

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. Nihar Ramesh Raut
Date of Birth	17/04/1976
Date of Joining	01/07/1995
Designation	Peon
Department	Office
Address	House No. 210, Balwant Arjan Raut Marg, Khochuda Vasai (w) 401201
Mobile Number	9637700326
Email Address	niharraut75@gmail.com
Work Experience	28 Year
Qualification	SSC &

2. Job Description: Office work, NSS, RD as a peon
Camp. atten.

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
		Nil			

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
HSC	Peon
XI th	Peon
FY/SY/TY BA, Bcom Bsc.	Peon

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: 28-8-2023

N. R. Patil
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	4	
Overall Performance	4	

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

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

III. Observations of the Principal

.....
..... *Very good in his work*

Place: Vasai (West), Palghar-401202.

Date:



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