



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 Sample



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Academic Year – 20 19 to 20 20

FORM A

1. Name Of The Employee: Aruna
2. Date Of Appointment & Designation: July 2019.
3. Present Designation As On Date: Office Assisstant
4. Department: Fee Collection.

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:

*Hard Working and Sincere in maintaining
the financial statements*
Mamathap

College Seal.



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



Mamathap
PRINCIPAL
Siva Sivani Degree College
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S. P. Sampathy's Siva Sivani Educational Society (2906/97)
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FORM B

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

1. Name Of The Staff Member: Aruna.
2. Designation: Office Assistant.
3. Section/Department: Fee Collection.

I. Ability To Carry Out The Work In the Section: (Max 40 Points)

System Knowledge – 20 : 18

Practical Knowledge & Ability To Perform – 20 : 18 → (18+18 = 36)

II. General Characteristics (Max 50 Points)

Approach Towards Higher Up's/Colleagues/Students – 20 : 19

Punctuality – 5 : 5

Discipline – 5 : 5

Willingness To Accept Responsibilities – 5 – 5

Involvement in Co-Curricular Activities – 5 – 4.

Completion Of Assigned Work – 10 – 8 → (19+5+5+5+4+8 = 46)

III. Principal/Vice Principal Appraisal – 10 Points V. Good. → 9/10.

(Grand Total I+II+III = 40+50+10 = 100 Points) → (36 + 46 + 9 = 91)

Overall Rating: Good/Satisfactory/Not Satisfactory

Good – 70 and above Points

Satisfactory – 40-69

Not Satisfactory – Less Than 40 Points



Mamathap

Principal

PRINCIPAL

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

NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA

Mobile: - +91-9247048112. Website: ssdc.ac.in



Mamathap

PRINCIPAL

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