



A.P.C. MAHALAXMI COLLEGE FOR WOMEN

THOOTHUKUDI - 2



CRITERION 6

SSR CYCLE IV

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3. Faculty Empowerment Strategies

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

PERFORMANCE APPRAISAL OF NON- TEACHING STAFF

2018 - 2019

2018 - 2019



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI-2.

Performance Appraisal of Non-Teaching Staff

Part A

(To be filled by the Non-teaching staff)

Academic Year 2018 - 2019

Name	S. Diana Rose
Designation	office
Department/Section	Unaided
Qualification	M.A. English, Typing Both Higher
Date of Joining	01.08.2007
Details of current responsibilities	Mark Statement issue Typing work for JD office. Graduation Day work. Attendance Entry
No of Administrative Training Programmes (ATP) attended	-
No. of Professional Development Programmes (PDP) attended	01

Date: 17.08.2018

S. Diana Rose
Signature of staff

Part B

Category	Appraisal by Reporting Officer			
	Excellent	Good	Satisfactory	Poor
PROFESSIONAL COMPETENCE				
Knowledge of rules, regulations and procedures		✓		
Ability to organize work and carry it out		✓		
Willingness to take up additional work in times of emergency		✓		
Creativity and innovation		✓		
PERFORMANCE				
Maintenance of files/records		✓		
Accuracy and speed of work	✓			
Completion of work on time		✓		
Hard work and reliability	✓			
Computing skill	✓			
PERSONAL CHARACTERISTICS				
Attendance		✓		
Punctuality		✓		
Interaction with students and teachers		✓		
Relationship with colleagues	✓			


Signature of Reporting Officer


Signature of the Principal

PRINCIPAL
A.P.C. Mahalaxmi College For Women
TUTICORIN-2.



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI-2.

Performance Appraisal of Non-Teaching Staff

Part A

(To be filled by the Non-teaching staff)

Academic Year 2018 - 2019

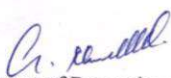
Name	Ms. M. Maharan
Designation	Office Clerk
Department/Section	Unaided
Qualification	B.Sc., M.L.E.Sc., P.C.P.
Date of Joining	01.11.2010
Details of current responsibilities	E.P.F, E.S.T, Staff Attendance maintain Salary statement Admission work Chellan 2m
No of Administrative Training Programmes (ATP) attended	
No. of Professional Development Programmes (PDP) attended	

Date: 10.04.2019

Signature of staff

Part B

Category	Appraisal by Reporting Officer			
	Excellent	Good	Satisfactory	Poor
PROFESSIONAL COMPETENCE	✓			
Knowledge of rules, regulations and procedures	✓			
Ability to organize work and carry it out	✓			
Willingness to take up additional work in times of emergency	✓			
Creativity and innovation		✓		
PERFORMANCE				
Maintenance of files/records		✓		
Accuracy and speed of work			✓	
Completion of work on time		✓		
Hard work and reliability	✓			
Computing skill		✓		
PERSONAL CHARACTERISTICS				
Attendance	✓			
Punctuality		✓		
Interaction with students and teachers	✓			
Relationship with colleagues		✓		


Signature of Reporting Officer


Signature of the Principal

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A.P.C. Mahalaxmi College For Women
TUTICORIN-2.