

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Hemant Moreswar Patil
Date of Birth	26/07/1966
Date of Joining	23/07/1992
Designation	Lab. Assistant
Department	Chemistry
Address	Hira Darshan, Room No. 201, Dhwanman Gaon, Tal - Vasai
Mobile Number	9272393885
Email Address	HP3954657@gmail.com
Work Experience	31 years
Qualification	HSC

2. Job Description: Related work as Lab. Assistant  
in chemistry Department

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
Jr. college	} class III staff
XI & XII Arts/com/sci	
Sr. college	
Ky/sy/ty	
BA/Bcom/Bsc	

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:

*H.M. Patil*  
Signature of the Staff

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

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

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

*[Signature]*  
**REGISTRAR**  
Signature of Officer in-charge  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

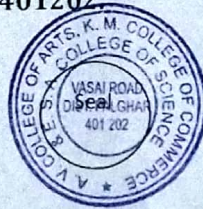
*[Signature]*  
Head of the Chemistry Department  
E.S.A. College of Science


III. Observations of the Principal

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

Date:



  
PRINCIPAL  
VIDYAVARDHINI'S A. V. COLLEGE OF  
Signature of the Principal  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401 202.