

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Bhushansing Vijaysing patil
Date of Birth	01/06/1989
Date of Joining	20/04/2013
Designation	Lab. Attendent
Department	Chemistry
Address	A/304, Sevesting, Apt. Chulna Rd, Vasai (W)
Mobile Number	8625825055
Email Address	bhushansingpatil89@gmail.com
Work Experience	10 years
Qualification	H.S.C pass.

2. Job Description: Related work as Lab. Attendent
in Chemistry Department.

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
XI / XII th & Sr. college	class IV staff
Fy / Sy / TY	
BA / Bcom / Bsc	

6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

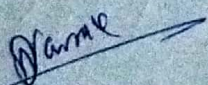
Place: Vasai (W), Palghar 401202.
Date:

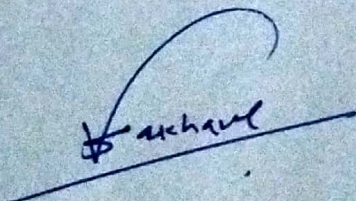

Signature of the Staff

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	3	
Punctuality & Attendance	5	
Decision Making	4	
Taking Initiative	3	
Overall Performance	4	

(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 OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


Head of the Chemistry Department
E.S.A. College of Science


III. Observations of the Principal

Very good in lab. work.

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
V. K. M. COLLEGE OF
COMMERCE
Signature of the Principal
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.