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|  | **St. Joseph's College of Engineering and Technology, Palai****Self-Appraisal Report** |

**(For Non-Teaching Staff)**

**Academic Year 2019 – 2020**

Name:

Department:

Date of Joining the Institution:

Designation & Scale of pay:

**Evaluation by the HoD/Supervisor**

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| **Sl. No** | **Evaluation Criteria**  | **Max Points** | **Actual Points**  |
| 1 | **Knowledge & Skills** Knowledge & skills of specific job requirements.  | 10 |  |
| 2 | **Organization** Sets priorities, plans and executes duties and responsibilities in a logical and systematic manner.  | 10 |  |
| 3 | **Judgement /Decision Making -** Ability to identify, analyse the problems and plan effective solutions  | 10 |  |
| 4 | **Staff/Student Relations** Ability to engage, motivate, supervise, and effectively work with colleagues. Ability to engage, motivate, supervise, and effectively work in the interest of students  | 10 |  |
| 5 | **Interpersonal skills** Deals effectively with others, in a variety of situations, showing sensitivity, tact, diplomacy and respect.  | 10 |  |
| 6 | **Initiative and Adoptability** Takes action and resolves problems within the limits of the job duties and responsibilities. Identifies needs, develops action plans, and responds accordingly.  | 10 |  |
| 7 | **Quality of work** Executes duties and responsibilities effectively and with a high degree of accuracy.  | 10 |  |
| 8 | **Attendance** Attends work regularly and respects work schedule.  | 10 |  |
| 9 | **Potentialities** Talent, ability to respond to training or ambition for growth  | 10 |  |
| 10 | **Response to Supervisor** Positive response to any instruction, guidance, correction and discipline  | 10 |  |
| **Total** | **100** |  |

**Overall performance during the reported period:**

**Remedial steps, if any, suggested by the HoD/Supervisor**

Date: Signature of the HoD/Supervisor

**Review by the Principal and the Chairman**

Principal

Chairman