

## NON-TEACHING STAFF SELF APPRAISAL FORM

Dear Staff Members,

As a part of AQAR (Quality up gradation of the institution), kindly fill in the following questionnaire based on the scales given.

A score of one is low and score of five is high. NA — Not Applicable

S.NO.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution).						
3	I develop a good rapport with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and institution.						
5	I carry out the tasks/ areas of management assigned to me in a responsible manner.						
6	My absence does not affect the system in the institution.						
7	I always give proper information to my HOD during leave (planned & unplanned).						
8	I voluntarily help my colleagues when they are burdened with work.						
9	I complete the work for the day on time.						
10	If needed I extend my work timings to complete the task assigned.						
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.						
12	I can immediately locate the files (for which I am responsible) when asked for data.						
13	I report on time to work.						

## **RATING SCALE**

**1-Poor/ Unsatisfactory** — Performance does not meet expectations.

Performance improvement Plan required.

**2-Satisfactory** - Performance meets the expectations

**3-Good** - Performance meets requirements and satisfies the expectations of the position

**4-Excellent** - Performance consistently superior and exceeds expectations

**5-Outstanding** - Any Outstanding Contribution made by the Employee

**Supervisor's Signature:**

**Employee's Signature:**

**Date**

**PRINCIPAL**