

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mrs. Vaishali Makarand Gharat
Date of Birth	12 th June 1974
Date of Joining	1 st July 2007
Designation	Jr. Clerk
Department	Unaided Courses
Address	Gharat wadi, Holi Bazar, Vasai (w) Tal-Vasai, Dist. Palghar
Mobile Number	9767013292
Email Address	gharat.vaishali75@gmail.com
Work Experience	16 Years
Qualification	M.A. (Part-I)

2. Job Description: Fees Collection, Transfer Certificate
Bona fide, NOC, Inward & Outwards, Fee Register

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
<u>University Exams</u>	- Supervision Duty as & when needed
	- Collection of Exam. fees & Exam. forms

6. Other Institutional Responsibilities undertaken: _____

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

_____ NO _____

8. Suggestions for self-improvement:

_____ Improvement in Communication Skills
(Oral & Drafting) _____

Place: Vasai (W), Palghar 401202.

Date: 02/12/2023

Whorath
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	3	
Inerpersonal Skills	3	
Punctuality & Attendance	3	
Decision Making	3	
Taking Initiative	3	
Overall Performance	3	

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

[Signature]
Signature of Office Incharge

4 DEC 2023

III. Observations of the Principal

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



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PRINCIPAL
VIDYAVARDHINI'S A.V. COLLEGE OF ARTS
& R.M. COLLEGE OF COMMERCE
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401 202.