



## Swami Vivekanand Mahavidyalaya, Udgir

Survey. No. 184, Vivekansand Campus, Bodhan Nagar, Jalkot Road, Udgir- 413517

## **Annual Self-Appraisal Form - Non-Teaching Staff**

Name		:			
Academ	nic Year	:			
Department		:			
A. Job l	Performance (	40 r	narks)		
Sr. No		Cri	teria	Self-Rating (1-5)	Comments
1	Job Knowled	ge a	nd Skills		
2	Efficiency and	d Pr	oductivity		
3	Quality of Work				
4	Initiative and Problem-Solving				
5	Attendance and Punctuality				
B. Com	munication ar	d T	eamwork (20 marks	s)	
Sr. No		Cri	teria	Self-Rating (1-5)	Comments
1	Communicati	on S	Skills		
2	Collaboration	wit	h Colleagues		
C. Servi	ice and Contri	but	ion (20 marks)		
Sr. No		Cri	teria	Self-Rating (1-5)	Comments
1	Customer Ser	vice	;		
2	Contribution	to D	epartment/College		
Overall	Contribution	(20	marks)		
Sr. No		Cri	teria	Self-Rating (1-5)	Comments
1	Overall Contr	ibut	ion to the College		
2	Goals Achiev	ed			
3	Areas for Imp	rov	ement		
Note: Ad	ditional sheets	can	be used for writing a	nd attached as annexure	along with form

Т	otal	M	[ar]	KS (	(10	<b>)</b> ()	):	



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Survey. No. 184, Vivekansand Campus, Bodhan Nagar, Jalkot Road, Udgir- 413517

## **Annual Self-Appraisal Form - Non-Teaching Staff**

Name		: Kale Afr	rma Balafi					
Academic Year		Kale Afroma Balafi 2023 - 2023						
Depart	ment							
A. Job	Performance (40	) marks)						
Sr. No	(	Criteria	Self-Rating (1-5)	Comments				
1	Job Knowledge	and Skills	4					
2	Efficiency and	Productivity						
3	Quality of Wor	k	4					
4	Initiative and P	roblem-Solving	4					
5	Attendance and	Punctuality	Z <sub>b</sub>					
B. Com	munication and	Teamwork (20 mark						
Sr. No	(	Criteria	Self-Rating (1-5)	Comments				
1	Communication	n Skills	8					
2	Collaboration v	vith Colleagues	<u> </u>					
C. Serv	ice and Contrib	ution (20 marks)	3					
Sr. No	(	Criteria	Self-Rating (1-5)	Comments				
1	Customer Servi	ce	4					
2	Contribution to	Department/College	5					
Overall	Contribution (2	20 marks)	2					
Sr. No		Criteria	Self-Rating (1.5)					
1		ution to the College	Self-Rating (1-5)	Comments				
2	Goals Achieved		3					
3			4					
	Areas for Impro		5					

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

Total Marks (100): <u>93</u>

UDGIR UDGIR

Kale Alma Balofi

Principal Swemi Vivekanand Mahavidvalava, Udgir