



## SANSKRITHI SCHOOL OF BUSINESS

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.  
Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134.

### **6.3.1 file no: 3- Unfilled Appraisal form for Non-teaching staff**

#### NON TEACHING SELF APPRAISAL FORM

(Maximum API Score: 100)

##### 1. General Information (20)

Name:			
Designation:			
School of :			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total
Last Increment Details in this College:	Date:	Amount	

##### II. Lab handing Workload :( 20)

S. N o.	Name of the Lab	Total number of hours Allocated	No of hours taken	Self-appraisal Score	Verified API Score (Principal)
1					
2					
3					
4					
Total					



*Dr. Balakrishna*

**PRINCIPAL**

Sanskriti School of Business,  
Beedupalli Road, Prasanthigram,  
PUTTAPARTHI - 515134,  
Ananthapuramu (Dt.) A.P.

**III PERFORMANCE :( 20)**

S.NO		Excellent	Good	Satisfactory	Average	Poor
	Maintenance of Files/Records					
	Accuracy & Speed of work					
	Neatness & tidiness of work					
	Completion of work on schedule					
	Self- appraisal Score					
	Verified API Score (Principal)					

S.NO		Excellent	Good	Satisfactory	Average	Poor
	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
	Responsibility towards your tasks/ areas of management assigned to?					
	Self- appraisal Score					
	Verified API Score (Principal)					

**IV. CONDUCT (20)**

S.NO		Excellent	Good	Satisfactory	Average	Poor
	Attendance					
	Punctuality					
	Discipline					
	Integrity and behaviour					
	Self- appraisal Score					
	Verified API Score (Principal)					



*Dr. Bala K. Desu*

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**PRINCIPAL**  
 Sanskrithi School of Business,  
 Beedupalli Road, Prashanthi Gram,  
 PUTTAPARTHI - 515134,  
 Ananthapuramu (Dt.) A.P.

**V.STAFF/STUDENT RELATIONS (20)**

**VI. ADDITIONAL RESPONSIBILITIES**

S. No.	Name of the additional responsibility
1	
2	

VII). What's your role in keeping the campus clean? (2 points)

VIII) What's your role in keeping the campus green? (2 points)

IX) Have you received any Memo from the Institute in this semester regarding your conduct/performance? (2 points)

X) How many leaves you have availed in this semester? (2 points)

XI) How many LOP's (2 points)

Signature of the non teaching  
Staff with designation and date

Signature of HOD

Signature of the  
Principal with date



*Dr. Balakrishnan*

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