

**M. S. P. Mandal's
Shivchhatrapati College, Aurangabad
Internal Quality Assurance Cell**



Administrative Staff Self-Appraisal Summary




[Signature]
Principal
Shivchhatrapati College,
Aurangabad

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Administrative Staff Self-Appraisal Staff Summery
Academic Year 2022-23

I.	Demonstrates an understanding of job duties
	Every administrative staff is given training and demonstration of an understanding about their work and duties. The job duties given as per the employee's qualification and skill. The summery of this question is positive. Every staff has known towards their job work, responsibility and the allotted duties.
II	Has the ability to organize the workload efficiency
	Every employee has ability to handle their work in a good manner. They work efficiently and whenever the workload is heavier; all staff can work in team. So, employees can complete their workload efficiently. The summery of this question is positive.
III	Follow all rules, practices and procedures as required for the assigned work
	Within the training and demonstration, the administration staff gets understanding of rules and procedures for their assigned work. The summary of this question is positive. Every staff does work faithfully and confidently by following rules and regulations as per the institute guidelines.
IV	Possesses the knowledge required to perform the job effectively.
	We selected every staff as per the educational qualification. So the staff are good qualified and they can do their job effectively. For the value addition, institute organized some training or development program for administration staff which were beneficial for their increase knowledge and helpful to perform their duties effectively. The summery of this question is positive.
V	Complete work with minimal errors
	Every staff is well qualified and they have better knowledge about English. They are also well trained in computer based knowledge. So everyone can work with minimal errors which is needed to keep better office management and helpful to institute's success. The summery of this question is positive.




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VI	Demonstrate effective application of technical and non technical skills as required for completion of assigned work.
	We have administration staff with which having technical and non technical based knowledge. Work has been distributed to different staff as per their education and knowledge. So it can helpful to do complete assigned work in minimum time. The summery of this question is positive.
VIII	Has the ability to work effectively with people at all levels.
	Hierarchy is a basic requirement of system for smooth running and work efficiency. Every employee has knowledge about the hierarchy and between all level staff has a good communication. At every level there is good coordination and good cooperation to others to helpful for work efficiency. The summery of this question is positive
IX	Communication with people at all level.
	At every level there is a need of good communication skill. We believe good communication skills which is helpful for institute success. So, every staff has a good communication skill. The staff communicates with every people at all level and trying to solve their queries. With the good communication, there exists a good relation between the people and the staff. The summery of this question is positive.
X	Uses and maintain all equipment/appliances/machine properly.
	In the laboratories and the college premises there are some equipment/appliances/machine which needs to be handled by trained staff. The staff is able to handle it properly and take care with good manner. They can maintain it every year. By handling properly, the life of these equipments/appliances/machine can enhanced.

for  Registrar




Principal
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Chhatrapati College,
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