MANGALAM
COLLEGE OF ENGINEERING
Inspire | Imbibe | Innovate

Non- Teaching Staff Performance Appraisal & Development System

(To be filled by staff member)

Name	
Designation	
Department	
Academic Year	

A. Workload Details

Sl No	Details of work	Total no of working hrs/Week

B. Institute Activities/ Additional contribution

Sl. No.	Activity	Remarks	Supporting Document

C. Continuing Education

Details of participation in knowledge acquiring courses/ qualification upgradation

Sl. No.	Name of the programme	Duration	Organizing institute/other details
1			
2			
3			
4			

Date:

Signature of Staff Member

D. Reporting Head feedback

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor

Name of the Reporting officer:				Signature :	

E. Principal feedback

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor

Signature :					

F. Management feedback

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor

Signature :					

G. Action Taken details

Remarks	Signature of H R department official