

Vidyavardhini's A.V. College of Arts, K.M. College of Commerce
& E.S.A. College of Science.
Vasai Road (w), Dist. Palghar - 401 202.

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Sadashiv Nagnath Jathade
Date of Birth	20-11-1972
Date of Joining	19-05-2003
Designation	Office Superintendent
Department	Office
Address	A.V. College, Vasai, Dist. Palghar
Mobile Number	9861278552
Email Address	sadashivjathade@gmail.com
Work Experience	TOTAL: 20 years.
Qualification	Bachelor of Commerce

2. Job Description: Senior college Aided staff overall Grant work
Yearly Budget, Arrears of Teaching & non-teaching staff
Yearly Audit Assessment of JD & A.C.
Jr. college Grant/Audit work.
Update work duties assigned to Jr. 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/ 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
Jr. College Cultural Committee	"SHRANAY GARI" SINGING POEM.

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
Mumbai [TY] University	CAP- Paper Assessment - MODERATION Remuneration/ACCOUNT WORK

6. Other Institutional Responsibilities undertaken: 1

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

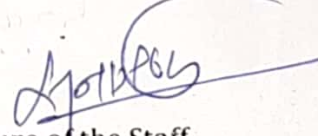
Co-ordinate with staff of the various workshop/ Admission Portal organised by Higher Education and Software Authorities.

8. Suggestions for self-improvement:

- Acquiring knowledge of Pay fixation/ Pension work
- Developing good working environmental atmosphere among staff
- Acquiring updated new skills.

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	5	
Quality of Work	5	
Quantity of Work	5	
Inerpersonal Skills	5	
Punctuality & Attendance	5	
Decision Making	5	
Taking Initiative	5	
Overall Performance	5	

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


Signature of Office Incharge

REGISTRAR
A. V. COLLEGE OF ARTS
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal


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Kindly look after
all other work in absence
of higher authority

Place: Vasai (West), Palghar-401202.

Date:




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