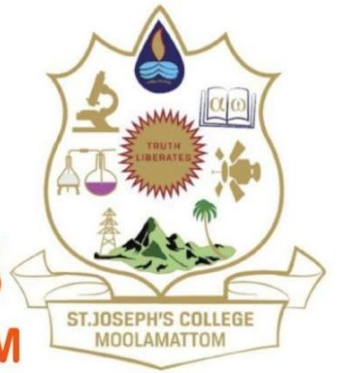


**ST. JOSEPH'S
COLLEGE, MOOLAMATTOM**
ARAKULAM P.O- 685591, IDUKKI, KERALA



6.3.1 The Institution has performance appraisal system, effective welfare measures for teaching and non teaching staff and avenues for career development/ progression

SELF APPRAISAL FROM NON TEACHING STAFF



St. Joseph's College, Moolamattom

Performance Appraisal Form for Non-Teaching Staff Year:

1. Name of the Faculty : KURIACHAN JOSE
 2. Position Title : LOWER DIVISION STORE KEEPER
 3. Date of Entry into Service : 06/01/2022
 4. No. of Years in Service : 1.5 Years
 5. Date of Retirement : 31/10/2053
 6. Qualification : POST GRADUATION
 7. Details of Current Responsibilities : ESTABLISHMENT, P D ACCOUNT

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 | Creativity and innovation (Mainly in IT) | | ✓ | | | |
| 4 | Ability to learn and perform new duties | | ✓ | | | |
| 5 | Capacity to supervise* (For Supervising Staff Only) | | | | | |

II. PERFORMANCE

| Sl. No. | | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution? | | ✓ | | | |
| 2 | File Management | | ✓ | | | |
| 3 | Accuracy & Speed of work | | | ✓ | | |
| 4 | Neatness & tidiness of work | | | ✓ | | |
| 5 | Completion of work on schedule | | | ✓ | | |

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 (Students, Parents and Well Wishers of the College) | | ✓ | | | |
| 2 | 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? | | ✓ | | | |
| 2 | 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.

KURIACHAN JOSE 

Name and Signature of the non-teaching staff

Date: 03/11/2023

Place: ARAKULAM


Countersigned by the Head of the Institution

Principal
St. Joseph's College
Moolamattom, Arakulam - 685 591



St. Joseph's College, Moolamattom

Performance Appraisal Form for Non-Teaching Staff Year:

1. Name of the Faculty : *MATHEWS EMMANUEL*
2. Position Title : *LD CLERK*
3. Date of Entry into Service : *05-01-2022*
4. No. of Years in Service : *1.5 YEARS*
5. Date of Retirement : *31-01-2046*
6. Qualification : *MCA*
7. Details of Current Responsibilities : *BILL SECTION*

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 | Creativity and innovation (Mainly in IT) | ✓ | | | | |
| 4 | Ability to learn and perform new duties | | ✓ | | | |
| 5 | Capacity to supervise* (For Supervising Staff Only) | | ✓ | | | |

II. PERFORMANCE

| Sl. No. | | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution? | | ✓ | | | |
| 2 | File Management | | ✓ | | | |
| 3 | Accuracy & Speed of work | | ✓ | | | |
| 4 | Neatness & tidiness of work | ✓ | | | | |
| 5 | Completion of work on schedule | ✓ | | | | |

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 (Students, Parents and Well Wishers of the College) | ✓ | | | | |
| 2 | Rapport with the public when you interact with them? | ✓ | | | | |

VI. STAFF/STUDENT RELATIONS

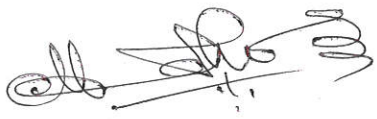
| Sl. No | | Excellent | Good | Satisfactory | Average | Poor |
|--------|---|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students? | | ✓ | | | |
| 2 | Responsibility towards your tasks/ areas of management assigned to? | ✓ | | | | |

Declaration

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

Name and Signature of the non-teaching staff

Date: 3/11/2023
Place: Acalulam


Mathews Emmanuel

Countersigned by the Head of the Institution

Principal
St. Joseph's College
Moolamattom, Arakulam - 685 591

