



**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



## **CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.3 Faculty Empowerment Strategies**

**2019-2024**

Submitted to



**6.3.1 PERFORMANCE  
APPRAISAL**

**MANAGER'S REVIEW LETTER  
NON - TEACHING STAFF**



# RAJAGIRI

VISWAJYOTHI COLLEGE OF  
ARTS & APPLIED SCIENCES

Affiliated to M.G. University, Kottayam

A CMI INSTITUTE

Vengoor P.O., Perumbavoor  
Ernakulam. Pin. 683 546, Kerala  
T +91 0484 2644 777  
F +91 904 805 611 8  
E office@rajagiriviswajyothi.org  
rajagiriviswajyothi.org

## Performance Appraisal Report

### Management Review Letter

Annu Mariya Mathew

Date: 25.05.2023

Librarian

Non Teaching

Dear Annu,

Sub: Performance Review an Evaluation

I trust this letter finds you in good health. As part of our regular performance evaluation process, I am writing to provide formal feedback regarding your performance in the role of Lab Assistant. Throughout the evaluation period, you have consistently exhibited a high level of dedication and professionalism, contributing significantly to the efficient operation of our institution. Your punctuality, attention to detail, and willingness to assume additional responsibilities are commendable and have been duly noted. Your efforts have been instrumental to the success of our operations, and I would like to formally acknowledge your valuable contributions.

#### OBSERVATION:

- Job Knowledge and Skills: good
- Work Quality: good
- Communication: need improvement
- Teamwork and Collaboration: good
- Time Management: good

#### AREA FOR IMPROVEMENT

- Need to develop more consistency in work

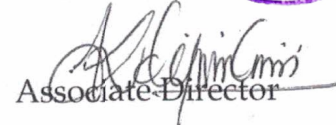
#### RECOMMENDATIONS

- Complete a certificate course on library science in six months



  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

  
Associate Director





# RAJAGIRI

VISWAJYOTHI COLLEGE OF

ARTS & APPLIED SCIENCES

Affiliated to M.G. University, Kottayam

A CMI INSTITUTE

Vengoor P.O., Perumbavoor

Ernakulam. Pin. 683 546, Kerala

T +91 0484 2644 777

F +91 904 805 611 8

E office@rajagiriviswajyothi.org

rajagiriviswajyothi.org

## Performance Appraisal Report

### Management Review Letter

Ramya M R

Date: 25.05.2023

Lab Assistant

Non Teaching

Dear Remya,

Sub: Performance Review an Evaluation

I hope this letter finds you well. As part of our regular performance review process, I would like to take this opportunity to provide you with feedback on your performance. During this review period, you have demonstrated consistent dedication and a strong work ethic in your role as Lab Assistant. Your contributions have been invaluable in ensuring the smooth operation of our institution. Your punctuality, attention to detail, and willingness to take on additional responsibilities have not gone unnoticed.

#### OBSERVATION:

- Job Knowledge and Skills: good
- Work Quality: good
- Communication: good
- Teamwork and Collaboration: good
- Time Management: good

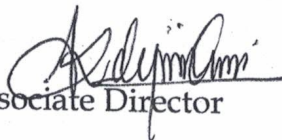
#### AREA FOR IMPROVEMENT

- Need to improve interpersonal skills

#### RECOMMENDATIONS

- Complete a certificate course on network in six months



  
Associate Director

  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546