

# Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Faculty : Smt. Annamma Chacko
2. Position Title : SDA
3. Date of Entry into Service : 30.05.1991
4. No. of Years in Service : 30 years.
5. Date of Retirement : 31.05.2021
6. Qualification : PUC
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

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*

*Anemra*  
Name and Signature of the non teaching staff

Countersigned by the Head of the Institution

*Satisfied*



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