

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

2020 - 2021

2020-2021

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: 2020-2021 Name Jrnfy . P. Rewathy Designation 8 . Gr. Lab . Assistant Department/Section Aided Qualification + D Date of Joining 3.11. 1989 Details of current responsibilities 2.1 Jan et iP	erformance Appraisal of Non-Teaching Staff Part A (To be filled by the Non-teaching staff) 20-2021 Jmfy. P. Rewathy 8.Gr. Lab. Assistant Aided + D 3.11. 1989 esponsibilities 8 cholarshiP J.D. Office Audit. Financial State ment.	Performance Appraisal of Non-Teaching Staff Part A (To be filled by the Non-teaching staff) Academic Year: 2020-2021 Name Jmfy. P. Revathy Designation $\mathcal{S} \cdot G_1 \cdot Lab \cdot Assistant$ Department/Section Aided Qualification $+ D$ Date of Joining $3 \cdot 11^\circ$	-	
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p. Revathy	attended Ol P. Revathy	p. Revathy	Date: [0.1(. 2020	Signature of staff
	attended Ol P. Revathy	p. Revathy		
p. Revathy	attended Ol P. Revathy	p. Revathy		

Category	Appra	isal by R	Reporting Official	cer
	Excellent	Good	Satisfactory	Poo
PROFESSIONAL COMPETENCE				
Knowledge of rules, regulations and procedures	-	2		
Ability to organize work and carry it out		5		
Willingness to take up additional work in times of emergency	1			
Creativity and innovation		5		
PERFORMANCE				
Maintenance of files/records		5		
Accuracy and speed of work		5		
Completion of work on time	5	/		
Hard work and reliability	1			
Computing skill		1		
PERSONAL CHARACTERISTICS				
Attendance	1			1
Punctuality		1		
Interaction with students and teachers	1			
Relationship with colleagues	1			

Signature of Reporting Officer

N. Naenakumani

Signature of the Principal

PRINCIPAL 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)

Name	VIDYA LAKSHMT. B
Designation	Office
Department/Section	office
Qualification	B.sc physics
Date of Joining	17.10.2018
Details of current responsibilities	1. Exam work & Typing work
	1. Exam Work 2 Typing work. a. Attendance, xerox 2 printer
	3. Aided Scroll.
	4. circular & Typing.
	5. Internal paper preparing
No of Administrative Training	
Programmes (ATP) attended	Nil
No. of Professional Development	
Programmes (PDP) attended	1

Date: 09.02 . 2021.

B. Oi dya lui Signature of staff

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	V				
PERFORMANCE					
Maintenance of files/records	~				
Accuracy and speed of work		~			
Completion of work on time	~				
Hard work and reliability		~			
Computing skill		~			
PERSONAL CHARACTERISTICS					
Attendance			V		
Punctuality			V		
Interaction with students and teachers	V				
Relationship with colleagues		\checkmark			

Part B

Cr. readed Signature of Reporting Officer

N. Noonatumari

Signature of the Principal PRINCIPAL PRINCIPAL PRINCIPAL PRINCIPAL PRINCIPAL PRINCIPAL PRINCIPAL PRINCIPAL