

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	Pallavi Hemendra Raut
Date of Birth	08 June 1979
Date of Joining	01/01/2008
Designation	clerk
Department	Office (Unaided Courses)
Address	'Punmyai' Nalla Bhandarali, Nallasopara-w
Mobile Number	9049758909
Email Address	Pallaviraut1979@gmail.com
Work Experience	15 Year's
Qualification	H.S.C. Pass.

2. Job Description: UG & PG Admission / Exams (Online)
Scholarships, UG & PG Statistics

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

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

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
UG & P.G. Exams	→ Online Exam- Forms Processing → Students queries solving regarding Results

6. Other Institutional Responsibilities undertaken:

Assisting in
Mgt & Institutional Related work through
Seniors,

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

all

8. Suggestions for self-improvement:

Improvement in Communication
Skills.

Place: Vasai (W), Palghar 401202.

Date: 2/12/2023

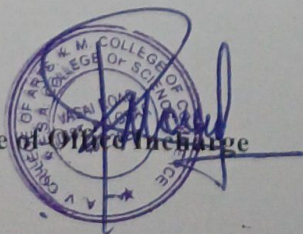
Signature of the Staff

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	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)

Signature of Officer in-charge



1-4 DEC 2023

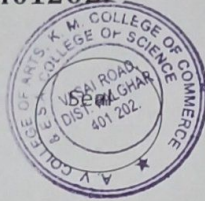
III. Observations of the Principal

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Place: Vasai (West), Palghar-401202.

Date:



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**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.