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Self Appraisal Form for Non-Teaching Staff

1. To be filled by the employee:

1. General Information of the staff member:

Name	MR. DHANANJAY PUNDLIK PATIL
Date of Birth	16-08-1978
Date of Joining	29-03-2010
Designation	LAB ATTENDANT
Department	BIOLOGY
Address	A-104 JAYSHREE APT. DIWANMAN VASAI ROAD (W)
Mobile Number	9321483377
Email Address	pdhananjay944@gmail.com
Work Experience	13 YEARS
Qualification	S.S.C. PASSED

2. Job Description: work related to Lab Attendant
Post in Biology Dept. / office related 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:

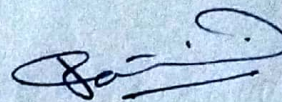
Name of Examination	Duty Performed
JR. Collage Board exam	As a class IV staff
University Exam.	— —
FP/OP Exam.	— —

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:

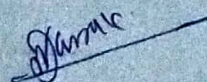


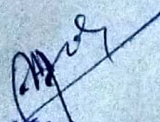
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4	before in quality
Quality of Work	4	work in lab. (Good)
Quantity of Work	4	
Inerpersonal Skills	3	
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)


REGISTRAR
Signature of Office Incharge
E. S. A. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


Head of Biology Department
E. S. A. College of Science, Vasai Road.

III. Observations of the Principal

.....
..... *Excellent and Very good in Laboratory work.*
.....
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Place: Vasai (West), Palghar-401202.

Date:



[Handwritten Signature]
PRINCIPAL
Signature of the Principal
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401202