

64

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	Shri. Raju H. Bhoir
Date of Birth	01/06/1965
Date of Joining	01/07/1995
Designation	LIBRARY ATT.
Department	LIBRARY
Address	A PHADAKE RES. HSG. AAGASHE, VIRAR
Mobile Number	8554866930
Email Address	-
Work Experience	28 Year
Qualification	S.S.C.

2. Job Description: Library Assistant

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:

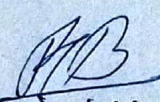
Name of Examination	Duty Performed

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:

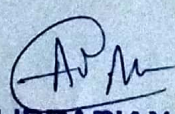

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	2	
Quantity of Work	3	
Inerpersonal Skills	2	
Punctuality & Attendance	3	
Decision Making	3	
Taking Initiative	2	
Overall Performance	3	

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


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


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


III. Observations of the Principal

Good in his duty.

Place: Vasai (West), Palghar-401202.

Date:




PRINCIPAL
VIDYAVARDHINI'S A.V. COLLEGE OF
ARTS & K.M. COLLEGE OF COMMERCE
Signature of the Principal
Vasai Road, Dist. Palghar
MAHARASHTRA - 401202