



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 6 - Governance, Leadership and Management

#### 6.3 Faculty Empowerment Strategies

*6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff*

Submitted to



**National Assessment and Accreditation Council**

# **Non-Teaching Faculty Appraisal Form**



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**

(Affiliated to Osmania University)

Academic Year – 20\_\_\_\_ 20\_\_\_\_

**FORM A**

1. Name Of The Employee: \_\_\_\_\_
2. Date Of Appointment & Designation: \_\_\_\_\_
3. Present Designation As On Date: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Proficiency in Present Work: Excellent /Good/Average/Poor
6. Willingness to shoulder responsibilities: Excellent /Good/Average/Poor
7. Loyalty to the institution Excellent /Good/Average/Poor
8. Discipline & Sincerity: Excellent /Good/Average/Poor
9. Is the present performance of the person satisfactory to make:  
him/her eligible to shoulder higher responsibilities in the college: Yes/No
10. Additional Remarks If any by Principal/Vice-Principal:

Principal

College Seal.

---

NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)



*Mamathap*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Secchal-Malkejirt(Di)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
(Affiliated to Osmania University)

**FORM B**

**Rating Sheet For Probation Declaration And Increments (Non – Teaching Staff)**

1. Name Of The Staff Member: \_\_\_\_\_  
2. Designation: \_\_\_\_\_  
3. Section/Department \_\_\_\_\_

- I. Ability To Carry Out The Work In the Section: ( Max 40 Points)  
System Knowledge – 20  
Practical Knowledge & Ability To Perform – 20
- II. General Characteristics (Max 50 Points)  
Approach Towards Higher Up's/Colleagues/Students – 20  
Punctuality – 5  
Discipline – 5  
Willingness To Accept Responsibilities – 5  
Involvement in Co-Curricular Activities – 5  
Completion Of Assigned Work – 10
- III. Principal/Vice Principal Appraisal – 10 Points

(Grand Total I+II+III = 40+50+10 = 100 Points)

Overall Rating: Good/Satisfactory/Not Satisfactory

Good – 70 and above Points

Satisfactory – 40-69

Not Satisfactory – Less Than 40 Points

Principal

College Seal.

NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)



*Mamathap*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100