Internal Quality Assurance Cell (IQAC)

KAHM Unity Women’s College, Manjeri

Self-Appraisal Form : Non-Teaching Staff

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

Permanent / Temporary Employee ( Tick)

Session

1. **General Information**

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

1. **Job Description / Nature of Job:**
2. **Academic Qualification Added in the current year, if any:**
3. **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** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

5. **Participation in Corporate Life:**

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

|  |  |
| --- | --- |
| **Committees** | **Contribution** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. **Participation in Examination Duties:**

|  |  |
| --- | --- |
| **Examination** | **Duty Performed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Other Institutional Responsibilities Undertaken:**

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

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|  |

1. Evaluation of various professional competencies by the staff:
2. **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 | pacity 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? |  |  |  |  |  |

1. **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 |  |  |  |  |  |

1. **ATTITUDE TOWARDS CO-WORKERS**

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

1. **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)? |  |  |  |  |  |
| 3 | Rapport with the public when you interact with them? |  |  |  |  |  |

1. **STAFF/STUDENT RELATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  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

Name and Signature of IQAC Co-ordinator

**Countersigned by the Head of the Institution**

**Principal**