

(47)

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Pramad. D. Patil
Date of Birth	01/04/1983
Date of Joining	23/03/2009
Designation	Peon
Department	office
Address	Wamech Apt, A Wing 104, Chikhali Dongri Dongarpadae Virar, West 401303
Mobile Number	9970729009
Email Address	Pramad.Patil183@gmail.com
Work Experience	22 year
Qualification	SSC

2. Job Description: office work, sr cs, IT Lab,  
NSS Camp 2019 Chandip and F.Y./Sy Exam Dept  
work.

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
F/SY Exam	clay u duty
T.T. Exam	—u—

6. Other Institutional Responsibilities undertaken: \_\_\_\_\_

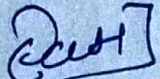
7. Job Related Initiative undertaken by the Non-teaching staff members:

\_\_\_\_\_

8. Suggestions for self-improvement:

\_\_\_\_\_

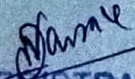
Place: Vasai (W), Palghar 401202.  
Date:

  
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	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)

  
**REGISTRAR**  
Signature of Office incharge  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.


III. Observations of the Principal

Very Good in his duties.

Place: Vasai (West), Palghar-401202.

Date:



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