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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	MS. PATIL HARSHALA DAMODAR
Date of Birth	14/01/1979
Date of Joining	09/12/2014
Designation	JUNIOR CLERK
Department	OFFICE
Address	A.V. COLLEGE VASAI ROAD (w)
Mobile Number	9011229986
Email Address	harshalapatil286@gmail.com.
Work Experience	10 years.
Qualification	B.A.

2. Job Description: _____

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:

Patil
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	3	
Decision Making	3	
Taking Initiative	3	
Overall Performance	3	

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

Dhanraj
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

Very Good in her duty

Place: Vasai (West), Palghar-401202.

Date:



Signature of the Principal

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