

Performance Appraisal Form for Non-Teaching Staff

2019-2020

1. Name of the Faculty : Remiji . John . Handi .
 2. Position Title : Peon
 3. Date of Entry into Service : 10-09-1992
 4. No. of Years in Service : 42 years .
 5. Date of Retirement : 31-03-2034 .
 6. Qualification : 7th Std .
 7. Details of Current Responsibilities : 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:-

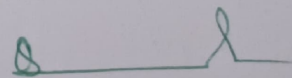
Date:-

Name and Signature of the non teaching staff

(REMIJI. J. HANDE)

Countersigned by the Head of the Institution

Satisfied



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