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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	SHRI SWAPNII Prakash POTIL
Date of Birth	22/02/1980
Date of Joining	23/03/2009
Designation	PEON
Department	OFFICE
Address	Sai deep Apt, B/12, Ramdevi, Near shani Mandir, Vasai
Mobile Number	9158840725
Email Address	—
Work Experience	13 YEARS
Qualification	S.S.C.

2. Job Description: WORK RELATED

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
University exam	Duties performed as
Board Exam	CLASS IV staff.
College exam	

6. Other Institutional Responsibilities undertaken: Which is given by superior or class IV staff.

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

8. Suggestions for self-improvement:

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

Spatil
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	5	

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

[Signature]
REGISTRAR
Signature of Office In-charge
K. M. COMMERCE
E. S. A. HELPER OF SCIENCE
Vasai (W), Palghar-401202.

III. Observations of the Principal

Very good in his work

Place: Vasai (West), Palghar-401202.
Date:



[Signature]
PRINCIPAL
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.