

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

| | |
|-----------------|--|
| Name | MRS. Sujata Sunil Patil |
| Date of Birth | 17/05/1982 |
| Date of Joining | 19/12/2014 |
| Designation | Library AH endant |
| Department | Library |
| Address | A/106, Siddhivinayak Chs LTD. Barampur, Vasai-west 401202 |
| Mobile Number | 9011376563 |
| Email Address | sujata.nikumbh1981@gmail.com |
| Work Experience | Work related to Lib. AHnd. (04 years) |
| Qualification | S.S.C. |

2. Job Description: Work Related to Library
AH endant post in Library Dept

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 |
|-------|------------------|------------------|------------|--------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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5. Participation in College Activities:

i. Details of participation in College Committees:

| Committees | Contribution |
|------------|--------------|
| | |
| | |
| | |
| | |

ii. Participation in Exam Duties:

| Name of Examination | Duty Performed |
|---------------------|----------------|
| | |
| | |
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| | |

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: 12/09/2023

G. S. Pelti
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 | 2 | |
| Inerpersonal Skills | 2 | |
| Punctuality & Attendance | 1 | |
| Decision Making | 3 | |
| Taking Initiative | 3 | |
| Overall Performance | 2 | |

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

Blume
REGISTRAR
A. V. COLLEGE OF ARTS
Signature of Office in-charge
E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR-401202

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

III. Observations of the Principal

.....
..... *Good in her work*

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



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PRINCIPAL
VIDYAVARDHINI'S A. V. COLLEGE OF
ARTS, K. M. COLLEGE OF COMMERCE
Signature of the Principal
Vasai Road, Dist. Palghar
MAHARASHTRA - 401 202.