

KALIPADA GHOSH TARAI MAHAVIDYALAYA

Self Appraisal Format for Non Teaching Staff 2021-22

1. Name: : Soumen Ch. Das 2. Designation: : Cashier
 3. Duty Assigned: Cashier 4. Date of joining: 17/02/2020

		✓ Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute provides in service training to enhance my job proficiency		✓		
4	Our Institute I adopts a appropriate safety measures to ensure the safety of children and staff	✓			
5	Our Institute I provides adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views		✓		
9	Our Institute management is competent in leading the school college development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism		✓		
14	have a sense of belonging in our Institute	✓			

Signature: Soumen Ch. Das

Chakraborty
 PRINCIPAL
 Kalipada Ghosh Terai
 Mahavidyalaya
 Bagdogra /

[Signature]

Co-ordinator
 IQAC
 Kalipada Ghosh Terai Mahavidyalaya
 Bagdogra, Dist. Darjeeling
 West Bengal - 734014

KALIPADA GHOSH TARAI MAHAVIDYALAYA

Self Appraisal Format for Non Teaching Staff 2021-22

1. Name: Mani' Bhushan Roy 2. Designation: Library Clerk (Temp)
 3. Duty Assigned: All library housekeeping operation Date of joining: 10/9/2015

		✓ Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute provides in service training to enhance my job proficiency	✓			
4	Our Institute I adopts a appropriate safety measures to ensure the safety of children and staff		✓		
5	Our Institute I provides adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work	✓			
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our Institute management is competent in leading the school development		✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students			✓	
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Mani' Bhushan Roy

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Self Appraisal Format for Non Teaching Staff 2021-22

1. Name: : Oliva Tigga 2. Designation: : Tem L.D.C
 3. Duty Assigned: Front Office 4. Date of joining: 3. Oct 2016

		✓ Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year			✓	
3	Our Institute provides in service training to enhance my job proficiency				
4	Our Institute I adopts a appropriate safety measures to ensure the safety of children and staff				
5	Our Institute I provides adequate resources to support my work				
6	Our college provides adequate resource to support my work				
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views				
9	Our Institute management is competent in leading the school development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students		✓		
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism		✓		
14	have a sense of belonging in our Institute	✓			

Signature: Oliva Tigga

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Self Appraisal Format for Non Teaching Staff 2021-22

1. Name: Tapashi Roy 2. Designation: Typist
 3. Duty Assigned: Typist 4. Date of joining: 20-08-1990

		✓ Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated			✓	
2	Our Institute arranges sufficient training and support every year				✓
3	Our Institute provides in service training to enhance my job proficiency				✓
4	Our Institute I adopts a appropriate safety measures to ensure the safety of children and staff			✓	
5	Our Institute I provides adequate resources to support my work			✓	
6	Our college provides adequate resource to support my work				
7	Our Institute management delegates our work appropriately			✓	
8	Our Institute management values my views			✓	
9	Our Institute management is competent in leading the school development			✓	
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students		✓		
12	I have the knowledge of rules and regulations of my work			✓	
13	I am happy with the staff appraisal mechanism			✓	
14	have a sense of belonging in our Institute			✓	

Signature: Tapashi Roy

PSM

Co-ordinator
IQAC

Kalipada Ghosh Tarai Mahavidyalaya
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Phakeabarty

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