

W3 40

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. Promod Dhondu Baid.
Date of Birth	01/08/1967
Date of Joining	01/09/1990
Designation	Peon
Department	office
Address	Room No. 07 Chhatrapati Aali Umelman Road Near Ganesh mandir Umelman Vasai-401202
Mobile Number	9359408039
Email Address	
Work Experience	32 year
Qualification	07 <sup>th</sup>

2. Job Description: office work

3. Academic Qualification Added in the current year, if any: Nil

**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: 28/08/2023

*P. B. J.*  
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	4	
Decision Making	4	
Taking Initiative	4	
Overall Performance	4	

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

*K. S. A.*  
REGISTRAR  
A. V. COLLEGE OF ARTS  
K. Signature of Office Incharge  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.


III. Observations of the Principal

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..... God in his work .....  
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Place: Vasai (West), Palghar-401202.

Date:



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