

Self Appraisal Form for Non-Teaching Staff

1. To be filled by the employee:

1. General Information of the staff member:

Name	Mrs. Sudha - Govind Varthe
Date of Birth	25/07/1967
Date of Joining	11/12/1989
Designation	Head Clerk
Department	Office
Address	Bhaskar Ali. Ben. Palit Vasai 401201
Mobile Number	9764609535
Email Address	Sudhavarthe1940@gmail.com
Work Experience	34 Years
Qualification	S.S.C.

2. Job Description: EBC/PTC/STC/Rajshree Shahu Maharaj Scholarship
Work, Master Record, Leave Record, TY Exam. fees Record,
other etc

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

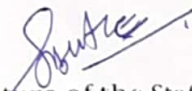
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

Date: 28/8/2023


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	3	
Inerpersonal Skills	3	
Punctuality & Attendance	5	
Decision Making	3	
Taking Initiative	4	
Overall Performance	4	

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


Signature of Officer in-charge


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

III. Observations of the Principal

Kindly complete the
computer and classes
and technology.

Place: Vasai (West), Palghar-401202.
Date:




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