# SISTEMA DE SEGUIMIENTO Y EVALUACIÓN

# INFORME DEL DESARROLLO DEL PLAN DE TRABAJO

**TIPO DE INFORME**

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|  | BIBLIOTECA |  | COMPUTO |

DENOMINACIÓN:

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| ALCANCE: PERÍODO SEMESTRAL ANUAL | CICLO ESCOLAR: |
| SEMESTRE: NON PAR  **OFICINA** |  |

APOYO ACADEMICO

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| RESPONSABLE | Marque con “X” y aporte la información solicitada. |
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PROPÓSITOS U OBJETIVOS LOGRADOS.

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DESARROLLO DEL PROYECTO.

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| ACTIVIDADES REALIZADAS | NIVEL DE REALIZACIÓN | | |
| BAJO | BUENO | EXCELENTE |
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| ACTIVIDADES NO REALIZADAS | CAUSAS QUE DIFICULTARON SU REALIZACIÓN |
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| NECESIDADES DETECTADAS | |
| FALTA DE LIBROS | |
| INFRAESTRUCTURA | |

SOLICITUD Y PRESTAMO DE LIBROS

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SEMESTRE |  |  |  |  |  |  |  | TOTAL |
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| DOCENTES Y ADMINISTRATIVO |  |  |  |  |  |  |  |  |
| OTROS |  |  |  |  |  |  |  |  |
| TOTAL POR MES |  |  |  |  |  |  |  |  |
| ESPECIFIQUE QUE OTRAS PERSONAS: | | | | | | | | |

VISITAS x MES

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | TOTAL |
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LIBROS QUE SE ADEUDAN AL FINAL DEL SEMESTRE:

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| SEMESTRE | LIBROS QUE ADEUDAN |
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|  |  |
| DOCENTES Y ADMINISTRATIVOS |  |
| OTROS: |  |

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| INCIDENCIAS FAVORABLES | INCIDENCIAS DESFAVORABLES |
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| VALORACIÓN CUALITATIVA DE LAS ACTIVIDADES IMPLEMENTADAS DURANTE EL SEMESTRE |
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| VALORACIÓN CUALITATIVA DEL DESEMPEÑO PERSONAL DURANTE EL SEMESTRE |
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|  | NOMBRE | FIRMA | FECHA |
| Elabora  (Encargado de Cómputo o Biblioteca) | Nicolasa Arriaga Villanueva |  |  |