

29

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Sandesh Atmaram Jadhav.
Date of Birth	08/11/1970
Date of Joining	21/12/1989.
Designation	Lab. Attendant
Department	Chemistry
Address	At-post Kaman, Sarnath Nge, Tal- Vasai
Mobile Number	7499526923
Email Address	
Work Experience	33 years
Qualification	SSC fail

2. Job Description: Related work as Lab. Attendant  
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/ Workshop/Seminar Attended	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	
<del>XI</del> / <del>XII</del> Arts/com/sci	class <del>III</del> IV
Sr. college	
Fy/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:

S.A. JADHAV  
Signature of the Staff

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

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

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

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

Bakhar  
Head of the Chemistry Department  
E.S.A. College of Science




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.