

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	Mr. Ravindra shunkeer Ghodvande
Date of Birth	17/04/1970
Date of Joining	01/08/1995
Designation	Library Attendant
Department	Plathematics
Address	Vajreshwari Road, Near zilla Parishad School Madhe, siliwan Vasai East 401208
Mobile Number	9764732894
Email Address	ghodvinderavindra5524@gmail.com
Work Experience	28 years
Qualification	9 class pass

2. Job Description: Computer Laboratory clerk

3. Academic Qualification Added in the current year, if any: 9 class pass

**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
practical examination	

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

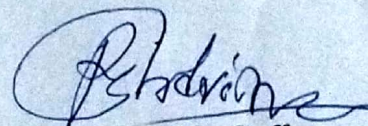
7. Job Related Initiative undertaken by the Non-teaching staff members:

\_\_\_\_\_

8. Suggestions for self-improvement:

\_\_\_\_\_

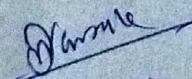
Place: Vasai (W), Palghar 401202.  
Date:

  
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	3	
Taking Initiative	3	
Overall Performance	4	

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

  
REGISTRAR

Signature of Officer in-charge  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

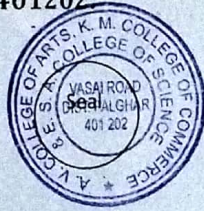
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III. Observations of the Principal

.....  
..... *Very good in his duty.* .....

Place: Vasai (West), Palghar-401202

Date:



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