

MCM DAV College for Women, Chandigarh
Self-Appraisal Form : Non-Teaching Staff

Permanent / Temporary Employee
Session

1. General Information

a.	Name	
b.	Address (Residential)	
c.	Address(Permanent)	
d.	Mobile Number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Date of Joining in this Institution	
j.	Work Experience (Total) (This Institution + Other Institutions)	

2. Job Description / Nature of Job: _____

3. Academic Qualification Added in the current year, if any:

4. Improvement of Professional Competence:

Details regarding attending – Workshops/Courses/FDPs/Any Other (current year):

No	Course/ Workshop Details	No. of Days	Organisers/ Sponsoring Agency	Place and Date
1				
2				
3				
4				
5				

5. Participation in Corporate Life:

i. Details of the work undertaken in College Committees/ Other Tasks

Committees	Contribution

ii. Participation in Examination Duties:

Examination	Duty Performed

6. Other Institutional Responsibilities Undertaken

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7. Job related Initiative/s Undertaken

8. Future Plans _

Signature