

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	HARSHAD SHASHIKANT PATEL
Date of Birth	28/12/1988
Date of Joining	01/02/2018
Designation	LIBRARY ATT.
Department	LIBRARY
Address	SIWANMAN 9AD, YADAV PAIL MARG, VASAI (W)
Mobile Number	9049700263
Email Address	harshadpatil886@gmail.com.
Work Experience	5 years.
Qualification	S.S.C.

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:

M. S. Patil
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	3	
Quantity of Work	2	
Interpersonal Skills	3	
Punctuality & Attendance	2	
Decision Making	2	
Taking Initiative	3	
Overall Performance	3	

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

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

[Signature]
LIBRARIAN
A. V. COLLEGE OF ARTS,
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.

III. Observations of the Principal

Good in his work but needs improvement.

Place: Vasai (West), Palghar-401202.

Date:



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