

HINDUSTAN COLLEGE OF ARTS & SCIENCE

PERFORMANCE APPRAISAL FORM FOR NON TEACHING STAFF (2020-21)

Name : G. Suppammal (AD - NT037)
 Designation : Receptionist
 Department/Section : Administration



S.NO.	APPRAISAL CATEGORY	EXCELLENT (5)	ABOVE AVERAGE (4)	AVERAGE (3)	BELOW AVERAGE (4)	VERY POOR (5)
1	PROFESSIONAL COMPETENCIES					
	a) Knowledge about the rules and regulations		✓			
	b) Ability to take the responsibilities	✓				
	c) Abilities to learn new assignment	✓				
2	QUALITY OF WORK					
	a) Ability to maintain files/records	✓				
	b) Accuracy and speed of work		✓			
	c) Neatness		✓			
	d) Completion of the task in time	✓				
	e) Team spirit	✓				
3	PERSONAL CHARACTERISTICS					
	Regularity	✓				
	Punctuality	✓				
	Total	35	12		<u>Grand Total</u>	47

Supervisor / HR comment : Very Sincere and hardworking -

Signature T. H. M.

PRINCIPAL