

(54)

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	SHAH GAUTAM MANISH BHAI
Date of Birth	4 th JULY 1996
Date of Joining	31 JULY 2019
Designation	PEON
Department	OFFICE
Address	201 SUKHMANI BLDG ANAND NAGAR VASAI (W)
Mobile Number	9049998391 / 9579068719
Email Address	gautamsinter96@gmail.com
Work Experience	Two years experience in diploma collage
Qualification	F.Y. B.A

2. Job Description: OFFICE ACCOUNT DEPARTMENT

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/ Attended	Workshop/Seminar	No of Days	Organised by	Place and Date
	MSCIT		3 mo	UNIVERSAL COMPUTER	

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
JR COLLEGE XI	ADMISSION DUTY

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:

Arantom
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	3	
Punctuality & Attendance	5	
Decision Making	3	
Taking Initiative	4	
Overall Performance	4	

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

Dhanraj
REGISTRAR
A. V. COLLEGE OF ARTS
Signature of Office Incharge
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

Good in work.

Place: Vasai (West), Palghar-401202.

Date:



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

Signature of the Principal