

46/98

Self Appraisal Form for Non-Teaching Staff

1. To be filled by the employee:

1. General Information of the staff member:

Name	Bhushan Arun Patil
Date of Birth	23/11/1976
Date of Joining	23.06.2006
Designation	Lab - attendant
Department	
Address	SharmSaphalya, bhaskerali Vasai
Mobile Number	9923291431
Email Address	bp989734@gmail.com
Work Experience	17 YEARS
Qualification	10 th passed

2. Job Description: _____

3. Academic Qualification Added in the current year, if any: 10th pass

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

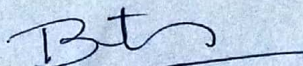
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

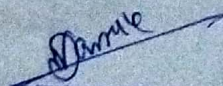
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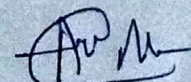

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	3	
Quantity of Work	4	
Inerpersonal Skills	3	
Punctuality & Attendance	4	
Decision Making	3	
Taking Initiative	3	
Overall Performance	3	

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


REGISTRAR
Signature of Officer in-charge
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


LIBRARIAN
A. V. COLLEGE OF ARTS,
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.


III. Observations of the Principal

Punctual and Reliable Staff

Place: Vasai (West), Palghar-401202

Date:




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