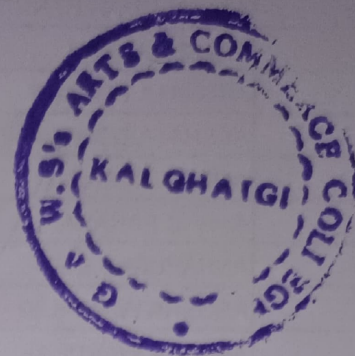


Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Faculty : Smt. Lovely Prabha
2. Position Title : FDA
3. Date of Entry into Service : 22.03.1991
4. No. of Years in Service : 31 years
5. Date of Retirement : 31.03.2022
6. Qualification : B.A
7. Details of Current Responsibilities : Office Staff.



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
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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:-

31/3/2022

Name and Signature of the non teaching staff

[Signature]

Satisfied

Countersigned by the Head of the Institution



PRINCIPAL

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