

# Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Faculty : L.S. LUPIS
2. Position Title : SDA
3. Date of Entry into Service : 22.03.1991
4. No. of Years in Service : 32 years.
5. Date of Retirement : 30.04.2023
6. Qualification :
7. Details of Current Responsibilities : Handling the documents.



## 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:- 31/3/22

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