

(52)

Vidyavardhini's A.V. College of Arts, K.M. College of Commerce  
& E.S.A. College of Science.  
Vasai Road (w), Dist. Palghar - 401 202.

Self Appraisal Form for Non-Teaching Staff

**I. To be filled by the employee:**

**1. General Information of the staff member:**

Name	Patekar Sandip - Gopal
Date of Birth	12/03/1984
Date of Joining	07/06/2013
Designation	Junior Clerk
Department	Office
Address	At. Post. Tilher, Tal. Vasai
Mobile Number	9096542109
Email Address	Sandipatekar@gmail.com
Work Experience	10 <sup>th</sup> year Plus
Qualification	M.A. Economics

**2. Job Description:** Bonafide, office 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

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	5	

(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 ARTS & SCIENCES  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

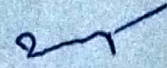
III. Observations of the Principal

Very good in his stimulated Arts Work

Place: Vasai (West), Palghar-401202.

Date:



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