



Abhay Yuwa Kalyan Kendra's

COLLEGE OF EDUCATION

New Mumbai Agra Road, Dhule 424004 (Maharashtra) 02562-230010

(Affiliated to K.B.C.N.M.U. Jalgaon)

College Code - 200013

NCTE Code - 113011

Outward No. AYKK/CE/ /20

Date -

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Dr. Vaishali Ravindra Sonawane
b.	Mobile number	7020230392
c.	Email address	Vaishali.parrish28@gmail.com
d.	Designation	Assist. Prof
e.	Department	Education
f.	Date of Birth	21/06/81
g.	Area of Specialization (if MPhil or PhD holder)	Education (PhD)
h.	Date of appointment in this institution	04/07/23

- Courses taught in the year concluded: - PE4, PE6, EPC1
- Total leave taken during the calendar year: - N/A
- Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading): - Identify the learning objectives & plan to assess student understanding.
- Steps taken by you to enhance the "Library and book-reading" experience of your students: - I organise activities like 'Reading quiz', know the author, 'making book-marks and also discuss the stories with them.
- List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) We use this method for science subject to acquaint the students with the facts through direct experience individually.
- Details of Innovations in / Contribution to Teaching, during the year: introducing new techniques for teaching-learning.

Staff Self Appraisal Form- Template

- a. Design of curriculum: - No
- b. Teaching methods: - History & Marathi
- c. Evaluation methods: - Yes
- d. Preparation of resource material including books, reading materials, laboratory manuals: - No
- e. Remedial Teaching: - Yes
- f. Any other - Coordinator (B.Ed. Y.C.M)

8. How have you handled average and weak students of your class in the concluded academic year? - We arrange extra classes of weak students
9. Comment on your punctuality in - Love to in time work
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP - many workshop Seminars attended
11. Research Contribution: (details of books/ research papers published, projects taken up/completed: WILL BE PICKED UP FROM THE ERP - Yes
12. Details of seminars, conferences, symposia organized by you during the year: - No
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) We help & who's illiterate in education
14. What efforts can you take to contribute to a positive learning environment in campus? We arrange lectures for many other essential subject-
15. Any other achievement/ strength/contribution that you would like to highlight: - I got the post of Acting Principal.
16. I hereby declare that the information given above is true to the best of my knowledge and belief. - Yes

V. Sonawane
Principal
A.T.K.'s College of Education
DHULE



V. Sonawane
Dr. Veishali R. Sonawane



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Date -

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Dr. Dipak Ramdas Baviskar
b.	Mobile number	8999048147
c.	Email address	dipak22kar10@gmail.com
d.	Designation	Asst Prof
e.	Department	Education
f.	Date of Birth	06/01/1973
g.	Area of Specialization (if MPhil or PhD holder)	Education.
h.	Date of appointment in this institution	05/09/2005

2. Courses taught in the year concluded: PE2, PE3, PE6, EPC1

3. Total leave taken during the calendar year: 02

4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

5. Steps taken by you to enhance the "Library and book-reading" experience of your students: Apart from the study books are also available in the library so the students can benefit it

6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) Experimental Problem solving & Project method use

7. Details of Innovations in / Contribution to Teaching, during the year:

Field trip, Various projects.

Staff Self Appraisal Form- Template

- a. Design of curriculum:
- b. Teaching methods: ✓
- c. Evaluation methods: ✓
- d. Preparation of resource material including books, reading materials, laboratory manuals:
- e. Remedial Teaching: ✓
- f. Any other

8. How have you handled average and weak students of your class in the concluded academic year? *Building their confidence through remedial teaching Always try to respect*
9. Comment on your punctuality in *workshop*
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): *WILL BE PICKED UP FROM THE ERP*
11. Research Contribution: (details of books/ research papers published, projects taken up/completed): *WILL BE PICKED UP FROM THE ERP*
12. Details of seminars, conferences, symposia organized by you during the year: *Nil*
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) *old age home visit, tree plantation outreach activity*
14. What efforts can you take to contribute to a positive learning environment in campus? *Various programmes for increasing confidence*
15. Any other achievement/ strength/contribution that you would like to highlight: *Mphil, Ph.D.*
16. I hereby declare that the information given above is true to the best of my knowledge and belief.

RS

(Dr Pradeep D. R. Barikkar)





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Date -

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Manasi Vinayak Wasalkar
b.	Mobile number	9405829681
c.	Email address	manasiwasalkar@gmail.com
d.	Designation	Assit. Professor
e.	Department	Education
f.	Date of Birth	13/09/1985
g.	Area of Specialization (if MPhil or PhD holder)	—
h.	Date of appointment in this institution	24/07/2009

2. Courses taught in the year concluded: PE1, PE2, PE6, Science

3. Total leave taken during the calendar year: 02

4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading): —

5. Steps taken by you to enhance the "Library and book-reading" experience of your students: Apart from the study books are also available in the library so the students can benefit it.

6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) Experimental, problems solving & project method use for students.

7. Details of Innovations in / Contribution to Teaching, during the year:

Field trip, Various projects.

Staff Self Appraisal Form- Template

- a. Design of curriculum:
 - b. Teaching methods: ✓
 - c. Evaluation methods: ✓
 - d. Preparation of resource material including books, reading materials, laboratory manuals:
 - e. Remedial Teaching: ✓
 - f. Any other
8. How have you handled average and weak students of your class in the concluded academic year? *Building their confidence through*
9. Comment on your punctuality in *remedial teaching*
10. Enhancement of Professional Competence (details of Workshops, Seminars, Symposiums attended etc): *Always try to be punctual*
WILL BE PICKED UP FROM THE ERP
11. Research Contribution: (details of books/ research papers published, projects taken up/completed): *workshop*
WILL BE PICKED UP FROM THE ERP
12. Details of seminars, conferences, symposia organized by you during the year: *Nil*
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) *Old age home visit, tree plantation outreach activity.*
14. What efforts can you take to contribute to a positive learning environment in campus? *Various programmes for increasing confidence.*
15. Any other achievement/ strength/contribution that you would like to highlight: *Ph.D. Appeared,*
16. I hereby declare that the information given above is true to the best of my knowledge and belief.

M. V. Wasnikar
(Prof. M. V. Wasnikar)



V. Borane
Principal
Y.K.K.'s College of Education
DHULE



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Outword No AYKK/CE/ /20

Date :-

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Prof. Jayashri P. Borase
b.	Mobile number	9423660583 - 9511682235
c.	Email address	bhadomejayashri1979@gmail.com
d.	Designation	Asst. Professor
e.	Department	Education
f.	Date of Birth	17/01/1979
g.	Area of Specialization (if MPhil or PhD holder)	—
h.	Date of appointment in this institution	04/06/2023

- Courses taught in the year concluded: Content cum methodology - History PE, Yoga & Physical Education
- Total leave taken during the calendar year: - 0
- Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading): ✓
- Steps taken by you to enhance the "Library and book-reading" experience of your students: Apart from the study books are also available in the library so the students can benefit it ✓
- List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) Experimental problems solving & Project method use for students
- Details of Innovations in / Contribution to Teaching, during the year: field trip, various projects.

Staff Self Appraisal Form- Template

- a. Design of curriculum:
 - b. Teaching methods: ✓
 - c. Evaluation methods: ✓
 - d. Preparation of resource material including books, reading materials, laboratory manuals:
 - e. Remedial Teaching: ✓
 - f. Any other
8. How have you handled average and weak students of your class in the concluded academic year? *Building their confidence through remedial teaching*
9. Comment on your punctuality in *Always try to be punctual*
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): *WILL BE PICKED UP FROM THE ERP Workshop*
11. Research Contribution: (details of books/ research papers published, projects taken up/completed: *WILL BE PICKED UP FROM THE ERP Nil*
12. Details of seminars, conferences, symposia organized by you during the year: *Nil*
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) *old age home visit tree plantation outreach activity*
14. What efforts can you take to contribute to a positive learning environment in campus? *Various programmes for increasing confidence*
15. Any other achievement/ strength/contribution that you would like to highlight: *Nil*
16. I hereby declare that the information given above is true to the best of my knowledge and belief.

J. P. Borase
Prof. J. P. Borase



V. Borase
J.K.K. Principal
J.K.K.'s College of Education
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Date -

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	prof. shashikant suryakant patil
b.	Mobile number	9307635687
c.	Email address	shashikant.patil5781@gmail.com
d.	Designation	Assistant professor
e.	Department	Education
f.	Date of Birth	05/07/1981
g.	Area of Specialization (if MPhil or PhD holder)	-
h.	Date of appointment in this institution	06/03/2021

2. Courses taught in the year concluded: content cum methodology - History
3. Total leave taken during the calendar year: 05 (per) education in contemporary India and gender, school society.
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):
—
5. Steps taken by you to enhance the "Library and book-reading" experience of your students: At two time of regular teaching I suggests some names of reference-books or famous books which are related to study topic - this method Promotes students for book reading
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) participative learning, question & answer method Discussion method such type of student - ethnic methodology I prepared at the time of teaching
7. Details of Innovations in / Contribution to Teaching, during the year:

Staff Self Appraisal Form- Template

- a. Design of curriculum: -conduction and transfer of curriculum
- b. Teaching methods: as per university guidelines
- c. Evaluation methods: - History
evaluation of practical activities &
- d. Preparation of resource material including books, reading materials, ^{Theory} laboratory manuals: self prepare notes for students as a ^{work} study material
- e. Remedial Teaching: - suggestions for improve study habits as a remedial teaching
- f. Any other

8. How have you handled average and weak students of your class in the concluded academic year? By giving them extra tips of study
9. Comment on your punctuality in Teaching Attendance, guidance
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP
Done paper presentations in national and international
11. Research Contribution: (details of books/ research papers published, projects ^{seminars} taken up/completed: WILL BE PICKED UP FROM THE ERP
12. Details of seminars, conferences, symposia organized by you during the year:
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) participated in tree plantation activity, statue decoration & clean India movement
14. What efforts can you take to contribute to a positive learning environment in campus? ^{seminars and hand work for students progress}
15. Any other achievement/ strength/contribution that you would like to highlight:
Adarsh Teacher Award 2013
16. I hereby declare that the information given above is true to the best of my knowledge and belief.

(Prof. Shashikant S. Patil)



Principal
A.T.K.'s College of Education
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Date -

Non-Teaching Staff Performance Appraisal Form

Employee Name: <u>Mamisha Shashikant Dusane</u>	Position: <u>Librarian</u>	
Supervisor's Name: <u>M. V. Wasnikar</u>	Evaluation Period: <u>2018 To 2023</u>	
Rating scale		
<ol style="list-style-type: none"> 1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required. 2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required. 3. Good – Performance meets requirements and satisfies the expectations of the position. 4. Very Good – Performance consistently meets and often exceeds expectations. 5. Excellent – Performance consistently superior and exceeds expectations 		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	3	
Possesses the knowledge required to perform the job effectively.	4	
Quality/Quantity Of Work		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	3	
Uses available resources/technology available to achieve quality, service and productivity.	3	
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	4	
Communicates with people at all levels	3	
Maintains confidentiality at all levels.	4	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	3	
Always meets the deadlines	4	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	3	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
Initiative		
Demonstrates the ability to work with minimal supervision	3	
Suggests new processes and tries new learning experiences.	4	
Shares and is receptive to new ideas	4	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	3	
Uses and maintains all equipment/appliances/machinery properly	4	
Team work		
Offers assistance to others	4	
Overall Performance		

M. V. Wasnikar
Principal
A.Y.K.K.'s College of Education,
DHULE.

Mamisha Dusane
Mamisha Dusane



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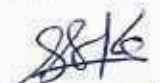
Date -

Non-Teaching Staff Performance Appraisal Form

Employee Name: Sanjay S. Kude	Position: Head Clerk	
Supervisor's Name: Prof. M.V. Wasnikar	Evaluation Period: 2018 to 2023	
Rating scale		
1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.		
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.		
3. Good – Performance meets requirements and satisfies the expectations of the position.		
4. Very Good – Performance consistently meets and often exceeds expectations.		
5. Excellent – Performance consistently superior and exceeds expectations.		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	Good	
Possesses the knowledge required to perform the job effectively.	Good	
Quality/Quantity Of Work		
Completes work with minimal errors	Good	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	V. Good	
Uses available resources/technology available to achieve quality, service and productivity.	Good	
Interpersonal Skills		
Has the ability to work effectively with people at all levels (shows respect, sensitivity, courtesy, and flexibility)	V. Good	
Communicates with people at all levels	Good	
Maintains confidentiality at all levels.	Good	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	Good	
Always meets the deadlines	Good	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	Good	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	V. Good	
Initiative		
Demonstrates the ability to work with minimal supervision	Good	
Suggests new processes and tries new learning experiences.	Good	
Shares and is receptive to new ideas	Good	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	Good	
Uses and maintains all equipment/appliances/machinery properly	Good	
Team work		
Offers assistance to others		
Overall Performance	Good	


Principal
A.Y.K.K.'s College of Education
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(Sanjay S. Kude)



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Date :-

Non-Teaching Staff Performance Appraisal Form

Employee Name: Krushna Sukram Pawara	Position: Sr. Clerk	
Supervisor's Name	Evaluation Period: 2018 TO 2022	
Rating scale		
1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.		
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.		
3. Good – Performance meets requirements and satisfies the expectations of the position.		
4. Very Good – Performance consistently meets and often exceeds expectations.		
5. Excellent – Performance consistently superior and exceeds expectations		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	Good	
Possesses the knowledge required to perform the job effectively.	Good	
Quality/Quantity Of Work		
Completes work with minimal errors	Yes, Very Good	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	Yes, Good	
Uses available resources/technology available to achieve quality, service and productivity.	Good	
Interpersonal Skills		
Has the ability to work effectively with people at all levels (shows respect, sensitivity, courtesy, and flexibility)	Good Excellent	
Communicates with people at all levels	Good	
Maintains confidentiality at all levels.	Good	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	Good	
Always meets the deadlines	Good	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	Good	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	Good	
Initiative		
Demonstrates the ability to work with minimal supervision	Good	
Suggests new processes and tries new learning experiences.	Very Good	
Shares and is receptive to new ideas	Good	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	Good	
Uses and maintains all equipment/appliances/machinery properly	Good	
Team work		
Offers assistance to others	Good	
Overall Performance		Excellent


Principal
AYKK's College of Education



Name - Krushna, Sukram Pawara




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Non-Teaching Staff Performance Appraisal Form

Employee Name: <i>Jishnu Deshpande</i>	Position: <i>peon</i>	
Supervisor's Name: <i>Prof. Saw. Wasalkar</i>	Evaluation Period: <i>2018 To 2020</i>	
Rating scale		
1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.		
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.		
3. Good – Performance meets requirements and satisfies the expectations of the position.		
4. Very Good – Performance consistently meets and often exceeds expectations.		
5. Excellent – Performance consistently superior and exceeds expectations		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	<i>3</i>	
Possesses the knowledge required to perform the job effectively.	<i>4</i>	
Quality/Quantity Of Work		
Completes work with minimal errors	<i>4</i>	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	<i>3</i>	
Uses available resources/technology available to achieve quality, service and productivity.	<i>3</i>	
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	<i>4</i>	
Communicates with people at all levels	<i>3</i>	
Maintains confidentiality at all levels.	<i>4</i>	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	<i>3</i>	
Always meets the deadlines	<i>4</i>	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	<i>3</i>	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	<i>4</i>	
Initiative		
Demonstrates the ability to work with minimal supervision	<i>3</i>	
Suggests new processes and tries new learning experiences.	<i>4</i>	
Shares and is receptive to new ideas	<i>4</i>	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	<i>3</i>	
Uses and maintains all equipment/appliances/machinery properly	<i>4</i>	
Team work		
Offers assistance to others	<i>4</i>	
Overall Performance		

V. Bonalane
Principal
AYKK's College of Education
DHULE



Jishnu Deshpande
Peon



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Date :-

Non-Teaching Staff Performance Appraisal Form

Employee Name: <i>Raju Zingra Parth</i>	Position: <i>Pran.</i>	
Supervisor's Name: <i>Dr. Prof. M. V. Wastaker</i>	Evaluation Period: <i>2018 To 2019</i>	
Rating scale		
<ol style="list-style-type: none"> 1. Unsatisfactory - Performance does not meet expectations. Performance improvement plan required. 2. Needs Improvement - Performance sometimes meets expectations. Performance improvement plan required. 3. Good - Performance meets requirements and satisfies the expectations of the position. 4. Very Good - Performance consistently meets and often exceeds expectations. 5. Excellent - Performance consistently superior and exceeds expectations. 		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	<i>3</i>	
Possesses the knowledge required to perform the job effectively.	<i>4</i>	
Quality/Quantity Of Work		
Completes work with minimal errors	<i>4</i>	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	<i>3</i>	
Uses available resources/technology available to achieve quality, service and productivity.	<i>3</i>	
Interpersonal Skills		
Has the ability to work effectively with people at all levels (shows respect, sensitivity, courtesy, and flexibility)	<i>4</i>	
Communicates with people at all levels	<i>3</i>	
Maintains confidentiality at all levels.	<i>4</i>	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	<i>3</i>	
Always meets the deadlines	<i>4</i>	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	<i>3</i>	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	<i>4</i>	
Initiative		
Demonstrates the ability to work with minimal supervision	<i>3</i>	
Suggests new processes and tries new learning experiences.	<i>4</i>	
Shares and is receptive to new ideas	<i>4</i>	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	<i>3</i>	
Uses and maintains all equipment/appliances/machinery properly	<i>4</i>	
Team work		
Offers assistance to others	<i>4</i>	
Overall Performance		

Dr. Pravin
Principal
AYKK's College of Education
Dhule



राजु झिंगरा पार्थ
Raju Zingra Parth



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Non-Teaching Staff Performance Appraisal Form

Employee Name: <i>Smt. Pradiptha G. Patil</i>	Position: <i>Class room</i>	
Supervisor's Name: <i>Prof. Sec. M.N. Wadkar</i>	Evaluation Period: <i>2018-2023</i>	
Rating scale		
<ol style="list-style-type: none"> Unsatisfactory - Performance does not meet expectations. Performance improvement plan required. Needs Improvement - Performance sometimes meets expectations. Performance improvement plan required. Good - Performance meets requirements and satisfies the expectations of the position. Very Good - Performance consistently meets and often exceeds expectations. Excellent - Performance consistently superior and exceeds expectations. 		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	3	
Possesses the knowledge required to perform the job effectively.	4	
Quality/Quantity Of Work		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	3	
Uses available resources/technology available to achieve quality, service and productivity.	3	
Interpersonal Skills		
Has the ability to work effectively with people at all levels (shows respect, sensitivity, courtesy, and flexibility)	4	
Communicates with people at all levels	3	
Maintains confidentiality at all levels.	4	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	3	
Always meets the deadlines	4	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	3	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
Initiative		
Demonstrates the ability to work with minimal supervision	3	
Suggests new processes and tries new learning experiences.	4	
Shares and is receptive to new ideas	4	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	3	
Uses and maintains all equipment/appliances/machinery properly	4	
Team work		
Offers assistance to others	4	
Overall Performance		

Pradiptha G. Patil
Principal
 AYKK's College of Education
 DHULE



Pradiptha G. Patil
Principal



Abhay Yuva Kalyan Kendra's

COLLEGE OF EDUCATION

New Mumbai Agra Road, Dhule 424004 (Maharashtra) 02562-230010

(Affiliated to K.B.C.N.M.U. Jalgaon)

College Code – 200013

NCTE Code - 113011

Outward No. AYKK/CE/ /20

Date -

Non-Teaching Staff Performance Appraisal Form

Employee Name: <i>Divakar Khanderao Bhat</i>		Position: <i>peon</i>	
Supervisor's Name <i>prof. sa. Wastaike</i>		Evaluation Period: <i>2018 To 2019</i>	
Rating scale			
1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.			
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.			
3. Good – Performance meets requirements and satisfies the expectations of the position.			
4. Very Good – Performance consistently meets and often exceeds expectations.			
5. Excellent – Performance consistently superior and exceeds expectations			
Particulars	Rating	Comments	
Job Knowledge & Skills			
Demonstrates an understanding of job duties and responsibilities	<i>3</i>		
Possesses the knowledge required to perform the job effectively.	<i>4</i>		
Quality/Quantity Of Work			
Completes work with minimal errors	<i>4</i>		
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	<i>3</i>		
Uses available resources/technology available to achieve quality, service and productivity.	<i>3</i>		
Interpersonal Skills			
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	<i>4</i>		
Communicates with people at all levels	<i>3</i>		
Maintains confidentiality at all levels.	<i>4</i>		
Planning & Organization			
has the ability to organize the workload efficiently and effectively	<i>3</i>		
Always meets the deadlines	<i>4</i>		
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	<i>3</i>		
Decision Making			
Recognizes when a higher authority should be consulted in respect to certain decisions.	<i>4</i>		
Initiative			
Demonstrates the ability to work with minimal supervision	<i>3</i>		
Suggests new processes and tries new learning experiences.	<i>4</i>		
Shares and is receptive to new ideas	<i>4</i>		
Safety Measure			
Follows all rules, practices and procedures as required for the job.	<i>3</i>		
Uses and maintains all equipment/appliances/machinery properly	<i>4</i>		
Team work			
Offers assistance to others	<i>4</i>		
Overall Performance			

S. S. Borawane
Principal
AYKK's College of Education
DHULE



Divakar Khanderao Bhat
DL