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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