



HR/R/11(c), Rev-00,DT-15-01-2022

Ashoka Education Foundation
ADMIN PERFORMANCE APPRAISAL REPORT for A.Y. 20.... - 20....

Name of the Admin Staff: -

Name of Unit: -

General Information:

Date and Designation of first joining at AEF :-	Period of Service with AEF in yrs/months:-
Date of joining present post: -	First Position:-
	Present Post:-

Sr. No	Particulars	Areas of Performance	Credit Points	Total	Self-Appraisal Score	Verified Score by Unit Head
1	Work Ethics & Self-Management	Personal Attire & Ettiquettes	5	15		
		Professional Discretion of Confidential Information	5			
		Effectively Sets and Manages own priorities	5			
2	Work Performance	Take responsibility of own action	5	65		
		Follow through commitment	5			
		Completes assigned task	5			
		Completes work within minimum supervision	5			
		Reports submitted without request	5			
		Up to date record of all work completed	5			
		achieve target within deadline	5			
		decision under stress	5			
		Accuracy of fig & Data	5			
		Initiative	5			
		Relevance of work completed	5			
3	Team Work	Implementation of Audit	5	30		
		Suggesstions	5			
		Workplace Organising Skills	5			
		Coordinates work with Colleagues	5			
		Respects other's ideas, opinions, space and Property	5			
		Offer Assistance to others	5			
		Contributes to professional group discussions	5			
		Allows transparency of non-confidential works	5			
		Allows complete transparency of duties & work	5			



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4	Students Centric	Seeks to understand and clarify students' needs	5	25		
		Proactively manages students relations	5			
		Responds to Students queries in time	5			
		Remains calm in situation when student is angry	5			
		Follow up to resolve student work	5			
5	Technology	Use of MS Office	5	30		
		Use of ERP software in working	10			
		Use of office communication equipments	5			
		Use of Statutory bodies online portal	5			
		Application of technical skills in daily working	5			
6	Other Attributes	Performs work in safe & sensible manner	5	20		
		Follows processes as per ISO	5			
		Compliance as per Admin Calendar	5			
		Appropriate use of resources	5			
7	Beyond Normal Call of Duty	Participation in Training Programmes	5	15		
		Contribution in Organization System/Policies/Work Culture	5			
		Any Other Contribution	5			
8	Personal Traits and Characteristics	Ability to Connect with the Students	5	25		
		Effective Communication Skills	5			
		Effectiveness as a Team Player	5			
		Openness to Change	5			
		Overall Leadership Skills	5			
9	Potential Appraisal	Professional Clarity – Vision, Business/Entrepreneurial Orientation	5	25		
		Development Pursuit – Commitment to Professional Development	5			
		Operational Effectiveness – Result Orientation and Individual Effectiveness	5			
		Ambition & Drive – Innovativeness and Creativity	5			
		Ability to Lead from the Front – Achievement Motivation	5			
		Total	250	250		



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To be filled by Unit Head only

Name of Staff:		Unit Name	
Self-Appraisal Score	/ 250	Verified Appraisal Score	/ 250
Increment as per policy %		Recommended Increment %	

Special Remarks by the Unit Head (if any)-

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Date- __/__/__

Signature of Unit Head-

Remarks by the Administrator-	Remarks by the Director-
Signature of Administrator:-	Signature of Director:-

Remarks by Hon. Secretary-

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Approved / Not Approved.....

Date- __/__/__

Hon. Secretary