

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Shri. Vartak Dilip Harishchandra
Date of Birth	01/03/1969
Date of Joining	03/09/1990
Designation	Registrar
Department	office
Address	A/404, Subway Residency, opp. Railway Subway, Vivara (E)
Mobile Number	9860110006
Email Address	dilipvartak68@gmail.com
Work Experience	32 years
Qualification	M.Com.

2. Job Description: Administration

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
Purchase Committee	To call quotation prepare comparative statement
Canteen Committee.	Visit daily to canteen and check food quality & cleanliness & cleanliness.

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
College Exam. (FY/IV)	Administration Regarding/Related Exam.
University Exams (TY)	Administration Related Exam.

6. Other Institutional Responsibilities undertaken: Preparation of Records, cleanliness, ~~and~~ observe discipline in premises, students security

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

Take regular meetings of the staff members and guide them.

8. Suggestions for self-improvement:

To set goals, learn new skills, practice, be with positive people.

Place: Vasai (W), Palghar 401202.

Date:

*M. K. Kulkarni*  
28/10/2023  
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	5	
Decision Making	4	
Taking Initiative	4	
Overall Performance	5	

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

Signature of Office Incharge

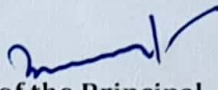
III. Observations of the Principal

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..... Can shoulder any type of duties.  
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Place: Vasai (West), Palghar-401202.

Date:



  
Signature of the Principal  
PRINCIPAL

VIDYAVARDHINI'S A. V. COLLEGE OF  
ARTS, K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401 202.