

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mrs. Shraddha Suresh Kotare
Date of Birth	05/10/1982
Date of Joining	02/02/2015
Designation	Junior clerk
Department	Office
Address	Flat No. 504/A wing; Om Sai Ram Soci; Behind Hubtown; Andheri East Mumbai 400069
Mobile Number	9372264540 / 9223224999
Email Address	Shraddha.kotare@arc.ac.in
Work Experience	8 yrs 7 months.
Qualification	M. Lib, M. Com, Pet

2. Job Description: AISHE/MIS/Student statistics/Affiliation/  
TY & SY Online admission process/Online TC/Repeater student  
AKH ATKT form, Teaching & Non-Teaching DePs work, Exam  
Junior supervisor, Exam related mails.

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
1	1 <sup>st</sup> Series of Research Programme in Commerce and Management	01	University of Mumbai	Ranade Bhavan (Kalina). 07/12/2022 at - 1.30 to 5pm.

#### 5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
University of Mumbai	<del>Junior</del> 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: 06/9/2023

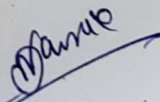


Signature of the Staff

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

III. Observations of the Principal

.....  
..... *Good in her work* .....

Place: Vasai (West), Palghar-401202

Date:



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