



NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

e-mail: narayana_nursing@yahoo.co.in || principal.ncn@narayanannursingcollege.com

website: https://www.narayanannursingcollege.com



FACULTY COMPETENCY ASSESSMENT

Name: T. Chandana	Emp. ID: A1300345
Department: Mental health nursing	Designation: Assist professor
Date of Appointment: 21/01/2022	Present Salary: 32,200/-
Period covered for this appraisal: 2023-2024	

RATING SCALE

Exceptional A-4	Highly Satisfactory B-3	Satisfactory C-2	Marginal D-1
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*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	3	3
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	1	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	3	3
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	3	3
6	Papers published Score can be given if published 02 International Journal = 4 01 International Journal = 3 02 National Journal = 2 01National journals = 1	3	3
7	Funded Research projects & Developments (Score can be given if) Projected completed =4; Released =3, fund approved =2; Proposal submission=1	1	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.	2	2
10	Interest in Job: Ability to learn new job quickly and willingness to work together with others.	4	3
11	Quality of Teaching: Accuracy, Presentation, Reliability, Completion of work on-time, Priority setting, Completion of work on-time	4	3
12	Code of conduct: Work place etiquette, Punctuality, Attendance, Dress code, Team work	3	3
13	Communication: Ability to effectively convey information and ideas to others; clarity of oral and/or written communications	3	3
14	Leadership Skills: Coach and Develop others, Team Building, Follows proper procedures, Follows Standards, Learning New Skills	2	2
15	Interpersonal skills Relationship with colleagues, Cooperation, Coordination & Team work, Problem-solving & Decision-making	4	3

Rating- A: Total Score =>55;

Rating-C: Total Score =>30;

Rating- B: Total Score =>45;

Rating D: Total Score < 30

Sign of Apprise with date

OVERALL ASSESSMENT

Appraiser's Name: <i>Dr. V. Kumari</i>	Designation: <i>Vice-principal</i>
Comments and suggestions by the Appraiser: <i>Need more publications</i>	
Action plans for development:	Signature with date <i>Dr. V. Kumari 23/3/24</i>
Remarks of the Reviewer / Principal/Dean	<i>Excellent</i>
Final Rating: <i>'A'</i>	Signature with date <i>Dr. P. Srinivas 24.3.24</i>
HR Comments: <i>Good</i>	NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003 Signature with date <i>Srinivas</i>
Rating Recorded: <i>A</i>	





NON-TEACHING STAFF COMPETENCY ASSESSMENT

Name: KISHORE. J	Emp. ID: 413 00040
Designation: Administrative officer	Date of Joining: 25/02/2007

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.	A
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks	A
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.	A
4	Communication & Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect (in verbal / non-verbal communication)	A
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards, Team work & Relations	A

OVERALL RATING:

PART-B

S. No	Major Strengths Consistently Displayed	Area/s That Need Improvement	Required Trainings
1	Hard and Smart working ability	Coordination among subordinates	web-designing
2	Positive work place attitude		
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: 2023

Signature of the HOD: *Dr. B. Shree*

Remarks of the Reviewer: *Excellent*
(Principal)

HR Comments:

Good

Final Rating: *"A"*

Signature: *Dr. B. Shree*
Principal

Rating Recorded: *A*

Signature: *Principa*

