

PART - I

SELF APPRAISAL OF NON-TEACHING STAFF FOR THE PERIOD
FROM 1ST APRIL - 2017 TO 31ST MARCH - 2018.

1	Name of the staff:	LALITHA
2	Qualification:	S.S.L.C. (B.A) Computers Basic fundamentals Kannada Typing. Jr 2sr.
3	Post held during the period:	Office Asst. (Library Department)
4	Date of Birth & Age:	15-03-1964 54 years.
5	Qualification acquired and training under gone, if any, during the period:	-
6	Date of Entry into Service:	1990-99 - October - 31st - RVGHS. Clerk 1999 - November - 01st - RVIM - office Asst
7	Duties discharged during the period (Details to be furnished).	Details Enclosed as Annexure - A
8	Disciplinary Proceedings /Absence without leave, if any, details to be furnished	-
9	Special duties entrusted, if any, during the period. Whether discharged?	Details Enclosed as Annexure - B
10	Significant Achievements if any:	-
11.	Would you like to share any areas of Improvements for the Department & the Institution:	Details Enclosed as Annexure - C

NOTE: (1) Column's which are "Not Applicable" may be indicated so by the staff.
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

Date: 10-04-2018

Lalitha
Signature of the Employee

Received on 18-09-2018

Lalitha

Name of the employee and the Institute: **LALITHA** & R.V. Institute of Management.
ethic Asst

PART III

REPORT OF THE SECRETARY

A	Whether the report given in Part II is acceptable? If not, the specific item and the reason therefore.	Yes
B	General remarks	OK

Date: 06-09-18


Signature of the Secretary

NOTE:

- 1) Information in Part -I should be obtained from the Employee within a week from 1st April each year
- 2) Categorization of the various performance factors should be done to the following appraisement

	<u>Category</u>	<u>Description</u>
1)	A	Very Good
2)	B	Good
3)	C	Average
4)	D	Below Average

- 3) The information to be given in Part-II should cover the aspects like loyalty, health, personal habits etc.
- 4) Columns which are "Not Applicable" may be indicated so by the Head of the Institution concerned.

Annexure 'A'

1. In-charge of Issue counter. Issue, Return, renewal of Library books, Magazines projects, etc. and Entering the Data in the system.
2. Processing of Newly arrived Journals, Magazines & Project reports In the respective register. Arranging of Journals and Magazines Respective racks.
3. Pasting book Pocket, Due date slips and Corner Slips on newly purchased books, & Arranging the returned books on respective racks & Pasting Barcode to new books.
4. Checking the books at the time of issue & Return intimate about binding if required.
5. To work with Assistant Librarian in processing of books, Journals, & question paper service in the Reference Section of the Library.
6. Issuing of Borrowers Cards by pasting Barcode on it.
7. Stapling, Sealing, of Daily newspaper Magazines and entering the price in the register. And Billing of Newspaper cross verifying with our price.
8. Old newspaper, old Magazines, old Journals bundling monthly once.
9. Bills Filing of Newspaper, Journals, Magazines, Books etc.

Annexure 'B'

01. Helping in Stock verification yearly once.
02. Helping in Institutional work at the time of Cultural Programme, Management Fest etc.
03. To assist in any type of work in the library & in the Institution assigned by the Superior Authorities.
04. Helping in LIC Inspection work.

Annexure 'C'