Criterion VI

Governance, Leadership and Management

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

6.3.1 **Faculty Empowerment Strategies**

6.3.1

Self Appraisal By Non-Teaching Staff

Submitted to

NAAC

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

RAJAGIRI COLLEGE
OF MANAGEMENT & APPLIED SCIENCES

SELF APPRAISAL FOR NON-TEACHING STAFF
Academic Year. 2023-24.

Name: RAHUL. M. K.

Designation: Lab Administrator.

Skills and Competencies

On a scale of 1 to 5, how would you rate your skills in the following areas?
(1 = Poor, 5 = Excellent)

Skills	Rating Scale (1 = Poor, 5 = Excellent)				
	1	2	3	4	5
Communication				✓	
Problem-Solving					✓
Teamwork					✓
Time Management					✓
Technical Skills					✓
Adaptability				✓	
Punctuality				✓	

1. Briefly describe your primary responsibilities and duties.
   Trouble shooting computer systems & Networks and providing all the technical support to all the staff & students.

2. Have you participated in any professional development or training programs in the past year? If yes, please specify.
   workshop in Documentation for NAAC.

3. How do you update yourself with the technological advancement?
   Adapting & Updating with the new innovations in IT Administration.

4. What challenges or obstacles have you encountered, and how have you addressed them?
   Managing the number of Software & Network constrains with limited Resources & Time. Implement the latest technologies to resolve them.

5. Do you have any feedback or suggestions for improving the non-teaching staff's role or processes within the college?
   Very happy in the role of a Non-Teaching Staff.

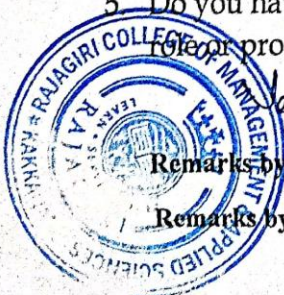Remarks by the Office Superintendent: Good

Remarks by the Principal: good

Signature

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

RAJAGIRI COLLEGE
OF MANAGEMENT & APPLIED SCIENCES

SELF APPRAISAL FOR NON-TEACHING STAFF
Academic Year. 2022-2023

Name: JINCY SUNL

Designation: HEAD ACCOUNTANT

Skills and Competencies

On a scale of 1 to 5, how would you rate your skills in the following areas?
(1 = Poor, 5 = Excellent)

Skills	Rating Scale (1 = Poor, 5 = Excellent)				
	1	2	3	4	5
Communication					✓
Problem-Solving					✓
Teamwork					✓
Time Management					✓
Technical Skills					✓
Adaptability					✓
Punctuality					✓

1. Briefly describe your primary responsibilities and duties.

   Accounting

2. Have you participated in any professional development or training programs in the past year? If yes, please specify.

   Yes. Tally & M.S Office.

3. How do you update yourself with the technological advancement?

   Continuously trying & update with new technologies

4. What challenges or obstacles have you encountered, and how have you addressed them?

   Get Limited time & complete the work

5. Do you have any feedback or suggestions for improving the non-teaching staff's role or processes within the college?

   Training program for improving skills work.

   Signature

Remarks by the Office Superintendent: Good

Remarks by the Principal:

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RAJAGIRI COLLEGE
OF MANAGEMENT & APPLIED SCIENCES

SELF APPRAISAL FOR NON-TEACHING STAFF
Academic Year. 2.021-22

Name: ROBIN JOSEPH M.J

Designation: LD CLERK

Skills and Competencies

On a scale of 1 to 5, how would you rate your skills in the following areas?
(1 = Poor, 5 = Excellent)

Skills	Rating Scale (1 = Poor, 5 = Excellent)				
	1	2	3	4	5
Communication				✓	
Problem-Solving					✓
Teamwork				✓	
Time Management				✓	
Technical Skills				✓	
Adaptability					✓
Punctuality					

1. Briefly describe your primary responsibilities and duties.

   OFFICE WORK

2. Have you participated in any professional development or training programs in the past year? If yes, please specify.

   YES / Training on M.Campus

3. How do you update yourself with the technological advancement? Parents & stuyent.
   Through Conversation with users ~~by you~~
   I learn about new topics and refine my understanding

4. What challenges or obstacles have you encountered, and how have you addressed them?
   I strive to provid balanced and accurate
   information by considering multiple source and
   perspective

5. Do you have any feedback or suggestions for improving the non-teaching staff's role or processes within the college?
   clearly outline non-teaching staff roles to
   confusion and overlapping work   Signature

Remarks by the Office Superintendent: Good

Remarks by the Principal:

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RAJAGIRI COLLEGE
OF MANAGEMENT & APPLIED SCIENCES

SELF APPRAISAL FOR NON-TEACHING STAFF
Academic Year. 2020-2021

Name: RENU V NAMBOOTHIRI

Designation: LIBRARIAN

Skills and Competencies
On a scale of 1 to 5, how would you rate your skills in the following areas?
(1 = Poor, 5 = Excellent)

Skills	Rating Scale (1 = Poor, 5 = Excellent)				
	1	2	3	4	5
Communication					✓
Problem-Solving					✓
Teamwork					✓
Time Management					✓
Technical Skills					✓
Adaptability					✓
Punctuality					✓

1. Briefly describe your primary responsibilities and duties.
   Collection Development, Cataloguing and classification, Reference and Research Assistance, Information

2. Have you participated in any professional development or training programs in literacy the past year? If yes, please specify.
   Training on Hardware Repairing And Networking

3. How do you update yourself with the technological advancement?
   workshops, library Technology Blogs, newsletter, webernaes, Professional Network and Media

4. What challenges or obstacles have you encountered, and how have you addressed them?
   Adapting to technological changes, Budgetary constraints, changing user needs, Information literacy

5. Do you have any feedback or suggestions for improving the non-teaching staff's role or processes within the college?
   Empower non-teaching staff with more decision making Authority, Professional development

Signature Re

Remarks by the Office Superintendent:

Remarks by the Principal:

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RAJAGIRI COLLEGE
OF MANAGEMENT & APPLIED SCIENCES

SELF APPRAISAL FOR NON-TEACHING STAFF
Academic Year...2019-20

Name: Ranjith K J

Designation: Office Supdt.

Skills and Competencies

On a scale of 1 to 5, how would you rate your skills in the following areas?
(1 = Poor, 5 = Excellent)

Skills	Rating Scale (1 = Poor, 5 = Excellent)				
	1	2	3	4	5
Communication				✓	
Problem-Solving				✓	
Teamwork				✓	
Time Management				✓	
Technical Skills				✓	
Adaptability				✓	
Punctuality				✓	

1. Briefly describe your primary responsibilities and duties.

   Admission and office administration

2. Have you participated in any professional development or training programs in the past year? If yes, please specify.

   Yes, Training on office Automation

3. How do you update yourself with the technological advancement?
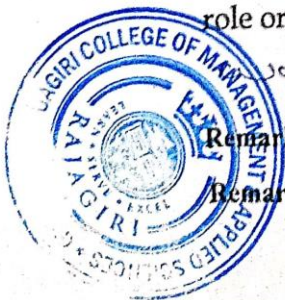
   Updating myself with the new trends.

4. What challenges or obstacles have you encountered, and how have you addressed them?

   Time constrains for completing tasks. Do overtime and complete the works

5. Do you have any feedback or suggestions for improving the non-teaching staff's role or processes within the college?

   work distribution can be done

Signature

Remarks by the Office Superintendent: Good

Remarks by the Principal: good

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