

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## KAHM UNITY WOMEN'S COLLEGE, MANJERI

### Self-Appraisal Form: Non-Teaching Staff (2023-24)

(To be filled by non- teaching staff at the end of every academic year and to be submitted to Principal)

Permanent / Temporary Employee (Tick)

#### 1. General Information

#	Name	
a.	Address (Residential)	
b.	Address (Permanent)	
c.	Mobile Number	
d.	Email address	
e.	Designation	
f.	Department	
g.	Date of Birth	
h.	Date of Joining in this Institution	
i.	Work Experience (Total) (This Institution + Other Institutions)	

#### 2. Job Description / Nature of Job:

#### 3. Academic Qualification Added in the current year, if any:

**4. Improvement of Professional Competence:**

Details regarding attending – Workshops/Courses/FDPs/Any Other (current year):

No	Course/ Workshop Details	No. of Days	Organizers/ Sponsoring Agency	Place and Date
1				
2				
3				

**5. Participation in Corporate Life:**

**i. Details of the work undertaken in College Committees/ Other Tasks**

Committees	Contribution

**ii. Participation in Examination Duties:**

Examination	Duty Performed

**6. Other Institutional Responsibilities Undertaken:**

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**7. Job related Initiative/s Undertaken**

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## 8. Evaluation of various professional competencies by the staff:

### A. PROFESSIONAL COMPETENCE

Sl. 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	you possess good knowledge (theory, hands on)for all aspects of the job to perform your job functions satisfactorily?					

### B. PERFORMANCE

Sl. 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					

### C. PERSONAL CHARACTERISTICS

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

### D. ATTITUDE TOWARDS CO-WORKERS

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

### E. ATTITUDE TOWARDS PUBLIC

Sl. No.		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?					

### F. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	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

Name and Signature of IQAC Co-ordinator

**Countersigned by the Head of the Institution**

**Principal**