

NON-TEACHING STAFF SELF APPRAISAL FORM

Dear Staff Members,

As a part of AQAR (Quality upgradation of the institution), kindly fill in the following questionnaire based on the scales given.

Score : Bad – 1, Poor – 2, Good – 3, Very Good – 4, Excellent - 5

S.NO.	STATEMENT	1	2	3	4	5
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 get irritated when students, teachers disturb me in the middle of my work.					
6	I carryout the tasks/ areas of management assigned to me in a responsible manner.					
7	My absence does not affect the system in the institution.					
8	I always give proper information to my HOD during leave (planned & unplanned).					
9	I voluntarily help my colleagues when they are burdened with work.					
10	I complete the work for the day on time.					
11	If needed I extend my work timings to complete the task assigned.					
12	I positively respond to any instruction, guidance, correction and discipline by my superiors.					
13	I am able to post my views expressions and suggestions to the management.					
14	I can immediately locate the files (for which I am responsible) when asked for data.					
15	I report on time to work.					

Kindly fill this form and mail it to this mail-id: iqacdvguni@gmail.com