

Criterion VI
Governance,
Leadership and
Management



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.3

**Faculty Empowerment
Strategy**

6.3.1

Superintendent Appraisal of Non-Teaching Staff

Submitted to





PERFORMANCE BASED APPRAISAL FOR NON-TEACHING STAFF

Academic Year ..2023-24

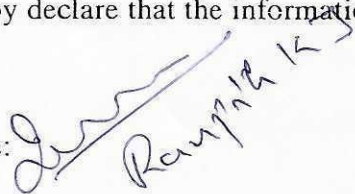
Name : Tiji Thomas
Position Held : Asst. Librarian
Department/Section : library
Date of Entry into Service : 20/10/2014
Qualification : Bachelor in lib. science

Sl. No.	Key Factors	Score
1	Awareness of Rules and Regulations	4
2	Communication Skills	4
3	Discipline & Integrity	5
4	Reliability and Dependability	4
5	Regularity & Punctuality	4
6	Teamwork and Collaboration	4
7	Co-operation with Colleagues	4
8	Co-operation with Stakeholders	4
9	Rapport with Students	4
10	Ability to Engage, Supervise, and Serve Students' Interests	4
11	Expertise in Field of Work	4
12	Ability to Organize Work	4
13	Timely Completion and Quality of Work	4
14	Maintenance of Documents/Files	4
15	Diligence and Sense of Responsibility	5
16	Willingness to Perform Additional Duties	4
17	Courtesy & Cordiality	4
18	Problem Solving Skills	4
19	Computer Proficiency	5
20	Overall Performance	4
	Total (100)	83
	Average Score (Total/20)	4.15

*Scale Factor: Excellent-5, Very Good- 4, Good- 3, Average-2, Satisfactory- 1

Declaration: I hereby declare that the information provided is true to the best of my knowledge.

Name and signature:





Countersigned by the Head of the Institution


PRINCIPAL



PERFORMANCE BASED APPRAISAL FOR NON-TEACHING STAFF

Academic Year2022-23

Name : Anila Thirukan
Position Held : Lectt Grade Servant-
Department/Section : office
Date of Entry into Service : 18/02/2013
Qualification : 10th (Hr. High School)

Sl. No.	Key Factors	Score
1	Awareness of Rules and Regulations	2
2	Communication Skills	3
3	Discipline & Integrity	4
4	Reliability and Dependability	4
5	Regularity & Punctuality	4
6	Teamwork and Collaboration	4
7	Co-operation with Colleagues	4
8	Co-operation with Stakeholders	4
9	Rapport with Students	4
10	Ability to Engage, Supervise, and Serve Students' Interests	3
11	Expertise in Field of Work	5
12	Ability to Organize Work	4
13	Timely Completion and Quality of Work	4
14	Maintenance of Documents/Files	1
15	Diligence and Sense of Responsibility	4
16	Willingness to Perform Additional Duties	4
17	Courtesy & Cordiality	4
18	Problem Solving Skills	3
19	Computer Proficiency	1
20	Overall Performance	4
	Total (100)	70
	Average Score (Total/20)	3.5

*Scale Factor: Excellent-5, Very Good- 4, Good- 3, Average-2, Satisfactory- 1

Declaration: I hereby declare that the information provided is true to the best of my knowledge.

Name and signature:


Ranjith K J


PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O. Kakkannad

Countersigned by the Head of the Institution





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PERFORMANCE BASED APPRAISAL FOR NON-TEACHING STAFF

Academic Year . 2021-22

Name : Ranjith K J
Position Held : office superdt.
Department/Section : office
Date of Entry into Service : 24/05/2005
Qualification : B.Sc. PCNCA

Sl. No.	Key Factors	Score
1	Awareness of Rules and Regulations	4
2	Communication Skills	4
3	Discipline & Integrity	5
4	Reliability and Dependability	4
5	Regularity & Punctuality	4
6	Teamwork and Collaboration	4
7	Co-operation with Colleagues	4
8	Co-operation with Stakeholders	4
9	Rapport with Students	4
10	Ability to Engage, Supervise, and Serve Students' Interests	4
11	Expertise in Field of Work	4
12	Ability to Organize Work	4
13	Timely Completion and Quality of Work	4
14	Maintenance of Documents/Files	4
15	Diligence and Sense of Responsibility	5
16	Willingness to Perform Additional Duties	4
17	Courtesy & Cordiality	4
18	Problem Solving Skills	4
19	Computer Proficiency	5
20	Overall Performance	4
	Total (100)	83
	Average Score (Total/20)	4.15

*Scale Factor: Excellent-5, Very Good- 4, Good- 3, Average-2, Satisfactory- 1

Declaration: I hereby declare that the information provided is true to the best of my knowledge.

Name and signature:


Ranjith K J





Countersigned by the Head of the Institution

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O. Rajagiri, Coimbatore - 641 029

19



PERFORMANCE BASED APPRAISAL FOR NON-TEACHING STAFF

Academic Year ... 2020-21

Name : *Rachael MK*
Position Held : *Lab Admin.*
Department/Section : *Computer lab*
Date of Entry into Service : *02/09/2013*
Qualification : *MCITP, CCNA*

Sl. No.	Key Factors	Score
1	Awareness of Rules and Regulations	4
2	Communication Skills	4
3	Discipline & Integrity	5
4	Reliability and Dependability	4
5	Regularity & Punctuality	4
6	Teamwork and Collaboration	4
7	Co-operation with Colleagues	4
8	Co-operation with Stakeholders	4
9	Rapport with Students	4
10	Ability to Engage, Supervise, and Serve Students' Interests	4
11	Expertise in Field of Work	4
12	Ability to Organize Work	4
13	Timely Completion and Quality of Work	4
14	Maintenance of Documents/Files	4
15	Diligence and Sense of Responsibility	5
16	Willingness to Perform Additional Duties	4
17	Courtesy & Cordiality	4
18	Problem Solving Skills	4
19	Computer Proficiency	5
20	Overall Performance	4
	Total (100)	83
	Average Score (Total/20)	4.15

*Scale Factor: Excellent-5, Very Good- 4, Good- 3, Average-2, Satisfactory- 1

Declaration: I hereby declare that the information provided is true to the best of my knowledge.

Name and signature: *Rachael MK*



Countersigned by **PRINCIPAL** of the Institution



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PERFORMANCE BASED APPRAISAL FOR NON-TEACHING STAFF

Academic Year 2019-20

Name : Tiji Thomas
Position Held : Asst. Librarian
Department/Section : Library
Date of Entry into Service : 20/10/2014
Qualification : Bachelors in Lib. Science.

Sl. No.	Key Factors	Score
1	Awareness of Rules and Regulations	4
2	Communication Skills	4
3	Discipline & Integrity	5
4	Reliability and Dependability	4
5	Regularity & Punctuality	4
6	Teamwork and Collaboration	4
7	Co-operation with Colleagues	4
8	Co-operation with Stakeholders	4
9	Rapport with Students	4
10	Ability to Engage, Supervise, and Serve Students' Interests	4
11	Expertise in Field of Work	4
12	Ability to Organize Work	4
13	Timely Completion and Quality of Work	4
14	Maintenance of Documents/Files	4
15	Diligence and Sense of Responsibility	5
16	Willingness to Perform Additional Duties	4
17	Courtesy & Cordiality	4
18	Problem Solving Skills	4
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20	Overall Performance	4
	Total (100)	83
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Declaration: I hereby declare that the information provided is true to the best of my knowledge.

Name and signature: _____

Ranjith K
Ranjith K

[Signature]
PRIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039

Countersigned by the Head of the Institution

