



**ANNUAL SELF APPRAISAL FORM OF NON-TEACHING STAFF
CHILARAI COLLEGE, GOLAKGANJ**

Name of the Employee:

Designation:

Name of the post:

Address:

DoB:

Date of Joining:

Sl no	Questions	Agree	Disagree	Neutral
1	I understand the roles and responsibilities of the post I hold			
2	I possess requisite knowledge pertaining to my post			
3	I possess requisite technical knowledge to support the functioning of the administration			
4	I keep updating myself with the technical knowledge and skills required for my post			
5	I am prompt in service to the authority, teaching staff, colleagues, students and other stakeholders of the institution			
6	I maintain systematic documentation process and keep focus on 100% perfection of my works.			
7	I complete assigned task within stipulated time.			
8	I render regular services on working hours and provide constant support and service on			

	extra hours when required.			
9	I have commitment and dedication towards the institution			
10	I sincerely and honestly render my service			
11	I am capable to take initiatives in the tasks assigned to me			
12	I am capable of carrying out every day workload.			
13	I shall be held personally responsible if any confidential reports/ exam related secrecy is disclosed by me.			
14	Total number of training programme/capacity building programme attended during the year.			