

Self Appraisal Form for Non-Teaching Staff

1. To be filled by the employee:

1. General Information of the staff member:

Name	SHRI. DHARMA MOTIRAM PATIL
Date of Birth	03/02/1976
Date of Joining	01/06/2004
Designation	JR. CLERK
Department	LIBRARY
Address	B-20, VIJAY SOLITAIRE CO-OP. HSG FATHERWADI, VASAI
Mobile Number	9850329766
Email Address	dharmammm76@gmail.com.
Work Experience	19 years.
Qualification	B.A. B.LIS.

2. Job Description: _____

3. Academic Qualification Added in the current year, if any: _____

4. Improvement in Professional Competency:

Details of workshops/ Courses/ Seminars/ Training sessions attended/ FDP if any:

Sr No	Course/ Attended	Workshop/Seminar	No-of Days	Organised by	Place and Date

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed


6. Other Institutional Responsibilities undertaken: _____

7. Job Related Initiative undertaken by the Non-teaching staff members:

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

Date:


Signature of the Staff

Part II: To be filled by the Officer in-charge

Parameter	Rating	Remarks
Job Knowledge & Skills	5/4	
Quality of Work	5/4	
Quantity of Work	5/4	
Inerpersonal Skills	3	
Punctuality & Attendance	5/4	
Decision Making	5/3	
Taking Initiative	5/4	
Overall Performance	5/4	

(Rating Scale 1 to 5: 1- unsatisfactory, 2- needs improvement, 3- good, 4- very good, 5- excellent)


REGISTRAR
Signature of Office Incharge
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


LIBRARIAN
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.

III. Observations of the Principal

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.....*God in his work.*.....
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Place: Vasai (West), Palghar-401202.

Date:



[Handwritten Signature]
PRINCIPAL
VIDYAVARDHINI S. V. COLLEGE OF
E.S.A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.