



# A.P.C. MAHALAXMI COLLEGE FOR WOMEN

THOOTHUKUDI - 2



## CRITERION 6

SSR CYCLE IV

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

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### 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**

**2019 - 2020**

**2019 – 2020**

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: 2019-2020

Name	S. Gomathi
Designation	Lab Assistant
Department/Section	Computer Science
Qualification	B.Com.
Date of Joining	02.01.2012
Details of current responsibilities	1. Maintanle of lab 2. Maintanle Computer 3. All Typing work. 4. IQAC work.
No of Administrative Training Programmes (ATP) attended	Nil
No. of Professional Development Programmes (PDP) attended	2

Date: 28.05.2020

  
Signature of staff



## Part B

Category	Appraisal by Reporting Officer			
	Excellent	Good	Satisfactory	Poor
<b>PROFESSIONAL COMPETENCE</b>				
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	✓			
<b>PERFORMANCE</b>				
Maintenance of files/records	✓			
Accuracy and speed of work	✓			
Completion of work on time	✓			
Hard work and reliability	✓			
Computing skill				
<b>PERSONAL CHARACTERISTICS</b>				
Attendance		✓		
Punctuality	✓			
Interaction with students and teachers	✓			
Relationship with colleagues	✓			

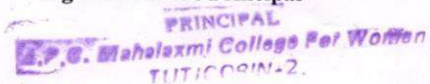


Signature of Reporting Officer

Dr. V. Shyamala Susan  
Head & Asst. Prof.

N. Haanabumasi

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: 2019-2020

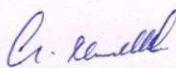
Name	J. Maria Reena
Designation	Office
Department/Section	Office
Qualification	M.A. (History) Typewriting both Higher
Date of Joining	
Details of current responsibilities	<ol style="list-style-type: none"> <li>1. All typing work cum JD office work</li> <li>2. preparation of TC</li> <li>3. Scholarship work</li> <li>4. maintaining files</li> <li>5. Issuing worksheets, TC and other</li> </ol>
No of Administrative Training Programmes (ATP) attended	Nil
No. of Professional Development Programmes (PDP) attended	02

Date: 28.05.20

  
Signature of staff

## Part B

Category	Appraisal by Reporting Officer			
	Excellent	Good	Satisfactory	Poor
<b>PROFESSIONAL COMPETENCE</b>				
Knowledge of rules, regulations and procedures		✓		
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Maintenance of files/records	✓			
Accuracy and speed of work	✓			
Completion of work on time	✓			
Hard work and reliability	✓			
Computing skill	✓			
<b>PERSONAL CHARACTERISTICS</b>				
Attendance	✓			
Punctuality	✓			
Interaction with students and teachers	✓			
Relationship with colleagues			✓	

  
Signature of Reporting Officer

*N. Haanakumari*  
Signature of the Principal

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