

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Rajesh Krishna Malkari
Date of Birth	10/07/1981
Date of Joining	9/12/2014
Designation	Lab - Attenden
Department	physics
Address	Bhabola Talav, chylana Road. Behind Behind Sai Ashish Bldg. - Vasai West
Mobile Number	9673779222
Email Address	rajeshmalkari1981@gmail.com.
Work Experience	9 year.
Qualification	HSC Pass.

2. Job Description: work Related to lab-Attendant
post in phy 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
HSC. Exam.	As a class IV staff
M.V. Exam.	- 1/2
F.Y./S.Y Exam.	- 1/2

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:

P. M. K. K.
Signature of the Staff

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

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

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

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

[Signature]
HEAD
Department of Physics
E.S.A. College of Science
Vasai Road, Dist.


III. Observations of the Principal

Sincere and hard workers staff.

Place: Vasai (West), Palghar-401202.

Date:




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