

Dr. B. C. Roy College of Pharmacy & Allied Health Sciences, Durgapur
Sub: Performance Report of Technical Assistant

Specific comments on aptitude and activities undertaken in the following areas may be given alongwith point in ten point scale:

Name of Candidate:-

Designation :-

Department :-

For the period from _____ to _____


1. Knowledge of work :-
2. Aptitude for conducting assigned job :-
3. Aptitude for preparation and maintenance of office record/library record.
4. Aptitude for preparation of Project report/Board notes etc.
5. Aptitude for maintaining stock Register & Equipment log books/Library books:-
6. Participation in extra curricular activity :-
7. Keeping abreast of new knowledge and skill
8. Self development by upgrading qualification etc:-

Specific comments in the following areas may be given
alongwith point in ten point scale for Sl. No. 1 to 4

1. Regularity in attendance :-
2. General behaviour and attitude:-
3. General Health:-
4. Integrity:-
5. Overall assessment of the Candidate :-
Excellent/Very Good/Good/Fair/Unsatisfactory
6. Comment regarding suitability for promotion/regularization :-

To
Principal




Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

H.O.D./In-charge

Dept. of :-