

**SHRIDEVI INSTITUTE OF ENGINEERING AND TECHNOLOGY, TUMKUR**  
**Performance Appraisal (Confidential Report) for Non-Teaching Staff**

1. Name of the Staff : SRINIVAS.S  
 2. Position/ Title : Instructor  
 3. Date of Joining the Institution : 10/09/2004  
 4. Qualification : M.Sc. BED  
 5. Details of Current Responsibilities : B.Ed Instructor

	PROFESSIONAL COMPETENCE	Excellent	Good	Average	Below Average	Poor
1	Knowledge and experience of work		✓			
2	Ability to organize work and carry it out			✓		
3	Speed and accuracy		✓			
4	Creativity and innovation	✓				
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (*For Supervising Staff Only)		✓			
	<b>PERFORMANCE</b>					
7	Attendance		✓			
8	Punctuality	✓				
9	Maintenance of files/ records		✓			
10	Completes the work in time		✓			
11	Neatness and tidiness of work		✓			
12	Takes up additional load in times of exigencies			✓		
	<b>ATTITUDE</b>					
13	Diligence and sense of responsibility		✓			
14	Cooperation with colleagues		✓			
15	Integrity		✓			

Remarks: Decide learner & punctual.

Appraised and signed by the Department Head: [Signature]

Counter signed by the Principal:

[Signature]  
 PRINCIPAL  
 SIET., TUMAKURU.

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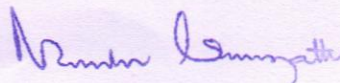
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Remarks: \_\_\_\_\_

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