

Performance Appraisal Form for Non-Teaching Staff

2019-2020

1. Name of the Faculty : Sylvester Chourappa pannakar
 2. Position Title : Peon
 3. Date of Entry into Service : 10-09-1992
 4. No. of Years in Service : 31 years
 5. Date of Retirement : 31-12-2025
 6. Qualification : S.S.L.C
 7. Details of Current Responsibilities : Office work. (Assistance)

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?	✓				

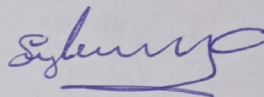
V. STAFF/STUDENT RELATIONS

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:-



Date:-

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution

Satisfied



PRINCIPAL

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