



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	Jmt. P. Revathy
Designation	S.G. Lab. Assistant
Department/Section	Aided
Qualification	+2
Date of Joining	3.11.1989
Details of current responsibilities	Scholarship J.D. office Audit, Financial Statement.
No of Administrative Training Programmes (ATP) attended	04
No. of Professional Development Programmes (PDP) attended	01

Date: 10.11.2020

P. Revathy
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

N. Haranabumari
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: 2020-2021

Name	VIDYA LAKSHMI. 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. 2. Attendance, xerox & printouts 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. Vidya Laxmi
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

N. Hoanabumasi
Signature of the Principal
PRINCIPAL
A.P.C. Mahalaxmi College For Women
TUTICORIN-2.