

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

I. General Information of the staff member:

Name	Vaibhav Madhusudan Bhuyal
Date of Birth	12/05/1994
Date of Joining	27/08/2019
Designation	Peon
Department	chemistry
Address	1043/A, Subhash Lane, MDRKam Road, Near Jilha Parishad School, Vizara (w)
Mobile Number	8446915437
Email Address	vaibhavbhuyal12@gmail.com
Work Experience	4 years
Qualification	9th pass

2. Job Description: \_\_\_\_\_

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. college XI / XII	} class IV staff
Sr. college	
PY / SY / TY	

6. Other Institutional Responsibilities undertaken: \_\_\_\_\_

7. Job Related Initiative undertaken by the Non-teaching staff members:

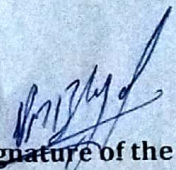
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8. Suggestions for self-improvement:

\_\_\_\_\_

Place: Vasai (W), Palghar 401202.

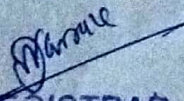
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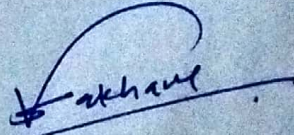
  
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4	
Quality of Work	5	
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**  
Signature of Office Incharge  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

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

III. Observations of the Principal

Retiree Staff

Place: Vasai (West), Palghar-401202.

Date:



PRINCIPAL  
Signature of the Principal  
E. S. K. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401 202