

II. Performance & Personality evaluation by the Head of the Department:

S.No.	Work	Weightage	Description	Weightage Obtained
1.	Punctuality	10	One is punctual about duty hours.	
2.	Work Efficiency	30	Expertise/skills/efficiency related to the work.	
3.	Behaviour with Colleagues & Students	10	Amicable, decent interaction with colleagues & students.	
4.	Work Responsibility	10	To carry out the assigned work with sincerity and commitment.	
5.	Discharging assigned work Smoothly	10	One should discharge their assigned work properly/correctly.	
6.	Initiative for Work	10	Additional useful efficiency/ suggestion/ creativity related to work.	
7.	Time Commitment for Work	10	Ability to finish the assigned work within the given time period.	
8.	Involvement in Other Work	10	Assessment of the ability to carry out other day to day work (e.g. Seminar/ Conference/Workshop etc.)	
Total Weightage Obtained (W')				

Head, Department of

T = W + W' =

III. Overall assessment of the candidate by Secretary/Vice Chancellor:

Regularity Factor (R) R = (No of Present Days/240)	
Banasthali Factor (B) : 0.9 <=B <= 1.1 As assigned by VC/Competent Authority	
Loyalty Factor (L): 0.9 <=L <= 1.1 As assigned by VC/Competent Authority	
Personality Factor (P): 0.9 <=P <= 1.1 As assigned by VC/Competent Authority	

Overall Performance Evaluation (O):

O = T (R X B X L X P) =

Increment as per PRIS =

Head, Department of

Dean, Faculty of

Secretary/Vice-chancellor
