

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. BAGAL VIJAYKUMAR VILAS
Date of Birth	26/09/1988
Date of Joining	17/12/2014
Designation	LIBRARY CLERK
Department	OFFICE
Address	A/05 MADHUBAN CLASSIC SOCIETY GOKHIVARE VASAI (E) - 401208
Mobile Number	9881959677
Email Address	vijaykumarrbagal@gmail.com
Work Experience	8 Years 8 Months
Qualification	M.Lib. I.Sc, SET (Maha)

2. Job Description: Senior college student fee collect & Submission to bank, SYBsc & SYBLom student's form Inward in Mumbai University website, To Perform tasks as assigned by senior officers from time to time.

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

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
	Nil

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
TYBA/Bcom/BSc	Junior supervisor
MA/Mcom	Junior supervisor
Degree college Exam	Under study supervisor (Help other staff)

6. Other Institutional Responsibilities undertaken: checking daily newspaper's & filing cuttings of college news for media committee.

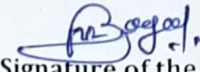
7. Job Related Initiative undertaken by the Non-teaching staff members:

8. Suggestions for self-improvement:

Send to Seminars / workshops in Library Science.

Place: Vasai (W), Palghar 401202.

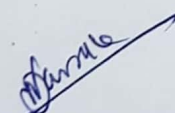
Date: 26/08/2023


Signature of the Staff

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

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

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


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

III. Observations of the Principal

.....
.....*Remedial and good in his duty*.....
.....
.....

Place: Vasai (West), Palghar-401202.

Date:



[Handwritten Signature]
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.