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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	Mr. Jayprakash Janardan Mhatre
Date of Birth	30/01/1976
Date of Joining	05/07/1995
Designation	JR. Clerk
Department	Office
Address	293, Raigad, Utan road, Madhali ali, Near Mhatre Kirana Mart, Bhayander (w)
Mobile Number	9222192987
Email Address	jimhatre@r...
Work Experience	27 Years
Qualification	BA

2. Job Description: SC Scholarship / Freeship, SR college student
Railway Concession, other Admmission 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/ 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
FY/SY/TY BA.Bcom.Bsc.	Junior supervisor

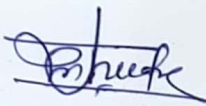
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

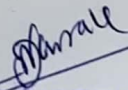
Date: 28/08/2023


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	5	
Overall Performance	5	

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


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

III. Observations of the Principal

.....
..... *Very Good in work.*

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



[Handwritten Signature]
PRINCIPAL:
VIDYAVARDHINI'S A. V. COLLEGE OF
SCIENCE
Signature of the Principal
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.