



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)

MACFASTTM
Igniting wisdom since 2001

SELF APPRAISAL FORM FOR NON-TEACHING STAFF

2020-2021

1. Name
2. Designation
3. Department/Section
4. Date of Joining
5. Qualification
6. Details of Current Responsibilities

Signature of Staff:

Date





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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

NAME				
DESIGNATION/SECTION				
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
	4	3	2	1
1. PROFESSIONAL COMPETENCE				
**Knowledge of rules, regulations and procedure				
Ability to organize work				
Ability and willingness to take up new responsibilities				
**Capacity to supervise				
Response to instructions and guidance of supervisor				
2. QUALITY OF WORK				
Ability to maintain Files /Records				
Accuracy and speed of Work				
Completion of Work as per the Schedule				
3. PERSONAL CHARACTERISTIC				
Regularity				
Punctuality				
Interaction with Colleagues and Students				

**** Not Applicable for Attenders and House Keeping Staff**





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Any other Contribution Made by the Employee

Grading Based on Points

POINTS	FEEDBACK
85-100	Feedback is good
70-85	Feedback is Satisfactory
<70	Needs improvement

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College for Advanced Studies
Tiruvalla- 689101, Kerala





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2019-2020

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Tiruvalla- 689101, Kerala





SELF APPRAISAL FORM FOR NON-TEACHING STAFF

2018-2019

1. Name
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(MACFAST)

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SELF APPRAISAL FORM FOR NON-TEACHING STAFF
2017-2018

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(MACFAST)

SELF APPRAISAL FORM FOR NON-TEACHING STAFF
2016-2017

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