

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name..... *Mr. Shaique Haqidi* 2. Designation..... *R.c.*
 3. Duty Assigned..... *Account-5* 4. Date of joining..... *06.03.90*
 5. Evaluation Period... *2018-2023*

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year	✓			
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately				
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: *Mr. Shaique Haqidi*
09-08-24

HQA
09.8.24

Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name... M.D. SHAMIM..... 2. Designation... U.D.C.....
 3. Duty Assigned, ... Bot. Dept. Services Book 4. Date of joining... 16.10.2002.....
 5. Evaluation Period... 2018-2023.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year	✓			
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately				
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Md. Shamim
09-08-24

M. Shamim
09.8.24

Principal

Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name.. Ranjit Kumar Paswan 2. Designation... A. Th Grade
 3. Duty Assigned.. Botany Dept 4. Date of joining.... 24.05.2010
 5. Evaluation Period.. 2019-2023.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year	✓			
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately				
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Ranjit
 09-08-24

M. A. Paswan
 09.8.24
Principal
Millat College
 (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name.....AKHTARI BEGUM..... 2. Designation.....L.A.C.....
 3. Duty Assigned.....Botany Department..... 4. Date of joining.....24.1.01.2008.....
 5. Evaluation Period.....2018-2023.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year	✓			
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately				
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Akhari Begum
09-08-24

M.A.M.
09.8.24
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga

Self-Appraisal Format for Non-Teaching Staff

1. Name.....*Salahuddin Muzaffar*..... 2. Designation.....*Asstt.*.....
3. Duty Assigned.....*G.O.*..... 4. Date of joining.....*01-12-85*.....
5. Evaluation Period.....*2018-2023*.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓			
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓	✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute		✓		

Signature:*[Signature]*.....
08-08-24

MIRZA
08-08-24
Principa
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... Md. Umar Farooque 2. Designation... UOC
 3. Duty Assigned... Admission cell 4. Date of joining... 4.2.1991
 5. Evaluation Period... 2018-2027....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: Md. Umar Farooque
08-08-24


Principal
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name.....Ramesh Kumar Choudhary..... 2. Designation.....VDC.....
 3. Duty Assigned.....Examination..... 4. Date of joining.. 24.10.2008.....
 5. Evaluation Period. 2018-2023...

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓			
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓			
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Ramesh Kumar Choudhary
 08.08.24

MIA
 08.8.24
Principal

**Millat College
 Darbhanga (Bihar)**

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name.....*Jquebal Bano*.....
 2. Designation.....*R.c*.....
 3. Duty Assigned.....*Library*.....
 4. Date of joining.....*26.11.2011*.....
 5. Evaluation Period...*2018-2023*.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓	✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓			
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓			
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious	✓	✓		
11	I have a good relationship with the students	✓	✓		
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature:*Jquebal Bano*.....
08-08-24

M. J. Bano
08-08-24
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga

Self-Appraisal Format for Non-Teaching Staff

1. Name... *Shahin Bano* 2. Designation... *L.D.C.*
3. Duty Assigned... *Library* 4. Date of joining... *1/2/2013* ..
5. Evaluation Period... *2018-2023* ..

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: *Shahin Bano*
08-08-24

MIAH
08.8.24
Principa.
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... *Md. Afazul Nazmi* 2. Designation... *L.D.C.*
 3. Duty Assigned... *Account Section* 4. Date of joining... *09-04-2021*
 5. Evaluation Period... *2021-2023*

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓	✓		
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: *Afazul*
08-08-24

MIAH
08-08-24
Principal

**Millat College
Darbhanga (Bihar)**

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... मी. शोभा अमिन.....
 3. Duty Assigned. आदेशपाल.....
 5. Evaluation Period. 2018-2023....

2. Designation. आदेशपाल (Phy).....
 4. Date of joining. 23/3/2002

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: मी. शोभा अमिन
08-08-24

MIA
08.8.24
Principa.

**Millat College
Darbhanga (Bihar)**

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name... सुनील कुमार.....
 2. Designation... Sweeper.....
 3. Duty Assigned... Cleaning.....
 4. Date of joining... 15.08.19.85.
 5. Evaluation Period... 2018-2023...

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓	✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓	✓		
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

सुनील कुमार
 Signature:
08/08/2024

M. K. Singh
08.08.24
Principal
 Millat College
 Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name.....*येरि रिम*..... 2. Designation...*Sweepers*.....
 3. Duty Assigned.....*Cleaning*..... 4. Date of joining...*01-04-1997*.....
 5. Evaluation Period...*2018-2023*.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓	✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious	✓	✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature:
येरि रिम

08/08/2024

M/Alam
08.8.24
Principal
 Millat College
 Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga

Self-Appraisal Format for Non-Teaching Staff

1. Name. BANDANA KUMARI 2. Designation..... EDE Peon
 3. Duty Assigned.. Admission Counter 4. Date of joining..... 03.05.2006
 5. Evaluation Period... 2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓			
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓	✓		
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: Bandana Kumari
08-08-24

MIAH
08.8.24
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name... Ram Shankar Jha 2. Designation... Peon
 3. Duty Assigned... prepare salary demand and other work related to salary 4. Date of joining... 23.10.2008
 5. Evaluation Period... 2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: Ram Shankar Jha 08.08.24

M. Jha
08.8.24
Principal

Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name... Rakesh Kumar Maurya 2. Designation... LDC Peon
 3. Duty Assigned... Zoology department 4. Date of joining... 24.5.2010
 5. Evaluation Period... 2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓	✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute		✓		

Signature: Rakesh Kumar Maurya

08/08/2024

[Signature]
08.8.24

Principal
Millat College
 Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name..... MD. SERAJUDDIN.....
 2. Designation... Peon.....
 3. Duty Assigned... Exam. Dept......
 4. Date of joining... 29-01-2021.....
 5. Evaluation Period... 2021-2023.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓	✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: ... MD. SERAJUDDIN ...
08-08-24

M. H. Khan
08-8-24
Principal
 Millat College
 Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name... *PRADIP KUMAR DAS* 2. Designation *ASSISTANT*.....
 3. Duty Assigned *PRINCIPAL OFFICE* 4. Date of joining *01-07-2010*....
 5. Evaluation Period... *2019-2023*..

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work			✓	
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: ... *PS* *08-08-24*

PS *08-08-24*
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga

Self-Appraisal Format for Non-Teaching Staff

1. Name.....*M.d. Shamim*..... 2. Designation.....*Assistant*.....
3. Duty Assigned *Admission Counselor Scheme* 4. Date of joining *01-07-2010*....
5. Evaluation Period.. *2018-2023*....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓	✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓	✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓	✓		
10	The working relationship between the management and me is harmonious	✓	✓		
11	I have a good relationship with the students	✓	✓		
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature:*Md. Shamim*.....
.....*08-08-24*.....

Md. Shamim
08-08-24
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name MD. SABIR HUSSAIN 2. Designation PCO
 3. Duty Assigned Commerce Dept 4. Date of joining 1/7/2010
 5. Evaluation Period 01-07-10 to till date
2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students		✓		
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: M. Sabir Hussain
08-08-24

M. Sabir Hussain
08-08-24
Principal
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name.....श्री. शमीम.....
 3. Duty Assigned...Dean: G.O......
 5. Evaluation Period...2018-2023.....

2. Designation...Night Guard.....
 4. Date of joining...1.7.2010.....

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students		✓		
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism		✓		
14	have a sense of belonging in our Institute		✓		

Signature: श्री. शमीम
08-08-24

श्री. शमीम
08-08-24
Principal
 Millat College
 Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... *Md. Alam* 2. Designation... *Guard*
 3. Duty Assigned... *Main Gate* 4. Date of joining... *01.02.2024*
 5. Evaluation Period... *2019-2023*

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff	✓			
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature:

Md. Alam
09-08-24

M. H. H.
08.8.24

Principal
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... Babbar Ram..... 2. Designation... Sweepers.....
 3. Duty Assigned... Cleaning..... 4. Date of joining... 06-07-2010..
 5. Evaluation Period... 2018-2023...

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work		✓		
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: Babbar Ram
08-08-24

[Signature]
08.8.24
Principal
Millat College
Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga

Self-Appraisal Format for Non-Teaching Staff

1. Name... AASIF HASNAIN 2. Designation... 3rd Grade...
3. Duty Assigned... Admission Control Asst. 4. Date of joining... 29.11.2012...
5. Evaluation Period... 2018-2023...

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency	✓			
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: AASIF HASNAIN 28.8.2024


 08.8.24
Principal
Millat College
Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... MD. SARTAZ 2. Designation... Peon
 3. Duty Assigned... Certificate Sec. 4. Date of joining... 27.11.2022
 5. Evaluation Period... 2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism	✓			
14	have a sense of belonging in our Institute	✓			

Signature: MD. SARTAZ
08-08-24

MD. SARTAZ
08.8.24
Principal
 Millat College
 Darbhanga (Bihar)

Millat College
Laheriasarai, Darbhanga
 Self-Appraisal Format for Non-Teaching Staff

1. Name.. MD. SAJID EUBAL 2. Designation... 3rd Grade
 3. Duty Assigned.. PSYCHOLOGY DEPT 4. Date of joining.. 18.07.2018
 5. Evaluation Period. 18.07.2018 TO till date
2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated	✓			
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work	✓			
6	Our college provides adequate resource to support my work		✓		
7	Our Institute management delegates our work appropriately	✓			
8	Our Institute management values my views	✓			
9	Our institute management is competent in leading the college development		✓		
10	The working relationship between the management and me is harmonious	✓			
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓			
13	I am happy with the staff appraisal mechanism		✓		
14	have a sense of belonging in our Institute		✓		

Signature: Sajid
08-08-24

MHA
08.8.24
Principal
 Millat College
 Darbhanga (Bihar)

**Millat College
Laheriasarai, Darbhanga**

Self-Appraisal Format for Non-Teaching Staff

1. Name... Mr Hanish Busef 2. Designation... 3rd Grade
 3. Duty Assigned... General office 4. Date of joining... 18-07-2018
 5. Evaluation Period... 18-07-2018 TO till date
2018-2023

		Mark any one against each question			
		Excellent	Good	Satisfactory	Poor
1	My job duties and responsibilities are clearly delineated		✓		
2	Our Institute arranges sufficient training and support every year		✓		
3	Our Institute Provides in services training to enhance my job proficiency		✓		
4	Our Institute I adopt an appropriate safety measure to ensure the safety of children and staff		✓		
5	Our Institute I provide adequate resources to support my work		✓		
6	Our college provides adequate resource to support my work	✓			
7	Our Institute management delegates our work appropriately		✓		
8	Our Institute management values my views		✓		
9	Our institute management is competent in leading the college development	✓			
10	The working relationship between the management and me is harmonious		✓		
11	I have a good relationship with the students	✓			
12	I have the knowledge of rules and regulations of my work	✓	✓		
13	I am happy with the staff appraisal mechanism	✓	✓		
14	have a sense of belonging in our Institute	✓	✓		

Signature: ... [Signature] ... 08-08-24

[Signature]
08-08-24
Principal
Millat College
Darbhanga (Bihar)