Service in this institution: 32 Year 10 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|----------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | | ✓ | | | |
| 4 | Promptness of disposal | | ✓ | | | |
| 5 | Dependability | | ✓ | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | | ✓ | | | |
| 3 | Accuracy | | ✓ | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | ✓ | | | | |
| 7 | Relation with superiors | | ✓ | | | |
| 8 | Relation with colleagues | | ✓ | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature Prasada 09.10.2022

Name of the HOD
(Seal)

Signature PSa 09/10/23

Reviewing Officer-cum-Principal
(Seal)
Principal
Pattamundai College



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PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: ABINASH PARIDA

Designation: Junior Clerk-cum-Typist

Address: Pattamundai College, Pattamundai, Kendrapara, Odisha-754215

Qualification: B.Com., PGDCA.

Date of Joining on this Institution: 01/11/2012 (FN)

Length of the Service in this institution: 10 Year 09 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|----------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | ✓ | | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | | ✓ | | | |
| 3 | Accuracy | ✓ | | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | ✓ | | | | |
| 7 | Relation with superiors | ✓ | | | | |
| 8 | Relation with colleagues | ✓ | | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature Parida
09/12/2023

Name of the HOD
(Seal)

Signature AC
09/12/23

Reviewing Officer-cum-Principal
(Seal)
Principal
Pattamundai College



PATTAMUNDAI COLLEGE
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PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: BAABU RAM BARIK.

Designation: LABORATORY ATTENDT IN CHEMISTRY.

Address: PATTAMUNDAI COLLEGE.

Qualification: 9th Pass

Date of Joining on this Institution: 06.08.1989

Length of the Service in this institution: 33 Year 11 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|----------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | | ✓ | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | | ✓ | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | | | | | |
| 6 | Capacity to get work done | | ✓ | | | |
| B | General Impression | | | | | |
| 1 | Neatness | | ✓ | | | |
| 2 | Leadership quality | ✓ | | | | |
| 3 | Accuracy | | ✓ | | | |
| 4 | Punctuality in Work | | | ✓ | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | | | | | |
| 7 | Relation with superiors | | | ✓ | | |
| 8 | Relation with colleagues | | | ✓ | | |
| 9 | Relation with members of public | | ✓ | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | | ✓ | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | | ✓ | | | |

Signature Barik
09.10.2023

Name of the HOD
(Seal)

Signature DR
10/10/23

Reviewing Officer-cum-Principal
(Seal)

Principal
Pattamundai College



PATTAMUNDAI COLLEGE
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PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: PAN DU JENA.

Designation: LABORATORY ATTENDT IN CHEMISTRY,

Address: PATTAMUNDAI COLLEGE.

Qualification: 8th PANS.

Date of Joining on this Institution: 11.09.1984

Length of the Service in this institution: 38 Year 9 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| SI No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|-------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | | ✓ | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | | ✓ | | | |
| 5 | Dependability | | ✓ | | | |
| 6 | Capacity to get work done | | ✓ | | | |
| B | General Impression | | ✓ | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | | | ✓ | | |
| 3 | Accuracy | | | ✓ | | |
| 4 | Punctuality in Work | | | ✓ | | |
| 5 | General impression and grasp | | ✓ | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | | | ✓ | | |
| 8 | Relation with colleagues | | | ✓ | | |
| 9 | Relation with members of public | | | ✓ | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature

Panida
09.10.2023.

Name of the HOD
(Seal)

Signature

AS
09/10/23

Reviewing Officer-cum-Principal
(Seal)

Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Sri Pramod Kumar Parida.

Designation: Head Clerk (I/C)

Address: Pattamundai College, Pattamundai,

Qualification: +3 Arts, (B.A.)

Date of Joining on this Institution: 28.4.1994

Length of the Service in this institution: 29 Year 02 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|----------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | ✓ | | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | ✓ | | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | | ✓ | | | |
| 6 | Capacity to get work done | | ✓ | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | ✓ | | | | |
| 3 | Accuracy | | ✓ | | | |
| 4 | Punctuality in Work | ✓ | | | | |
| 5 | General impression and grasp | | ✓ | | | |
| 6 | Regularity in attendance | | ✓ | | | |
| 7 | Relation with superiors | ✓ | | | | |
| 8 | Relation with colleagues | ✓ | | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | ✓ | | | | |
| 2 | Fitness to continue in the present post | | ✓ | | | |
| 3 | Fitness for promotion | ✓ | | | | |

Signature Parida
29.10.2023

Name of the HOD
(Seal)

Signature [Signature]
09/11/23

Reviewing Officer-cum-Principal
Principal
Pattamundai College



PATTAMUNDAI COLLEGE
NACC REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA-754215,

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2022-2023)

Name: Biswanath Dash

Designation: Demonstrator Chemistry

Address: Pattamundai College, Pattamundi.

Qualification: B.Sc.

Date of Joining on this Institution: 25.8.1987

Length of the Service in this institution: 37 Year 2 Month

Duration: 1st July 2022 to 31st June 2023

Performance assessment report regarding ability and character
(Fill all the fields A, B, C for technical staff and B, C for others)

| Sl No | Performance indicator to be assessed | Very Good | Good | Fair | Average | Below Average |
|----------|--|-----------|------|------|---------|---------------|
| A | Technical adequacy | | | | | |
| 1 | Technical ability | | ✓ | | | |
| 2 | Level of knowledge | ✓ | | | | |
| 3 | Methodical and systematic working | | ✓ | | | |
| 4 | Promptness of disposal | ✓ | | | | |
| 5 | Dependability | ✓ | | | | |
| 6 | Capacity to get work done | ✓ | | | | |
| B | General Impression | | | | | |
| 1 | Neatness | ✓ | | | | |
| 2 | Leadership quality | ✓ | | | | |
| 3 | Accuracy | | ✓ | | | |
| 4 | Punctuality in Work | | ✓ | | | |
| 5 | General impression and grasp | ✓ | | | | |
| 6 | Regularity in attendance | ✓ | | | | |
| 7 | Relation with superiors | | ✓ | | | |
| 8 | Relation with colleagues | | ✓ | | | |
| 9 | Relation with members of public | ✓ | | | | |
| C | Recommendation | | | | | |
| 1 | Administrative ability including judgment, initiatives, promptness and drive | | ✓ | | | |
| 2 | Fitness to continue in the present post | ✓ | | | | |
| 3 | Fitness for promotion | | ✓ | | | |

Signature Darinda
09.10.2023

Name of the HOD
(Seal)

Signature AS
09/10/23

Reviewing Officer-cum-Principal
(Seal)
Principal
Pattamundai College