

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Nilesh Namdev Gaikwad
Date of Birth	15 / 11 / 1983
Date of Joining	3 / 08 / 2022
Designation	Peon
Department	Office
Address	Naigaon Koliwada walimiki mandir Naigaon (w)
Mobile Number	9673853566
Email Address	nileshnamdevgaikwad@gmail.com
Work Experience	2 Year's
Qualification	TYBCOM (YCM) 1024. HS. C. Room

2. Job Description: all 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
T.T.B.A.B.com	Exam work) Duty
BSC Exam (March 2023)	
VI - April - 2023	Exam work)
July - 2023	

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)
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)

(Signature)
REGISTRAR
Signature of Office Incharge
K. R. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

.....
..... *Reliable staff.*

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



[Handwritten Signature]
PRINCIPAL
VIDYARDHINI'S A. V. COLLEGE OF
ARTS, K. M. COLLEGE OF COMMERCE
Signature of the Principal
V. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202