

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. Dinesh Sitaram Gasari
Date of Birth	19/01/1983
Date of Joining	19/12/2014
Designation	Jr. Clerk
Department	office.
Address	B-101, Vroad Vinayak Apt. Umelman Vasai (w)
Mobile Number	8390252140.
Email Address	dineshgsr1983@gmail.com.
Work Experience	09 Years
Qualification	T.J.B.A.

2. Job Description: N.T. Scholarship, Free Ship, Tech & Non Tech-  
P.F. Work, Transcript Sr. college, CoR Certificate,  
Tech & Non-Tech. Medical Bill. T.J.B. com University form & eq.  
Sr. college Admission,

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
		NIL			

#### 5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution
	NIL

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
University Exam	Understand & supervise work.

6. Other Institutional Responsibilities undertaken: \_\_\_\_\_

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

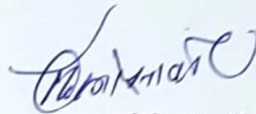
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8. Suggestions for self-improvement:

\_\_\_\_\_

Place: Vasai (W), Palghar 401202.

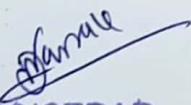
Date:

  
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	M	
Taking Initiative	M	
Overall Performance	S	

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

  
**REGISTRAR**  
K. M. COLLEGE OF ARTS  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

Very Good in his stipulated work.

Place: Vasai (West), Palghar-401202.

Date:



*[Handwritten Signature]*  
PRINCIPAL  
VIDYAVARDHINI'S A. V. COLLEGE OF  
ARTS, K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401202.