

# SHARDA GROUP OF INSTITUTIONS, AGRA

## PERFORMANCE APPRAISAL FORM II

(FOR PS/PA/OA/OE/STORE KEEPER/OS AND OTHER SUPPORTING STAFF)

COLLEGE	HEST, Farah, Mathura	PERIOD	FROM	April 2022	TO	March 2023
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### PART I

NAME	[REDACTED]			Designation	LT
DOJ	23-09-1999	DOA		In previous Deptt	
Pr. Salary	21020 = 00	Scale/GP			

Date from which functioning in the present grade and Department

### EDUCATIONAL QUALIFICATION

GENERAL	Gr./Class	PROFESSIONAL	Gr./Class	CERTIFICATIONS
		Diploma In Electrical Engg	I	B.P BTE
		Post Diploma Sales & Mgmt	I	Delhi BTE
		MBA	I	AQI, Allahabad.

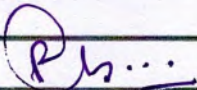
### EXPERIENCE TOTAL (INCLUSIVE OF SGI)

Department Organisation	Job Profile/Nature of Job	From	To
EEE. HEST	Lab. Wash	1999	til date

### SELF APPRAISAL ( To be filled in by the appraisee)

(Did you deliver desired level of performance ? If no, reasons thereof)

Yes -

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

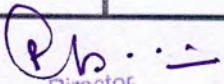
:2:

### Instructions for Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specification for each grade
3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick mark ( / ) in the appropriate boxes provided hereunder and (X) in remaining boxes.

### SECTION A : APPRAISAL BY THE REPORTING OFFICER

Factors	A	B	C	D
Intelligence	Extraordinarily proficient, resourceful, understand new and difficult matters/ situations  __	Quite able to handle new and difficult matters /	Normally understand new situation after proper explanations and handles it if given all directions.	Poor - fails to perform a function despite prior instructions
Discipline	Exemplary Conduct	Observes the code of conduct /	Tries to follow general code of conduct	Indifferent to code of conduct.
Punctuality and Promptness (Exactness in keeping time in attending office, keeping appointment, discharge of official duties and observance of time limits as per manuals/standing orders.	Exceptionally punctual and prompt /	Always punctual and Prompt /	Usually punctual and prompt	No punctual and prompt.
Responsibility and Dependability (Conscientiousness towards duty)	Very conscientious and dependable in the performance of his/her job. Always ready to take responsibility.	Conscientious and steady worker; has a good record of dependability /	Carries out his/her responsibility in a routine manner	Often fails to perform his/her duty shirks responsibility
Interest in Assignments (Interest and the capacity to see that the work is done)	Takes initiative and has keen interest	Takes adequate interest /	Does his/her work in a routine way	Indifferent in discharge of his/her duties

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

Job Knowledge Technical and general knowledge about the job he/she is doing: (a) General (Of this and related subject or versatility) (b) Of Work (c) Up-to-datedness	Has a usually thorough and comprehensive mastery of his/her field of work. Strives to expand his/her frontier of knowledge	Knows his/her job thoroughly	Posses just adequate knowledge required for the job.	Knowledge inadequate. Has not yet gained competence.
Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle correspondence with special reference to (a) Accuracy (b) Thoroughness (c) Power of analysis (d) Power of expression.	Very precise in noting and drafting, Very prompt and accurate correspondence. His/Her drafts need no editing.	Precise in noting and drafting, Good at correspondence. His/Her drafts seldom require editing.	Ordinary at noting and drafting. His/her draft need editing. Tries to handle correspondence in time if properly supervised.	Poor in noting and drafting. Careless in handling correspondence.
Maintenance of Registers and Records (Ability in maintaining registers and records keeping)	Very neat and meticulous in maintenance of registers and records	Keeps registers and records clean and upto date.	Tries to maintain registers and records in a routine manner	Does not maintain registers and records properly
Work output	Consistently exceeds requirement	Frequently exceeds requirements	Meets Requirement	Consistently below requirement
Computer Savvy (Has knowledge of ERP, MS Office, Excel, Power Point, Internet and Web site etc)	Excellent handles computer related work	Able to handle and work on ERP and other desired computerised work	Meets the requirement under supervision. Lacks adequate knowledge	Not sufficiently trained and ability to work on desktop
Supervision and (Control Ability to supervise and control)	Extremely proficient in supervision and control	Posses very high ability in supervision	Always possesses the ability to supervise	Very poor in supervisory control

**GENERAL**

1. Do you know of any physical disability or health problem which prevents this person from working to full capacity? If yes, Please explain nature of problem.

2. General grading (A=4, B=3, C=2 and D=1) :-

(a) Scores of column A ( 2 X4 ) = 8 )
(b) Scores of column B ( 9 X3 ) = 27 )
(c) Scores of Column C ( ___ X2 ) = ___ )
(d) Scores of Column D ( ___ X1 ) = ___ )

38

**Comments with reference to :**

1. The adverse remarks passed against the appraisee or the disciplinary action taken against him/her during the period under report. Please attach, if any.

2. The effort made to improve the functioning of the appraisee where his performance with reference to the factors enumerated in this report is considered not upto the mark.

The important requirements or factors which affect the Performance of the work of the appraisee such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any

4. Specific instances of work worthy of being mentioned in support of appraisal. (Add separate sheets, if necessary)

Date of submission to HOD

Signature of Reporting Officer

Name *Dr. Richa Kapoor*  
Designation *Assistant Professor*

Remarks by HOD

I am in agreement/Not in agreement (If not, mention reasons thereof)

Date of submission to the Director

Signature of HOD

Name *Richa Kapoor*

Remarks by DIRECTOR

Date

Signature

### Instructions

1. Please write name of the reportee on each page and do not leave any column blank.
2. Please write "NOT APPLICABLE" against a column which is not applicable in any case.
3. The facing sheet of Part I will be got filled in, by the reportee. A note on "Self Appraisal" should be obtained from the reportee and filed as part of the facing sheet. "Self Appraisal" in this context means reasons in brief, in case the reportee was unable to deliver upto expectations or worked extraordinarily. This should be original and not dictated/drafted by others (It may in hindi, if the reportee finds any problem in English Language). The "Self Appraisal" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion Part I will be shown to the reportee and his signature obtained.
4. The rating should done carefully taking into account the individual's actual performance on the job during the period of review.
5. Award of "A" in appraisal should substantiated by reporting officer/HOD/Director.
6. The HOD will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer, he will do so, in which case the gradings given by HOD will prevail. The amendments should be authenticated.

*Richa Kapoor*  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# SHARDA GROUP OF INSTITUTIONS, AGRA

## PERFORMANCE APPRAISAL FORM II

(FOR PS/PA/OA/OE/STORE KEEPER/OS AND OTHER SUPPORTING STAFF)

COLLEGE	H.C.S.T. Farah	PERIOD	FROM	2020	TO	2021
PART I						
NAME	[REDACTED]			Designation	Office Assistant	
DOJ	01.11.2017	DOA	18.05.2007		In previous Deptt	
Pr. Salary	7669	Scale/GP				

Date from which functioning in the present grade and Department

### EDUCATIONAL QUALIFICATION

GENERAL	Gr./Class	PROFESSIONAL	Gr./Class	CERTIFICATIONS
M.A. (Hindi)	2nd			

### EXPERIENCE TOTAL (INCLUSIVE OF SGI)

Department Organisation	Job Profile/Nature of Job	From	To
EE Department	Office work	18.05.07	Till Now

### SELF APPRAISAL ( To be filled in by the appraisee)

(Did you deliver desired level of performance ? If no, reasons thereof)

Yes

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

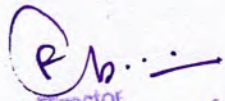
:2:

### Instructions for Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specification for each grade
3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick mark ( / ) in the appropriate boxes provided hereunder and (X) in remaining boxes.

### SECTION A : APPRAISAL BY THE REPORTING OFFICER

Factors	A	B	C	D
Intelligence	Extraordinarily proficient, resourceful, understand new and difficult matters/	Quite able to handle new and difficult matters	Normally understand new situation after proper explanations and handles it if given all directions.	Poor - fails to perform a function despite prior
Discipline	Exemplary Conduct	Observes the code of conduct	Tries to follow general code of conduct	Indifferent to code of conduct.
Punctuality and Promptness (Exactness in keeping time in attending office, keeping appointment, discharge of official duties and observance of time limits as per manuals/standing orders.	Exceptionally punctual and prompt	Always punctual and Prompt	Usually punctual and prompt	No punctual and prompt.
Responsibility and Dependability (Conscientiousness towards duty)	Very conscientious and dependable in the performance of his/her job. Always ready to take responsibility.	Conscientious and steady worker; has a good record of dependability	Carries out his/her responsibility in a routine manner	Often fails to perform his/her duty shirks responsibility
Interest in Assignments (Interest and the capacity to see that the work is done)	Takes initiative and has keen interest	Takes adequate interest	Does his/her work in a routine way	Indifferent in discharge of his/her duties
Job Knowledge Technical and general knowledge about the job he/she is doing: (a) General (Of this and related subject or versatility) (b) Of Work © Up-to-datedness	Has a usually thorough and comprehensive mastery of his/her field of work. Strives to expand his/her frontier of knowledge	Knows his/her job thoroughly	Posses just adequate knowledge required for the job.	Knowledge inadequate. Has not yet gained competence

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle correspondence with special reference to Accuracy Thoroughness Power of analysis Power of expression.	Very precise in noting and drafting. Very prompt and accurate correspondence. His/Her drafts need no editing.	Precise in noting and drafting, Good at correspondence. His/Her drafts seldom require editing.	Ordinary at noting and drafting. His/her draft need editing. Tries nto handle correspondence in time if properly supervised.	Poor in noting and drafting. Careless in handling correspondence.
Maintenance of Registers and Records (Ability in maintaining registers and records keeping)	Very neat and meticulous in maintenance of registers and records	Keeps registers and records clean and up to date.	Tries to maintain registers and records in a routine manner	Does not maintain registers and records properly
Work output	Consistently exceeds requirements	Frequently exceeds requirements	Meets Requirement	Consistently below requirement
Computer Savvy (Has knowledge of ERP, MS Office, Excel, Power Point, Internet and Web site etc)	Excellently handles computer related work	Able to handle and work on ERP and other desired computerised work	Meets the requirement under supervision. Lacks adequate knowledge	Not sufficiently trained and ability to work on desktop
Supervision and (Control Ability to supervise and control)	Extremely proficient in supervision	Posses very high ability in supervision	Always possesses the ability to supervise	Very poor in supervisory control

**GENERAL**

1. Do you know of any physical disability or health problem which prevents this person from working to full capacity ?

2. General grading (A=4, B=3, C=2 and D=1) :-

(a) Scores of column A ( 6 X4) = 24 )	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">36</div>
(b) Scores of column B ( 4 X3) = 12 )	
(c) Scores of Column C ( ___ X2) = - )	
(d) Scores of Column D ( ___ X1) = - )	

Comments with reference to :

- The adverse remarks passed against the appraisee or the disciplinary action taken against him/her during the period under report. Please attach, if any.
- The effort made to improve the functioning of the appraisee where his performance with reference to the factors enumerated in this report is considered not upto the mark.
- The important requirements or factors which affect the Performance of the work of the appraisee such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any
- Specific instances of work worthy of being mentioned in support of appraisal. (Add separate sheets, if necessary)

Date of submission to HOD	Signature of Reporting Officer
	Name <i>Dr. Keelha Kapoor</i>
	Designation <i>A.P.</i>

Remarks by HOD	I am in agreement/Not in agreement (If not, mention reasons thereof)
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 Director  
**Hindustan College of Science & Technology**  
 FARAH (MATHURA)

Date of submission to the Director

Signature of HOD *P. Ch...*  
Name *P. Ch...*

Remarks by DIRECTOR

Date

Signature *P. Ch...*

Instructions

1. Please write name of the reportee on each page and do not leave any column blank.
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4. The rating should done carefully taking into account the individual's actual performance on the job during the period of review.
5. Award of "A" in appraisal should substantiated by reporting officer/HOD/Director.
6. The HOD will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer, he will do so, in which case the gradings given by HOD will prevail. The amendments should be authenticated.

*P. Ch...*  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)



# SHARDA GROUP OF INSTITUTIONS, AGRA

## PERFORMANCE APPRAISAL FORM II

(FOR PS/PA/OA/OE/STORE KEEPER/OS AND OTHER SUPPORTING STAFF)

COLLEGE	H.C.S.T. Farah	PERIOD	FROM	2019	TO	2020
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### PART I

NAME	<del>Sumit Datta</del>	Designation	Office Assistant
DOJ	01.11.2017	DOA	18.05.2007
Pr. Salary	7669	Scale/GP	

Date from which functioning in the present grade and Department

### EDUCATIONAL QUALIFICATION

GENERAL	Gr./Class	PROFESSIONAL	Gr./Class	CERTIFICATIONS
M.A. (Hindi)	2 <sup>nd</sup>			

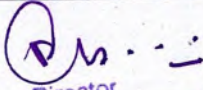
### EXPERIENCE TOTAL (INCLUSIVE OF SGI)

Department Organisation	Job Profile/Nature of Job	From	To
EE Department	Office Work	18.05.2007	Till Now

### SELF APPRAISAL ( To be filled in by the appraisee)

(Did you deliver desired level of performance ? If no, reasons thereof)

Yes

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)


:2:

**Instructions for Reporting Officers**

- |  |  |
|--|--|
| 1. Consider only one factor at a time.   | 2. Study each factor and the specification for each grade. |
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| 4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.                        |  |
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**SECTION A : APPRAISAL BY THE REPORTING OFFICER**

Factors	A	B	C	D
Intelligence	Extraordinarily proficient, resourcefull, understand new and difficult matters/	Quite able to handle new and difficult matters	Normally understand new situation after proper explanations and handles it if given all directions.	Poor - fails to perform a function despite prior
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 Director  
**Hindustan College of Science & Technology**  
 FARAH (MATHURA)

Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle correspondence with special reference to (a) Accuracy (b) Thoroughness (c) Power of analysis (d) Power of expression.	Very precise in noting and drafting, Very prompt and accurate correspondence. His/Her drafts need no editing.	Precise in noting and drafting, Good at correspondence. His/Her drafts seldom require editing.	Ordinary at noting and drafting. His/her draft need editing. Tries nto handle correspondence in time if properly supervised.	Poor in noting and drafting. Careless in handling correspondence.
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Supervision and (Control Ability to supervise and control)	Extremely proficient in sup	Posses very high ability in supervision	Always possesses the ability to supervise	Very poor in supervisory control

**GENERAL**

1. Do you know of any physical disability or health problem which prevents this person from working to full capacity ?

2. General grading (A=4, B=3, C=2 and D=1) :-

(a) Scores of column A (7 X4)= 28 )	40
(b) Scores of column B (4 X3)= 12 )	
(c) Scores of Column C (— X2)= — )	
(d) Scores of Column D (— X1)= — )	

**Comments with reference to :**

1. The adverse remarks passed against the appraisee or the disciplinary action taken against him/her during the priod under report. Please attach, if any.

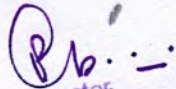
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3. The important requirements or factors which affect the Performance of the work of the appraisee such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any

4. Specific instances of work worthy of being mentioned in support of appraisal. (Add separate shhets, if necessary)

Date of submission to HOD	Signature of Reporting Officer
	Name <i>B. Richa Kaper</i>
	Designation <i>A.P.</i>

Remarks by HOD
I am in agreement/Not in agreement (If not, mention reasons thereof)

  
 Director  
 Hindustan College of  
 Science & Technology  
 FARAH (MATHURA)

Date of submission to the Director

Signature of HOD

Name

Richa Agrawal

Remarks by DIRECTOR

Date

Signature

Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)

Instructions

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2. Please write "NOT APPLICABLE" against a column which is not applicable in any case.
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Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)



# SHARDA GROUP OF INSTITUTIONS, AGRA

SGI/C-HR/SR/ACC-HCST/2023

January 06, 2023

## OFFICE ORDER

Based on the assessment of Competent Authority, **Mr. Dilip Kumar Gupta**, Sr. Assistant in the Department of Accounts & Finance, Hindustan College of Science & Technology, Farah, Mathura is promoted to the post of Accountant in the Grade Pay of ₹ 2,800/- in the Pay Band of ₹ 5,200- 20,200, his revised Basic Pay is ₹ 12,539/- per month with effect from January 01, 2023.

Other terms & conditions of his appointment letter shall remain unchanged.

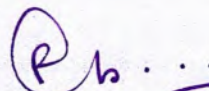
*V.K. Sharma*

(V.K. Sharma)  
Executive Vice President- SGI

Mr. **Dilip Kumar Gupta**, Sr. Assistant, Department of Accounts & Finance, HCST

Copy To:

1. Director- HCST
2. GM- Accounts & Finance- SGI
3. College- HR- HCST
4. Account Office- HCST

  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)



# SHARDA GROUP OF INSTITUTIONS, AGRA

SGI/C-HR/SR/ADMIN-HCST/2023

January 31, 2023

## OFFICE ORDER

Based on the assessment of Competent Authority, **Mr. Dharmendra Kumar**, Fire & Safety Supervisor- Admin., HCST, is promoted to the post of Sr. Supervisor- Fire & Safety- Hindustan College of Sc. & Tech., Farah, and is hereby allowed an increment of 15%, his revised consolidated salary is ₹ 23,621/- per month and ₹ 1,600/- conveyance allowance will continue with effect from January 01, 2023.

Other terms & conditions of his appointment letter shall remain unchanged.

*N. K. Sharma*  
31/1/23

(V.K. Sharma)  
Executive Vice President- SGI

**Mr. Dharmendra Kumar**, Fire & Safety Supervisor- Admin., HCST.

Copy To:

1. Director- HCST
2. College- HR- HCST
3. Account Office- HCST

*P. b. :-*  
Director  
Hindustan College of  
Science & Technology  
FAKIRH (MATHURAH)



# SHARDA GROUP OF INSTITUTIONS, AGRA

SGI/C-HR/SR/HCST/2023

June 6, 2023

## OFFICE ORDER

Accepting the recommendations of Director, Hindustan College of Science & Technology, Farah, Mathura and after due process of review by the Competent Authority, the salary of Mr. ~~Praveen Bhadauria~~, Programmer, Department of CSE, HCST is revised to Consolidated Salary of ₹. 17,500/- per month w.e.f. June 01, 2023.

Other terms of his appointment order shall remain unchanged.

*V.K. Sharma*  
(V.K. Sharma)  
EVP- SGI

17\*500  
17\*500

Mr. ~~Praveen Bhadauria~~, Programmer, Department of CSE, HCST

Copy To:

4. Director- HCST
5. College- HR- HCST
6. Account Office- HCST Campus

*Received*  
*David*  
08/06/23

*Pb...*  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)