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

2022 - 2023

2022-2023

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: 2022-2023

Name	Kanaga Lakshmi. M
Designation	RECORD CLERK
Department/Section	Office
Qualification	B. Sc. Computer Science
Date of Joining	01.11.2022
Details of current responsibilities	1. Accounts 2. Typing work 3. TC & marksheet for students 4. Naan Mudhalvan 5. Teaching Attendance & Salary. 6. mail checking.
No of Administrative Training Programmes (ATP) attended	—
No. of Professional Development Programmes (PDP) attended	3

Date: 18.05.2023

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: 2022-2023

Name	K. Vidhya Ananthi
Designation	Store keeper
Department/Section	office
Qualification	M.Sc. Computer Science
Date of Joining	01. 11. 2022
Details of current responsibilities	1. Typing work 2. Accounts (helping) 3. Students Data maintain 4. TC for students 5. UMIS 6. NIRF
No of Administrative Training Programmes (ATP) attended	—
No. of Professional Development Programmes (PDP) attended	02

Date: 20. 01. 2023

K. Vidhya-Ananthi
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
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TUTICORIN-2.