

Performance Appraisal Form for Non-Teaching Staff

2019-2020



- 1. Name of the Faculty : d. s. dupis
- 2. Position Title : SAA
- 3. Date of Entry into Service : 22.03.1991
- 4. No. of Years in Service : 32 years
- 5. Date of Retirement : 30.04.2023
- 6. Qualification :
- 7. Details of Current Responsibilities : Handling the documents.

**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

*Satish Reddy*

**PRINCIPAL**

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

