

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	SANTOSH BALIRAM CHAVAN.
Date of Birth	05/02/1979
Date of Joining	23/03/2009
Designation	CLERK.
Department	OFF.
Address	Dewan AP. NO 3. ROOM. NO. 123. Vasai
Mobile Number	8779492201
Email Address	santosh9702522012@gmail.com
Work Experience	14 years
Qualification	M.A.

2. Job Description: T.Y.B.A. B.com, BSc, Result, RLE  
R.P.V. University Exam work, T.Y.B.A/B.com/  
RSC. Document Verification

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

#### 5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
T.Y. B.A.	(Jr Clerk. Understudy)
T.Y. B.Com	
T.Y. B.S.C	
M.A. M.S.C. IT	
M.Com	

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

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

\_\_\_\_\_

8. Suggestions for self-improvement:

\_\_\_\_\_

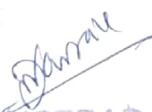
Place: Vasai (W), Palghar 401202.  
Date:

  
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	4	
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

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..... God in his work .....  
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Place: Vasai (West), Palghar-401202.

Date:



  
PRINCIPAL  
VICTAYARATHES V. COLLEGE OF  
Signature of the Principal  
V.S.A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401202.