LAB ASSISTANT APPRAISAL FORM

Academic Year (June 2025 – June 2026)

Name of the Lab Assistant : _____

Designation : _____

Department : _____

Date of Joining PERI : _____

SECTION A : ACADEMIC PERFORMANCE

SEMESTER (Jan 2025 – May 2025)

S.No.	Name of the Lab Handled	Year / Sem

SEMESTER (July 2025 – Dec 2025)

S.No.	Name of the Lab Handled	Year / Sem

Each carries 2 marks

Awarded Score (**A**): /10

Name of Lab Assistant

Signature with Date

Name and Designation of Verifying Authority (HoD)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION B : HOD's FEEDBACK

B1. Laboratory performance Analysis

Punctuality in Laboratory hours	2	
Involvement in Conducting Experiments	2	
Knowledge of Experiments	2	
Quality of Maintenance of Lab Documents	2	
Quality of Maintenance of Lab Equipment	2	

Awarded Score (**B1**): /10

B2. Department Responsibility

Acceptance of Assigned task	2	
Timely Completion of Assigned Task	2	
Peer group relationship	2	
Accuracy of information	2	
Commitment shown in the Assigned task	2	

Awarded Score (**B2**): /10

Cumulative Score (**B**): /20
(B = B1 + B2)

Name and Designation of Assessor (HoD)

Signature with Date

PERI

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SECTION C : PRINCIPAL / VICE PRINCIPAL & HR FEEDBACK

C. Principal / Vice Principal Feedback

Taken any Institutional level responsibility	5	
Commitment shown in the assigned responsibility	5	

Awarded Score (**C**): /10

Name and Designation of Assessor

Signature with Date

SECTION D: HR FEEDBACK

D1. Compliance to Leave Policy

Number of Leave in Academic year ≤ 12	5
Number of Leave in Academic year > 12 CL	0

Awarded Score (D1): /5

D2. Compliance to Leave Policies

Availing leave with prior permission	1	
Accuracy of Biometric attendance	1	
Accuracy of entry in Attendance Register	1	
Accuracy of IN/OUT entry in Attendance group	1	
Feedback based on HR reports	1	

Awarded Score (D2): /5

Cumulative Score (D):
(D = D1+D2) /10

Signature of HR

PERI

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SUMMARY

Section	Obtained Score	Maximum Score
Section A – Academic Activities		10
Section B – HOD Feedback		20
Section C – Principal / VP Feedback		10
Section D – HR Feedback		10

Overall Score		50

PRINCIPAL **VICE PRINCIPAL** **HR**