

**SRI KANYAKA PARAMESWARI  
ARTS & SCIENCE COLLEGE FOR WOMEN**

**Non - Teaching Staff Appraisal**

Name :

Academic Year :

Designation:

S.No.	Parameter	Excellent	Good	Fair
1.	Level of Knowledge (related to their domain)			
2.	Methodological and systematic working			
3.	Promptness in discharging duty assigned			
4.	Ability to learn new duties			
5.	Ability to maintain files/records			
6.	Ability and willingness to take up additional work in case of emergency			
7.	Remark			

**IQAC Coordinator**

**Manager**