



VidyaPratishthan's
COLLEGE OF EDUCATION
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“NAAC Grade – B+”
NCTE No. 113116

(Affiliated to University of Pune.)
(ID.No. / PU / PN / Edu. / 080 / 1990.)

Performance Appraisal Form for Non-Teaching Staff

2018-2019

1. Name of the Faculty -
2. Position Title -
3. Date of Entry into Service -
4. No. of Years in Service -
5. Date of Retirement -
6. Qualification -
7. Details of Current Responsibilities -

I. PROFESSIONAL COMPETENCE

Sr. No		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					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions Satisfactorily?					

II. PERFORMANCE

Sr. 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					

III. PERSONAL CHARACTERISTICS

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

IV. ATTITUDE TOWARDS CO-WORKERS

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

V. ATTITUDE TOWARDS PUBLIC

Sr. 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?					

VI. STAFF/STUDENT RELATIONS

Sr. 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

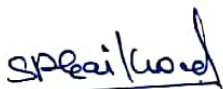
I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date: -

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution


PRINCIPAL
Vidya Pratishthan's
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Vidyanagari, Bhigwan Road,
Baramati (Pune) 413 133.