

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Bhavesh Nityanand Walhalkar
Date of Birth	07/09/1992
Date of Joining	19/08/2018
Designation	PEON
Department	Physics
Address	Swahana Bungalow, opp Bessih Catholic Bank, Samei Pada, Mhatma Phule Nagar Nalla Sopar (West) Pin - 401 203
Mobile Number	7030614702
Email Address	bhaveshwalya@gmail.com
Work Experience	4 year
Qualification	HSC

2. Job Description: work Related Physice department &
Library department

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 work at IV staff
MV Exam	As a work at IV staff
FY/SY Exam	As a work at IV staff

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:

Bhawalinkar
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	4	
Quantity of Work	4	
Inerpersonal Skills	3	
Punctuality & Attendance	3	
Decision Making	—	
Taking Initiative	4	
Overall Performance	03	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
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

.....
..... *Reliable Staff*

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.