



*Committed to Excellence*

## D.A.V. SCHOOL OF BUSINESS MANAGEMENT

Unit-8, Nayapalli, Bhubaneswar-751012, Contact: 0674-2560539

E-mail: [dsbmbbsr@gmail.com](mailto:dsbmbbsr@gmail.com), Web: [www.dsbm8.org](http://www.dsbm8.org)



2020-21

### ANNUAL CONFIDENTIAL REPORT OF THE FACULTY MEMBER (THE YEAR OF REVIEW IS THE ACADEMIC YEAR 2020-21)

NAME: SAMIRAN KUMAR MISHRA

No. of Days

#### Time Schedule:

Last date for filling up PART A by the Faculty Member	-	15th July every year
Last date for submission of Report by the Principal	-	20th July every year
Last date for submission of Report by the President	-	25th July every year

TOTAL

#### Note:

*The date of submission is subject to change depending on result declaration by the University*

# SELF APPRAISAL OF FACULTY MEMBER

## Part-A

(To be filled up by the Employee)

- 1.1 Name : SAMIRAN KUMAR MISHRA
- 1.2 Date of Birth : 25-05-1987
- 1.3 Designation : Lecturer
- 1.4 Educational Qualification : M.Com., M.Phil., UGC-NET
- 1.5 Date of appointment in DSBM : 01-02-2016
- 1.6 Address with Phone No & Email : At- Bhuyan Sahi, PO/Dist:- Deogarh Odisha. Mob: 9778113752. email: dsbmsamiran@gmail.com
- 1.7 Date of appointment in the Present Grade : 01-06-2017
- 1.8 Present Scale of Pay with G.P / consolidated amount : 252,000.
- 1.9 Date of confirmation in the Present Grade : 31.05.2019
- 1.10 Types of leave availed during the Session (1<sup>st</sup> April – 31<sup>st</sup> March)

Types of Leave	Dates	No. of Days
CASUAL LEAVE	24.9.2020/25.9.2020/7.11.2020 01.03.2021/31.3.2021	05 days.
EARNED LEAVE		
E.O. L		
OTHER LEAVE		
TOTAL		

2.1 Mention the subjects allotted for teaching in last academic year  
(Odd Semester (1<sup>st</sup>/3<sup>rd</sup>/5<sup>th</sup>):

BBA / B. Com Programme	Name of the Paper	No. of Periods in a week
B. Com 1 <sup>st</sup> Sem	Financial Accounting	05
B. Com 3 <sup>rd</sup> Sem	Income Tax Law & Practice	03
B. Com 3 <sup>rd</sup> Sem	Corporate Accounting	03
B. Com 5 <sup>th</sup> Sem	FSAR	06
Total Periods		17

2.2 Mention the subjects allotted for teaching in last academic year  
(Even Semester (2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup>):

BBA / B. Com Programme	Name of the Paper	No. of Periods in a week
B. Com 4 <sup>th</sup> Sem	GST & Indirect Tax	04
B. Com 6 <sup>th</sup> Sem	Corporate Tax Planning	06
B. Com 6 <sup>th</sup> Sem	GST & Indirect Tax	06
Total Periods		16

2.3 Mention the specialised modules delivered for any special programme under the flagship of DSBM (such as Skill Development, ACCA, Value addition programmes)

**(I) Professional Competence Building (PCB)**

Programme	Modules Delivered	Duration	Target Group

**(II) Skill Development**

Programme	Modules Delivered	Duration	Target Group

**(III) Special Talk**

Programme	Modules Delivered	Duration	Target Group

2.4 Mention any other specialised modules delivered / any assignments done under the flagship of DSBM / DAV Institutions (such as workshops, training & development programmes for faculty members and corporate houses / consultancy / Detailed Project Report / Research Project)

Programme	Modules Delivered / Any Assignments ✓	Duration	Target Group
Research Project	Business opportunities for MSMEs in Odisha	7 days	U.C.C-I
Workshop	UGC LOCF	1 day	B.Com students

2.5 Mention the refresher courses /in service educational programmes attended during the last academic year.

Name of the Programme	Attended At:	From:	To:

State how far the above programmes enhanced your capacity building and make application of the enhanced skill in the DSBM curriculum.

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2.6 Are you a Class Proctor of BBA / B. Com Programme and if yes :  Yes/No

(a) Name of the programme:

.....B.Com.....

(b) Name of the Semester and Admission Batch:

.....6<sup>th</sup> Semester; Admission Batch: 2018-21.....

2.7 Number of students guided for Summer Internship Programme

(a) BBA Programme	
Semester	Number of Students guided for SIP
6 <sup>th</sup> Semester	06

(b) B.Com Programme	
Semester	Number of Students guided for SIP
6 <sup>th</sup> Sem.	07

(c) Exclusive Initiatives undertaken by the faculty to arrange SIP		
Number of SIP arranged by the faculty	Name of the organizations arranged by the faculty	Key person contacted at the organisation for SIP

### 3. QUALITY ASSURANCE MECHANISM

#### 3.1 Submission of Comprehensive Session Delivery Plan (Semester Wise)

- (A) Whether SDP for BBA programme is submitted on scheduled date. : Yes / No ✓
- (B) Whether SDP for B.COM programme is submitted on scheduled date. : Yes / No
- (C) Whether SDP for any value addition programme is submitted on scheduled date. : Yes / No

3.2 Whether weekly delivery report for lectures submitted within scheduled time. ✓ Yes / No

3.3 Whether you are competent of using smart class and DSBM digital platform : Yes/No ✓

3.4 Whether proper documentation of record is maintained : Yes/No ✓

3.5 Whether question for the examinations are timely submitted : Yes/No ✓

3.6 Whether evaluated answer sheets are submitted to the exam section within the scheduled time : Yes/No ✓

3.7 (a) State the innovations/any minor research undertaken during the year  
 ..... Groundwork of research related to Opportunities  
 of Investment (MSME sector) in Odisha for U.C.C.I. ....

(b) Brief description on organising club activities under your mentorship  
 ..... Developed the framework for updation of Dynamic  
 Commerce Board and other Display Boards. ....

- (c) State the duties and responsibilities assigned to you other than teaching
- i) ..... Coordinator of D.E. Shaw Infinity Internship Programme (3 Students) (Qualified)
  - ii) ..... Coordinator of All India Accounting Wizard Test
  - iii) ..... Coordinator of DSBM Finance Club
  - iv) ..... Internal Guide of Dibyasha Pradhan (B.Com 3<sup>rd</sup> sem) in respect of D.E. Shaw Internship Programme.

3.8 Number of subject-quizzes conducted for respective electives

**BBA PROGRAMME**

Semester	Name of the electives

**B.COM PROGRAMME**

Semester	Name of the electives
5 <sup>th</sup> Semester	FSAR - 03
6 <sup>th</sup> Semester	Corporate Tax Planning - 02
6 <sup>th</sup> Semester	GST & Indirect Tax - 02

3.9 (a) Number of students mentored for external seminars / workshops / competitions'

Name of the Event / Competition	Date of Event	Organized by	Performance of the Students
All India Accounting Wizard Test 2020	06-12-2020	SOA and ICAI	3 Students of DSBM selected in Top 10.
All Odisha Quiz Competition	14-03-2021	ICAI, BBSR	4 Students of DSBM selected in Top 50.
Webinar on Impact of Covid-19 on Indian Economy	23-05-2020	DSBM	Appreciated by the Panelists.
Webinar on Impact of Covid-19 on Indian Economy	13-08-2020	DSBM	Appreciated by Experts.

(b) Mention the name of the Club under your mentorship. (Summary of your initiatives of the club activities)

DSBM Finance Club - Developed the framework for updation of Dynamic Commerce Board and other Display Boards. Preparation of Specialised modules for Finance club students to instil pecuniary professionalism.

3.10 (a) Steps taken to curb the absenteeism

Interacted with the students and explained the importance of subject delivery by teachers.

(b) Steps taken for the counselling and confidence building of the students

Conducted extra classes and doubt clearing classes for students, especially the slow learners to provide them a platform for participation which ultimately can boost their confidence.

(c) Steps taken to improve the skillset of the students

Motivated students to participate in webinars and different events to improve their presentation and organising skills.

4.0 Name of articles/books written, if any, during the previous academic year. (Mention the details of the publication)

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#### 4.1 RESULT ANALYSIS BBA PROGRAMME

(To be filled in by the faculty)

Exam	Subjects	No. of students appeared	Less than 60%	60 to 80%	Above 80%	Subject Average	Semester Average
1 <sup>st</sup> Sem							
2 <sup>nd</sup> Sem							
3 <sup>rd</sup> Sem							
4 <sup>th</sup> Sem							
5 <sup>th</sup> Sem							
6 <sup>th</sup> Sem							

#### 4.2 RESULT ANALYSIS B.COM PROGRAMME

(To be filled in by the faculty)

Exam	Subjects	No. of students appeared	Less than 60%	60 to 80%	Above 80%	Subject Average	Semester Average
1 <sup>st</sup> Sem	Financial Accounting	78	10	26	42	77.47	74.32
2 <sup>nd</sup> Sem							
3 <sup>rd</sup> Sem							
4 <sup>th</sup> Sem							
5 <sup>th</sup> Sem							
6 <sup>th</sup> Sem							

### 4.3 ACCOMPLISHMENTS

Name the events conducted by you in the review period

Name of the events	Date on which event was held	Learning Objectives	Output
e-Expert Talk on Skill Development	19-12-2020	To Create awareness of skills as required in various industries	Students were able to identify the required skills.
Live Streaming of Union Budget 2021	01-02-2021	Knowledge about Fiscal spending	Critical Analysis of Public Funds
Panel Discussion on Union Budget 2021	04-02-2021	Critical and Logical Thinking	Indepth knowledge about Macro Economic conditions

4.4. Was any new programme / activity introduced in the institution at your initiative? If yes specify:

Name of the events	Date on which event was held	Learning Objectives	Output

5. Give observations on your contributions tendered for the institute during the review period and how it had helped to enhance the worth and values of the institute:

During the review period, under my guidance students have not only shown marvellous academic results, but also proved their knowledge by securing appreciable rank in state level and National level competitions. Their performance in webinars has helped in the enhancement of the reputation of DSBM.

**Note:**

The faculty members are required to keep supportive documents in favour of the responses for above points for verification and review if required by the competent authority.

6. OBSERVATIONS BY THE CO-ORDINATOR OF DSBM

I agree with the information provided by the faculty members regarding academic performance, events conducted, club activities and participation and contribution in various research projects conducted in DSBM.

Name of the Coordinator Ms. Anjali Pande

Signature of the Coordinator A. Pande

Date 13-07-2021.

Seal 

## PART-B (To be filled by the Principal)

### 1. OBSERVATIONS:

1.1 Do you agree with the self-assessment of the faculty (as recorded in Part-A)

(i) Fully       (ii) Partially       (iii) Not at all

1.2 Specify the areas where your observations are different from those of the faculty.

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### 2. ACADEMIC PROFICIENCY: (Tick the appropriate column)

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Communication skill of the teacher		✓		
Classroom management		✓		
Level of participation with the students		✓		
Customized study materials developed as <b>e-resource</b> content for the students		✓		
Preparation of PPT for classroom lectures		✓		
Integration of case study & subject quizzes		<del>✓</del>	✓	

### 3. EXAMINATION & EVALUATION

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Timely submission of questions to the exam section.		✓		
Proper discharge of invigilation duty.	<del>✓</del>	✓		
Timely submission of evaluated answer books to the exam section.	<del>✓</del>	✓		

**4. ORGANISING CO-CURRICULAR EVENTS** (Tick the appropriate column)

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Encourages students to participate in various events.		✓		
Make innovation contribution for events.		✓		
Is efficient in leading & organizing events		✓		
Is able to work in a team during the events.		✓		

**5. PERFORMANCE IN ADMINISTRATIVE TASKS:**(Tick the appropriate column)

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Willing to accept administrative responsibilities		✓	✓	
Performs efficiently with the assigned duties			✓	
Maintain records in support of administrative task			✓	

**6. PROFESSIONAL GROWTH:**(Tick the appropriate column)

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Research Interest			✓	
Interpersonal Skills		✓		

**7. PERSONALITY TRAITS:** (Tick the appropriate column)

Scale of Rating	Outstanding	Very Good	Good	Average
	(4)	(3)	(2)	(1)
Is able to communicate effectively with the Principal		✓		
Team Spirit		✓		
Honest		✓		
Loyal		✓		
Regular		✓		
Creative		✓		
Punctual		✓		

**8. OVERALL ASSESSMENT:**

➤ Academic Proficiency	17
➤ Examination & Evaluation	09
➤ Organizing Co-curricular Activities	16
➤ Performance in Administrative Tasks	06
➤ Professional Growth	05
➤ Personality Traits	21

**9. FINDINGS OF ACR:**

➤ Average (1 – 25)	
➤ Good (25 – 50)	
➤ Very Good (50 – 75)	✓
➤ Outstanding (75 – 100)	

**TOTAL PERFORMANCE CREDIT SCORE:**

74

# Observations & Suggestions for Improvement

Name of the Principal Dr. Dwarka Kanta Mishra

Signature of the Principal 

Date \_\_\_\_\_

Seal


Principal 8/2/21  
DAV School of Business Management  
Unit-VIII, Nayapalli  
Bhubaneswar-12

He is very sincere faculty and  
Pro-active in Seminar & D.P.R activities.  
There is scope for improvement.

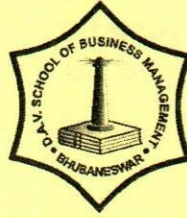
## NO. OF MEMOS ISSUED:

Date with Memo No.	Reason	Submission of Explanatory Note, if any	Remarks
1.			
2.			
3.			
4.			

## Remarks of the President

Very good   
President 8/2/21  
DAV School of Business Management  
Unit-VIII, Bhubaneswar

## Recommend for Future Action



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# DAV SCHOOL OF BUSINESS MANAGEMENT

(Managed by DAV College Managing Committee, New Delhi)



## ANNUAL CONFIDENTIAL REPORT OF THE MINISTERIAL STAFF (THE YEAR OF REVIEW IS THE ACADEMIC YEAR 2019-20)

Name: *Akshaya Kumar Maharana*  
Design: *MSA (UDG)*

### Time Schedule:

- |                                                        |   |                                   |
|--------------------------------------------------------|---|-----------------------------------|
| 1. Last date for filling up PART-A by the Employee     | - | 31 <sup>st</sup> March every year |
| 2. Last date for submission of report by the Principal | - | 30 <sup>th</sup> June every year  |
| 3. Last date for submission of report by the President | - | 31 <sup>st</sup> July every year  |

# SELF APPRAISAL OF MINISTERIAL STAFF

## Part-A

(To be filled up by the employee)

- 1.1 Name of the Employee : Akshaya Kumar Maharana
- 1.2 Date of Birth : 20-07-1981
- 1.3 Designation : M.S.A (UDC)
- 1.4 Educational Qualification : B.Sc (PCM), PGDA, Tally
- 1.5 Address with Phone No. : Plot No. 261/763, New Paikang  
Delta Basamunda,  
Bhubaneswar - 751012
- 1.6 Date of Initial Appointment in DAV Institution (with Designation & pay scale) : 02-06-2008
- 1.7 Date of appointment in the Present Grade : 01-04-2015
- 1.8 Present Scale of Pay with G.P./ Consolidated : 225,500 - 81100 Level-4 in 7th pc
- 1.9 Whether Permanent/on Probation/Temp. : Permanent
- 1.10 Types of leave availed during the Session (1<sup>st</sup> Jan to 31<sup>st</sup> Dec)

Types Of Leave	Dates	No. Of days
CASUAL LEAVE	19/1/19, 27/5/2019, 12/6/19 19/3/2019	04 days
EARNED LEAVE	- Nil -	- Nil -
E.O.L.	- Nil -	- Nil -
OTHER LEAVE	- Nil -	- Nil -
<b>TOTAL</b>	Total	04

### 1.11 Duties and responsibilities assigned to you.

Accounts, Establishment, Dealing with Govt and University officers for affiliation and other institutional matters, Handle press media, Public relations work, look after the maintenance work etc and other works assigned by the Authority from time to time.

### 1.12 List the in-services training programme attended by you during the year:

Programme	Designed for	Attended at	From	To
	-			

1.13 Whether conversant with the guidelines of Higher Education Department / Uktal University and other Accrediting Agency / DAVCMC Administrative Manual: **Yes/No** - *Yes*

1.14 Name of Books (Acts & Rules) other than DAVCMC Administrative Manual read / referred to during the year for any official works (Please specify in details. Attach separate sheet.

*DSDM Service Rules, DAVCMC Manual, Orissa University Act 1989, etc.*

1.15 Whether you have compiled the assigned works within stipulated time, during the period under report: **Yes / No**. *Yes*

1.16 Are you satisfied over your works during the period under report: **Yes / No** *Yes*

Certified that the information furnished above are true to the best of my knowledge.

Date: *12/08/2020*

*Akshaya Kumar Maharana*  
Full Signature of the Employee

## PART-B

(To be filled up by the Head/Principal of the Institute)

### 1. OBSERVATIONS:

1.1 Do you agree with the self-assessment of the employee (as recorded in Part-A)

(i) Fully  (ii) Largely  (iii) Partially

1.2 Specify the areas where your observations are different from those of the employee.

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1.3 Give your own observations on the areas you differ.

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### 2.ASSESSMENTS: (Put a tick mark in the appropriate boxes provided here under carrying marks from 0 to 4)

#### 2.1 Interest in assignments:

- (a) Takes keen interest
- (b) Does his/her work in a routine way
- (c) In-different in discharging his/her duties

#### 2.2 Initiative and resourcefulness:

- (a) Resourceful & original in giving suggestions and pursues them constructively.
- (b) Prompt in taking initiation for the task
- (c) Tends to wait for direction
- (d) Cannot perform without close supervision & guidance. Limited desire to achieve task.

- 2.3 **Responsibility / Dependability / Conscientious towards duty:**
- (a) Very conscious and dependable in the performance of the job. Always ready to take responsibility.
  - (b) A steady worker with a good record of dependability
  - (c) Reasonably conscious and does his/her job in a routine manner.
  - (d) Often fails to perform his/her duty
- 2.4 **Co-operation & helping ability:**
- (a) Very capable to help and advice his/her colleagues
  - (b) Capable to help and advice his/her colleagues
  - (c) Moderate ability to ordinarily help and advice his/her colleagues
- 2.5 **Discipline:**
- (a) Punctual in all matters.
  - (b) Always punctual to duty. Observes the code of conduct.
  - (c) Usually punctual to duty. Tries to follow the general code of conduct.
  - (d) Unpunctual and shrinks responsibility.
- 2.6 **Promptness in disposal of works:**
- (a) Very prompt
  - (b) Reasonably prompt
  - (c) Slow and tend to delay
  - (d) Indifferent in disposal of works
- 2.7 **Innovative Attitude**
- (a) Comes up with innovative suggestions
  - (b) Accepts the innovative suggestions & develop its procedure for operation
  - (c) Tries to accept innovative suggestions & procedure for operation
  - (d) Neither gives any suggestion nor accepts any suggestions.

(Note: Assessment under column-2.8 to 2.18 below should not be indicated by tick mark)

2.8. **State of Health**

Very Good  Good  Average  Below Average

2.9 **General Intelligence and keenness to learn**

Very Good  Good  Average  Below Average

2.10 **Knowledge and ability to use computers and its applications in the concerned field**

Very Good  Good  Average  Below Average

2.11 **Knowledge about DAV tradition and rules & regulation**

Very Good  Good  Average  Below Average

2.12 **Knowledge of office procedure**

Very Good  Good  Average  Below Average

2.13 **Knowledge of Service Rules / Codes**

Very Good  Good  Average  Below Average

2.14 **Knowledge of Rules & Regulations & Instruction in general & with particular reference to the work allotted to him/her.**

Very Good  Good  Average  Below Average

2.15 **Has the ability to apply the relevant rules and regulations correctly**

Very Good  Good  Average  Below Average

2.16 **Capacity to examine cases thoroughly and comprehensively.**

Very Good  Good  Average  Below Average

2.17 **Quality of Noting and Drafting**

Very Good  Good  Average  Below Average

2.18 **Attitude towards Visitors / Parents**

Very Good  Good  Average  Below Average

2.19 **Attitude towards Students**

Very Good  Good  Average  Below Average

2.20 **Attitude towards Faculty Members**

Very Good  Good  Average  Below Average

2.21 **Attitude for Other Office Staff Members**

Very Good  Good  Average  Below Average

2.22 **Analytical Mind**

Very Good  Good  Average  Below Average

2.23 **Integrity**

Very Good  Good  Average  Below Average

2.24 **Loyalty**

Very Good  Good  Average  Below Average

2.25 **Conduct**

Very Good  Good  Average  Below Average

Observation by the Principal

outstandingly category  
and asset to BSM

Name of Principal / Manager Dr. D.N. Mishra

Signature of Principal / Manager Institution with date

*[Handwritten Signature]*

Seal Principal  
DAV School of Business Management  
Unit-VII, Bhubaneswar

Observation by the Chairman

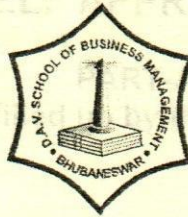
outstanding  
*[Handwritten Signature]*  
14/8/20

Name of Chairman

Signature of Chairman with date

Seal

President  
DAV School of Business Management  
Unit-VIII, Bhubaneswar



Committed to Excellence

# DAV SCHOOL OF BUSINESS MANAGEMENT

(Managed by DAV College Managing Committee, New Delhi)

1. Name
2. Educational Qualification
3. Address with Pin Code
4. Date of Initial Appointment in DAV School (with Designation & pay scale)
5. Date of appointment in the Present
6. Present Scale with G.P.
7. Present Total Emoluments
8. Whether regular scale of pay
9. Date of Confirmation in the Present
10. Type of Leaves availed during the session (1<sup>st</sup> July - 31<sup>st</sup> May)



Type of Leave	Dates	No. of Days
Casual Leave	<u>2020-21</u>	
Earned Leave		

## ANNUAL CONFIDENTIAL REPORT OF LAB ATTENDANT (GROUP-D) (THE YEAR OF REVIEW IS THE ACADEMIC YEAR 2020-21)

Maternity / Paternity Leave: Santosh Ku. Parida, Grp-D.

### Time Schedule:

1. Last date for filling up PART-A by the Employee - 31st March every year
2. Last date for submission of report by the Principal - 30<sup>th</sup> June every year
3. Last date for submission of report by the President - 31<sup>st</sup> July every year

Certified that the information furnished above are true to the best of my knowledge.

Date: 22/07/2021

Santosh Kumar Parida  
Full Signature of the Employee

# SELF APPRAISAL

## PART-A

(To be filled up by the employee)

1. Name : Santosh Kumar Parida
2. Date of Birth : 11th July 1984
3. Designation : Sweeper cum Peon
4. Educational Qualification : 10th Pass
5. Address with Phone No. : At/PO - Manjanga, Nimatara, Puri  
9938911652
6. Date of Initial Appointment in DAV School (with Designation & pay scale) : 10.07.2009
7. Date of appointment in the Present Grade : 01-01-2016
8. Present Scale with G.P : 18000 - 56,900.
9. Present Total Emoluments :
10. Whether regular scale of pay / contractual : Regular as on 31.12.2018
11. Date of Confirmation in the Present Grade :
12. Types of Leaves availed during the session (1<sup>st</sup> Apr to 31<sup>st</sup> May)

Types of Leave	Dates	No. of Days
Casual Leave		
Earned Leave		Nil
Commuted Leave		
E.O.L		
Maternity / Paternity Leave		

13. Duties assigned during the period under report:

- (i) building maintenance work
- (ii) Hostel side and campus DSBM
- (iii) official outside work, Bank and letter despatch
- (iv) Sweeping and grass cutting
- (vii) in lawn, field
- (viii) Floor cleaning work

Certified that the information furnished above are true to the best of my knowledge.

Santosh Kumar Parida  
Full Signature of the Employee

Date: 22-06-2021

**PART-B**  
**(Assessment by the Reporting Officer)**

(Put a tick mark in the appropriate boxes provided hereunder. Each point carries highest 4 marks)

1. Interest in assignments:
  - (a)  Takes keen interest
  - (b) Takes adequate interest
  - (c) Does his/her work in a routine way
  - (d)  In-different in discharging his/her duties
  
2. Initiative and resourcefulness:
  - (a)  Resourceful & original in giving suggestions and pursues them constructively.
  - (b) Shows reasonable degree of initiative and resourcefulness.
  - (c) Tends to wait for direction
  - (d)  Cannot perform without close supervision & guidance. Limited desire to achieve task.
  
3. Responsibility / Dependability / Sense of responsibility / Conscientious towards duty:
  - (a)  Very conscientious and dependable in the performance of the job. Always ready to take responsibility.
  - (b) A Steady worker with a good record of dependability
  - (c)  Reasonable conscious and does his/her job in a routine manner.
  - (d)  Often fails to perform his/her duty
  
4. Co-operation & helping ability:
  - (a)  Very capable to help and advice his/her colleagues
  - (b)  Capable to help and advice his/her colleagues
  - (c) Moderate ability to ordinarily help and advice his/her colleagues
  - (d)  Lacks ability to help and advice his/her colleagues
  
5. Discipline:
  - (a)  Punctual in all matters.
  - (b) Always punctual to duty. Observes the code of conduct.
  - (c)  Usually punctual to duty. Tries to follow the general code of conduct.
  - (d)  Not punctual to duty in general code of conduct, shrinks responsibility.
  
6. Promptness in disposal of works:
  - (a)  Very prompt
  - (b) Reasonably prompt
  - (c)  Slow and tend to delay
  - (d)  Indifferent in disposal of works

7. Attention to routine aspects of work:

Driving / Maintenance of Vehicle Log Book / Maintenance of Laboratory / Library / Maintenance of Lab. Stock Register / Attending Superiors / Attending Students / Housekeeping / File Keeping / Distribution of letters / Other works, if any. *as per instruction*  
 (Put a tick mark on the records mentioned above which are maintained by him/her).

- (a) Pays adequate attention to these aspects
- (b) Pays attention to these aspects
- (c) Has to be constantly instructed and supervised.
- (d) Indifferent to these aspects.

(Note: Indicate by tick mark).

8.	State of Health	Very Good	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
9.	Attitude towards visitors / parents	Very Good	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
10.	Attitude towards students	Very Good	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
11.	Attitude towards teachers / staff	Very Good	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
12.	Dress Code	Very Good	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
13.	Integrity	Very Good	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
14.	Loyalty	Very Good	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
15.	Conduct	Very Good	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>

Observation by the Principal — Very Good  
*He is hardworking and sincere staff*

Name of Principal — Dr. Dwarikanath Mishra

Signature of Principal with date *[Signature]*

Seal \_\_\_\_\_

**Principal** 31-7-21  
 DAV School of Business Management  
 Unit-VIII, Nayapalli  
 Bhubaneswar-12

Observation by the Chairman Very good  
*[Signature]*

Name of Chairman \_\_\_\_\_

Signature of Chairman with date *[Signature]*

Seal \_\_\_\_\_

**President**  
 DAV School of Business Management  
 Unit-VIII, Bhubaneswar