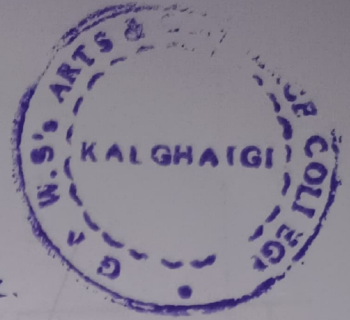


Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Faculty : Shri. H.A. Nadar
 2. Position Title : C.C.T
 3. Date of Entry into Service : 10.09.1992
 4. No. of Years in Service : 31 years.
 5. Date of Retirement : 31.05.2023
 6. Qualification : PUC
 7. Details of Current Responsibilities : Computer Work.



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.

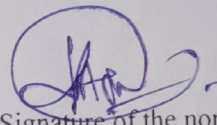
Place:-

Kalaghatgi

Date:-

31/3/2022

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

