

Appraisal Form

2022-23

Appraisal Form

Teaching Staff

PERFORMANCE APPRAISAL REPORT FOR FACULTY IN SENIOR COLLEGE**PART-A****Personal Information (To be filled in by individual Faculty Member)**
(Period of Report: From 2022 to 2023)

1. Name :- Mrs. Preena Pramodchandra Shinde.
2. Designation:- Asst. Professor.
3. Date of Joining:- 16th Nov. 2021.
4. Total Teaching Experience:- 9.
5. Length of Service in this Institute:- 2 1/2 yr.
6. Date of Birth:- 2nd June 1985.
7. A) Qualification Acquired (Academic):

Degree	Specialization	Year	Division/ Grade/ Percentage of Marks	Name of Institute /College	University
Graduate	BA.	2005	65%	Balwant College, Vite	Shivaji Uni.
Post Graduate	M.A (Eng)	2007	58.63%	K.W.E. College Sangli	Shivaji Uni.
Ph.D.	-	-	-	-	-
Any Other	STL SET	2017 2019	Pass. Pass.	Grwent College	Southwestes Univer Pune. Uni.

8. Status of Appointment (Approval from University / Board, etc):

Approval From	Temporary/ Adhoc (on Post)	Period of Approval	Permanent (on post)	Conditions for Approval if any
16 th Nov. 21	Adhoc.	-	-	-

9. Subjects taught and number of Periods Taken during the academic year

Semester	Standard/Class	Subjects Taught	No. of periods taken	Particulars	Percentage Passing	Syllabus Completion (Theory/Practical/Project work)
I	F4BBAIB	Busi. Comm.	40	-	-	Completed (PPT) 100%
II	F4BBA	Busi. Comm.	42	-	-	Completed CT + Project 100% work

10. Tests / Tutorials

Test	Date	Class	No. of Present Students	No. of Absent Students	Remark
Home Assignment	22/11/22	F4BBA.	111	05.	Good
	23/11/22	F4BBA IB	61	00.	Good
Class Test	15/12/22	F4BBA	All	-	Good
	15/12/22.	F4BBA IB	30	-	Good.
Preliminary Examination	1 st :-	BBA & IB	AM.	-	Good.
	2 nd May 2023.	-	-	-	-

11. Reading/ Instructional material consulted and additional knowledge resources provided			Prescribed	Additional to prescribed
Sr.No.	Course/ Paper	Consulted		Resource provided
1.	FYBBA	Busi. Comm. Skill.	Notes	Links, Ques
2.	FYBBA TB	Busi Comm. Skill	Notes, Ref.	Books, Ques
3.	FYBBA CA.	Busi comm. Skill	Books.	Books, Ques
4.	S.Y.B.Sc.	Language Comm.	Notes.	Ref. Books
5.	FYB Com.	Comp. Eng & Add. Eng.	Notes.	Literature
6.	S.Y.B Com.	Busi. Comm.	Notes.	Ref Books

12. Use of Participatory and Innovative Teaching- Learning Mythologies, Updating of Subject Course Improvement etc.

Sr.No.	Class	Short Description	Remarks
1.	F.Y.B.Com.	Videos, collaborative learning.	
2.	S.Y.B.Sc.	video. Interactive classroom.	
3.	S.Y.B.Com.	google classroom, apps are used.	
4.	-	PPT, Links, Notes.	
5.	-	-	
6.	-	-	

13. Innovation/ Contributions in Teaching:

Design of Curriculum	Teaching Methods	Evaluation Methods	Laboratory Experiments	Preparation of Resource Material etc.	Remedial Teaching Student Counseling
1.	Lecture method.	Assignment		PPT, Pdf	FYBBA
2.	Demonstrative	Test	-	Videos.	FYB Com
3.	Discussion.	Presentations		Notes.	
4.	Project			Yes.	Yes.
5.	-	-	-	-	-

14. Individual Goals

Sr.No	Type of Goals	Assigned Goals	Completed Goals	Pending Goals
01	Academic Goals	Syllabus 100%	100%	0%
02	Research Goals			
	1. Two publication in UGC/ Scopus approved Journals	-	-	-
	2. Two Conference	-	-	-
03	Student Research			
	1. No. of paper guided	-	-	-
	2. No. of Project work Guided	-	-	-
	3. No. of Publication Guided	-	-	-
04	Manuscript / Books Published	-	-	-
05	E-continent development	100%	100%	0%

15. Contributions in formation of MOU / linkages

Sr. No	Name of organization	Type of organization	Nature of MOU / linkages	Role (Contributed / Participated)
1.	Power Tech Org.	Private.	Add-on course.	Participated
2.	Magic Bds.	NGO.	Add-on course.	Participated

16. Activities Conducted/Coordinated / Participated

Sr. No.	Name of Activity	Your Role (Coordinated/ Participated)	Class	Type of activity	No. of beneficiary
1	Welcome / Send off / Parent meetings / Alumni meetings etc.	co-ordinated.	All stream FY.	Induction Programme.	Approx 500.
2	Industrial Visits/ Educational Tours/ Picnics etc.	-	-	-	-
3	Gender Sensitization	Participated	All girls school	Menstrual Hygiene	70.
4	Environment Awareness	-	-	-	-
5	Human Value	-	-	-	-
6	Professional Ethics	-	-	-	-
7	Filed Projects / Internship	-	-	-	-
8	Social Extension	-	-	-	-
9	Participation in college/ Management activities	Participated	All	-	-
10	Participation in corporate Life	-	-	-	-
11	Participation in inter departmental activities	-	-	-	-
12	Participation in Refresher/ Orientation Course	-	-	-	-
13	Extra- Curricular Activities	Participated & Co-ordinated	All stream	Goony	All
14	Students welfare and Discipline	-	-	-	-
15	Involvement in conducting and arranging (communication skill/personality development/ value additional programme)	co-ordinated. Participated	All stream	-	-
16	Any Others	-	-	-	-

17. Awards/ Recognition

Sr.No	Name of Awards/ Recognition	Name of organization	Type of Organization	Achievements
1.	-	-	-	-
2.	-	-	-	-
3.	-	-	-	-
4.	-	-	-	-

18. Participation in Mentor-Mentee Programme

- Class Assigned: FY BBA.
- No. of Mentees: 120.
- No. of Meetings held:

19. Examination Duties:

Sr.No	Type of work	Type of Examination	Dates/ Duration of Examination	Completion of Work %
1	Jr. Supervisor	University exam	Oct./Nov. 2022	100%.
2	Sr. Supervisor	-	-	-
3	Custodian	-	-	-
4	Examiner	Uni + Internal	Oct./Nov. 2022.	100%.
5	Moderator	University.	Nov. 2023.	100%.
6	Paper Setter	-	-	-
7	Coordinator	-	-	-
8	Invigilation and evaluation of Answer Script etc.	Internal + External Uni Exam.	Oct./Nov. 2022.	100%.
9	Other	-	-	-

20. Professional Development Related Activities.

Sr. No.	Conference/ Seminar/ Workshop/ Guest Lecture /FDP	District/ State/ National/ International	Organizer/ Participated	Attended/Paper Presentation/ Poster Presentation
1.	Intellectual Property Rights	-	Co-ordinator	Attended
2.	Industry Academic innovative Practices	Co-lege.	Co-ordinator	Attended
3.	Soft Skill Development	-	Participated	Attended
4.	Yoga and Meditation	-	-	Attended
5.	Universal Values, National Values	-	-	-
6.	Human Values	-	Participated	-
7.	National Integration	-	-	Attended
8.	Communal Harmony	-	Participated	-
9.	Birth/ Death Anniversaries.	-	Participated	Attended
10.	FDP	-	-	Attended
11.	Any Others	-	-	-

21. Contribution in feedback analysis

Sr.No	Feedback Activity	Role (Contributed / Participated)
1.	Parents Feedback	Participated
2.	Alumni Feedback	Participated
3.	Employers Feedback	Participated

22. Usage of ERP/LMP

Sr.No	Modules Used	Class	No.of beneficiaries
1.	-	-	-
2.	-	-	-

23. Contribution in placement of students

Sr.No	Activity	Class	Name of Company	No.of Students	Selected Students
1.	-	-	-	-	-
2.	-	-	-	-	-
3.	-	-	-	-	-

24. Use Library Resources

Sr.No	No.of Books issued	No.of Journals	Online Resources accessed	No.of Periodicals issued
1.	4	-	Videos	-

25. Consultancy Generated

Sr.No.	Name of Consultancy Services	Type	Amount Generated
1.	-	-	-
2.	-	-	-
3.	-	-	-

26. Contribution in respect of Upliftment/Development of the Academic reputation of the Educational Institute:

Yes, Extra guidance is given to weaker students as per their individual need.

27. Constraints / Problems/ Hurdles if any faced: Students are unable to communicate in English.

Place: Pimpri.

Date: -

Yshinde
Signature of the Faculty

CONFIDENTIAL
PART-B
PERFORMANCE APPRAISAL (To be filled in by the Reporting Officer/ Head of Department)

I. GENERAL

Sr.No	Item of Assessment	Grade of Performance Assessment			
		Yes	Partly	No (Give reasons Separately)	
1	Do you agree with the information given by the employee	Yes ✓			
2	Reliability/ Dependability	Yes ✓		No	
3	Integrity and Character	Good ✓		Not Good	
4	Quality of Job/ Accuracy	Very Good ✓	Good	Average	Below Average
5	General Intelligence	Very Good ✓	Good	Average	
6	Relations with Colleagues/ Students and their Parents	Co-operative ✓	Courteous ✓	Indifferent	Unfriendly
7	Punctuality	Yes ✓		No	
8	Leave without pay				
9	Fitness to continue in the present position	Yes ✓		No	

10. Brief about Punishment/ Rewards if any during the period of report: No

II ACADEMIC

11	Average Attendance of the students in class (Percentage)				
12	Control over class and discipline	✓ Very Good	Good	Average	No Control
13	Students feed back	✓ Very Good	Good	Average	Below Average
14	Proficiency in Subject	✓ Very Good	Good	Average	Below Average
15	Initiative to do the work	✓ Very Good	Good	Average	Below Average
16	Organizing ability	✓ Very Good	Good	Average	Below Average
17	Time Management	✓ Very Good	Good	Average	Below Average

18. Efforts taken to overcome weaknesses in Teaching; if any: _____

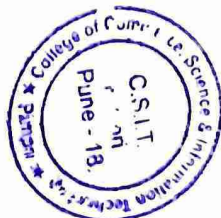
19. Overall Assessment:

Very Good	Good	Average	Below Average
A	B	C	D
✓			

20. Recommendations, if any : very efficient in work.

Name: _____

Date: _____



[Signature]
Signature of Reporting Officer/ HOD
with stamp

PART -C

REMARKS OF REVIEWING OFFICER/PRINCIPAL
(To be filled in by Reviewing Officer/ Principal)

1. Length of Service under Reviewing :

From 20 21 To 20 23

2. Do you agree with the assessment made by the Reporting officer (If not; state specifically the remarks with which you do not agree)

Yes	Partly	If No, Specify Grade
✓		

3. Special remarks/ observations if any :

And hard work & fulfilled all responsibilities

Date :- _____



Principal
College of Commerce, Science & Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway
Pimpri, Pune - 411 018.

Principal

PART-D

FINAL REVIEW BY THE ACCEPTING AUTHORITY

1. Accepted:

2. Not Accepted:

3. Any other remarks :

1 Final Gradation of the Employee

Very Good	Good	Average	Below Average
A	B	C	D

TRUSTEE

CHAIRMAN/ SECRETARY

PERFORMANCE APPRAISAL REPORT FOR FACULTY IN SENIOR COLLEGE**PART-A****Personal Information (To be filled in by individual Faculty Member)**
(Period of Report: From 2022 to 2023)

1. Name :- ASST Prof. Priya Sudhir Janjalkar
2. Designation:- ASST Prof
3. Date of Joining:- 01/09/2012
4. Total Teaching Experience:- 12 Years
5. Length of Service in this Institute:- 12 Years
6. Date of Birth:- 03/05/1990

7. A) Qualification Acquired (Academic):

Degree	Specialization	Year	Division/ Grade/ Percentage of Marks	Name of Institute /College	University
Graduate	Bsc (Electronics)	2010	68.25-1-	Modern College	SPPU
Post Graduate	Msc (Electronics)	2012	73.60-1-	Shiraji Nagar	SPPU
Ph.D.					
Any Other	SET Electronics	2016			SPPU

8. Status of Appointment (Approval from University / Board, etc):

Approval From	Temporary/ Adhoc (on Post)	Period of Approval	Permanent (on post)	Conditions for Approval if any
-	✓	-	-	-

9. Subjects taught and number of Periods Taken during the academic year

Semester	Standard/Class	Subjects Taught	No. of periods taken	Particulars	Percentage Passing	Syllabus Completion (Theory/Practical/Project work)
I	F.Y Bsc (CS)	IS Basics of comp	36		100%	100%
II	S.Y Bsc (CS)	ESD Wireless communication	36		100%	100%

10. Tests / Tutorials

Test	Date	Class	No. of Present Students	No. of Absent Students	Remark
Home Assignment	29/3/23	F.Y Bsc (CS)	140	20	-
	11/4/23	S.Y Bsc (CS)	37	17	-
	-	-	-	-	-
Class Test	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Preliminary Examination	03/05/23 to	F.Y Bsc (CS),	235	15	-
	11/05/23	S.Y Bsc (CS)			

11. Reading/ Instructional material consulted and additional knowledge resources provided to students				
Sr.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
1.	FYBSc(1st)	} Reference books } Notes	} Reference Text } Books	} YouTube
2.	SYBSc(1st)			
3.	-	-	-	-
4.	-	-	-	-
5.	-	-	-	-
6.	-	-	-	-

12. Use of Participatory and Innovative Teaching- Learning Mythologies, Updating of Subject Content Course Improvement etc.

Sr.No.	Class	Short Description	Remark
1.	FYBSc(1st)	PPT, Notes, MCQ, chapterwise	-
2.		Question Bank	-
3.	SYBSc(1st)	PPT notes, MCQ, chapterwise	-
4.		Question Bank	-
5.	-	-	-
6.	-	-	-

13. Innovation/ Contributions in Teaching:

Design of Curriculum	Teaching Methods	Evaluation Methods	Laboratory Experiments	Preparation of Resource Material etc.	Remedial Teaching/ Student Counseling
1.	Board	Assignment	practicals	PPT	FYBSc(1st)
2.	PPT presentation	Test	-	-	SYBSc(1st)
3.	Demonstration	practical	-	-	-
4.	Seminar	-	-	-	-
5.	-	-	-	-	-

14. Individual Goals

Sr.No	Type of Goals	Assigned Goals	Completed Goals	Pending Goals
01	Academic Goals	Syllabus	100%	00%
02	Research Goals	-	-	-
	1. Two publication in UGC/ Scopus approved Journals	-	-	-
	2. Two Conference	INCON	100%	00%
03	Student Research	-	-	-
	1. No. of paper guided	-	-	-
	2. No. of Project work Guided	SYBSc(1st)	100%	00%
	3. No. of Publication Guided	-	-	-
04	Manuscript / Books Published	-	-	-
05	E-continent development	PPT	100%	00%

15. Contributions in formation of MOU / linkages

Sr. No	Name of organization	Type of organization	Nature of MOU / linkages	Role (Contributed / Participated)
1.	Magic Bus foundation	NGO	Addon courses	contributed
2.	-	-	-	-

16. Activities Conducted/Coordinated / Participated

Sr. No.	Name of Activity	Your Role (Coordinated/ Participated)	Class	Type of activity	No. of beneficiary
1	Welcome / Send off / Parent meetings / Alumni meetings etc.	Coordinated	T.Y BSc(UG)	sendoff	35
2	Industrial Visits/ Educational Tours/ Picnics etc.	-	-	-	-
3	Gender Sensitization	-	-	-	-
4	Environment Awareness	-	-	-	-
5	Human Value	-	-	-	-
6	Professional Ethics	-	-	-	-
7	Filed Projects / Internship	-	-	-	-
8	Social Extension	Coordinated	S.Y BSc(UG)	Field visit	45
9	Participation in college/ Management activities	-	-	-	-
10	Participation in corporate Life	-	-	-	-
11	Participation in inter departmental activities	-	-	-	-
12	Participation in Refresher/ Orientation Course	Co-ordinated	F.Y BSc(UG)	Orientation	160
13	Extra- Curricular Activities	Participated	All	Cultural	-
14	Students welfare and Discipline	-	-	-	-
15	Involvement in conducting and arranging (communication skill/personality development/ value additional programme)	-	-	-	-
16	Any Others	-	-	-	-

17. Awards/ Recognition

Sr.No	Name of Awards/ Recognition	Name of organization	Type of Organization	Achievements
1.	-	-	-	-
2.	-	-	-	-
3.	-	-	-	-
4.	-	-	-	-

18. Participation in Mentor-Mentee Programme

- Class Assigned:
- No. of Mentees:
- No. of Meetings held:

19. Examination Duties:

Sr.No	Type of work	Type of Examination	Dates/ Duration of Examination	Completion of Work %
1	Jr. Supervisor	University Exam	29/4/23 to 15/7/23	
2	Sr. Supervisor	B.com/BSc(UG)/BBA/BCA/Msc	10/1/23 to 15/02/23	100%
3	Custodian	-	-	-
4	Examiner	Practical Exam	09/5/23 to 13/05/23	100%
5	Moderator	University Exam S.Y BSc(UG)	29/4/23 to 15/7/23	100%
6	Paper Setter	University Exam F.Y BSc(UG)	27/4/23 to 28/4/23	100%
7	Coordinator	-	-	-
8	Invigilation and evaluation of Answer Script etc.	B.com/BSc(UG)/BBA/BBA(BA)/BBA(BA)/BBA(BA) University Exam	29/04/23 to 15/07/23	100%
9	Other	Admission work NAAC	June/July 2023	100%
			Criteria 1 + IQAC	100%

20. Professional Development Related Activities.

Sr. No.	Conference/ Seminar/ Workshop/ Guest Lecture /FDP	District/ State/ National/ International	Organizer/ Participated	Attended/Paper Presentation / Poster Presentation
1.	Intellectual Property Rights	National	Participated	Attended
2.	Industry Academic innovative Practices	-	-	-
3.	Soft Skill Development	-	-	-
4.	Yoga and Meditation	College level	Participated	Attended
5.	Universal Values, National Values	-	-	-
6.	Human Values	-	-	-
7.	National Integration	-	-	-
8.	Communal Harmony	-	-	-
9.	Birth/ Death Anniversaries.	College level	Participated	Attended
10.	FDP	-	-	-
11.	Any Others	-	-	-

21. Contribution in feedback analysis

Sr.No	Feedback Activity	Role (Contributed / Participated)
1.	Parents Feedback	Contributed
2.	Alumni Feedback	Contributed
3.	Employers Feedback	Contributed

22. Usage of ERP/LMP

Sr.No	Modules Used	Class	No.of beneficiaries
1.	-	-	-
2.	-	-	-

23. Contribution in placement of students

Sr.No	Activity	Class	Name of Company	No.of Students	Selected Students
1.	-	-	-	-	-
2.	-	-	-	-	-
3.	-	-	-	-	-

24. Use Library Resources

Sr.No	No.of Books issued	No.of Journals	Online Resources accessed	No.of Periodicals issued
1.	05	02	03	-

25. Consultancy Generated

Sr.No.	Name of Consultancy Services	Type	Amount Generated
1.	-	-	-
2.	-	-	-
3.	-	-	-

26. Contribution in respect of Upliftment/Development of the Academic reputation of the Educational Institute:

27. Constraints / Problems/ Hurdles if any faced:

Place: Dimpri

Date: 12/07/23


Signature of the Faculty

CONFIDENTIAL

PART-B

PERFORMANCE APPRAISAL (To be filled in by the Reporting Officer/ Head of Department)

I. GENERAL

Sr.No	Item of Assessment	Grade of Performance Assessment			
		Yes	Partly	No (Give reasons Separately)	
1	Do you agree with the information given by the employee	<input checked="" type="checkbox"/>			
2	Reliability/ Dependability	Yes		No	
3	Integrity and Character	Good <input checked="" type="checkbox"/>		Not Good	
4	Quality of Job/ Accuracy	Very Good	Good <input checked="" type="checkbox"/>	Average	Below Average
5	General Intelligence	Very Good	Good <input checked="" type="checkbox"/>	Average	
6	Relations with Colleagues/ Students and their Parents	Co-operative <input checked="" type="checkbox"/>	Courteous	Indifferent	Unfriendly
7	Punctuality	Yes		No	
8	Leave without pay	-		-	
9	Fitness to continue in the present position	Yes		No	

10. Brief about Punishment/ Rewards if any during the period of report: _____

II ACADEMIC

11	Average Attendance of the students in class (Percentage)				
12	Control over class and discipline	Very Good	Good <input checked="" type="checkbox"/>	Average	No Control
13	Students feed back	Very Good	Good	Average <input checked="" type="checkbox"/>	Below Average
14	Proficiency in Subject	Very Good <input checked="" type="checkbox"/>	Good	Average	Below Average
15	Initiative to do the work	Very Good	Good	Average	Below Average
16	Organizing ability	Very Good	Good <input checked="" type="checkbox"/>	Average	Below Average
17	Time Management	Very Good	Good <input checked="" type="checkbox"/>	Average	Below Average

18. Efforts taken to overcome weaknesses in Teaching; if any: _____

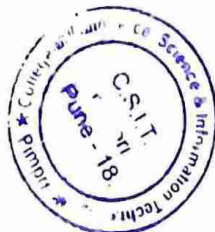
19. Overall Assessment:

Very Good	Good	Average	Below Average
A <input checked="" type="checkbox"/>	B	C	D

20. Recommendations, if any : _____

Name: _____

Date: _____




Signature of Reporting Officer/ HOD
 with stamp

PART - C
REMARKS OF REVIEWING OFFICER/PRINCIPAL
 (To be filled in by Reviewing Officer/ Principal)

From 20 To 20

1. Length of Service under Reviewing :
2. Do you agree with the assessment made by the Reporting officer (If not; state specifically the remarks with which you do not agree)
3. Special remarks/ observations if any :

Yes	Partly	If No, Specify Grade
✓		

Hand work done, NAAC work done & fulfilled all responsibilities



Principal
 College of Commerce, Science & Information Technology
 S. No. 29/11+2A, Pune-Mumbai Highway
 Pimpri, Pune - 411 018.

Date :- _____

PART-D
FINAL REVIEW BY THE ACCEPTING AUTHORITY

1. Accepted:

2. Not Accepted:

3. Any other remarks : _____

1 Final Gradation of the Employee

Very Good	Good	Average	Below Average
A	B	C	D

TRUSTEE

CHAIRMAN/ SECRETARY



Appraisal Form

Non-

Teaching Staff

Name of the Employee: Mrs. Mahadevi Shelke Department: Admin.

Instructions for writing Performance Appraisal Report of Non-Teaching Subordinate Staff.
(अध्यापकेतर पुथ्यम कर्मचा-यांच्या कामाचा मूल्यमापन अहवाल लिहिण्यासंबंधी सूचना)

Part A: Personal Information (वैयक्तिक माहिती)

1. Information against point no.1 to 7 is to be filled in by the employee concerned.
(बाब क्र. १ ते ७ मधील माहिती, संबंधित कर्मचा-याने सातः भरावी)
2. Personal Information should be submitted to the Reporting Officer/HOD 15 days before expiry of tenure/year.
(वैयक्तिक माहिती कार्यकाळ/वर्ष संपण्यापूर्वी १५ दिवस अगोदर प्रतिवेदन अधिका-याकडे/विभाग प्रमुखकडे सादर करावी)

Part B: Performance Appraisal to be filled in by the Reporting Officer/Head of Department:
(कामाचे मूल्यमापन प्रतिवेदन अधिका-याने/विभागप्रमुखाने भरावयाचे)

1. Reporting Officer/ HOD should take into consideration the personal information furnished by the employee before offering his remarks.
(प्रतिवेदन अधिका-याने /विभागप्रमुखाने अहवालात अभिप्राय नोंदविण्यापूर्वी कर्मचा-याने सादर केलेली वैयक्तिक माहिती विचारात घ्यावी.)
2. If Personal Information is not furnished 15 days before expiry of the tenure of the employee/year, Reporting Officer/HOD should not wait for it and write his report without it.
(मुदत/वर्ष संपण्यापूर्वी १५ दिवस अगोदर कर्मचा-याने वैयक्तिक माहिती सादर न केल्यास त्याची अधिक प्रदिक्षा न करता प्रतिवेदन अधिका-याने/विभाग प्रमुखाने अहवाल लिहावा.)
3. Reporting Officer/HOD has to select one of the options provided against each point and tick (✓) only one appropriate option as assessment. (प्रतिवेदन अधिका-याने/विभाग प्रमुखाने प्रत्येक बाबीसाठी जे पर्याय उपलब्ध केले आहेत त्या पर्यायांपैकी एकाची निवड करून त्या पर्यायावर (✓) असे स्पष्ट चिन्हांकन करावे.)
4. Wherever options are not provided, Reporting Officer/ HOD should write remarks shortly in specific and clear words.
(जेथे मूल्यमापनाचे पर्याय दिलेले नाही तेथे प्रतिवेदन अधिका-याने /विभाग प्रमुखाने सुस्पष्ट शब्दात आपले संक्षिप्त अभिप्राय द्यावेत)
5. Reporting Officer/ HOD should take care that option selected/ remarks given against point no.1 to 8 of Performance Appraisal do not contradict with the point no 9 and 10 (Overall Assessment and Recommendations) (कामाच्या मूल्यमापनाच्या बाबी क्रं. १ ते ८ संबंधात पर्याय निवडले आहेत/अभिप्राय दिले आहेत ते सर्वसाधारण मूल्यमापनाबाबत तसेच शिफारशी क्र. ९ व १० संबंधात दिलेल्या पर्याय/अभिप्रायांशी विरुद्ध होत नाहीत ह्या बद्दल प्रतिवेदन अधिका-याने/विभाग प्रमुखाने काळजी घ्यावी.)
6. Guidelines for writing Performance Appraisal Report/ Special Performance Report should be followed while writing the remarks against the points. (कामाचे मूल्यमापन अहवाल/विशेष मूल्यमापन अहवाल लिहिण्यासंबंधी देण्यात आलेल्या मार्गदर्शक सूचनांचे योग्यरितीने पालन करून मूल्यमापन अहवाल लिहावेत.)
7. Performance Appraisal Report duly completed in all respect should be submitted to the Reviewing Officer/ Principal within a week's time. (कामाचे मूल्यमापन अहवाल सर्व बाबतीत परिपूर्ण करून ते एक आठवडयाच्या आत पुनर्विलोकन अधिका-याकडे/प्राचार्याकडे सादर करावेत.)

Part C: Remarks of Reviewing Officer/ Principal : (पुनर्विलोकन अधिका-यांचे /प्राचार्यांचे अभिप्राय)

1. Reviewing Officer/Principal has to give justification for his remarks if he is not satisfied with the remarks of Reporting Officer/HOD. (पुनर्विलोकन अधिकारी/प्राचार्यांनी प्रतिवेदन अधिका-यांनी/ विभाग प्रमुखांनी केलेल्या मूल्यमापनाशी सहमत नसल्यास त्याची कारणे त्यांच्या अहवालात नमूद करणे आवश्यक आहे.)
2. Reviewing Officer/ Principal should submit the report duly completed in all respect to the Chairman / Secretary as the case may be for final review without further loss of time so as to complete final review before expiry of tenure of the employee/ year. In case of employees continued in service until further orders; Reports for every year should be submitted immediately after completion of the year of Report. (अध्यक्ष/ सचिव यांचेकडून कर्मचा-याची मुदत संपण्यापूर्वी अंतिम पुनर्विलोकन होण्यासाठी पुनर्विलोकन अधिका-यांनी /प्राचार्यांनी सर्वबाबतीत परिपूर्ण असे अहवाल विनाविलंब अध्यक्ष/सचिवांना सादर करावेत. पुढील आदेशापर्यंत सेवेत पुढे चालू ठेवण्यात आलेल्या कर्मचा-यांच्याबाबत अहवालाचे प्रत्येक वर्ष संपल्यावर लगेचच अहवाल संस्थापक अध्यक्ष/सचिवांना सादर करावेत.)

Part D: Final review by the accepting authority (Chairman/ Secretary)

स्वीकृत अधिका-यांचे अंतिम पुनर्विलोकन (अध्यक्ष/सचिव)

PERFORMANCE APPRAISAL REPORT -FOR SUBORDINATE NON TEACHING STAFF

(अध्यापकेतर दुव्यम कर्मचा-याच्या कामाचा मूल्यमापन अहवाल)

Period of Report:
(कर्मचा-याचा कालावधी)

From 2021 to 2022 2022-2023
(पासून) (पर्यंत)

PART A: Personal Information (To be filled in by the employee)

भाग - अ : वैयक्तिक माहिती (कर्मचा-याने स्वतः मरावयाचे)

1. Name of the Employee : Mrs. Mahadevi Milind Shelke
(कर्मचा-याचे नाव)
2. Date of Birth : 06/11/1985
(जन्मदिनांक)
3. Educational Qualification: M.A. Eco. I.T.I. D.T.P
(शैक्षणिक अर्हता)
4. Technical/ Professional Qualification: computer fundamental, Ms C.I.T.,
English Typing 30, 40 w.P.M.
Marathi Typing 30 w.P.M.
(तांत्रिक व्यावसायिक अर्हता)
5. Officiating Designation : Head Clerk.
(घारण केलेले पदनाम)
6. Date of Joining : 01/07/2014.
(सेवेत रुजू झाल्याचा दिनांक)
7. Nature of Duties Performed (करीत असलेल्या कामाचे स्वरूप)

Sr.No (अनु क्र)	Assigned Duties (सोपविलेले काम)	Duties Performed (केलेले काम)	Any Additional Duties Performed (काही अतिरिक्त काम केलेले असल्यास)
1)	T.C Prepared.	done	Exam Squad (Internal).
2)	Affiliation AISHE	done	NAAC work
3)	MIS & SAR	done	
4)	Annual Report,	done	

- 5) Scholarship fees approval done
- 6) Scholarship form send to Suo done
- 7) Faculty Approval. -u-
- 8) Office day to day work. -u-

Date: _____
(दिनांक)

M.Shelke
Signature of Employee
कर्मचा-याची सही

CONFIDENTIAL (गोपनीय)

PART B: PERFORMANCE APPRAISAL (To be filled in by the Reporting Officer/ Head of Department)
 भाग- ब कागाचे मूल्यमापन (प्रतिवेदन अधिका-याने / विभाग प्रमुखाने करावयाचे)

Sr.No (अनु क्र)	Item of Assessment (मूल्यमापनाची बाब)	Grade of Performance Assessment (मूल्यमापनाची प्रतयारी)			
		Yes (होय)		No (नाही)	
1	Punctuality (वक्तशीरपणा)	✓			
2	General Intelligence (सर्वसाधारण बुद्धिमत्ता)	Very Good (खूप चांगली)	Good (चांगली)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)
3	Quality of Work Performed/ Accuracy (केलेल्या कामाचा दर्जा/अचूकता)	Good (चांगली)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)	No Comments (अनिप्राय नाहीत)
4	Relations with Colleagues and others (सहकारी व इतरांशी संबंध)	Co-operative (सहकार्याचे)	Courteous (सौजन्याचे)	Helpful (मदतीचे)	Unfriendly (अस्नेहीपूर्ण)
5	a) Reliability (विश्वसनीयता) b) Dependability (विश्वासार्हता) c) Honesty (प्रामाणिकपणा)	Yes (होय) Yes (होय) Yes (होय)	No (नाही) No (नाही) No (नाही)	No Comments (अभिप्राय नाहीत) No Comments (अभिप्राय नाहीत) No Comments (अभिप्राय नाहीत)	
6	Response to work/ Promptness (कर्तव्यनिष्ठा/ तात्पुरता)	Prompt (तत्पर)	Takes own time (स्वतःच्या सवडीनुसार)	Slow (मंद)	
7	Integrity and Character (सचोटी व चरित्र)	Good (चांगले)	Not Good (चांगले नाही)		No Comments (अभिप्राय नाहीत)
8	Punishment/ Rewards if any during the year (अहवाल काळात झालेल्या शिक्षा / मिळालेली बक्षिसे)	yes			
9	Leave without pay availed during the period of assessment (अहवाल काळात उपभोगलेल्या विना वेतन रजा)	No			
10	Overall Assessment (सर्वसाधारण मूल्यमापन)	Very Good (A) (खूप चांगले/अ)	Good (B) (चांगले/ब)	Average (साधारण /क)	Below Average (साधारण पेक्षा कमी /ड)
11	Recommendations if any (काही शिफारशी असल्यास)	—			

Name (नाव): _____

Date (दिनांक): _____

Signature of Reporting Officer/ HOD
with Stamp
(प्रतिवेदन अधिका-याची/ विभाग प्रमुखाची सही व शिक्का)

PART C: REMARKS OF REVIEWING OFFICER/ PRINCIPAL

(भाग - क : पुनर्विलोकन अधिका-यांचे / प्राचार्यांचे अभिप्राय)

1. Length of Service under Reviewing Officer/ Principal: From 2021 to 2022
(पुनर्विलोकन अधिका-यांच्या/ प्राचार्यांच्या हाताखालील सेवावधी) (पारून) (पर्यंत)

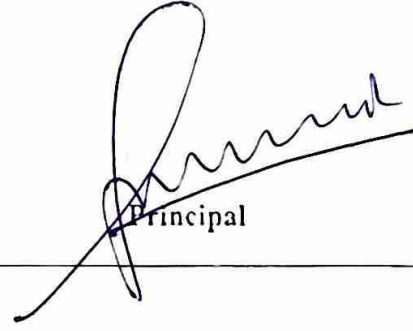
2. Do you agree with the information given by the Reporting Officer/HOD (If not; state specifically the remarks with which you do not agree with the reason):

Yes (होय)	No (नाही)	If No, Specify Grade सहमत नसल्यास सुचवित श्रेणी/ दर्जा
✓		

(प्रतिवेदन अधिका-याने/ विभाग प्रमुखाने केलेल्या नृत्यमापनाशी आपण सहमत आहात काय? Yes

नसल्यास कोणत्या विशिष्ट अभिप्रायाशी सहमत नाही ते कारणांसह नमूद करावे.)

Date(दिनांक) : _____


Principal

PART-D

भाग - ड

FINAL REVIEW BY THE ACCEPTING AUTHORITY

(स्वीकृत अधिका-यांचे अंतिम पुनर्विलोकन)

a. Accepted :
(मान्य)

b. Not Accepted:
(अमान्य)

c. Any other remarks : _____
(इतर काही अभिप्राय)

d. Final Gradation of the Employee
(कर्मचा-याची अंतिम श्रेणी/ दर्जा)

Very Good (खूप चांगले)	Good (चांगले)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)
A	B	C	D

TRUSTEE
(विश्वस्त)

CHAIRMAN / SECRETARY
(अध्यक्ष/ सचिव)

Name of the Employee: Arnav Aakwad Department: Admin

Instructions for writing Performance Appraisal Report of Non-Teaching Subordinate Staff.
(अध्यापकेतर दुय्यम कर्मचा-यांच्या कागाचा मूल्यमापन अहवाल लिहिण्यासंबंधी सूचना)

Part A: Personal Information (वैयक्तिक माहिती)

1. Information against point no.1 to 7 is to be filled in by the employee concerned.
(बाब क्र.१ ते ७ मधील माहिती, संबंधित कर्मचा-याने स्वतः भरावी)
2. Personal Information should be submitted to the Reporting Officer/HOD 15 days before expiry of tenure/year.
(वैयक्तिक माहिती कार्यकाल/वर्ष संपण्यापूर्वी १५ दिवस अगोदर प्रतिवेदन अधिका-याकडे/विभाग प्रमुखाकडे सादर करावी)

Part B: Performance Appraisal to be filled in by the Reporting Officer/Head of Department:
(कामाचे मूल्यमापन प्रतिवेदन अधिका-याने/विभागप्रमुखाने भरावयाचे)

1. Reporting Officer/ HOD should take into consideration the personal information furnished by the employee before offering his remarks.
(प्रतिवेदन अधिका-याने /विभागप्रमुखाने अहवालात अगिप्राय नोंदविण्यापूर्वी कर्मचा-याने सादर केलेली वैयक्तिक माहिती विचारात घ्यावी.)
2. If Personal Information is not furnished 15 days before expiry of the tenure of the employee/year, Reporting Officer/HOD should not wait for it and write his report without it.
(मुदत/वर्ष संपण्यापूर्वी १५ दिवस अगोदर कर्मचा-याने वैयक्तिक माहिती सादर न केल्यास त्याची अधिक प्रतीक्षा न करता प्रतिवेदन अधिका-याने/विभाग प्रमुखाने अहवाल लिहावा.)
3. Reporting Officer/HOD has to select one of the options provided against each point and tick (✓) only one appropriate option as assessment. (प्रतिवेदन अधिका-याने/विभाग प्रमुखाने प्रत्येक बाबीसाठी जे पर्याय उपलब्ध केले आहेत त्या पर्यायांपैकी एकाची निवड करून त्या पर्यायावर (✓) असे स्पष्ट चिन्हांकन करावे.)
4. Wherever options are not provided, Reporting Officer/ HOD should write remarks shortly in specific and clear words.
(जेथे मूल्यमापनाचे पर्याय दिलेले नाही तेथे प्रतिवेदन अधिका-याने /विभाग प्रमुखाने सुस्पष्ट शब्दात आपले संक्षिप्त अभिप्राय द्यावेत)
5. Reporting Officer/ HOD should take care that option selected/ remarks given against point no.1 to 8 of Performance Appraisal do not contradict with the point no 9 and 10 (Overall Assessment and Recommendations) (कामाच्या मूल्यमापनाच्या बाबी क्र. १ ते ८ संबंधात पर्याय निवडले आहेत/अभिप्राय दिले आहेत ते सर्वसाधारण मूल्यमापनाबाबत तत्तेच शिफारशी क्र. ९ व १० संबंधात दिलेल्या पर्याय/अभिप्रायांशी विसंगत होत नाहीत ह्या बद्दल प्रतिवेदन अधिका-याने/विभाग प्रमुखाने काळजी घ्यावी.)
6. Guidelines for writing Performance Appraisal Report/ Special Performance Report should be followed while writing the remarks against the points. (कामाचे मूल्यमापन अहवाल/विशेष मूल्यमापन अहवाल लिहिण्यासंबंधी देण्यात आलेल्या मार्गदर्शक सूचनांचे योग्यरितीने पालन करून मूल्यमापन अहवाल लिहावेत)
7. Performance Appraisal Report duly completed in all respect should be submitted to the Reviewing Officer/ Principal within a week's time.(कामाचे मूल्यमापन अहवाल सर्व बाबतीत परिपूर्ण करून ते एक आठवड्याच्या आत पुनर्विलोकन अधिका-याकडे/प्राचार्याकडे सादर करावेत.)

Part C: Remarks of Reviewing Officer/ Principal : (पुनर्विलोकन अधिका-यांचे /प्राचार्यांचे अभिप्राय)

1. Reviewing Officer/Principal has to give justification for his remarks if he is not satisfied with the remarks of Reporting Officer/HOD. (पुनर्विलोकन अधिकारी/प्राचार्यांनी प्रतिवेदन अधिका-यानी/ विभाग प्रमुखांनी केलेल्या मूल्यमापनाशी सहमत नसल्यास त्याची कारणे त्यांच्या अहवालात नमूद करणे आवश्यक आहे.)
2. Reviewing Officer/ Principal should submit the report duly completed in all respect to the Chairman / Secretary as the case may be for final review without further loss of time so as to complete final review before expiry of tenure of the employee/ year. In case of employees continued in service until further orders; Reports for every year should be submitted immediately after completion of the year of Report.
(अध्यक्ष/ सचिव यांचेकडून कर्मचा-याची मुदत संपण्यापूर्वी अंतिम पुनर्विलोकन होण्यासाठी पुनर्विलोकन अधिका-यांनी/प्राचार्यांनी सर्वबाबतीत परिपूर्ण असे अहवाल विनाविलंब अध्यक्ष/सचिवांना सादर करावेत. पुढील आदेशापर्यंत सेवेत पुढे चालू ठेवण्यात आलेल्या कर्मचा-यांच्याबाबत अहवालाचे प्रत्येक वर्ष संपल्यावर लगेचच अहवाल संस्थापक अध्यक्ष/सचिवांना सादर करावेत.)

Part D: Final review by the accepting authority (Chairman/ Secretary)

स्वीकृत अधिका-यांचे अंतिम पुनर्विलोकन (अध्यक्ष/सचिव)

PERFORMANCE APPRAISAL REPORT -FOR SUBORDINATE NON TEACHING STAFF

(अध्यापकेतर दुव्यम कर्मचा-यांच्या कामाचा मूल्यमापन अहवाल)

Period of Report:
(कालावधी)

From 2021 to 2022
(पासून) (पर्यंत)

PART A: Personal Information (To be filled in by the employee)

भाग - अ : वैयक्तिक माहिती (कर्मचा-याने स्वतः भरावयाचे)

1. Name of the Employee : Amar Guikwad
(कर्मचा-याचे नाव)
2. Date of Birth : 18/04/1974
(जन्मदिनांक)
3. Educational Qualification: M A Red
(शैक्षणिक अर्हता)
4. Technical/ Professional Qualification: computer, typing
(तांत्रिक व्यावसायिक अर्हता)
5. Officiating Designation : co-ordinator Administration
(धारण केलेले पदनाम)
6. Date of Joining : 01/02/2021
(सेवेत रुजू झाल्याचा दिनांक)
7. Nature of Duties Performed (करीत असलेल्या कामाचे स्वरूप)

Sr.No (अनुक्र)	Assigned Duties (सोपविलेले काम)	Duties Performed (केलेले काम)	Any Additional Duties Performed (काही अतिरिक्त काम केलेले असल्यास)
1)	G.R Register	Good	out type of work
2)	Register MA	Good	out door
3)	mail	Good	
4)	Raily formet	Good	

Date: _____
(दिनांक)


Signature of Employee
कर्मचा-याची सही

CONFIDENTIAL (गोपनीय)

PART B: PERFORMANCE APPRAISAL (To be filled in by the Reporting Officer/ Head of Department)
भाग- ब कामाचे मूल्यमापन (प्रतिवेदन अधिका-याने/विभाग प्रमुखाने करावयाचे)

Sr.No (अनु.क)	Item of Assessment (मूल्यमापनाची बाब)	Grade of Performance Assessment (मूल्यमापनाची प्रतयारी)			
		Yes (होय)		No (नाही)	
1	Punctuality (यक्तशीरपणा)				
2	General Intelligence (सर्वसाधारण बुद्धिमत्ता)	Very Good (खूप चांगली)	Good (चांगली)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)
3	Quality of Work Performed/ Accuracy (केलेल्या कामाचा दर्जा/अचूकता)	Good (चांगली)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)	No Comments (अभिप्राय नाहीत)
4	Relations with Colleagues and others (सहकारी व इतरांशी संबंध)	Co-operative (सहकार्याचे)	Courteous (सौजन्याचे)	Helpful (मदतीचे)	Unfriendly (अमैत्रीपूर्ण)
5	a) Reliability (विश्वसनीयता) b) Dependability (विश्वासाहता) c) Honesty (प्रामाणिकपणा)	Yes (होय) Yes (होय) Yes (होय)	No (नाही) No (नाही) No (नाही)	No Comments (अभिप्राय नाहीत) No Comments (अभिप्राय नाहीत) No Comments (अभिप्राय नाहीत)	
6	Response to work/ Promptness (कर्तव्यनिष्ठा/ तात्पुरता)	Prompt (तत्पर)	Takes own time (स्वतःच्या सवडीनुसार)	Slow (मंद)	
7	Integrity and Character (सचोटी व चारित्र्य)	Good (चांगले)	Not Good (चांगले नाही)	No Comments (अभिप्राय नाहीत)	
8	Punishment/ Rewards if any during the year (अहवाल काळात झालेल्या शिक्षा / मिळालेली बक्षिसे)	yes			
9	Leave without pay availed during the period of assessment (अहवाल काळात उपभोगलेल्या विना वेतन रजा)	No			
10	Overall Assessment (सर्वसाधारण मूल्यमापन)	Very Good (A) (खूप चांगले/अ)	Good (B) (चांगले/ब)	Average (साधारण/क)	Below Average (साधारण पेक्षा कमी/ड)
11	Recommendations if any (काही शिफारशी असल्यास)				

Name (नाव): _____

Date (दिनांक): _____

Signature of Reporting Officer/ HOD
with Stamp
(प्रतिवेदन अधिका-याची/विभाग प्रमुखाची)

PART C: REMARKS OF REVIEWING OFFICER/ PRINCIPAL

(भाग - क : पुनर्विलोकन अधिका-यांचे / प्राचार्यांचे अभिप्राय)

1. Length of Service under Reviewing Officer/ Principal: From 2021 to 2022
(पुनर्विलोकन अधिका-यांच्या/ प्राचार्यांच्या हाताखालील सेवावधी) (पासून) (पर्यंत)

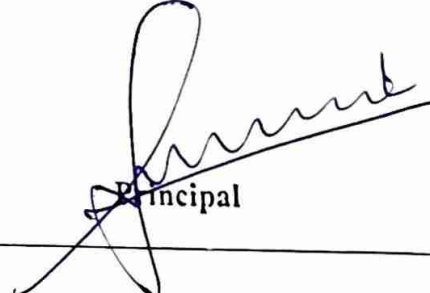
2. Do you agree with the information given by the Reporting Officer/HOD (If not; state specifically the remarks with which you do not agree with the reason):

Yes (होय)	No (नाही)	If No, Specify Grade सहमत नसल्यास सुधारित श्रेणी/ दर्जा
✓		

(प्रतिवेदन अधिका-याने/ विभाग प्रमुखाने केलेल्या मूल्यमापनाशी आपण सहमत आहात काय? Yes

(नसल्यास कोणत्या विशिष्ट अनिप्रायाशी सहमत नाही ते कारणांसह नमूद करावे.) _____

Date(दिनांक) : _____


Principal

PART-D
भाग - ड

FINAL REVIEW BY THE ACCEPTING AUTHORITY
(स्वीकृत अधिका-यांचे अंतिम पुनर्विलोकन)

a. Accepted :
(मान्य)

b. Not Accepted:
(अमान्य)

c. Any other remarks : _____
(इतर काही अभिप्राय)

d. Final Gradation of the Employee
(कर्मचा-याची अंतिम श्रेणी/ दर्जा)

Very Good (खूप चांगले)	Good (चांगले)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)
A	B	C	D

TRUSTEE
(विश्वस्त)

CHAIRMAN / SECRETARY
(अध्यक्ष / सचिव)