

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Karan Suresh Bhoir
Date of Birth	14 Jun 2001
Date of Joining	05 Oct 2023
Designation	Peon
Department	Office
Address	At - Nagave Post - Agarwadi Station - Saphale Tal/Dist - Palghar Pin No. - 401102
Mobile Number	7507007712
Email Address	karanbhoir217@gmail.com
Work Experience	
Qualification	HSC

2. Job Description: Assist in any office work as
may be require officers or staff.

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

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:

Aslam
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	3	
Quantity of Work	3	
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)

Sham
REGISTRAR
Signature of Office Incharge
K. M. COLLEGE OF ARTS
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR 401202.

III. Observations of the Principal

and in his charge

Place: Vasai (West), Palghar-401202.

Date:



[Signature]
PRINCIPAL
K. M. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.