

## 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

for year - 2024 - 22  
 Mr. Ramchandra H. Kadam



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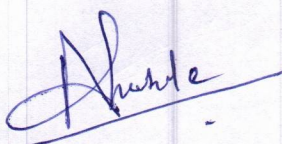
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For year 2020-21

Mr. Akshay Athawale



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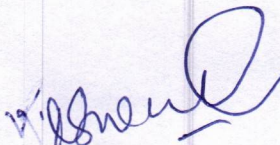
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for year 2019-20  
 Mrs. Nikas Nawade 

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for year - 2018-19

Ms. Laxmibai Kandhara

mslaxmibai

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for year 2017-18

Mrs. Shreelaxi Manchewar

