

Performance Appraisal Form for Non-Teaching Staff

2022-2023

1. Name of the Faculty : Mr Anupsing .B. pati
2. Position Title : office supridendent
3. Date of Entry into Service : 01/3/2007
4. No. of Years in Service : 16 years
5. Date of Retirement : -
6. Qualification : B.A
7. Details of Current Responsibilities : official work

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?			✓		

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records			✓		
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			

6	Diligence and sense of responsibility	✓				
---	---------------------------------------	---	--	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?			✓		

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?			✓		
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Place:- Jalgaon

Date:- 31 July 2023

Mr. Anupsing Patil

Name and Signature of the non teaching staff

Apatil

Countersigned by the Head of the Institution

GODAVARI COLLEGE OF NURSING
JALGAON



Performance Appraisal Form for Non-Teaching Staff

2022-2023

1. Name of the Faculty : Mr. Rahul. B. patil
2. Position Title : store keeper
3. Date of Entry into Service : 01/4/2011
4. No. of Years in Service : 12yers
5. Date of Retirement :
6. Qualification : B.com
7. Details of Current Responsibilities : —

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out	✓	✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)	✓				
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			

6	Diligence and sense of responsibility	✓				
---	---------------------------------------	---	--	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline	✓				
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

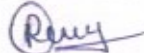
Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?			✓		
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Place:- Jalgaon

Date:- 31/7/23

Mr. Rahul Patil 
Name and Signature of the non teaching staff


PRINCIPAL
GODAVARI COLLEGE OF NURSING
JALGAON
Countersigned by the Head of the Institution



Performance Appraisal Form for Non-Teaching Staff

2022-2023

1. Name of the Faculty : Mr. yushar koli
2. Position Title : lower division clerk
3. Date of Entry into Service : 01/3/2017
4. No. of Years in Service : 6 year
5. Date of Retirement : -
6. Qualification : M. Com
7. Details of Current Responsibilities : -

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation	✓				
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓	✓			
5	Completion of work on schedule	✓				

6	Diligence and sense of responsibility	✓				
---	---------------------------------------	---	--	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?			✓		

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Place:- Jalgaon

Mr. Yushar Koli

Date:- 31/7/23

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution
 GODAVARI COLLEGE OF NURSING
 JALGAON



Performance Appraisal Form for Non-Teaching Staff

2022-2023

1. Name of the Faculty : Mr Arun chaudhari
2. Position Title : Accountant / cashier
3. Date of Entry into Service : 1/3/2007
4. No. of Years in Service : 15 years
5. Date of Retirement : -
6. Qualification : B.Com
7. Details of Current Responsibilities : -

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)			✓		
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule	✓				

6	Diligence and sense of responsibility	✓				
---	---------------------------------------	---	--	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?			✓		

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?			✓		

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Place:- Valgaon

Mr. Arun Chaudhari *AC*

Date:- 31/7/23

Name and Signature of the non teaching staff

AC
PRINCIPAL
GODAVARI COLLEGE OF NURSING
JALGAON
Countersigned by the Head of the Institution

