



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

2021 - 2022

2021-2022


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: 2021-2022

Name	S. PACKIAESWARI
Designation	Office Unaided
Department/Section	Office
Qualification	BSC Zoology ; Tally
Date of Joining	01. 04. 2022
Details of current responsibilities	Student xerox ; Print All Typing work ThanksGiving Letter issue Stationary things issue
No of Administrative Training Programmes (ATP) attended	-
No. of Professional Development Programmes (PDP) attended	-


Date: 21. 10. 2021

S. Packiaeswari
 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

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: 2021-2022

Name	Jeniga . N
Designation	office
Department/Section	office
Qualification	M.Sc [Software Engineering]
Date of Joining	01.07.2021
Details of current responsibilities	1. Principal Mail Access 2. Xerox, Printouts 3. Attendance 4. Preparing Internal papers 5. Circulars, 6. Typing 7. Unaided Chittan evetry 8. Net typing
No of Administrative Training Programmes (ATP) attended	Nil
No. of Professional Development Programmes (PDP) attended	03

Date: 04.02.2022


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.