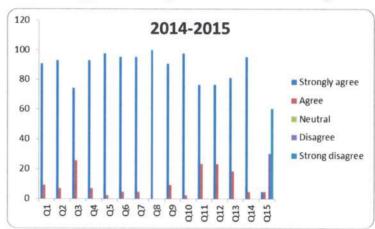


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The confidential report file (2014-2015) is prepared by the Principal with the performance reports of the non-teaching staff. The necessary training and counseling are given after the scrutiny of the performance reports by the immediate supervisors.

"Self-Appraisal Graph for the Non-teaching staff"



The following questions were analyzed in the Self-Appraisal system for Non-teaching staffs:

- Q1 Are you cooperative to the needs of the students, parents and public?
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- Q3 Are you perceptive and sensitive to the needs of the student, faculty and institutional needs?
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- Q5 Do you carry through your tasks/areas of management assigned to you in a responsible manner?
- Q6 Do you take leave only with prior permission of your HoD/Administrator?
- Q7 When unplanned leave is taken do you inform your HoD/Administrator?
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- Q9 Do you lend assistance to your co-workers voluntarily?
- Q10 Do you positively respond to any instruction, guidance, correction and discipline by your superiors?
- Q11 Do you have the ability to identify, analyze the problems and plan effective solutions?
- Q12 Do you have the ability and ease in expression ideas, opinions and information clearly and accurately, both orally and in writing?
- Q13 Do you have the talent, ability to respond to training or ambition for growth?
- Q14 Do you meet work standards and complete all works always on time and focus of your work only?
- Q15 Do you require constant supervision, or follow up to complete the given task?

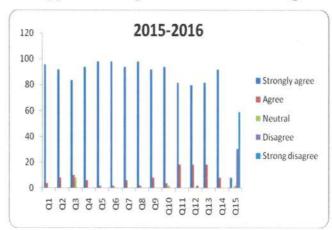


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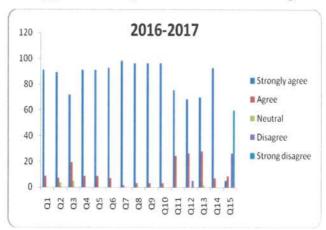


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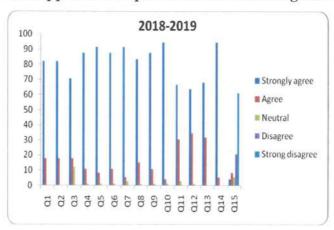
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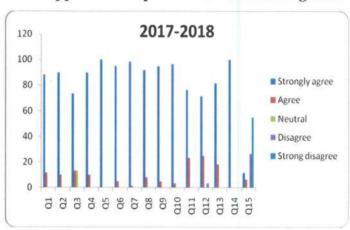


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