SREE NARAYANA COLLEGE ,NATTIKA

PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF

2023-2024

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :
8. **PROFESSIONAL COMPETENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Knowledge of rules, regulation and procedure |  |  |  |  |  |
| 2 | Ability to organize work and carry it out |  |  |  |  |  |
| 3 | Ability and willingness to take up additional load in times of  exigencies |  |  |  |  |  |
| 4 | Creativity and innovation |  |  |  |  |  |
| 5 | Ability to learn and perform new duties |  |  |  |  |  |
| 6 | Capacity to supervise\*  (For Supervising Staff Only) |  |  |  |  |  |
| 7 | You possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions  Satisfactorily? |  |  |  |  |  |
| 8 | Ability to handle e-file |  |  |  |  |  |
| 9 | Grade level of service test attained |  |  |  |  |  |

1. **PERFORMANCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Awareness of policies and procedures of the institution? |  |  |  |  |  |
| 2 | Maintenance of Files/Records |  |  |  |  |  |
| 3 | Accuracy & Speed of work |  |  |  |  |  |
| 4 | Neatness & tidiness of work |  |  |  |  |  |
| 5 | Completion of work on schedule |  |  |  |  |  |
|  |  |  |  |  |  |  |

**III**  **PERSONAL CHARACTERISTICS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Attendance |  |  |  |  |  |
| 2 | Punctuality |  |  |  |  |  |
| 3 | Discipline |  |  |  |  |  |
| 4 | Integrity and behaviour |  |  |  |  |  |

**IV ATTITUDE TOWARDS CO-WORKERS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Cooperation with your colleagues? |  |  |  |  |  |
| 2 | Mutual motivation with your colleagues? |  |  |  |  |  |

**V ATTITUDE TOWARDS PUBLIC**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well  Wishers of the College)? |  |  |  |  |  |
| 3 | Rapport with the public when you interact with them? |  |  |  |  |  |

**VI STAFF/STUDENT RELATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. |  | Excellent | Good | Satisfactory | Average | Poor |
| 1 | Ability to engage, motivate, supervise, and effectively work  in the interest of students? |  |  |  |  |  |
| 3 | Responsibility towards your  tasks/ areas of management assigned to? |  |  |  |  |  |

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

Place

Date Name and Signature of the non teaching staff

**Countersigned by the Head of the Institution**