



# FAROOK TRAINING COLLEGE

[RESEARCH CENTRE IN EDUCATION UNIVERSITY OF CALICUT]

Govt. Aided College Affiliated to University of Calicut and Recognized by NCTE & UGC

Accredited by SAAC at A+ Grade with CGPA 3.39 (2021-26)  
Re-accredited by NAAC at A Grade with CGPA 3.54 (2012-17)

Farook College, P.O.Kozhikode  
Kerala - 673632  
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## PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF OF FTC

Criteria for 'Performance Appraisal Report' for Non-Teaching Staff 2022-23

The score will be assessed in a 4-point scale

Dimension	Below Expectations (Poor)	Meeting Expectations (Satisfactory)	Exceeding Expectations (Good)	Far Exceeding Expectations (Excellent)
Score	1	2	3	4

Assessment Area	Assessment Criteria	Score (Out of 40)
1. Responsibilities and Duties:	<ul style="list-style-type: none"> <li>Meeting deadlines and fulfilling assigned tasks promptly.</li> <li>Adherence to quality standards and performance expectations.</li> <li>Demonstrated ability to handle increased responsibilities over time.</li> <li>Any initiatives taken to improve or streamline existing responsibilities.</li> </ul>	
2. Participation in Administrative Bodies	<ul style="list-style-type: none"> <li>Regular attendance and active contribution to committee meetings.</li> <li>Leadership roles or responsibilities within administrative bodies.</li> <li>Impact of decisions or contributions made in these administrative settings.</li> </ul>	
3. Participation in Seminars/Workshops/Conferences:	<ul style="list-style-type: none"> <li>Frequency and relevance of participation in educational events.</li> <li>Contributions made during or after these events (e.g., sharing insights, applying new knowledge).</li> <li>Demonstrated effort to implement learnings from these events in work or projects.</li> </ul>	
4. Memberships in Various Organizations:	<ul style="list-style-type: none"> <li>Relevance of organizations to the individual's field or profession.</li> <li>Contributions made within these organizations (e.g., leadership roles, initiatives, projects).</li> <li>Networking and collaboration facilitated through these memberships.</li> </ul>	
5. Awards/Recognitions Received:	<ul style="list-style-type: none"> <li>Significance and credibility of the awards or recognitions.</li> <li>Impact or influence of the achievements on the individual or their field.</li> <li>Use of these achievements to benefit the organization or community.</li> </ul>	



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6. Participation in Charity Organisations:	<ul style="list-style-type: none"> <li>▪ Involvement in Pain and Palliative care unit and other welfare schemes etc.</li> <li>▪ Level of involvement and commitment to charitable causes.</li> <li>▪ Impact or outcomes of involvement in these organizations.</li> <li>▪ Demonstrated ability to leverage skills or resources for charitable purposes.</li> </ul>	
7. Innovative Ideas for College Development:	<ul style="list-style-type: none"> <li>▪ Originality, feasibility, and relevance of suggested ideas.</li> <li>▪ Successful implementation or progress of the proposed initiatives.</li> <li>▪ Impact on the college's growth, improvement, or efficiency.</li> </ul>	
8. Participation in Community Engagements:	<ul style="list-style-type: none"> <li>▪ Contributions to community projects or initiatives.</li> <li>▪ Leadership or active involvement in disaster management or community service.</li> <li>▪ Results or impact of these engagements on the community.</li> </ul>	
9. Involvement in Extracurricular Activities:	<ul style="list-style-type: none"> <li>▪ Depth of involvement and commitment in arts, sports, or other activities.</li> <li>▪ Leadership roles or significant contributions in these activities.</li> <li>▪ Balancing academic and extracurricular commitments effectively.</li> </ul>	
10. Other Relevant Contributions:	<ul style="list-style-type: none"> <li>▪ Any other significant contributions not covered in the above areas.</li> <li>▪ Unforeseen impacts or initiatives that have positively influenced the organization or community.</li> </ul>	
<b>TOTAL SCORE (Out of 40)</b>		

**Overall Score:** Below Expectations (Poor)/ Meeting Expectations (Satisfactory)/ Exceeding Expectations (Good)/ Far Exceeding Expectations (Excellent)

Scoring: Attending any 3 programmes (4 marks)

Attending any 2 Programme (3 Marks)

Attending any 1 Programme (2 Marks)

  
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Signature of Principal



Signature of Office Head

Date:

Date:

**Guidelines for Ratings:**

- Score above 30- Excellent
- Score 24-30 – Good
- Score 16- 24- Satisfactory
- Score Below 16- Poor

  
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Farook College, 05/06/2022

**SELF-APPRAISAL REPORT FOR NON-TEACHING STAFF OF FAROOK TRAINING COLLEGE 2022-23**


Name of Faculty:

Designation:

Appraisal Period: ..... To .....

Assessment Area	Brief Description	Score (Out of 40)
1. Responsibilities and Duties:		
2. Participation in Administrative Bodies		
3. Participation in Seminars/Workshops/Conferences:		
4. Memberships in Various Organizations:		
5. Awards/Recognitions Received:		
6. Participation in Charity Organisations:		
7. Innovative Ideas for the Development of College :		
8. Participation in Community Engagements:		
9. Involvement in Extracurricular Activities:		
10. Other Relevant Contributions:		
<b>TOTAL SCORE (Out of 40)</b>		



  
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<p><b>Overall Score: (Mark Any)</b></p>	<ul style="list-style-type: none"> <li>▪ Below Expectations (Poor)</li> <li>▪ Meeting Expectations (Satisfactory)</li> <li>▪ Exceeding Expectations (Good)</li> <li>▪ Far Exceeding Expectations (Excellent)</li> </ul>
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Scoring: Attending any 3 programmes (4 marks)

Attending any 2 Programmes (3 Marks)

Attending any 1 Programme (2 Marks)




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