

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Chandrakant m. Sanikhe.
Date of Birth	17/03/1965
Date of Joining	01/9/1990
Designation	Library Attendant
Department	Office
Address	At Kurgaan Post Kudam Tal Dist Palghar
Mobile Number	8446911656
Email Address	Chandra12sanikhe@gmail.com
Work Experience	33 years
Qualification	SS.B. and YCM. TYBA.

2. Job Description: all office work allotted duties
to the peer staff.

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 exam.	CLan U staff.
SR. College Exam.	- -
ZBSC Exam.	- -

6. Other Institutional Responsibilities undertaken: _____

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

Office data/Record should be computerized.

8. Suggestions for self-improvement:

safety insurance should be for all employees

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	S	
Quality of Work	S	
Quantity of Work	S	
Inerpersonal Skills	4	
Punctuality & Attendance	S	
Decision Making	S	
Taking Initiative	S	
Overall Performance	S	

(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.


III. Observations of the Principal

Very good in his work.

Place: Vasai (West), Palghar-401202.

Date:




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