

Performance Appraisal Form for Non-Teaching Staff

- 2019-2020
1. Name of the Faculty : BASTEPPA THOMAS Tumakannavar
  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 : 30-06-2025
  6. Qualification : P.U.C-II
  7. Details of Current Responsibilities : LIBRARY ~~work~~ - 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:-

*Basteppa Thomas-Tumakannur*  
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