



# ST. FRANCIS DE SALES COLLEGE

A FRANSIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12(B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

## Appraisal Form – Non-Teaching Staff

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Date of joining: \_\_\_\_\_ Total no's of years & months in this College: \_\_\_\_\_

Sl.No.	Criteria	Self					Reviewer					Remarks
		1	2	3	4	5	1	2	3	4	5	
1	Knowledge about the institution											
2	Communication with stakeholders											
3	Reliability and integrity											
4	Punctuality											
5	Confidentiality and loyalty											
6	Organizing skills											
7	Enthusiasm and volunteering											
8	Working as a team											
9	Timely completion of work											
10	Decorum at the workplace											

Signature

Principal



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S.no		Self	Reviewer	Remarks
1	Strength			
2	Weakness			
3	Threat			
4	Opportunities			

Any other comments:

Signature

Principal



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## Office/Library Evaluation Form – Students / Colleagues

**Rating: 5=Excellent, 4=Very good, 3=Good, 2=Fair, 1=Poor**

S.no	Criteria	HR Office	Library	Academic Office
1	Punctuality and discipline			
2	Availability and approachability			
3	Team work and leadership			
4	Professional demeanor (conduct and behavior)			
5	Respect for students/ faculty/stakeholders			
6	Speedy service			
7	Technical/communication skills			
8	Documentation			
9	Office management			
10	Professionalism and performance			

**Signature**

**Principal**

## Criteria to Evaluate

<b>Criteria</b>	<b>Maximum points</b>
Students	25
Colleagues	25
Self	25
Management-principal	25
Total score	100