



Swami Vivekanand Shikshan Prasarak Mandal's

# Swami Vivekanand Mahavidyalaya, Udgir

## PERFORMANCE APPRAISAL FORMAT FOR NON-TEACHING FACULTY

(Academic Year: 2022-2023)

### Personal Information:

**Name of the Faculty** :

**Position Title** :

**Date of Entry into Service** :

**No. of Years in Service** :

**Date of Retirement** :

**Date of Retirement** :

**Qualification** :

**Details of Current Responsibilities** :

### I. PROFESSIONAL COMPETENCE

Sr. No.	Professional Skill	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties of you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					



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## II. PERFORMANCE

Sr. No.	Knowledge	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					

## III. PERSONAL CHARACTERISTICS

Sr. No.	Distinctiveness	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					



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## IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.	Particulars	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

## V. ATTITUDE TOWARDS PUBLIC

Sr. No.	Particulars	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

## VI. STAFF/STUDENT RELATIONS

Sr. No.	Particulars	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage motivates, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					



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**DECLARATION**

I hereby declare that the information provided is true to the best of my knowledge.

Place:

Date:-

Name and Signature of the non-teaching staff

**Head of the Institution**