



RAMAKRISHNA SARADA MISSION VEVEKANANDA VIDYABHAVAN

ANNUAL SELF APPRAISAL FORM FOR NON-TEACHING STAFF

(TO BE DOWNLOADED, FILLED IN AND SUBMITTED ANNUALLY BY ALL NON-TEACHING STAFF BY 30TH JUNE)

ACADEMIC YEAR:

1. NAME OF STAFF:

2. ROLE:

3. POSITION:

4. DATE OF BIRTH:

5. DATE OF JOINING:

6. WORK LOAD:HOURS/WEEK

7. LEAVES TAKEN:

A) CASUAL LEAVE

B) EARNED LEAVE

C) MEDICAL LEAVE

D) CHILD CARE LEAVE

E) QUARANTINE LEAVE

F) ON DUTY LEAVE

G) ANY OTHER

8. PROFESSIONAL DEVELOPMENT:

9. CONTRIBUTION IN COLLEGE PROGRAMMES/EVENTS:

10. CONTRIBUTION TOWARDS THE UPKEEP OF THE COLLEGE ENVIRONMENT/CAMPUS DISCIPLINE: