

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. CHANDRAKANT PRALHAD PATIL.
Date of Birth	01-04-1978.
Date of Joining	30-03-2009.
Designation	LAB ATTENDANT
Department	BIOLOGY.
Address	A-106, OPAL AQUA CHS LTD, BARAMPUR, VASAI WEST.
Mobile Number	9987054207
Email Address	cp9987054207@gmail.com
Work Experience	14 YEARS.
Qualification	H.S.C. PASSED

2. Job Description: Arrangement of practical Preparing collection, testing Lab samples, maintainace 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
Jr. College Board Exam	
University Exam	
FY/SY 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:

Jabir
Signature of the Staff

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

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

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

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

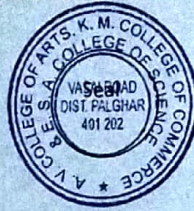
Amir
Head of Biology Department
E. S. A. College of Science, Vasai Road.


III. Observations of the Principal

Very good in his duties

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
VIDYAVARDHINI'S A. V. COLLEGE OF
ARTS & COMMERCE
Signature of the Principal
E. S. S. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401202