

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	NIHAR SANJAY CHORGHE
Date of Birth	26/12/1997
Date of Joining	3/08/2022
Designation	PEON
Department	LIBRARY
Address	AT-POST. NIRMAL, TALLASOPARA (W) (RAWAR)
Mobile Number	8412920608
Email Address	niharchorghe26@gmail.com,
Work Experience	2 years.
Qualification	S.Y. BCom.

2. Job Description: _____

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

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed

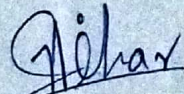
6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

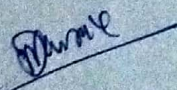
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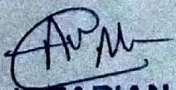

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	4	
Quantity of Work	4	
Inerpersonal Skills	3	
Punctuality & Attendance	4	
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
A. V. COLLEGE OF ARTS
Signature of Officer in-charge
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202.


LIBRARIAN
A. V. COLLEGE OF ARTS,
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.


III. Observations of the Principal

Reliable staff

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
VIJAYARDHINI K. V. COLLEGE OF
Signature of the Principal
E. B. L. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401202