

## Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty : 2019-2020  
 : Smt. Annamma Chacko  
 2. Position Title : SBA  
 3. Date of Entry into Service : 30.05.1991  
 4. No. of Years in Service : 30 years  
 5. Date of Retirement : 31.05.2021  
 6. Qualification : PUC  
 7. Details of Current Responsibilities : Office documents handling



### 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:- *31-03-2020*

*[Signature]*  
Name and Signature of the non teaching staff

*Satisfied*

Countersigned by the Head of the Institution



*[Signature]*  
PRINCIPAL  
Good News Welfare Society's  
Arts & Commerce First Grade College.  
Kalaghatgi-581204