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Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. Ajay Bhalchandra Vastak
Date of Birth	05/02/1966
Date of Joining	01/07/1995
Designation	Peon
Department	office
Address	554/K chappeth malvide Agashi Vitar (w) 401 301
Mobile Number	8668733670
Email Address	
Work Experience	28 Year
Qualification	7 th Pass

2. Job Description: office tables, chairs, almirahs, windows,
bookshelves cubicles & cabin clean & tidy,
any office work as may be required.

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/ Workshop/Seminar Attended	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
FY/SY/BA. Bcom. Bsc.	Peer.

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: 04/09/2023

[Handwritten Signature]
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)

[Handwritten Signature]
REGISTRAR
A. V. COLLEGE OF ARTS
Signature of Office In-charge
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


III. Observations of the Principal

Very good in his duties & expulch work

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
Signature of the Principal
ARTS, K. M. COLLEGE OF SCIENCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202