

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 & PG Exams	University Coordination
	→ Supervision duty as & when required
	→ Students queries solving related to <u>Regms.</u>

6. Other Institutional Responsibilities undertaken: NA

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

8. Suggestions for self-improvement: Updation in Computer Skills, Communication Skills.

Place: Vasai (W), Palghar 401202.

Date: 02/12/2023

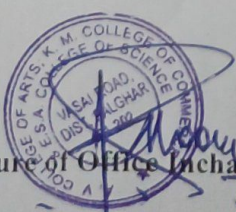
[Signature]
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	<u>3</u>	
Quality of Work	<u>3</u>	
Quantity of Work	<u>2</u>	
Inerpersonal Skills	<u>2</u>	
Punctuality & Attendance	<u>4</u>	
Decision Making	<u>2</u>	
Taking Initiative	<u>2</u>	
Overall Performance	<u>3</u>	

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

[Signature]
Signature of Officer Incharge



- 4 DEC 2023

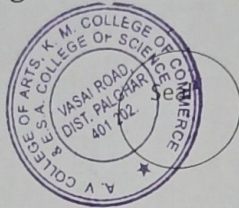
III. Observations of the Principal

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Place: Vasai (West), Palghar-401202.

Date:



[Handwritten signature]

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.