

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	MILIND SAKHARAM PATIL
Date of Birth	24/04/1975
Date of Joining	01/07/1995
Designation	Lab - Attended
Department	Biology
Address	At-post. Meche, Sayvan Tal. Vasai Dist. Palghar
Mobile Number	9975961781
Email Address	—
Work Experience	27 Years
Qualification	S.S.C Fail

2. Job Description: Arrangement of practicals, cleaning of equipment & work related to Lab-Attendant post.

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.	As class IV staff
SR. College All Exams.	As class IV staff.

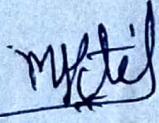
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

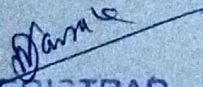
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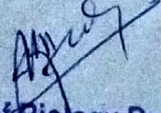

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4	
Quality of Work	4	Good in job
Quantity of Work	4	knowledge of
Inerpersonal Skills	3	Lab.
Punctuality & Attendance	5	
Decision Making	3	
Taking Initiative	4	
Overall Performance	4	

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


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


Head of Biology Department
E. S. A. College of Science, Vasai Road.


III. Observations of the Principal

Good in Lab work

Place: Vasai (West), Palghar-401202.

Date:




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