

Performance Appraisal Form for Non-Teaching Staff

2019-2020  
 1. Name of the Faculty : Smt. Lovely Prabha  
 2. Position Title : FDA  
 3. Date of Entry into Service : 22.03.1991  
 4. No. of Years in Service : 31 years  
 5. Date of Retirement : 31.03.2022  
 6. Qualification : B.A  
 7. Details of Current Responsibilities : Office Staff.



**I. 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		✓			
6	Diligence and sense of responsibility			✓		

**II. PERSONAL CHARACTERISTICS**

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

**III. ATTITUDE TOWARDS CO-WORKERS**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor

1	Cooperation with your colleagues?			✓		
2	Mutual motivation with your colleagues?			✓		

#### IV. 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?			✓		

#### V. 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:- *Kalaghatgi*

Date:- *31-3-2020*

Name and Signature of the non teaching staff

*[Handwritten Signature]*

Countersigned by the Head of the Institution

*Satisfied*

*[Handwritten Signature]*



**PRINCIPAL**  
**Good News Welfare Society's**  
**Arts & Commerce First Grade College,**  
**Kalaghatgi-581204**