

R. P. D. COLLEGE OF ARTS AND COMMERCE, BELAGAVI

Internal Quality Assurance Cell

General competencies and self appraisal for teachers

To be filled by the teachers

Academic Year : _____

Rating Scale : 1 - Needs Improvement, 2 - Satisfactory, 3 - Good, 4 - Excellent

Sl.No.	Description	1	2	3	4
01	Well qualified with a professional degree and skills				
02	Thorough knowledge of the subject and its integration with other subjects				
03	Command over English language				
04	Ability to modify the methods of teaching taking into account the needs of the student and evaluation feedback				
05	Knowledge of different methods for effective class control				
06	Implement innovative teaching methods by creating different class room situations				
07	Co-relate concepts / abstract ideas real life situations while teaching (Giving examples)				
08	Prepare and or use various teaching aids / technology while teaching				
09	Knowledge of co-operative learning, project based learning, accelerated learning etc.				
10	Efficiency in planning of the units / co-curricular activities / projects throughout the year				
11	Adopt different techniques of evaluation				
12	Draft a balanced question paper				
13	Accept the child as an individual, respect Childs's views and impartial and considerate with children				
14	Motivate, encourage and guide children for competitions and competitive exams / extra activities / projects etc.				
15	Punctiliousness (punctuality and regularly) - timely reporting in the college submissions, following deadlines etc.				
16	Ability to give and accept new ideas (Open mindedness)				
17	Rapport building ability with the students, colleagues, parents				
18	Possess the qualities of tolerance and patience with students, colleagues, parents				
19	Update the current knowledge by referring to various books, attending workshops, training sessions, seminars				
20	Take interest in helping weaker students through remedial teaching				

Signature with date : _____

Name of the Teacher : _____ Name of the Department : _____

Review by the Principal : _____

6-3-1

LIC - Staff

ಕಾಲೇಜಿನ ಹೆಸರು:

ವಿಷಯ:

ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿ ನಮೂನೆ

(ನಿಯಮ 4, 5, ಮತ್ತು 7 ರಂತೆ)

ಬಿ ಮತ್ತು ಸಿ ಗುಂಪಿನ ಎಲ್ಲಾ ಸರ್ಕಾರಿ ನೌಕರರಿಗೆ ಅನ್ವಯವಾಗುತ್ತದೆ

ಕನ್ನಡದಲ್ಲಿ ಮೂಲ ಪ್ರತಿಯಲ್ಲಿ ದಾಖಲಿಸಬೇಕು

ದಿನಾಂಕ: 01.04.2019 ರಿಂದ 31.03.2020 ರಂದು ಮುಕ್ತಾಯವಾಗುವ 2019-2020 ನೇ ಸಾಲಿನ ವರದಿ

ಭಾಗ-1

ವೈಯಕ್ತಿಕ ಮಾಹಿತಿ

1	ನೌಕರರ ಹೆಸರು				
2	ನೌಕರರು ಯಾವ ಗುಂಪಿನ ಸೇವೆಗೆ ಸೇರಿದ್ದಾರೆ	ಗ್ರೂಪ್-ಬಿ		ಗ್ರೂಪ್-ಸಿ	
3	ಪ್ರಸ್ತುತ ವರ್ಷದಲ್ಲಿ ಧಾರಣೆ ಮಾಡಿದ ಹುದ್ದೆ				
4	ಬೋಧಿಸುವ ವಿಷಯ (ಬೋಧಕರಿಗೆ ಮಾತ್ರ)				
5	ಜನ್ಮ ದಿನಾಂಕ				
6	ವಿಷಯ ಮತ್ತು ವಿದ್ಯಾರ್ಹತೆ				
7	ವರದಿಯ ವರ್ಷದಲ್ಲಿ ರಜೆ/ತರಬೇತಿಯ ಮೇಲೆ ಕಳೆದ ಅವಧಿ	ಎ	ರಜೆ	1	ಸ್ವರೂಪ:
				2	ಅವಧಿ:
		ಬಿ	ತರಬೇತಿ	1	ಸ್ವರೂಪ:
				2	ಅವಧಿ:
				3	ಹಾಜರಾಗದಿದ್ದಲ್ಲಿ ಕಾರಣಗಳು:
8	ವರದಿಯ ವರ್ಷದಲ್ಲಿ ಗಳಿಸಿದ ವಿದ್ಯಾರ್ಹತೆ				
9	ವಾರ್ಷಿಕ ಆಸ್ತಿ ಋಣ ಪಟ್ಟಿಯನ್ನು ಸಲ್ಲಿಸಿದ ದಿನಾಂಕ				

ದಿನಾಂಕ:

ಸಹಿ ಮತ್ತು ಪದನಾಮ

ಭಾಗ-2

(ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನ, ವರದಿ ಮಾಡಲ್ಪಡುವ ನೌಕರರು ಭರ್ತಿ ಮಾಡಬೇಕು)

1	ಕರ್ತವ್ಯಗಳ ಸಂಕ್ಷಿಪ್ತ ವಿವರಣೆ	
2	ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನ	"
ಅ)	ಸ್ವಯಂ ನಿಗದಿಪಡಿಸಿಕೊಂಡಿರುವ ಗುರಿಗಳು	
ಆ)	ಮಾಡಿರುವ ವಿಶೇಷ ಸಾಧನೆಗಳು	
ಇ)	ನಿರ್ಬಂಧಗಳು (ಇದ್ದಲ್ಲಿ)	"
3	ದೃಢೀಕರಣ (ಇವರು ತಮ್ಮ ಸಿಬ್ಬಂದಿಯ ವರದಿ ಪ್ರಾಧಿಕಾರವಾಗಿದ್ದಲ್ಲಿ ಮಾತ್ರ ಅನ್ವಯಿಸುತ್ತದೆ)	

“ನಾನು ಈ ಮೂಲಕ ದೃಢೀಕರಿಸುವುದೇನೆಂದರೆ. ನಾನು ಈ ವರದಿ ವರ್ಷದಲ್ಲ ಯಾರಿಗೆ ವರದಿ ಪ್ರಾಧಿಕಾರವಾಗಿರುತ್ತೇನೋ ಅವರೆಲ್ಲರ ವಾರ್ಷಿಕ ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿಗಳನ್ನು ಬರೆದಿರುತ್ತೇನೆ/ ಬರೆದಿರುವುದಿಲ್ಲ.”

(ಅನ್ವಯಿಸದಿರುವುದನ್ನು ಹೊಡೆದು ಹಾಕಿ)

ಸಹಿ
ಹೆಸರು ಮತ್ತು ಪದನಾಮ “
ಮೊಹರಿನೊಂದಿಗೆ

ಭಾಗ-3
(ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರ ಭರ್ತಿ ಮಾಡಬೇಕು)

1	ನೌಕರರು ನಿರ್ವಹಿಸಿರುವ ಕೆಲಸದ ಸ್ವರೂಪ ಗುಣಮಟ್ಟ	
1	ಭಾಗ-2 ರಲ್ಲಿ ದೃಢೀಕರಿಸಿರುವಂತೆ	"
(ಎ)	ಶ್ರೀ/ಶ್ರೀಮತಿ-----ಯವರು ಯಾರಿಗೆ ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರವಾಗಿದ್ದಾರೋ ಅವರಲ್ಲಿರ ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿಗಳನ್ನು ಅವರು ಬರೆದಿರುವುದಿಲ್ಲ. ಆದ್ದರಿಂದ ಅವರು ವರದಿ ಪ್ರಾಧಿಕಾರವಾಗಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿರುವುದಿಲ್ಲ. (ಭಾಗ- 2ರ ದೃಢೀಕರಣವು ಎಲ್ಲಾ ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿಗಳನ್ನು ಬರೆದಿರುವುದಿಲ್ಲವೆಂದರೆ ಮಾತ್ರ ಈ ಭಾಗವು ಅನ್ವಯಿಸುತ್ತದೆ)	
2	ಕಾರ್ಯಕ್ಷೇತ್ರದ ಬಗ್ಗೆ ತಿಳುವಳಿಕೆ ಮತ್ತು ಕೌಶಲ್ಯ	
3	ವೈಶಿಷ್ಟ್ಯಗಳು	
	ಅ) ಕರ್ತವ್ಯದ ಬಗ್ಗೆ ಮನೋಭಾವ	
	ಆ) ಜವಾಬ್ದಾರಿ ವಹಿಸಿಕೊಳ್ಳುವ ಇಚ್ಛೆ	
	ಇ) ಪ್ರೇರಕ ಶಕ್ತಿ ಮತ್ತು ಯೋಜನಾ ಸಾಮರ್ಥ್ಯ	"
	ಈ) ಉತ್ಸಾಹ ಮತ್ತು ಪರಿಶ್ರಮ	
	ಉ) ನಿಖರತೆ	
	ಊ) ತೀರ್ಮಾನ ತೆಗೆದುಕೊಳ್ಳುವ ಸಾಮರ್ಥ್ಯ	
	ಋ) ನಿರೂಪಣಾ ನೈಪುಣ್ಯತೆ-ಅಭಿವ್ಯಕ್ತಿ ಸಾಮರ್ಥ್ಯ	
	ಎ) ವೈಯಕ್ತಿಕ ಸಂಬಂಧಗಳು ಹಾಗೂ ತಂಡದ ಕೆಲಸ	
	ಏ) ಸಾರ್ವಜನಿಕರೊಂದಿಗೆ ಸಂಬಂಧ	
4	ನಿಷ್ಠೆ	
5	ತರಬೇತಿಯ ಅವಶ್ಯಕತೆ	
6	ಕಛೇರಿ ಕೆಲಸದಲ್ಲಿ ಕನ್ನಡ ಭಾಷೆಯ ಬಳಕೆ	
7	ಆರೋಗ್ಯ ಸ್ಥಿತಿ	
8	ಹಾಜರಿ	
9	ಸಾಮಾನ್ಯ ಮೌಲ್ಯಮಾಪನ	
10	ಶ್ರೇಣಿ ನೀಡಿಕೆ	"

ಸ್ಥಳ:
ದಿನಾಂಕ:

ಸಹಿ
ಹೆಸರು ಮತ್ತು ಪದನಾಮ
ಮೊಹರಿನೊಂದಿಗೆ

ಟಿಪ್ಪಣಿ:

- ಮೇಲಿನ ಪ್ರತಿಯೊಂದರಲ್ಲೂ ಅಸಾಧಾರಣ. ಅತ್ಯುತ್ತಮ. ಉತ್ತಮ. ಸಾಧಾರಣ. ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ ಶ್ರೇಣಿಗಳಲ್ಲಿಂದನ್ನು ನೀಡಬೇಕು.
- ನಿಯಮ-9 ರಲ್ಲಿ ಸೂಚಿಸಿರುವಂತೆ ಯಾವುದೇ ಷರಾ ಪ್ರತಿಕೂಲ ಷರಾವೇ, ಸಲಹಾತ್ಮಕ ಷರಾವೇ ಎಂಬುದನ್ನು ಸ್ಪಷ್ಟವಾಗಿ ಕ್ರಮಸಂಖ್ಯೆ:10ರ ಶ್ರೇಣಿ ನೀಡಿಕೆಯಲ್ಲಿ ನಮೂದಿಸಬೇಕು.
- ಅಸಾಧಾರಣ ಶ್ರೇಣಿ ನೀಡಿದಲ್ಲಿ ಅವರಲ್ಲಿ ಗಮನಿಸಿದ ಅಸಾಧಾರಣ ಗುಣಗಳನ್ನು ಕಾರ್ಯ ಸಾಧನೆಯನ್ನು ಸೂಚಿಸಬೇಕು.

ಭಾಗ-4: ಪುನರಾವಲೋಕನ

ನೌಕರರ ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನ ಹಾಗೂ ವರದಿ
ಪ್ರಾಧಿಕಾರದ ವರದಿಯನ್ನು ಒಪ್ಪುತ್ತೀರಾ, ಒಪ್ಪದಿದ್ದಲ್ಲಿ :
ಕಾರಣಗಳು :

ಸ್ಥಳ:
ದಿನಾಂಕ:

ಸಹಿ
ಹೆಸರು ಮತ್ತು ಪದನಾಮ
ಮೊಹರಿನೊಂದಿಗೆ

ಉಪಪಠ್ಯಗಳು

ಭಾಗ-3 ರಲ್ಲಿನ ಉಪಪಠ್ಯಗಳು ಈ ಭಾಗಕ್ಕೂ ಅನ್ವಯಿಸುತ್ತವೆ ಹಾಗೂ

ಉಪಪಠ್ಯ:04

ಪರಿಶೀಲನಾ ಪ್ರಾಧಿಕಾರವು ಭಾಗ-2ರಲ್ಲಿನ ದೃಢೀಕರಣವನ್ನು ಗಮನಿಸತಕ್ಕದ್ದು. ಅದು ಈ ಪ್ರಕರಣಕ್ಕೆ ಅನ್ವಯವಾದಲ್ಲಿ (ಅಂದರೆ ಈ ಪ್ರಕರಣದಲ್ಲಿ ವರದಿ ಮಾಡಲ್ಪಡುವ ಸರ್ಕಾರಿ ನೌಕರರನ್ನು ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರವಾದಲ್ಲಿ ಹಾಗೂ ಅವನು ಎಲ್ಲಾ ವಾರ್ಷಿಕ ವರದಿಗಳನ್ನು ಬರೆದಿಲ್ಲವೆಂದು ಭಾಗ-2ರಲ್ಲಿ ಘೋಷಿಸಿದ್ದಲ್ಲಿ) ಅದರಂತೆ ಪ್ರತಿಕೂಲ ಷರಾವನ್ನು ಸೇರಿಸತಕ್ಕದ್ದು.

ಭಾಗ-5: ಅಂಗೀಕಾರ

ಒಟ್ಟಾರೆ ಷರಾಗಳು :

ಅಭಿಪ್ರಾಯ
ಭಾಗ-4ರ ಉಪಪಠ್ಯವನ್ನು ಅನುಸರಿಸುವುದು.

ಸ್ಥಳ:
ದಿನಾಂಕ:

ಸಹಿ
ಹೆಸರು ಮತ್ತು ಪದನಾಮ

ಭಾಗ-6: ಸಂವಹನ

1. ಸಲಹಾತ್ಮಕ/ಪ್ರತಿಕೂಲ ಷರಾಗಳನ್ನು ತಿಳಿಸಲಾದ ಪತ್ರ
ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ :
2. ಮನವಿಯನ್ನು ಸ್ವೀಕರಿಸಿದ ದಿನಾಂಕ :
3. ಮನವಿಯ ಮೇಲಿನ ನಿರ್ಣಯ ಮತ್ತು ಅದನ್ನು
ಸರ್ಕಾರಿ ನೌಕರನಿಗೆ ತಿಳಿಸಿದ ದಿನಾಂಕ :
4. ಅಭಿರಕ್ಷಣೆಗೆ ಕಳುಹಿಸಿದ ದಿನಾಂಕ :

Annual Self-Assessment for the Performance Based Self-Appraisal Syatem (PBAS) 2015-16

Session/Year _____

PART-A: GENERAL INFORMATION

1	Name (in Kannada as per service Register)			
2	Department (Subject)			
3	Name of the College and Place			
4	Date of birth			
5	Date of Appointment(copy enclosed)			
6	Extension of UGC Pay Scale with Date and order Number(copy enclosed)			
7	Qualification: NET/SLET/Ph.D/M.Phil (copy enclosed)			
8	Date of probationary period declaration with order No.& Date (copy enclosed)			
9	Current Designation, Pay, Pay Band and Grade pay(copy enclosed)			
10	Date of Last Placement : With Order Number(copy enclosed)			
11	Information regarding unauthorized absence/LWA/Departmental Enquiry or Disciplinary Action(copy enclosed)			
12	Whether acquired any degree or fresh academic qualification during this academic year			
13	Academic Staff College Orientation/Refresher Course attended during the year(copy enclosed)			
SL. No	Name of the course/summer school	Place	Durationdays From..... To	Sponsoring Authority

Signature of the faculty

PART –B: ACADEMIC PERFORMANCE INDICATOR

AMMENDED APPENDIX –III TABLE-1

(Please see detailed instruction of this PBAS Performa before filling out this section)

CATEGORY-I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I Lecturers, Seminars, Tutorials, Practicals, Contact hours under taken as percentage of lecturers allocated (Give Semester wise Details, where Necessary)

Sl.No	Course/ Paper	Level	Mode of teaching	No. of classes per week allotted	No. of classes conducted	% of classes/practical taken as per documented record	API scores by candidate	API scores allotted by College Level Committee	Remarks
Classes taken (Max 50 for 100% performance and Proportionate score up to 80% performance ,below which no score may be given									

ii	Lecturers or other teaching duties in excess of the UGC Norms(information in bullet points)	API scores by candidate	API scores allotted by College Level Committee	Remarks

(Maximum 10 Marks)

iii) Preparation and Imparting of knowledge /Instruction as per curriculum, syllabus

(information in bullet points) API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students(Maximum score 20	API scores by candidate	API scores allotted by College Level Committee	Remark

iv) Use of participatory and innovative Teaching-Learning Methodologies, updating of subject content, course improvements etc.

Sl.No	Short description	API scores by candidate	API scores allotted by College Level Committee	Remarks
Total score(Maximum score 20)				

v) Examination Duties (Invigilation question paper setting, evaluation/assessment of answer scripts) as per allotment.

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API scores by candidate	API scores allotted by College Level Committee	Remarks
Total score(Maximum score 25)						

Total score from 1 to 5				
Minimum API scores required				

CATEGORY-II

Co-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following)

(i) Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)

SL NO	Type of Activity	Average Hrs/Week	API scores by candidate	API scores allotted by College Level Committee	Remarks
	Total score(Max 20)				

ii) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities

Sl.No	Type of Activity	Yearly/semester wise	API scores by candidate	API scores allotted by College Level Committee	Remarks
	Total (Maximum:15)	Total			

iii) Profession Development activities(such as participation in seminars, conferences, short-term, training courses, talks, lecturers, membership of associations, dissemination and general articles, not covered in category III below)

Sl.No	Type of Activity	Yearly /semester wise		API scores by candidate	API scores allotted by College Committee	Remarks
Total scores from 1 to 3						
Minimum API scores required						

CATEGORY-III RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS

A) Research papers published in,

(i)Refereed Journals-NIL

(ii)Non-refereed but recognized and reputable Journals and periodicals, having ISBN/ISSN numbers

Sl.No	Title with page Nos	Journals/periodicals	ISSN/ISBN No	Name of the expert readers	API scores by candidate	API scores allotted by College Level Committee	Remarks
	Total						

Maximum score 10/Publication

(ii)Conference proceedings as full papers, etc (Abstracts not to be included)-

B) Research Publications (books, chapters in books, other than refereed Journals articles)

(i)Text or Reference Books, Published by International Publishers with an established peer review system-

ii) & iii) Subject Books by /National level publishers/State and Central Govt.Publications other local Publishers with ISBN/ISSN Numbers-

(iv)Chapter contributed to edited knowledge based volumes published by International Publishers-

(v) Chapters in Knowledge based volumes in Indian/National level Publishers with ISBN/ISSN Numbers and with numbers of National and International Directories-

C)Ongoing and Complete Research Projects and Consultancies

(i) Sponsored Project carried out/ Ongoing-

ii) Consultancy Projects Carried out/ Ongoing-

iii) Completed Projects: Quality Evaluation /Consultancies-

IV) Completed project report (Accepted by Funding agency)

SL NO	Title	Agency	Period	Grant Amount Mobilized	Whether Policy Document/ Patent as outcome	API Score By Candidate	API Score allotted by College level Committee	Remarks

Maximum scores -20/Each Major project and 10/ Each Minor Project

D Research Guidance-

E (i) Training courses and conference/seminar/workshop papers

S L No	Programmes	Duration	Organized by	API Score by Candidate	API Score allotted by College level committee	Remarks
1	Refresher Courses (not less than two weeks duration)					
2	Methodology Workshop					
3	Training-“ All India Trekking Expedition ”					
4	Teaching ,learning Evaluation Technology Programmes					
5	Soft Skills development Programmes					
6	Faculty development Programmes					

Maximum Score- 20 / each programme conducted not less than two weeks duration
10 / each programme conducted for one week duration

**ii) Papers Presented in Conferences, Seminars, workshops, etc **
Participation and presentation of research papers (Oral/Posters) in**

SL No	Title of Paper presented	Title of the Conference/Seminar	Organized by	Level of organization	API Scores By Candidates	API Score allotted By College Level Committee	Remarks
	Total score from Cat ABCD	TOTAL					116

Local University/College -03/Each

(iii) Invited lecturers or Presentations for Conferences /Symposia-

Wherever relevant to any specific discipline, the API Score for paper in refereed journal wood be augmented as Follows (i) Indexed journals-by 5 points, (ii) papers with impact factor between 1&2 by 10 points, (iii) papers with impact factor between 2&5 by 15 points,(iv) papers with impact factor between 5&10 by 25 points

****** If a paper presented in Conference /Seminar is published in the form of proceedings, the points wood accrue for the publication (III (a)) and not under presentation (III (e)(II))

- 1 It is incumbent on the coordination committee proposed in these regulations and the Department /Colleges to prepare and publicize within six months subject wise list of journals periodicals and publishers under categories III A and B. Till such time,
- 2 Screening/selection committees will assesses and verify the categorization and scores of publications.
- 3 The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first /principal author and the corresponding author /supervisor /mentor of the teacher would share equally 60%of the total points and remaining 40% would be shared equally by all other authors.
- 4 The parameters listed in table of category –III (Research and academic contributions) shall have following capping in relation to the total API Scores claimed by the candidates

- III (A): Research Papers (Journals, etc) 30%
- III(B): Research Publications (Books, etc) 25%
- III(C) :Research Projects 20%
- III (D) :Research Guidance 10%
- III (E) :Training Courses and Conf/ Seminars, etc 15

IV Summary of API Score

S I N O	Criteria	Academic Year						Total API score for assess ment period	API score allotted by College level Committee	Rem arks
		Self appraisals for previous years	API Scoring							
I	Teaching Learning and Evaluation Related Activities total Maximum Score 125 Min score required 75									
II	Co-Curricular Extension Professional Development total Maximum Score 50 Min score required 15									
	TOTAL I + II Total Annual Score under Categories I & II =100									
III	Research and Academic contribution For Stage 1 to 2 mini 5/Year For stage 2 to 3 mini 10/year For stage 3 to 4 min 15/year									

Enclose list of essential Document: (Only one set)

I certify that the information provided is correct

Signature of the faculty

With seal

I certify that the information provided is correct as per records available with the College and /or Documents enclosed along with the dully filled PBAS proforma

Name and designation & Signature of the committee members

R.P.D. COLLEGE OF ARTS AND COMMERCE, BELAGAVI

Internal Quality Assurance Cell

SELF APPRAISAL FORM FOR NON-TEACHING STAFF

ACADEMIC YEAR : _____

1. Name : _____

2. Designation : _____

3. Date of Joining : _____

4. Qualification : _____

5. Appraisal Category :

Sl. No.	Appraisal Category	Needs Improvement	Satisfactory	Good	Excellent
		1	2	3	4
	PROFESSIONAL COMPETENCE				
1	Knowledge of Rules, regulations and procedures				
2	Ability to organize work and carry it out				
3	Ability and willingness to take up additional load in times of exigencies				
4	Ability to learn new duties				
5	Capacity to supervise				
6	Response to instructions and guidance of supervisor				
	QUALITY OF WORK				
7	Ability to maintain files and records				
8	Accuracy and speed of work				
9	Neatness of work				
10	Completion of work on schedule				
11	Execution of work with team spirit				
	PERSONAL CHARACTERISTICS				
12	Regularity				
13	Punctuality				
14	Interaction with Coileagues and students				

Note: This form is not applicable for Attenders and Housekeeping staff

6. Details of current responsibilities :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signature of the Staff : _____

Signature of the Office Supdt. : _____

Review by the Principal

IQAC Co-ordinator

Principal