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Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

| | |
|-----------------|---------------------------------|
| Name | YASH SANDESH JADHAV |
| Date of Birth | 27 May 2002 |
| Date of Joining | 3 August 2022 |
| Designation | Peon |
| Department | LIBRARY |
| Address | Sarnath nagar Kamam Tad - Vasai |
| Mobile Number | 8767462377 |
| Email Address | jadhavyash082@gmail.com |
| Work Experience | 2 Year's |
| Qualification | S.Y.B.A |

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/ 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 |
|---------------------|----------------|
| | |
| | |
| | |
| | |
| | |

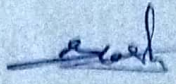
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement: _____

Place: Vasai (W), Palghar 401202.

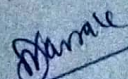
Date:

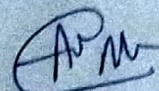

Signature of the Staff

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

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

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


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


LIBRARIAN
A. V. COLLEGE OF ARTS,
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.


III. Observations of the Principal

Good in work

Place: Vasai (West), Palghar-401202.

Date:




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