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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

1. To be filled by the employee:

1. General Information of the staff member:

Name	SHRI. DILIP SHANTARAM GOSAVI.
Date of Birth	23/04/1923
Date of Joining	01/09/1990
Designation	SENIOR CLERK
Department	OFFICE
Address	102, Street Vinayak Chs, Umel/man Vasai Road-west, Dist-Palghar.
Mobile Number	9804241729
Email Address	gosavichlip89@gmail.com
Work Experience	32 yrs
Qualification	H.S.C.

2. Job Description: PAY FIXATION, PENSION, CORRESPONDENCE
OF NON-TEACHING & TEACHING STAFF &
OTHER OFFICE WORK.

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
	Maintain of SERVICE BODC (ONLINE COURSE)	01	ST. JOSEPH COLLEGE, SATAPATA	VIRAR 25/5/2020

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed

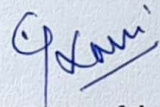
6. Other Institutional Responsibilities undertaken: Arrangement of Meetings & Minutes of meeting

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

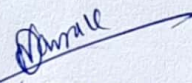
Date:


Signature of the Staff

Part II: To be filled by the Officer in-charge

Parameter	Rating	Remarks
Job Knowledge & Skills	S	
Quality of Work	S	
Quantity of Work	S	
Inerpersonal Skills	S	
Punctuality & Attendance	S	
Decision Making	S	
Taking Initiative	S	
Overall Performance	S	

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


REGISTRAR
Signature of Office Incharge
K. M. C. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

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Handwritten note in blue ink:
अच्छे अद्यक्षे म्नेद
अपुत्रे सिध्ने म्नेद

Place: Vasai (West), Palghar-401202.

Date:



Handwritten signature in blue ink above the text.
PRINCIPAL
Signature of the Principal
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401202.