

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	Mr. Suresh Sampat Kamble
Date of Birth	30/10/1980
Date of Joining	26/06/2006
Designation	Library Attendant
Department	Library
Address	Room No. 7 Cisiliya Lopes chawl, Meny vila Manickpur Road Manickpur Vasai (w) 401202
Mobile Number	9860639675
Email Address	kamblesuresh12353@gmail.com
Work Experience	17 Year
Qualification	SSC.

2. Job Description: 1) Dusting of books, periodicals.
2) Shelving & Display of books, newspapers, 3) Opening & closing of the Library, 4) All other such jobs as may be assigned 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

Nil

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	Peon / Attendant

6. Other Institutional Responsibilities undertaken: — Nil —

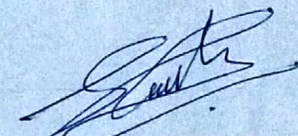
7. Job Related Initiative undertaken by the Non-teaching staff members:

8. Suggestions for self-improvement:

— Nil —

Place: Vasai (W), Palghar 401202.

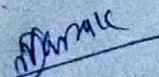
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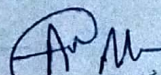

Signature of the Staff

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

Parameter	Rating	Remarks
Job Knowledge & Skills	3	
Quality of Work	3	
Quantity of Work	2	
Inerpersonal Skills	3	
Punctuality & Attendance	4	
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
S. A. V. COLLEGE OF ARTS,
K. M. COLLEGE OF COMMERCE,
E. S. A. COLLEGE OF SCIENCE,
VASAI ROAD, DIST. PALGHAR-401202.


LIBRARIAN
COLLEGE OF ARTS,
COLLEGE OF COMMERCE,
COLLEGE OF SCIENCE,
VASAI ROAD (W), DIST. PALGHAR.


III. Observations of the Principal

God in his will

Place: Vasai (West), Palghar-401202

Date:




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