

6.3.5. Performance Appraisal for Non-teaching Staff / 2019 - 2020



SAKTHI COLLEGE OF ARTS AND SCIENCE, ODDANCHATRAM
(Affiliated to Mother Teresa Women's University, Kodaikanal)
(Recognised under section 2(F) and 12(B) of UGC Act of 1956)
INTERNAL QUALITY ASSURANCE CELL
NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : Mr. K. Vase Shanmugajay
Qualification : BCA
Designation : System Admin
Department / Section : CS / Laboratory
Date of Joining : 7.4.2015

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	5
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	3
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	2
7	Listening to Students' Needs	5	3
8	Teamwork & Promptness	5	2
9	Quality of Work	5	5
10	Attendance	5	4
TOTAL SCORE		50	45 33

Date: 15.09.2020


Signature of the Staff


Administrative Officer


Principal


Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : R. Gomathi
Qualification : B.A.
Designation : Office Asst
Department/ Section : OFFICE
Date of Joining : 10.10.2019

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	5
2	Tamil Typing Skill	5	5
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	3
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	3
7	Listening to Students' Needs	5	4
8	Teamwork & Promptness	5	3
9	Quality of Work	5	5
10	Attendance	5	5
TOTAL SCORE		50	40

Date: 15.09.2020


Signature of the Staff


Administrative Officer

Principal


Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 - 2020)

Name : Mr. A. Karthimurugan
Qualification : M.Sc., M.Ed.
Designation : Junior Assistant
Department/ Section : OFFICE
Date of Joining : 2.12.2012

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	5
2	Tamil Typing Skill	5	5
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	4
5	Training / Courses Attended	5	3
6	Punctuality in attending work	5	2
7	Listening to Students' Needs	5	2
8	Teamwork & Promptness	5	4
9	Quality of Work	5	5
10	Attendance	5	5
TOTAL SCORE		50	40

Date: 15.09.2020

A. Karthimurugan
Signature of the Staff

[Signature]
Administrative Officer

[Signature]
Principal

[Signature]
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : Mrs. R. Kulumayee
Qualification : B.Sc. B.Ed.
Designation : Lab. Assistant
Department / Section : Chemistry / Laboratory
Date of Joining : 18.11.2019

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	3
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	4
4	Knowledge in Accounts	5	4
5	Training / Courses Attended	5	4
6	Punctuality in attending work	5	3
7	Listening to Students' Needs	5	4
8	Teamwork & Promptness	5	5
9	Quality of Work	5	4
10	Attendance	5	5
TOTAL SCORE		50	38

Date: 15.09.2020

R. K. Kulumayee
Signature of the Staff

[Signature]
Administrative Officer

Dr. R. Thibee
Principal

[Signature]
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 - 2020)

Name : Mrs. V. Grace Sahaya Mary
Qualification : B.A.
Designation : Superintendent
Department/ Section : OFFICE
Date of Joining : 18.06.2014.

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	4
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	5
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	4
7	Listening to Students' Needs	5	4
8	Teamwork & Promptness	5	4
9	Quality of Work	5	5
10	Attendance	5	5
TOTAL SCORE		50	39

Date: 15.09.2020

V. Grace Sahaya Mary
Signature of the Staff

[Signature]
Administrative Officer

[Signature]
Principal

[Signature]
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : Ms.M. Iswarya
Qualification : B.Sc.
Designation : Lab Assistant
Department / Section : Chemistry / Laboratory
Date of Joining : 12.12.2019

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	2
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	4
4	Knowledge in Accounts	5	4
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	4
7	Listening to Students' Needs	5	5
8	Teamwork & Promptness	5	4
9	Quality of Work	5	5
10	Attendance	5	5
TOTAL SCORE		50	36

Date: 15.09.2020

M. Iswarya
Signature of the Staff

[Signature]
Administrative Officer

[Signature]
Principal

[Signature]
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : Mrs. V. Vijayalakshmi
Qualification : B.A.
Designation : Record clerk
Department / Section : OFFICE
Date of Joining : 7.8.2017.

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	4
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	5
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	4
7	Listening to Students' Needs	5	4
8	Teamwork & Promptness	5	4
9	Quality of Work	5	4
10	Attendance	5	5
TOTAL SCORE		50	40

Date: 15.09.2020

V. Vijayalakshmi
Signature of the Staff


Administrative Officer


Principal


Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 – 2020)

Name : M. Latha.
Qualification : B.Lit DCA.
Designation : Administrative Officer.
Department / Section : Administration
Date of Joining : 15.05.2011

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	5
2	Tamil Typing Skill	5	5
3	Computer Operating Skill	5	4
4	Knowledge in Accounts	5	5
5	Training / Courses Attended	5	5
6	Punctuality in attending work	5	2
7	Listening to Students' Needs	5	5
8	Teamwork & Promptness	5	4
9	Quality of Work	5	4
10	Attendance	5	5
TOTAL SCORE		50	53

Date: 15.09.2020

Latha.
Signature of the Staff

Latha.
Administrative Officer

Dr. R. Indira
Principal

Chairman
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2019 - 2020)

Name : Ms. S. Chitadevi
Qualification : M.E. (CSE)
Designation : Computer Operator
Department / Section : Laboratory
Date of Joining : 12/09/2016

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	5
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	3
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	4
7	Listening to Students' Needs	5	4
8	Teamwork & Promptness	5	3
9	Quality of Work	5	5
10	Attendance	5	5
TOTAL SCORE		50	38

Date: 15.09.2020

Signature of the Staff

[Signature]
Administrative Officer

[Signature]
Principal

[Signature]
Chairman