

Performance Appraisal System

The college has a Performance Appraisal System in place for both teaching and non-teaching staff. This system is monitored by the institute and is mandatory for faculty members to fill and submit the performance appraisal report at the end of each academic year. The report must adhere to the standards set by the University Grants Commission and the plan given by the Pune University.

After the faculty member submits the report with essential documents, it is evaluated by the head of the department and then forwarded to the Internal Quality Assurance Cell (IQAC) for assessment and validation. Once the IQAC validates the scores, the report is given to the principal.

The performance appraisal report is also used for the Career Advancement Scheme. The management collects confidential reports and information from faculty members regarding their teaching, learning, evaluation, curricular and extra-curricular activities, and research with comments from the Head of the department and Principal at the end of every academic year. This report is evaluated at the management level.

The performance appraisal system is channeled through a confidential report. Every member of the administrative staff is required to fill the form and hand it over to the Office Superintendent (OS) of the college. The OS adds his own observations and comments and forwards it to the principal for the final remark. After the Principal's remark, the report is sent to the parent institution for further scrutiny and assessment. Action is taken accordingly.

The Performance Appraisal System aids in improving the standards of the faculty members. Additionally, the college collects feedback from students to evaluate teachers' performance. The feedback is analysed, and a report is prepared, and if necessary, action is taken.



Annual Self-Appraisal Form for Teaching Staff

FOR THE ACADEMIC YEAR: 2023 -2024

Part A: To be filled by Teacher.

1. General Information:

Name	Dr. Chandrashekhar Damodhar Sonawane
Address (Residential)	Flat NO. G-02, Building NO 20, ASM HOSTEL, PURNANAGAR, Behind Ganpati Temple, Purnanagar, Chinchwad, Pune-19
Contact number	9423154466, 8788276179
Email address	chandrashekhar@asmedu.org
Designation	Asst. Prof.
Qualification Details	M.Sc. (Comp. Sci.) Ph.D.
Specialization	Computer Science.
Date of appointment in this institution	02/05/2023
Date of appointment in the present post	02/05/2023

2. Teaching Learning Process:

a. Courses / Subjects taught in the year concluded:

Course	Sessions Assigned (L+T+P)	Sessions Conducted	Deviation between planned and actual conduction in % (if any)
B.Sc.C.S.F.Y.I	L+T+P	L+T+P	90%
B.Sc.C.S.F.Y.II	L+T+P	L+T+P	92%
B.Sc.C.S.S.Y.III	L+T+P	L+T+P	90%
B.Sc.C.S.T.Y.IV	L+T+P	L+T+P	90%
B.Sc.C.S.T.Y.VI	L+T+P	L+T+P	95%
M.Sc.C.S.F.Y.	L+T+P	L+T+P	90%
M.Sc.C.S.S.Y.	L+T+P	L+T+P	90%
M.Sc.C.S.	L+T	L+T	

3. Evaluation Process:

Course	CCE Method used	Planned Date	Actual Date	Rubric given (Yes/No) before evaluation
B.Sc.C.S.F.Y.	CCE-1	7/9/23-14/9/23	8/9/23-15/9/23	Yes
	CCE-2	14/10/23-17/10/23	16/10/23-19/10/23	Yes
	CCE-3	30/10/2023	31/10/2023	Yes
B.Sc.C.S.T.Y.	CCE-1	5/9/23-19/9/23	7/9/23-14/9/23	Yes
	CCE-2	14/10/23-17/10/23	18/10/23-21/10/23	Yes
	CCE-3	30/10/23	31/10/23	
M.Sc.C.S.F.Y. S.Y.	CCE-1	20/8/23-25/8/23	21/8/23-25/8/23	Yes
	CCE-2	16/9/23-20/9/23	18/9/23-23/9/23	Yes
	CCE-3	10/11/2023	08/11/2023	Yes.

Innovative CCE method used apart from the methods mentioned by SPPU in its curriculum:

- Industrial Visit.
- 7 Days NSS Camp.
- Swatchata Rally at PCMC.

4. Improvement of Professional Competence:

Details regarding FDP / Workshop / refresher courses / orientation program etc. attended during the academic year:

No	Program details	Organizing Institute	Place and date
1	6-Days International E-FDP	Symbiosis Institute	online - 19/6/23 TO 26/6/23
2	Workshop - E-clerk	Eclerk Serv. Pvt. Ltd.	Pune - 26/7/23 to 27/7/23
3	FDP-NEP-2020-orientation	MMT & SPPU	online - 16/11/24 TO 30/11/24
4	FDP- INFOSYS - Project Genesis	INFOSYS Pvt. Ltd.	Pune - 30/11/24 TO 7/12/24
5	FDP on CO-PO Mapping	ASM CSIT Pune	Pune - 26/12/24 TO 30/12/24

5. Research Contributions:

a. Number of students (Ph.D.):

- Number of Students Registered during A.Y.: NA
- Number of Students Completed during A.Y.: NA

b. Research papers publication details:

Sr. No.	Title	National /International	Peer- reviewed, UGC care SCOPUS etc.	ISSN No. ISBN NO.
1	Enhancing Image Authentication Through HOG Based Inconsistency Analysis.	International		25BN-978-93-87665-16-3

c. Books / chapters in edited book /research paper published in conferences proceeding:

Sr. No.	Title	National /International	Publisher	ISBN No.
1	Enhancing Image Authentication Through HOG Based Inconsistency Analysis.	International	INCON-XVII	978-93-87665-16-3

d. Patents taken, if any, during the year; give a brief description:

6. Other Contributions:

a. Co-curricular activities organized during the academic year:

- i) Gillette Match 3 MBA Program-G.O.A.T - 05/03/2024
- ii)
- iii)

b. Extra-curricular activities organized during the academic year:

- i) NSS - Asst. Program Officer - 2023-2024.
- ii)
- iii)

c. Outbound activities/ outreach programs organized during the academic year:

- i)
- ii)
- iii)

7. General Data

Describe briefly about self-assessment of your performance during the year.

1. Conducted classes and practicals for assigned subjects.
2. Attended FDP, Workshop, Conference, Blood Donation Camp, Quiz Competition, etc.
3. Research paper published in conference proceeding Incon-XVII
4. Attended CAP as Examiner, Reviewer, Asst. Sr. Supervisor, Paper setter for S.P.P.U. and J.S.P.M. University Pune in Academic Year (2023-2024).

Declaration:

I hereby declare that the information given above is true to the best of my knowledge and belief.

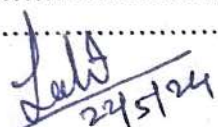
(Name and Signature of the Teacher with date)

Dr. C.D. Sonawane

Part B: To be filled by Head of the Institute.

Remark of Head of the Institute:

Dr. C. D. Sonawane is very sincere and committed to the work assigned to him. Considering his honorable commitment and dedication, he is given an additional responsibility of Vice-Principal Science stream and ~~and~~ his salary may be increased to ~~49k~~ 49k to 51k.


Signature of the HOI with date 22/5/24

Part C: To be filled in by Trust / Management Representative.

Remark of Head of the Institute:

Signature of the Chairman / Secretary with date

(ID. No. PU/PN/SC/160/2001)

(Affiliated to Savitribai Phule Pune University & Recognized by Govt. of Maharashtra)

S. No. 29/1+2A, Behind Sterling Honda, Pune-Mumbai Highway, Pimpri, Pune-411018

E-mail ID: csit@asmedu.org

Website: www.csitedu.org

Tel: (020) 6651700

Annual Self-Appraisal Form for Teaching Staff

FOR THE ACADEMIC YEAR: -

Part A: To be filled by Teacher.

1. General Information:

Name	Shreekant Ashok Mahajan
Address (Residential)	Plot No-23, Thomas Colony Opp. St George School, Mamurdi Behu Road Pune.
Contact number	7020045465
Email address	shreekantmahajan@asmedu.org
Designation	Program Coordinator
Qualification Details	M.Com., M.Phil, NET.
Specialization	Business Practice & Administration
Date of appointment in this institution	1st Oct. 2020
Date of appointment in the present post	1st Oct. 202

2. Teaching Learning Process:

a. Courses / Subjects taught in the year concluded:

Course	Sessions Assigned (L+T+P)	Sessions Conducted	Deviation between planned and actual conduction in % (if any)
Business Accounts			
Banking & Finance	L+T	L+T	5 To 10%
Corporate A/c	L+T	L+T	5 To 10%
Advance Account	L+T	L+T	5 To 10%
Audit & Taxation	L+T	L+T	5 To 10%
Costing - III	L+T	L+T	5 To 10%
Financial Account	L+T	L+T	5 To 10%

3. Evaluation Process:

Course	CCE Method used	Planned Date	Actual Date	Rubric given (Yes/No) before evaluation
Banking } CO - ACC	Written Exam	7/9/23 - 14/9/23	8/9/23 - 15/9/23	Yes
Adv. ACC } Audit & Tax	Assignments	14/10/23 - 17/10/24	16/10/23 - 19/10/23	Yes
Costing-III } Fin. ACC	Online Exam	30/10/23	31/10/23	Yes

Innovative CCE method used apart from the methods mentioned by SPPU in its curriculum:

- Industrial Visit
- Internship
- Practical Oral Exam

4. Improvement of Professional Competence:

Details regarding FDP / Workshop / refresher courses / orientation program etc. attended during the academic year:

No	Program details	Organizing Institute	Place and date
1	Workshop E. Clark	E. Clark Pvt. Ltd	Pune - 26/7/23 - 27/7/23
2	FDP NEP 2020	MMT & SPPU	Online - 16/11/24 - 30/11/24
3	FDP Infosys Project Based	Infosys Pvt. Ltd	Pune - 30/11/24 - 7/12/24
4	FDP COPO Mapping	ASM CSIT Collg	Pune - 26/3/24 - 30/3/24
5			

5. Research Contributions:

a. Number of students (Ph.D.):

- Number of Students Registered during A.Y.: _____
- Number of Students Completed during A.Y.: _____

b. Research papers publication details:

Sr. No.	Title	National /International	Peer- reviewed; UGC care SCOPUS etc.	ISSN No.
1	Marketing related	International	Peer-reviewed	Chapter Edited book ISBN 978-93-16-3

c. Books / chapters in edited book /research paper published in conferences proceeding:

Sr. No.	Title	National /International	Publisher	ISBN No.
1	Understanding the dynamics of consumer behavior	International	ASM Group of Institute Pune	ISBN-978-93-87665-16-3

d. Patents taken, if any, during the year; give a brief description:

6. Other Contributions:

a. Co-curricular activities organized during the academic year:

- i) Gillette- Mach 3 MBA Program GOAT - 5/3/24
- ii)
- iii)

b. Extra-curricular activities organized during the academic year:

- i) Student Development officer
- ii) student Placement officer
- iii)

c. Outbound activities/ outreach programs organized during the academic year:

- i)
- ii)
- iii)

7. General Data

Describe briefly about self-assessment of your performance during the year,

- 1) Program Coordinator of Commerce
- 2) Exam department
- 3) Student development officer
- 4) International Paper publish
- 5) F.D.P. on various Topics
- 6) Placement Drive
- 7) Financial Lit. Progr for college student & Staff

Declaration:

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)

Shreekrant Ashok Mahaja -

Part B: To be filled by Head of the Institute.

Remark of Head of the Institute:

Taking his contributions, student feedback and other active participations in activities into consideration the salary of Prof. Mahajan may be increased by 5% - 6%.

Handwritten signature and date: 22/05/2024

Signature of the HOI with date

Part C: To be filled in by Trust / Management Representative.

Remark of Head of the Institute:

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Signature of the Chairman / Secretary with date

Name of the Employee: Mrs. Mahadevi Shelle Department: ADMIN

Instructions for writing Performance Appraisal Report of Non-Teaching Subordinate Staff.
(अध्यापकेंतर 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 कार्यकाळ/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 अतिप्राय 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 प्रतिसा 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 सक्षिप्त 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 विरंगत 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-यांनी/ विभाग प्रमुखांनी केलेल्या मूल्यमापनाची 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-यांची मुदत संपण्यापूर्वी अंतिम पुनर्विलोकन होण्यासाठी पुनर्विलोकन अधिका-यांनी /प्राचार्यांनी सर्वबाबतीत परिपूर्ण असे अहवाल विनाधिलंब अध्यक्ष/सचिवांना सादर करावेत. पुढील आदेशापर्यंत सेवेत पुढे चालू देण्यात 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-वांच्या कामाचा नूतनानन अहवाल)

Period of Report:
(अहवालाचा कालावधी)

From 2021 to 2022 2023-24,
(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 Shelle
(कर्मचा-याचे नाव)
2. Date of Birth : 06/11/1985
(जन्मदिनांक)
3. Educational Qualification: MA(Eco) ITI (DTP)
(शिक्षणिक अर्हता)
4. Technical/ Professional Qualification: ITI (DTP) English Typing 30/40 wpm.
(तांत्रिक व्यावसायिक अर्हता) MSCIT, Computer Fundamentals, Marathi Typing 30w.p.m.
5. Officiating Designation : Head Clerk.
(धारण 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)	Scholarship	Scholarship fees update form send to Mahadbt, Samaj Kalyan	1) Exam Supervision / Squad duties.
2)	Affiliation	fill sppu seek.	2) TBMR, IPS, IIBR, CSIT
3)	Annual Report	fill Information of college detail	Recruitment Asst. of HR Co-ordinator & Supervisor
4)	AISHE	fill online all college detail 2022-23	duties, sppu University work admin duties,

- 5) Faculty Approval.
- 6) Prepared F.C.

Date:
(दिनांक)

MShelle
Signature of Employee
कर्मचा-याची सही


CONFIDENTIAL (गोपनीय)

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

Sr.No (अनु.क्र)	Item of Assessment (मूल्यमापनाची बाब)	Grade of Performance Assessment (मूल्यमापनाची प्रतवाची)			
		Yes (होय)		No (नाही)	
1	Punctuality (व्यक्तीरपणा)				
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 कामाची दर्जा/अचूकता)	Good (चांगली)	Average (साधारण)	Below Average (साधारण पेक्षा कमी)	No Comments (अभिप्राय नाहीत)
4	Relations with Colleagues and others (सहकारी व इतरांची संबंध)	Co-operative (सहकार्याचे)	Courteous (सौजन्याचे)	Helpful (मदतीचे)	Unfriendly (असहकारी)
5	a) Reliability (विश्वसनीयता) b) Dependability (विश्वसार्हता) 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/ निव्वलेली बक्षिसे)				
9	Leave without pay availed during the period of assessment (अहवाल काळात उपभोगलेल्या विना वेतन रजा)				
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): Mr. Anas Gaikwad

Date (दिनांक): 15/05/24


 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) (पाहून) (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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(प्रतिवेदन अधिका-यांने/ विभाग प्रमुखाने केलेल्या मूल्यमापनाशी आपण सहमत आहात काय? _____)

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

Date(दिनांक) : 16/5/24

[Signature]
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: Rohit Bhalekar Department: Admin

Instructions for writing Performance Appraisal Report of Non-Teaching Subordinate Staff.

(अध्यापकोतर पुष्प 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.
(याच क.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 कार्यकाळ/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 अणिप्राय 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 अनिप्राय 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 कं. १ ते ८ संबंधात पर्याय निवडले आहेत/अनिप्राय दिले आहेत ते सर्वसाधारण मूल्यमापनाबाबत तत्तेच शिफारशी क. ९ व १० संघात दिलेल्या पर्याय/अनिप्रायांशी विसंगत हेन नाहीत ह्या बदल 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 अनिप्राय)

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-यांची 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 दुय्यम कर्मचा-यांच्या कामाचा मूल्यमापन अहवाल)

Period of Report:
(अहवालाचा 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 मरावयाचे)

1. Name of the Employee : Aditi Manohar Bhalerao
(कर्मचा-याचे नाव)
2. Date of Birth : 15/04/1990
(जन्मदिनांक)
3. Educational Qualification: B.A.
(शैक्षणिक अर्हता)
4. Technical/ Professional Qualification: Computer hardware Maintenance
(तांत्रिक व्यावसायिक अर्हता)
5. Officiating Designation : Sr. Clerk
(धारण केलेले पदनाम)
6. Date of Joining : 01/02/2022
(सेवेत रुजू झाल्याचा दिनांक)
7. Nature of Duties Performed (करीत असलेल्या कामाचे स्वरूप)

Sr.No (अनु.क)	Assigned Duties (सोपविलेले काम)	Duties Performed (केलेले काम)	Any Additional Duties Performed (काही अतिरिक्त काम केलेले असल्यास)
1)	Eligibility	Good	
2)	pro-rata	Good	
3)	Exams	Good	
4)	Student corner	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 भरावयाचे)

Sr.No (अनु.क्र)	Item of Assessment (मूल्यमापनाची बाब)	Grade of Performance Assessment (मूल्यमापनाची प्रतयारी)			
		Yes (होय) ✓		No (नाही)	
1	Punctuality (यक्ताशीरपणा)				
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 (असहकार्यपूर्ण)
5	a) Reliability (विश्वसनीयता) b) Dependability (विश्वसाह्यता) c) Honesty (प्रामाणिकपणा)	Yes (होय) ✓ Yes (होय) ✓ Yes (होय) ✓	No (नाही) No (नाही) No (नाही)	No Comments (अनिप्राय नाहीत) No Comments (अनिप्राय नाहीत) No Comments (अनिप्राय नाहीत)	
6	Response to work/ Promptness (कर्तव्यनिष्ठा/ तात्पुरता)	Prompt (तत्पर) ✓	Takes own time (स्वतःच्या सयडीनुसार)		Slow (मंद)
7	Integrity and Character (सचोटी व चरित्र)	Good (चांगले) ✓	Not Good (चांगले नाही)		No Comments (अनिप्राय नाहीत)
8	Punishment/ Rewards if any during the year (अहवाल काळात झालेल्या शिक्षा / निव्वालेली बक्षिसे)	Nil			
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): Mr. Anand Gaikwad

Date (दिनांक): 15/5/2024


 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 सुधारित श्रेणी/दर्जा
✓	—	—

(प्रतिवेदन अधिका-याने/विभाग प्रमुखाने केलेल्या मूल्यमापनाची आपण सहमत आहात काय? _____)

नसल्यास कोणत्या विशिष्ट अभिप्रायाची सहमत नाही ते कारणंसह नमूद करावे.) _____)

Date(दिनांक) : 14/5/24

Salit
18/5/24
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 Graduation 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)