

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:**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Date of Joining</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Address</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Work Experience</b>	
<b>Qualification</b>	

**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:**

<b>Sr No</b>	<b>Course/ Workshop/Seminar Attended</b>	<b>No of Days</b>	<b>Organised by</b>	<b>Place and Date</b>

**5. Participation in College Activities:**

**i. Details of participation in College Committees:**

<b>Committees</b>	<b>Contribution</b>

**ii. Participation in Exam Duties:**

<b>Name of Examination</b>	<b>Duty Performed</b>

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.

Date:

Signature of the Staff

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

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

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

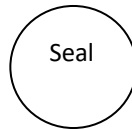
Signature of Office Incharge

**III. Observations of the Principal**

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

**Date:**



**Signature of the Principal**