

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:

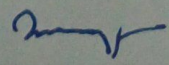
1. General Information of the staff member:

Name	MR. PRANAY MADHUKAR GHARAT
Date of Birth	26 TH NOVEMBER 1978
Date of Joining	15 TH SEPTEMBER 2004
Designation	
Department	UNAIDED COURSES
Address	B-1, GOPAL DHAN, GHARAT WADI, HOLI-VASAI
Mobile Number	9881276667
Email Address	pmgharat08@gmail.com
Work Experience	24 YEARS
Qualification	<u>B.Com.</u>

401201

2. Job Description: ADMINISTRATION, CLERICAL AND
FINANCE & ACCOUNTS OF ALL UNAIDED COURSES

3. Academic Qualification Added in the current year, if any: -NO-



4. Improvement in Professional Competency: — NIL —

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
NIL					

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution
1. ADMISSION COMMITTEE UNAIDED COURSES	→ OVERALL ADMISSION PROCESS → INFORMATION MGT. → MERIT LISTS PREPARATION → UNIVERSITY CORRESPONDANCE
2. NAAC DOCUMENTATION	→ OBSERVATION & GUIDENCE REGARDING OFFICE DOCUMENTATION & FILING
3. WEBSITE DEVELOPMENT	→ AS A MEMBER OF COMMITTEE-

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
UNIVERSITY EXAMS OF ALL DEPARTMENTS.	ONLINE EXAM. APPLICATIONS PROCESSING
	UNIVERSITY CORRESPONDENCE
	SOLVING STUDENTS' ISSUES REGARDING RESULTS AT UNIVERSITY

6. Other Institutional Responsibilities undertaken: CONTRIBUTING TO INFRASTRUCTURE DEVELOPMENT & MAINTENANCE.

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

COMMUNICATING JOB OPPORTUNITIES TO ELIGIBLE STUDENTS RECEIVED FROM AGENCIES/ COMPANIES.

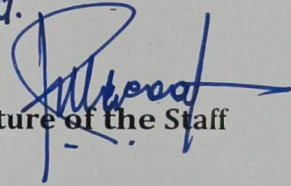
8. Suggestions for self-improvement:

1). Improvement in Health Conditions and Mental Stability, to improve Administration and maintain the same for benefit of Department.

Place: Vasai (W), Palghar 401202.

Date: 11.11.2023

Signature of the Staff



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

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

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

Signature of Office Incharge

III. Observations of the Principal

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Praveen G. Jadhav

Place: Vasai (West), Palghar-401202.
Date:



Praveen G. Jadhav
Signature of the Principal
PRINCIPAL
VIDYAVARDHINI'S A. V. COLLEGE OF ARTS
K. M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.