



Non- Teaching Staff Self-Appraisal and Principal's Appraisal Format

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

1. Name
2. Designation
3. Department/Section
4. Date of Joining
5. Qualification
6. Details of current responsibilities

Signature of Staff

Date:

NAME					
DESIGNATION					
DEPARTMENT/SECTION					
APPRAISAL CATEGORY		EXCELLENT	GOOD	SATISFACTORY	POOR
		4	3	2	1
1. PROFESSIONAL COMPETENCE					
Ability to organize work and carry it out					
Ability to learn new duties					
Response to instructions and guidance of supervisor					
2. QUALITY OF WORK					
Accuracy & Speed of work					
Neatness & tidiness of work					
3. PERSONAL CHARACTERISTICS					
Regularity					
Punctuality					
4. PERSONAL COMPETENCIES AND ABILITIES					
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities				
	Quality of execution of work				

SELF RATING OUT OF 4	
REMARKS BY THE IQAC CO-ORDINATOR (5 POINTS MAXIMUM)	
PRINCIPAL'S RATING OUT OF 5	

Signature of the Principal

Signature of the IQAC CO- ORDINATOR

Date

Date