

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	ANAND CHENNAIYA GANTALMONY
Date of Birth	26/10/1978
Date of Joining	15/06/2006
Designation	LIBRARY ATTENDANT
Department	LIBRARY
Address	179, FATHER MAGNELO RD. Umelman, Vasai (W)
Mobile Number	9028651611
Email Address	anandgantalmuni@gmail.com
Work Experience	17 years.
Qualification	HSC.

2. Job Description: _____

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:

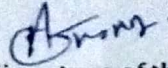
Name of Examination	Duty Performed

6. Other Institutional Responsibilities undertaken: _____

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

8. Suggestions for self-improvement:

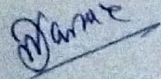
Place: Vasai (W), Palghar 401202.
Date:

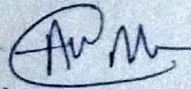

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	4	
Quality of Work	4	
Quantity of Work	4	
Inerpersonal Skills	3	
Punctuality & Attendance	4	
Decision Making	3	
Taking Initiative	3	
Overall Performance	4	

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


REGISTRAR
A. V. COLLEGE OF ARTS
Signature of Office Incharge
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

Very good in his work

Place: Vasai (West), Palghar-401202

Date:




PRINCIPAL
VIDYAVARDHINI S. A. V. COLLEGE OF
E. S. A. COLLEGE OF SCIENCE
Signature of the Principal
- VASAI ROAD, DIST. PALGHAR
MAHARASHTRA - 401202