

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI

STAFF APPRAISAL FORM FOR NON-TEACHING STAFF

(To be prepared by the NTS at the end of every calendar year)

General Information

a) Name	
b) Address (Residential) and Phone No.	
c) Designation	
d) Section	
e) Date of birth	

Academic Qualifications

Exam Passed	Board/University	Subjects	Year	Division/Grade /Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's Degree(s)				
Master's Degree(s) if any				
Research Degree(s)				
Other Diploma/ Certificates etc.				

Work Experience

Duty/Section	Name of the College/Institution	Duration

Additional Duties Attended

Duty/Section	Event	Duration

Training attended

SI No	Program	Duration	Organized by

Leave Details

SI No	Type of Leave Availed	Maximum Limit /Credit	Leave Availed

Total Working Experience (Years) :

Please give a short account of your contribution to:

i). Community wok: (such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc):	
ii). National Literacy Mission	
iii. Any Other	

Details of Awards and Appreciation Received (if any)

SI No	Type of Award/Appreciation	Issued by	Reason

Details of disciplinary Actions (if any)

SI No	Type	Authority	Reason

Any other information, (Please give a separate list)

(Signature)

Verified by

Superintend

Principal

Manager