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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:**

|                 |   |
|-----------------|---|
| Name            | RAJESH GORAKHNATH PATIL                   |
| Date of Birth   | 16 MARCH 1968                             |
| Date of Joining | 03 JULY 1995                              |
| Designation     | JR. CLERK                                 |
| Department      | LIBRARY                                   |
| Address         | 26-A, KRISHNA SMRUTI, AT. UMELMAN, VASAI- |
| Mobile Number   | 7798949766                                |
| Email Address   | rajeshpatil24098@gmail.com                |
| Work Experience | 8 years Office & 20 years Lib. (28-years) |
| Qualification   | M.LIB & In. SCI.                          |

2. Job Description: The Library Clerk plays a vital role in supporting the day-to-day operations of the College library.

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 |
|------------|--------------|
|            |              |
|            |              |
|            |              |
|            |              |

ii. Participation in Exam Duties:

| Name of Examination | Duty Performed |
|---------------------|----------------|
| PGD                 | Supervisor     |
| PGD/19 Exam         | Supervisor     |
| PGD/19/13C          | Invigilator    |
| PGD/19/13C          | Invigilator    |
| PGD                 | Invigilator    |

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

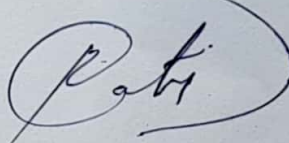
7. Job Related Initiative undertaken by the Non-teaching staff members:

\_\_\_\_\_

8. Suggestions for self-improvement:

\_\_\_\_\_

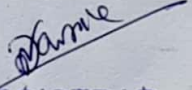
Place: Vasai (W), Palghar 401202.  
Date:

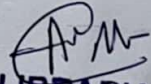
  
Signature of the Staff

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

| Parameter                | Rating | Remarks |
|--------------------------|--------|---------|
| Job Knowledge & Skills   | 4      |         |
| Quality of Work          | 3      |         |
| Quantity of Work         | 3      |         |
| Inerpersonal Skills      | 3      |         |
| Punctuality & Attendance | 4      |         |
| 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)

  
**REGISTRAR**  
Signature of Office in-charge  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

  
**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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बिना हीनने अनुमति  
केवल नैतिक अधिकार

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



*[Handwritten Signature]*  
PRINCIPAL  
SIDDYAVARDHINI'S A. V. COLLEGE OF  
Signature of the Principal  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR  
MAHARASHTRA - 401 202.