**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.**

<u>**Self Appraisal Form for Non-Teaching Staff**</u>

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Bhgwat Shamsing patil
Date of Birth	05/05/1988
Date of Joining	27/06/2019.
Designation	peon
Department	Chemistry
Address	Mahendra place Dindayal Nge, R.No-310, Vasai (w)
Mobile Number	9764611805
Email Address	bhagwatpatil8078 @ gmail.com
Work Experience	04 years
Qualification	HSC

2. Job Description: _____
_____

3. Academic Qualification Added in the current year, if any: _____

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4. Improvement in Professional Competency:

Details of workshops/ Courses/ Seminars/ Training sessions attended/ FDP if any:

Sr No	Course/ Workshop/Seminar Attended	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:

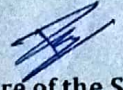| Name of Examination	Duty Performed
XI / XII	
&	Class IV Staff
Sr. college	
FY /SY /TY	

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:
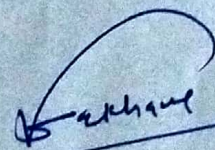
Signature of the Staff

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	4	
Decision Making	3	
Taking Initiative	4	
Overall Performance	4	

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

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

Head of the Chemistry Department
E.S.A. College of Science

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III. Observations of the Principal

Reliable staff.

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

Signature of the Principal