

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Jayesh Madhukar Khanjode
Date of Birth	23/01/1974
Date of Joining	01/07/1995
Designation	Lab Attendant
Department	Physics
Address	Bhaskarali Ghogale Benapatti Tal. Vasai Dist. Palghar
Mobile Number	9096758988
Email Address	
Work Experience	28 years
Qualification	S.S.C. Pass

2. Job Description: Work Related to Laboratory

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
University exam.	Duties performed as class <u>IV</u>
Board exam.	staff.

6. Other Institutional Responsibilities undertaken: Which is given by the superior as class IV staff.

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

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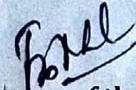
8. Suggestions for self-improvement:

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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	4	
Quality of Work	4	
Quantity of Work	4	
Inerpersonal Skills	4	
Punctuality & Attendance	5	
Decision Making	4	
Taking Initiative	4	
Overall Performance	5	

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

  
Signature of Office Incharge

**REGISTRAR**

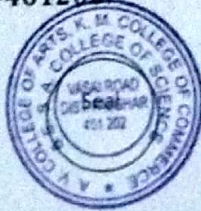
A. V. COLLEGE OF ARTS  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.


III. Observations of the Principal

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Excellent in his duties

Place: Vasai (West), Palghar-401202  
Date:



  
PRINCIPAL  
Signature of the Principal  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202