

### 6.3.5. Performance Appraisal for Non-teaching Staff / 2020 - 2021



**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 (2020 - 2021)**

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	5
10	Attendance	5	5
TOTAL SCORE		50	40

Date: 30.11.2021

  
Administrative Officer

  
Principal

  
Signature of the Staff

  
Chairman



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INTERNAL QUALITY ASSURANCE CELL

NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)

Name : Ms. S. Chitra Devi  
Qualification : ME (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	3
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	3
5	Training / Courses Attended	5	3
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: 30.11.2021

[Signature]  
Administrative Officer

[Signature]  
Principal

[Signature]  
Signature of the Staff  
[Signature]  
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**INTERNAL QUALITY ASSURANCE CELL**

**NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)**

Name : M. Latha.  
Qualification : B.Lit D.A.  
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	4
3	Computer Operating Skill	5	5
4	Knowledge in Accounts	5	5
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	5
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	43

Date: 30.11.2021

M. Latha.  
Administrative Officer

Dr. R. Indira  
Principal

M. Latha.  
Signature of the Staff

M. Latha.  
Chairman



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**NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 - 2021)**

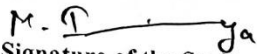
Name : Ms. M. Iswarya  
Qualification : B.Sc.  
Designation : Lab Assistant  
Department / Section : Chemistry / Laboratory  
Date of Joining : 12.12.2019

S.No.	Parameters	Maximum Points (05)	Points Scored
1	English Typing Skill	5	3
2	Tamil Typing Skill	5	2
3	Computer Operating Skill	5	3
4	Knowledge in Accounts	5	4
5	Training / Courses Attended	5	2
6	Punctuality in attending work	5	3
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: 30.11.2021

  
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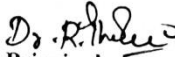
**NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)**

Name : Mrs. V. Gracy Sabaya 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	3
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: 30.11.2021

  
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NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)

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	2
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NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)

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: 30.11.2021

[Signature]  
Administrative Officer

[Signature]  
Principal

A. Karthimurugan  
Signature of the Staff

[Signature]  
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NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 – 2021)

Name : R. Gemathi  
Qualification : BCA  
Designation : Office Assistant  
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	5
5	Training / Courses Attended	5	3
6	Punctuality in attending work	5	2
7	Listening to Students' Needs	5	3
8	Teamwork & Promptness	5	4
9	Quality of Work	5	3
10	Attendance	5	5
TOTAL SCORE		50	40

Date: 30.11.2021

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Administrative Officer

D.R. Indee  
Principal

R.G.  
Signature of the Staff

Walew  
Chairman





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**NON-TEACHING STAFF PERFORMANCE APPRAISAL (2020 - 2021)**

Name : Mr. K. Venu Shanmuga Raj  
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	4
5	Training / Courses Attended	5	3
6	Punctuality in attending work	5	3
7	Listening to Students' Needs	5	3
8	Teamwork & Promptness	5	2
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<b>TOTAL SCORE</b>		<b>50</b>	<b>36</b>

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