

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	KRUPAL DILIP SHINDE
Date of Birth	04/09/1988
Date of Joining	02/02/2015
Designation	Assistant Librarian
Department	Library
Address	C/601, Blue Mount Edifice CHSL, Suncity, Vasai (w)
Mobile Number	9405595101
Email Address	shindekrupal@gmail.com
Work Experience	8 Years
Qualification	BSc IT, M.Lib.I.Sc.

2. Job Description: The Assistant Librarian plays a crucial role in the management and operation of the college library. This individual supports the librarian in various tasks related to collection development, user assistance, and administrative functions.

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:

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

**5. Participation in College Activities:**

i. Details of participation in College Committees:

Committees	Contribution
media committee	To take a printout of the college related news published in newspaper, and to keep the same in newspaper clipping file and make it available whenever the committee needs records.

ii. Participation in Exam Duties:

Name of Examination	Duty Performed

6. Other Institutional Responsibilities undertaken: \_\_\_\_\_

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

8. Suggestions for self-improvement:

more opportunities should be given to the non teaching staff in various committees of the college, and short term session should be conducted for non teaching staff on various subjects like communication skills and personality development, stress and time management, and computer skills.

Place: Vasai (W), Palghar 401202.  
Date:

Iskinder  
Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4	
Quality of Work	5	
Quantity of Work	4	
Inerpersonal Skills	5	
Punctuality & Attendance	4	
Decision Making	4	
Taking Initiative	4	
Overall Performance	4	

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

Wanve  
Signature of Office Incharge  
**REGISTRAR**  
A. V. COLLEGE OF ARTS -  
K. M. COLLEGE OF COMMERCE  
E. S. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202

Asm  
**LIBRARIAN**  
A.V. COLLEGE OF ARTS,  
K. M. COLLEGE OF COMMERCE,  
E.S.A. COLLEGE OF SCIENCE,  
VASAI ROAD (W), DIST. PALGHAR.



III. Observations of the Principal

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Place: Vasai (West), Palghar-401202.

Date:



  
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.