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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	Shri Yashwant Kedar Chaudhari
Date of Birth	20/11/1968
Date of Joining	16/05/1990
Designation	Sr. Clerk
Department	Office
Address	Jawhar Road, Mumpodpada, Near Pushpale Aluminium Factory, Dahisar Rd. (E) Dist. Palghar
Mobile Number	9028640304
Email Address	y.k.chaudhari01@gmail.com
Work Experience	33 Years
Qualification	S.S.C. Pass.

2. Job Description: FYBA/Bcom/Bsc. Enrollment and Eligibility Work
Tribal Development Department (Tribal students) Scholarship and Freship work
(ST)

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

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:

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

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

Manzil
REGISTRAR
Signature of Office Incharge
A. V. COLLEGE OF ARTS
K. J. SOMAIYA COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

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open and should do
same.*

Place: Vasai (West), Palghar-401202.

Date:



[Handwritten Signature]
PRINCIPAL
Signature of the 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.