



VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University
Kishanpura, Hanamkonda



Performance Appraisal Form for Non-Teaching Staff

2023-2024

1. Name of the Faculty : G. Shailaja
2. Position Title : Data Entry Operator
3. Date of Entry into Service : 10/06/2022
4. No. of Years in Service : 02 years
5. Date of Retirement : —
6. Qualification : B.Tech
7. Details of Current Responsibilities : Data Entry & Record Keeping.

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise* (For Supervising Staff Only)	✓				
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				

6	Diligence and sense of responsibility	✓				
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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Hanamkonda

Date:- 05/11/2023

Shakti
Name and Signature of the non teaching staff

A. Sheshachalam
Principal
Vaagdehi Degree & PG College
Kishanpura, Hanamkonda

Countersigned by the Head of the Institution