



NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

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website: https://www.narayanannursingcollege.com



FACULTY COMPETENCY ASSESSMENT

Name:	Emp. ID:
Department:	Designation:
Date of Appointment:	Present Salary:
Period covered for this appraisal:	

RATING SCALE

Exceptional	Highly Satisfactory	Satisfactory	Marginal
A-4	B-3	C-2	D-1

*Note: Ratings can be given according to the above-mentioned assessment scale and N/A can be mentioned wherever it is required.

S. No	PERFORMANCE CRITERIA	Performance Score	
		Self	Appraiser
1	Qualification: Score can be given if B.Sc = 1, PG Diploma=2, M.Sc = 3, Ph.D/Fellowship = 4		
2	Experience in the Narayana College of Nursing Score can be given if 12 Years and above = 4 ;8 Years and above = 3, 4 Years and above = 2;below 4 Years = 1		
3	Experience outof theNarayana College of Nursing Score can be given if 12 Years and above = 4 ;8 Years and above = 3, 4 Years and above = 2;below 4 Years = 1		
4	Students' Feedback Score can be given if above 90% = 4; Above 75%= 3, above 60%= 2; below 60%=1		
5	Seminar/Workshops / FDP's Score can be given if attended- 02 International Seminar/Workshops = 4; 01 International Seminar/Workshops = 3 02 National Seminar/Workshops =2 01 National Seminar/Workshops =1		
6	Papers published Score can be given if published 02 International Journal = 4 01 International Journal = 3 02 National Journal = 2 01National journals = 1		
7	Funded Research projects & Developments (Score can be given if) Projected completed =4; Released =3, fund approved =2; Proposal submission=1		



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8	Co-Curricular, Extension and Professional Development Activities Any active socially responsible activity; Deputation to Various Educational Institutes; Member of Academic/Administrative committees, Member of NGOs		
9	Analytical ability: Ability to size up problem, collect and evaluate facts and reach sound conclusions.		
10	Interest in Job: Ability to learn new job quickly and willingness to work together with others.		
11	Quality of Teaching: Accuracy, Presentation, Reliability, Completion of work on-time, Priority setting, Completion of work on-time		
12	Code of conduct: Work place etiquette, Punctuality, Attendance, Dress code, Team work		
13	Communication: Ability to effectively convey information and ideas to others; clarity of oral and/or written communications		
14	Leadership Skills: Coach and Develop others, Team Building, Follows proper procedures, Follows Standards, Learning New Skills		
15	Interpersonal skills Relationship with colleagues, Cooperation, Coordination & Team work, Problem-solving & Decision-making		

Rating- A: Total Score =>55;

Rating- B: Total Score =>45;

Rating-C: Total Score =>30;

Rating D: Total Score < 30

Sign of Apprise with date

OVERALL ASSESSMENT

Appraiser's Name:	Designation:
Comments and suggestions by the Appraiser:	
Action plans for development:	Signature with date
Remarks of the Reviewer / Principal/Dean	
Final Rating:	Signature with date
HR Comments:	
Rating Recorded:	Signature with date

**NON-TEACHING STAFF COMPETENCY ASSESSMENT**

Name:	Emp. ID:
Designation:	Date of Joining:

PART-A

State key job responsibilities handled by the employee during the period and rate the performance.

Evaluate the employee on the following factors

A- Outstanding (OS); B- Meets Expectations (ME); C-Needs Improvement (NI); D - Below Expectations (NP)

Sl. No	FACTOR	RATING
1	Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.	
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks	
3	Quality & Interest in work: Accuracy, Presentability, Reliability, Completion of work on time, Priority setting, Ability to learn new job quickly and willingness to work together with others.	
4	Communication & Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect (in verbal / non-verbal communication)	
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards, Team work & Relations	
OVERALL RATING:		

PART-B

S. No	Major Strengths Consistently Displayed	Area/s That Need Improvement	Required Trainings
1			
2			
3			

I have completed the cumulative performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year is: _____

Signature of the HOD:

Remarks of the Reviewer:
(Principal)

Final Rating :
Signature.

HR Comments:

Rating Recorded:
Signature :