

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Paresh Ramesh Kharpade
Date of Birth	10/11/1985
Date of Joining	30/03/2013
Designation	JR clerk
Department	office.
Address	
Mobile Number	9763352737
Email Address	pareshkharpade85@gmail.com
Work Experience	
Qualification	12 th Arts.

2. Job Description: Inward out board

3. Academic Qualification Added in the current year, if any: - Nil -

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

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	Super Junior SUPERVISOR.
	TY BA, Bcom, Bsc. Mcom, MA.
	Idol.

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:

P.R. Kharpade
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	5	
Quantity of Work	5	
Inerpersonal Skills	4	
Punctuality & Attendance	5	
Decision Making	4	
Taking Initiative	4	
Overall Performance	5	

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

[Signature]
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

Good in his stipulated duty. dutter.

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
VIDYAVARDHINI'S A. V. COLLEGE OF
SCIENCE & COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.