

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	MR. SACHIN KAMALAKAR VARTAK.
Date of Birth	09-06-1977.
Date of Joining	01-07-1995..
Designation	LAB ATTENDANT.
Department	BIOLOGY.
Address	HOUSE NO 1771, GIRIZ BHALODI WADI, GIRIZ CHURCH, VASAI - 401201.
Mobile Number	9172685401.
Email Address	sachinvartak41917@gmail.com
Work Experience	28 yrs.
Qualification	S.S.C. (PASSED)

2. Job Description: Arrangement of Practical, Preparing
Collection, testing Lab samples, maintainance clearing
equipment in Lab.

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
FY/SY EXAM.	
UNIVERSITY EXAM	

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:

Sachin
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4.5	Good knowledge of
Quality of Work	4	Lab. work punctual
Quantity of Work	4	in work.
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)

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

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


III. Observations of the Principal

Very Good Knowledge of Laboratory work

Place: Vasai (West), Palghar-401202.

Date:




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