



Annual Self-Appraisal Form - Non-Teaching Staff

| | | | |
|---|-------------------------------------|--------------------------|-----------------|
| Name | : | | |
| Academic Year | : | | |
| Department | : | | |
| A. Job Performance (40 marks) | | | |
| Sr. No | Criteria | Self-Rating (1-5) | Comments |
| 1 | Job Knowledge and Skills | | |
| 2 | Efficiency and Productivity | | |
| 3 | Quality of Work | | |
| 4 | Initiative and Problem-Solving | | |
| 5 | Attendance and Punctuality | | |
| B. Communication and Teamwork (20 marks) | | | |
| Sr. No | Criteria | Self-Rating (1-5) | Comments |
| 1 | Communication Skills | | |
| 2 | Collaboration with Colleagues | | |
| C. Service and Contribution (20 marks) | | | |
| Sr. No | Criteria | Self-Rating (1-5) | Comments |
| 1 | Customer Service | | |
| 2 | Contribution to Department/College | | |
| Overall Contribution (20 marks) | | | |
| Sr. No | Criteria | Self-Rating (1-5) | Comments |
| 1 | Overall Contribution to the College | | |
| 2 | Goals Achieved | | |
| 3 | Areas for Improvement | | |

Note: Additional sheets can be used for writing and attached as annexure along with form.

Total Marks (100): _____



Annual Self-Appraisal Form - Non-Teaching Staff

| | | |
|---------------|---|------------------|
| Name | : | Kale APma Balaji |
| Academic Year | : | 2022 - 2023 |
| Department | : | |

A. Job Performance (40 marks)

| Sr. No | Criteria | Self-Rating (1-5) | Comments |
|--------|--------------------------------|-------------------|----------|
| 1 | Job Knowledge and Skills | 4 | |
| 2 | Efficiency and Productivity | 5 | |
| 3 | Quality of Work | 4 | |
| 4 | Initiative and Problem-Solving | 4 | |
| 5 | Attendance and Punctuality | 4 | |

B. Communication and Teamwork (20 marks)

| Sr. No | Criteria | Self-Rating (1-5) | Comments |
|--------|-------------------------------|-------------------|----------|
| 1 | Communication Skills | 8 | |
| 2 | Collaboration with Colleagues | 9 | |

C. Service and Contribution (20 marks)

| Sr. No | Criteria | Self-Rating (1-5) | Comments |
|--------|------------------------------------|-------------------|----------|
| 1 | Customer Service | 4 | |
| 2 | Contribution to Department/College | 5 | |

Overall Contribution (20 marks)

| Sr. No | Criteria | Self-Rating (1-5) | Comments |
|--------|-------------------------------------|-------------------|----------|
| 1 | Overall Contribution to the College | 8 | |
| 2 | Goals Achieved | 4 | |
| 3 | Areas for Improvement | 5 | |

Note: Additional sheets can be used for writing and attached as annexure along with form.

Total Marks (100): 93

APma
Kale APma Balaji



[Signature]
Principal
Swami Vivekanand
Mahavidyalaya, Udgir