

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT BAKUL TAMBAT INSTITUTE OF NURSING
EDUCATION,
KARVENAGAR, PUNE 411052**

**PERFORMANCE
APPRAISAL
TEACHING STAFF
(2020 to 2021)**

Responses cannot be edited

Maharshi Karve Stree Shikshan Samstha's Smt. Bakul Tambat Institute of Nursing Education, Karvenagar, Pune - 411 052 Peer -Performance appraisal 2020-2021

* Required

Name of the Employee :- Surname First Name Middle Name *

Mrs Shailaja M J Mathews

Date of Birth :- *

MM DD YYYY

11 / 23 / 1975

Address Permanent :- *

Shivneri residency flat no 9 A wing Shahu colony lane no 11 Karvenagar, Pune Maharashtra

Designation :- *

Clinical instructor

Department :- *

Final year BSc

Total Years of Experience :- *

21 years

Date of Appointment *

MM DD YYYY

09 / 20 / 2007

Duration of Appraisal :- *

August 2020- July 2021

Previous Experience :- *

1. EBH-4 yrs , 2. KLE- 1 yr, 3. D Y patil, kolhapur. 4 yrs, 4. MKSSS BTINE-14 yrs

Post held *

Clinical instructor, assistant Lecturer, senior Tutor, clinical instructor

Duration *

1. EBH-4 yrs , 2. KLE- 1 yr, 3. D Y patil, kolhapur. 4 yrs, 4. MKSSS BTINE-14 yrs

Type of experience *

Teaching

Punctuality: -Arrives & leaves Punctually. *

- Excellent
- Very Good
- Good
- Average
- Poor

Plans work daily. *

- Excellent
- Very Good
- Good
- Average
- Poor

Maintains work sheet daily and informs authority about plan of work. *

- Excellent
- Very Good
- Good
- Average
- Poor

Attends to all details of assigned portfolios. *

- Excellent
- Very Good
- Good
- Average
- Poor

Communicates in time about portfolios. *

- Excellent
- Very Good
- Good
- Average
- Poor

Works systematically. *

- Excellent
 - Very Good
 - Good
 - Average
 - Poor
-

Completes all assigned job effectively in time. *

- Excellent
- Very Good
- Good
- Average
- Poor

Evaluates completion of work every day. *

- Excellent
 - Very Good
 - Good
 - Average
 - Poor
-

Takes initiatives in understanding other portfolios *

- Excellent
- Very Good
- Good
- Average
- Poor

Assists others in their work in emergency/during need *

- Excellent
- Very Good
- Good
- Average
- Poor

Maintains assigned portfolios files properly. *

- Excellent
- Very Good
- Good
- Average
- Poor

Keep documents updated and neatly *

- Excellent
- Very Good
- Good
- Average
- Poor

Dependable and reliable with assigned job *

- Excellent
- Very Good
- Good
- Average
- Poor

Has mastery over computer and accounts with Tally package *

- Excellent
 - Very Good
 - Good
 - Average
 - Poor
-

Maintains good relationship with colleagues and others staff *

- Excellent
 - Very Good
 - Good
 - Average
 - Poor
-

Respects authority. *

- Excellent
 - Very Good
 - Good
 - Average
 - Poor
-

Works with willingness and interest. *

- Excellent
- Very Good
- Good
- Average
- Poor

Has good integrity and character *

- Excellent
- Very Good
- Good
- Average
- Poor

Communicates with students in helpful friendly manner. *

- Excellent
- Very Good
- Good
- Average
- Poor

Responds to instruction & advice make use of constructive criticism *

- Excellent
- Very Good
- Good
- Average
- Poor

Remarks by Candidate: - *

Working in final year department since 2007. Got experience in various areas. Thankyou for the opportunity.
Working as NAAC coordinator and NISP coordinator
