

INSTITUTE OF ENGINEERING AND TECHNOLOGY

APPRAISAL REPORT OF OFFICESTAFF

1. Name of Staff :
2. Designation :
3. I.D.No. :
4. Age & Date of Birth :
5. Period of evaluation :From..... to till date.
6. Signature :

APPRAISAL OF THE SECTION OFFICER

1. Punctuality of the Staff :
2. Discipline of the Staff :
3. Availability of the Staff :
4. Efficiency :
5. Participation in management of the institution :

Appraisal of the SO :Recommended / Not Recommended

Signature of the SO

Principal's appraisal: Recommended / Not Recommended

Signature of the Principal