

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Tejashri. Amit Lant
Date of Birth	26/02/1989
Date of Joining	02/09/2022
Designation	Account
Department	Account- Department.
Address	D-103, Prathamesh Apt Virar(w)
Mobile Number	9833898159
Email Address	tejuchaudharis9@gmail.com.
Work Experience	Samsung (Account). 13 years.
Qualification	B.Com.

2. Job Description: Working on Tally. ERP. 9.0.
Considering daily Activities like:-

- i) Generating Bills, Cash & Bank voucher, sales order, Pur. order,
- ii) Cash collection counter.

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.	Computer Course	3 month.		
2.	Tally (ERP. 9)			
3.	C++ , M-SQL.			
4.	Windows 9x /XP/2000			

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

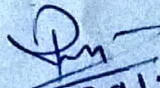
Name of Examination	Duty Performed

6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

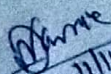
Place: Vasai (W), Palghar 401202.
Date:


29/8/23
Signature of the Staff

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

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

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


11/11/2023
REGISTRAR
E. S. A. COLLEGE OF ARTS
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal


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taking Active part in her work.

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
VIDYAVARDHINI S. A. V. COLLEGE OF
SCIENCE
Signature of the Principal
S. A. L. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202