

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	MR. MAHESH DAMODAR RAUT
Date of Birth	01/01/1964
Date of Joining	01/09/1990
Designation	Lab Attendant
Department	Exam
Address	Borbhatwadi, Nole, Vasai
Mobile Number	9850987394
Email Address	mdrawts4@gmail.com.
Work Experience	33 yrs
Qualification	S.S.C Fail

2. Job Description: College & University Exam
work

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:

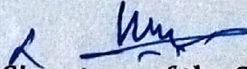
Name of Examination	Duty Performed

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:


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	5	
Overall Performance	5	

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

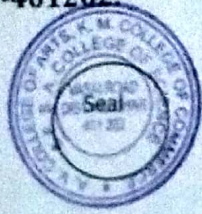

REGISTRAR
Signature of Office Incharge
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE
VASAI ROAD, PALGHAR 401202.

III. Observations of the Principal

Very good in File and University Exam. Work

Place: Vasai (West), Palghar-401202.

Date:



[Signature]
PRINCIPAL
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.