

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

|                 |                                |
|-----------------|--------------------------------|
| Name            | PARESH LAXMAN PATIL            |
| Date of Birth   | 01/03/1994                     |
| Date of Joining | 02/03/2022                     |
| Designation     | LIBRARY ATT.                   |
| Department      | LIBRARY                        |
| Address         | A/205, CHANDIKA NILAS, NALGAON |
| Mobile Number   | 7378885234                     |
| Email Address   | pareshpatil5570@gmail.com      |
| Work Experience | 2 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:

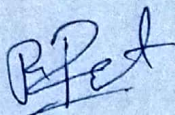
\_\_\_\_\_  
\_\_\_\_\_

8. Suggestions for self-improvement:

\_\_\_\_\_  
\_\_\_\_\_

Place: Vasai (W), Palghar 401202.

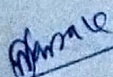
Date:

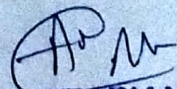
  
Signature of the Staff

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

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

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

  
**REGISTRAR**  
Signature of Office in-charge  
K. M. COLLEGE OF ARTS,  
E. S. A. COLLEGE OF COMMERCE  
VASAI ROAD, DIST. PALGHAR-401202.

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


III. Observations of the Principal

Very Good in his work

Place: Vasai (West), Palghar-401202.

Date:



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