



**Dr. Ambedkar Memorial Institute of I.T. & Management Science  
Jagda, Rourkela -42**

**Performance Appraisal Form for Non-teaching Staff**

Name	Aparajita Swain
Position	Asst. Librarian
Section	
Appraisal Period	2023-2024

**Please provide short answer and attach relevant documents in support.**

**1. Details of Current Responsibilities Assigned :**

- (i) collection development (iv) Library cards  
(ii) circulation  
(iii) Book Displays

**2. No of Awareness Program, Workshop, Training attended (attach certificates):**

**3. Role in Public Relation:**

- (i) Libraries offer free access to books databases & digital platforms  
(ii) Libraries provide spaces for group collaboration.

**4. Contribution in Admission process:**

Library visit to Prospective Students.


**5. Contribution in Best Practices**

(No. of Celebration activities, Sports, Sustainability practices etc.)

**6. Any skill development /career enhancement programme acquired: Tally Prime**

**7. Any additional contributions to the institute :**

Aparajita Swain  
Signature of the Employee  
Date: 19/04/2024  
Place: Rourkela

  
Appraiser's Signature  
(Hol, Seal and Signature)  
PRINCIPAL  
Dr. Ambedkar Memorial Institute of  
I.T. & Management Science  
Jagda, Rourkela-42



Dr. Ambedkar Memorial Institute of I.T. & Management Science  
Jagda, Rourkela -42

Performance Appraisal Form for Non-teaching Staff

Name	Gpikrishna Mahanta
Position	Accounts Officer
Section	Accounts department
Appraisal Period	2023-2024

Please provide short answer and attach relevant documents in support.

1. Details of Current Responsibilities Assigned: *manage and maintain accounting record including accounts payable & receivable and other binomial data. Bank Reconciliation. Preparing annual budget and financial forecast. providing support during audits and tax preparation. maintaining student ledger, dues and collection record. salary preparation, payment, TDS, EPFO, ESIC & P.tax prepare & payment.*
2. No. of Awareness Program, Workshop, Training attended (attach certificates): *01.*
3. Role in Public Relation: *Frequently solves problems and queries of parents.*
4. Contribution in Admission process: *03.*
5. Contribution in Best Practices (No. of Celebration activities, Sports, Sustainability practices etc.) *part of institution cricket team.*
6. Any skill development /career enhancement programme acquired: *capacity Building Training on "Administration, HR Management Accounting & Reimbursement procedure, Tally and tally Software.*
7. Any additional contributions to the institute: *part of institution's CSR team.*

*Gpikrishna Mahanta.*

Signature of the Employee

Date: *20/04/2024.*

Place: *Rourkela.*

*P. Das*  
*21/04/2024*

Appraiser's Signature  
(Hol, Seal and Signature)  
PRINCIPAL

Dr. Ambedkar Memorial Institute of  
I.T. & Management Science  
Jagda, Rourkela-42