

**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune – 411052**

PERFORMANCE APPRAISAL SYSTEM

2023-2024

Maharashtra University of Health Sciences, Nashik
Direction No. 01/2017, Format of Assessment Report (Appendix VII)

**(Estimate of General Ability and Character of a Teacher Director /Dean/
Principal/Professor /Associate Professor / Reader / Assistant
Professor/Lecturer/ Assistant Lecturer/Tutor / Demonstrator)**

1. Name of the Teacher : Dr. Shubhada Panksha
2. Period of Report : 2023 - 2024
3. Post(s) held : Associate Professor
4. Relations with colleagues : A
5. General Intelligence : A
6. Administrative ability including judgment, initiative and drive : A
7. Technical professional ability: A
(Where relevant)
7. Special Attitude: A
8. Integrity & Character : A
9. Fitness for Promotion: A
10. State of Health : A
11. Fitness for field work: A
12. Willingness to work on Computer : A
13. General Assessment : A
14. Grading (Write in handwriting) : A+ (Outstanding), A (Very good),
B+ (Positively good), B (Good),
B- (Average), C (Below Average)

Place : Pune / MKSSSBT JHE

Date :


Associate Professor
Signature, Name & Designation of self
of the Reporting Officer

Remarks of the Reviewing officer

1. Length of Service under Reviewing Officer :

2. Do you agree with Reporting Officer :

(If not, state specifically the remarks with


Which you do not agree or do you wish to modify or add to his assessment?)

3. Grading (Write in handwriting)

: A+ (Outstanding), A (Very good),
B+ (Positively good), B (Good),
B- (Average), C (Below Average)

Place : MKSSS BTIHE PUHE

Date : 31/07/2024


Signature, Name & Designation
of the Reviewing Officer

Remark of reporting officer :- Dr. Shubhada Ponkshe, an experienced Associate Professor, has excelled in all personal and professional aspects, including general intelligence, technical expertise, and administrative abilities. Her commitment to maintaining a high level of performance is evident in her dedication to endurance exercises and healthy dietary habits, which contribute significantly to her overall wellbeing and efficiency.


Sign of reporting officer

MKSSS'S Smt. Bakul Tambat Institute of Nursing Education

Faculty Evaluation Proforma

(Methodology for university and College Teachers for calculating Academic/ Research Score)

August 20... to July 20...

Part - A

Personal & Academic Information

| | |
|--------------------|-----------------------|
| Name | Dr. Shubhanga Pankshu |
| Designation | Associate Professor |
| Qualification | Ph.D. Nursing |
| Name of Department | Fundamental Nursing |
| College | M.K.S.S.S. B.T. J.H.F |
| Address | Karve Nagar Pune - 52 |
| Email | spankshu@gmail.com |
| Mobile | 9764761833 |
| Phone (R) | - |
| Phone (O) | - |

Part - B

PARAMETER

Score

1) Academic Engagement

Performance of Engaging Lectures / Practical:

| Sr. No. | Program | Subject | No. of Lectures assigned | No. of Lectures conducted | Percentage target Achieved | Performance | |
|---------|-----------------------|------------------------|--------------------------|---------------------------|----------------------------|-------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | |
| i. | 1st year FON B.Sc. | Anatomy Physiology | | | | | |
| ii. | | Nutrition Biochemistry | | | | | |
| iii. | | | | | | | |

| | | | | |
|---|---|---|----|----|
| | b | MET Training Attended in last 5 Years | | |
| | | Basic (Once in Service can be considered) | 2 | |
| | | Advanced | 10 | |
| | | • Any other Training related to medical Education during assessment period (give Details) | 3 | |
| | c | Curriculum Enrichment | | |
| | | i) E-content development * | 2 | ✓ |
| | | ii) Innovative Pedagogy * | 2 | ✓ |
| | | iii) Continuous Internal Assessment* | | |
| | | a) Development of Assessment Tool | 1 | ✓ |
| | | b) Implementation /Conduction of CIA | 1 | ✓ |
| | d | Contribution towards advanced learners and slow performers program | | 2 |
| | c | <ul style="list-style-type: none"> Invited Lectures / Resource Person/ Paper Presentation in seminars / Conferences/ Panel/ Discussion : | | |
| | | i) International (Abroad) | 07 | MA |
| | | ii) International Within Country | 05 | MA |
| | | iii) National | 03 | MA |
| | | iv) State/ University | 02 | ✓ |
| | F | *Any Other Academic Engagement not listed above <i>organiser of International Conference</i> | 03 | ✓ |
| 2 | | Research | | |
| | | • Research Guidance : (Calculate the score as per given criteria) | | |
| | | Ph.D | 1 | ✓ |
| | | P.G. dissertation | | ✓ |

| | | | | |
|----|--|----|-------|----|
| | Other Guidance for UG students for ICMR or any sponsored project from registered body. | | | |
| | *Research Projects Completed : | | | |
| | More than 10 Lakhs | 08 | NA | |
| | Less than 10 Lakhs | 04 | MA | |
| | Non- funded research / Educational projects | 02 | ✓ | |
| c) | *Research Projects Ongoing : | | | |
| | More than 10 lakhs | 03 | MA | |
| | Less than 10 lakhs | 02 | MA | |
| | Non- funded research / Educational projects | 01 | ✓ | |
| d) | Consultancy (includes non-monetary benefits) | 03 | | |
| e) | *Intellectual Property Rights (IPR) | | | |
| | Patents Published | 10 | NA MA | |
| | Patent Granted | 15 | MA | |
| | Other IPR (Trademarks, Copyrights, Designs etc) | 08 | MA | |
| 3) | Publications: | | | |
| a) | *Books authored which are published by: | | | |
| | International Publishers | 10 | | MA |
| | National Publishers | 08 | | |
| | Chapter in Edited Book | 05 | | |
| | Editor of Book by International Publisher | 08 | | |
| | Editor of Book by National Publisher | 06 | | |
| b) | *Paper Publications: | | | |
| | Publication in Peer Reviewed ISSN Journals/ Full length paper in | 08 | ✓ | |

| | | | | |
|----|---|----|---|----|
| | conference proceeding | | | |
| | Publication in UGC Care List Journals: | 10 | ✓ | |
| | Publication in Pub-Med / Scopus/WOS | 12 | ✓ | |
| | c) *Member of Editorial Board / Reviewer/ Editor of any Journal | 06 | | |
| 4) | Recognition , Achievement & Awards (during assessment period) : | | | |
| | a) *Additional Qualification | | | |
| | Ph.D./ D.sc | 10 | ✓ | |
| | PG Degree | 07 | ✓ | |
| | PG Diploma Fellowship | 05 | | |
| | Online Courses (e.g., MOOCS, SWAYAM, COURSESA etc.) | 03 | | |
| | b) *Awards (by Registered Bodies) | | | |
| | International | 05 | | NA |
| | National | 04 | | |
| | State | | | |
| | Membership of Registered Society | | | |
| | | | | |
| 5) | *Co-Curricular & Extra Curricular | | | |
| | Organized Confrence / CME/ CDE/ Symposium/ Workshop etc. as an Organizing Secretary/Charman/ Member | 08 | ✓ | |
| | Involvement in Mentorship Program | 04 | ✓ | |
| | Sports Committee (served as Committee Member/ Coordinator/ In charge) | 04 | | |
| | Cultural Committee(served as committee member/ Coordinator/ In charge) | | | |
| | Involvement in NSS / Extension Activities | 03 | | |

| | | | | |
|--|---|----|---|--|
| | *Administration roles performed at institute level/University level: | | | |
| | Principal Dean Director | 05 | | |
| | Head of the Dept. | 04 | ✓ | |
| | Member of level Statutory Committee | 03 | | |
| | Member of level non Statutory Committee | 02 | | |
| | Member of University or Govt. Committees | 04 | | |
| | Any Other Administrative responsibility | 02 | ✓ | |



Signature of Teacher



Signature of Head of Department



Signature of Principal

Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune 411 052.

Performance Appraisal Report of Faculty by class coordinator

1. Name of the Employee: -

| Surname | First name | Middle Name |
|------------|------------|-------------|
| Dr. POKSHE | SHUBHADA | HANDKUMAR |

2. Date of Birth: - 02/09/1960

3. Address Permanent: - A2/25, Sarita Vaibhav,
Sinhagad Road, Pune -

4. Designation: - Associate Professor / Vice Principal

5. Department: - Nursing Foundation

6. Total Years of experience: - 24 years

7. Date of appointment: - 01/08/2000

8. Duration of Appraisal: - 1 year 2023-2024

9. Previous experience: -

| Sr.No. | Post held | Duration | Type of experience |
|--------|----------------|------------------------|--------------------|
| 1 | Staff Nurse | 1989-1991 1992-1999 | Service/Clinical. |
| 2 | Matron | 1993-2000 | Administrative. |
| 3 | Nurse Educator | 2000-2024 | Teaching. |
| | | | |

Performance Appraisal

| No. | Performance Indicator to be assessed | Evaluation by Reporting Officer/Self | | | | |
|-----|--|--------------------------------------|------------------|-------------|----------------|-------------|
| | | Excellent (5) | Very Good (4) | Good (3) | Average (2) | Poor (1) |
| 1. | Punctuality: - Arrives & leaves Punctually. | ✓ | | | | |
| 2. | Plans work daily. | | ✓ | | | |
| 3. | Maintains work sheet daily and informs authority about plan of work. | | ✓ | | | |
| 4. | Attends to all details of assigned portfolios. | ✓ | | | | |
| 5. | Communicates in time about portfolios. | ✓ | | | | |
| 6. | Works systematically. | ✓ | | | | |
| 7. | Completes all assigned job effectively in time. | ✓ | | | | |
| 8. | Evaluates completion of work every day. | ✓ | | | | |
| 9. | Takes initiatives in understanding other portfolios | ✓ | | | | |
| 10. | Assists others in their work in emergency/during need | ✓ | | | | |
| 11. | Maintains assigned portfolios files properly. | ✓ | | | | |
| 12. | Keep documents updated and neatly | ✓ | | | | |
| 13. | Dependable and reliable with assigned job | ✓ | | | | |
| 14. | Has mastery over computer and accounts with Tally package | | ✓ | | | |
| 15. | Maintains good relationship with colleagues and others staff | ✓ | | | | |
| 16. | Respects authority. | ✓ | | | | |
| 17. | Works with willingness and interest. | ✓ | | | | |

| | | | | | | |
|-----|---|---|--|--|--|--|
| 18. | Has good integrity and character | ✓ | | | | |
| 19. | Communicates with students in helpful friendly manner. | ✓ | | | | |
| 20. | Responds to instruction & advice make use of constructive criticism | ✓ | | | | |

97
100

Remarks by Coordinator/HOD: - Dr. Shubhada Panksha, Head of

the Nursing Foundation Department, teaches first-year B.Sc. Students and provides consistent mentorship to her colleagues and students, fostering a positive and supportive environment. She demonstrates strong computer skills, although she is yet to gain the knowledge in the Tally package. At times, due to workload and emergency changes in the academic timetable, it is challenging for her to maintain her daily work plan and keep worksheets updated. She strives to perform at an excellent level in all other aspects.

Remarks by authority of Institution: -

Dr. Shubhada Panksha works as the HOD of FON. She coordinates IY B.Sc(N) batch. She is hard working and committed to her work & department.

J. Meers

MKSSS'S Smt. Bakul Tambat Institute of Nursing Education

Faculty Evaluation Proforma

(Methodology for university and College Teachers for calculating Academic/ Research Score)

August 20~~23~~²⁴ to July 20~~23~~²⁴

Part - A

Personal & Academic Information

| | |
|--------------------|---------------------------------|
| Name | Ms. Pratiksha Prakash Sonawane |
| Designation | Clinical Instructor |
| Qualification | B. B. Sc (N) |
| Name of Department | 3 rd year B. Sc. (N) |
| College | MKSSS BTINE |
| Address | Karvenagar, Pune- 411052 |
| Email | pratiksha.sonawane@mkssbtine.in |
| Mobile | 7796300214/ 9422192709 |
| Phone (R) | |
| Phone (O) | |

Part - B

PARAMETER

Score

| | | | | | | | |
|----|---|--|----------------------|-------------------------------|-------------------------------|----------------------------|-------------|
| 1) | Academic Engagement. | | | | | | |
| | Performance of Engaging Lectures / Practical: | | | | | | |
| | Sr. No. | Program | Subject | No. of Lectures assigned | No. of Lectures conducted | Percentage target Achieved | Performance |
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | i. | 3 rd yr. (B. B. Sc (N)) CHN | MSN-II | 27 hrs 23 hrs | 27 hrs 23 hrs | | |
| | ii. | IV Sem. (B. Sc (N)) | AHN-II Pharmac II | 16 hrs + 6 + 8 = 30 10 hrs | 16 hrs + 6 + 8 = 30 10 hrs | | |
| | iii. | | | | | | |

| | | | | | |
|---|---|--|----|--|---|
| | b | MET Training Attended in last 5 Years | | | |
| | | Basic (Once in Service can be considered) | 2 | | |
| | | Advanced | 10 | | |
| | | • Any other Training related to medical Education during assessment period (give Details) | 3 | | 3 |
| | c | Curriculum Enrichment | | | |
| | | i) E-content development * | 2 | | |
| | | ii) Innovative Pedagogy * | 2 | | |
| | | iii) Continuous Internal Assessment* | | | |
| | | a) Development of Assessment Tool | 1 | | 1 |
| | | b) Implementation /Conduction of CIA | 1 | | 1 |
| | d | Contribution towards advanced learners and slow performers program | 2 | | 2 |
| | c | • Invited Lectures / Resource Person/ Paper Presentation in seminars / Conferences/ Panel/ Discussion : | | | |
| | | i) International (Abroad) | 07 | | |
| | | ii) International Within Country | 05 | | |
| | | iii) National | 03 | | |
| | | iv) State/ University | 02 | | |
| | F | *Any Other Academic Engagement not listed above | 03 | | |
| 2 | | Research | | | |
| | | • Research Guidance : (Calculate the score as per given criteria) | | | |
| | | Ph.D | | | |
| | | P.G. dissertation | | | |

| | | | | |
|----|--|----|--|--|
| | Other Guidance for UG students for ICMR or any sponsored project from registered body. | | | |
| | *Research Projects Completed : | | | |
| | More than 10 Lakhs | 08 | | |
| | Less than 10 Lakhs | 04 | | |
| | Non- funded research / Educational projects | 02 | | |
| c) | *Research Projects Ongoing : | | | |
| | More than 10 lakhs | 03 | | |
| | Less than 10 lakhs | 02 | | |
| | Non- funded research / Educational projects | 01 | | |
| d) | Consultancy (includes non-monetary benefits) | 03 | | |
| e) | *Intellectual Property Rights (IPR) | | | |
| | Patents Published | 10 | | |
| | Patent Granted | 15 | | |
| | Other IPR (Trademarks, Copyrights, Designs etc) | 08 | | |
| 3) | Publications: | | | |
| a) | *Books authored which are published by: | | | |
| | International Publishers | 10 | | |
| | National Publishers | 08 | | |
| | Chapter in Edited Book | 05 | | |
| | Editor of Book by International Publisher | 08 | | |
| | Editor of Book by National Publisher | 06 | | |
| b) | *Paper Publications: | | | |
| | Publication in Peer Reviewed ISSN Journals/ Full length paper in | 08 | | |

| | | | |
|----|--|----|---|
| | conference proceeding | | |
| | Publication in UGC Care List Journals: \ | 10 | |
| | Publication in Pub-Med / Scopus/WOS | 12 | |
| | c) *Member of Editorial Board / Reviewer/ Editor of any Journal | 06 | |
| 4) | Recognition , Achievement & Awards (during assessment period) : | | |
| | a) *Additional Qualification | | |
| | Ph.D/ D sc | 10 | |
| | PG Degree | 07 | |
| | PG Diploma Fellowship | 05 | |
| | Online Courses (e.g., MOOCS, SWAYAM, COURSESA etc.) | 03 | |
| | b) *Awards (by Registered Bodies) | | |
| | International | 05 | |
| | National | 04 | |
| | State | | |
| | Membership of Registered Society | | |
| 5) | *Co-Curricular & Extra Curricular | | |
| | Organized Conference / CME/ CDE/ Symposium/ Workshop etc. as an Organizing Secretary/Charman/ Member | 08 | |
| | Involvement in Mentorship Program | 04 | |
| | Sports Committee (served as Committee Member/ Coordinator/ In charge) | 04 | |
| | Cultural Committee(served as committee member/ Coordinator/ In charge) | | ✓ |
| | Involvement in NSS / Extension Activities | 03 | |

| | | | | |
|--|---|----|--|--|
| | *Administration roles performed at institute level/University level: | | | |
| | Principal Dean Director | 05 | | |
| | Head of the Dept. | 04 | | |
| | Member of level Statutory Committee | 03 | | |
| | Member of level non Statutory Committee | 02 | | |
| | Member of University or Govt. Committees | 04 | | |
| | Any Other Administrative responsibility | 02 | | |

[Handwritten Signature]

Signature of Teacher

[Handwritten Signature]

Signature of Head of Department

[Handwritten Signature]

Signature of Principal

Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune 411 052.

Performance Appraisal Report of Faculty by class coordinator

1. Name of the Employee: -

| Surname | First name | Middle Name |
|----------|------------|-------------|
| SONAWANE | PRATIKSHA | PRAKASH |

2. Date of Birth: - 22/04/1999

3. Address Permanent: - BEHIND NAGESH VIDYALAYA, NEAR
KAJAL SADI CENTER, A/P. TAL. JAMKHED, DIST. AHMEDNAGAR

4. Designation: - CLINICAL INSTRUCTOR

5. Department: - 4th Semester B.Sc. Nursing

6. Total Years of experience: - 2 years 3 months

7. Date of appointment: - 01/09/2022

8. Duration of Appraisal: - 2023-24.

9. Previous experience: -

| Sr.No. | Post held | Duration | Type of experience |
|--------|---------------------|-------------------|--------------------|
| 1. | Clinical Instructor | 2 years 3 months. | Teaching |
| | | | |
| | | | |
| | | | |

Performance Appraisal

| No. | Performance Indicator to be assessed | Evaluation by Reporting Officer/Self | | | | |
|-----|--|--------------------------------------|------------------|-------------|----------------|-------------|
| | | Excellent (5) | Very Good (4) | Good (3) | Average (2) | Poor (1) |
| 1. | Punctuality: - Arrives & leaves Punctually. | | ✓ | | | |
| 2. | Plans work daily. | | | ✓ | | |
| 3. | Maintains work sheet daily and informs authority about plan of work. | | | ✓ | | |
| 4. | Attends to all details of assigned portfolios. | | ✓ | | | |
| 5. | Communicates in time about portfolios. | | | ✓ | | |
| 6. | Works systematically. | | ✓ | | | |
| 7. | Completes all assigned job effectively in time. | | | ✓ | | |
| 8. | Evaluates completion of work every day. | | | ✓ | | |
| 9. | Takes initiatives in understanding other portfolios | | ✓ | | | |
| 10. | Assists others in their work in emergency/during need | | ✓ | | | |
| 11. | Maintains assigned portfolios files properly. | | ✓ | | | |
| 12. | Keep documents updated and neatly | | ✓ | | | |
| 13. | Dependable and reliable with assigned job | | ✓ | | | |
| 14. | Has mastery over computer and accounts with Tally package | | | ✓ | | |
| 15. | Maintains good relationship with colleagues and others staff | | ✓ | | | |
| 16. | Respects authority. | | ✓ | | | |
| 17. | Works with willingness and interest. | | ✓ | | | |

| | | | | | | |
|-----|---|---|---|---|--|--|
| 18. | Has good integrity and character | ✓ | | | | |
| 19. | Communicates with students in helpful friendly manner. | | | ✓ | | |
| 20. | Responds to instruction & advice make use of constructive criticism | | ✓ | | | |

74
—
100

Remarks by Coordinator/HOD: - Ms Pratiksha Sonawane working in second yr. B.Sc department (III & IV sem). Good in teaching for theory classes as well as in clinics as doing close supervision of students. Sometimes unnecessary too strict with students as they are afraid to communicate with her, but took all criticism & accepted positively and started changes accordingly. Her contribution in college cultural activity and extra-curricular activity always helps students to participate in activity. She has good computer skill and she is positive.

Remarks by authority of Institution: -

Pratiksha Sonawane is in 2nd yr B.Sc (W) department. She is good at work and dependable. She needs to be more balanced in her communication with the students. She guides students in cultural activities.

/ Meene

PERFORMANCE APPRAISAL REPORT


(For the period from 1/7/2023 to 30/06/2024)

Section - I - Basic Information

| | | | | |
|-----|---|---|--|---|
| 1. | Name of the staff reported upon | Mrs. Neha Datar | | |
| 2. | Name of Unit presently working | Smt. Bakul Tambak Institute of Nursing ^{shs} | | |
| 3. | Post: | Head Clerk | | |
| 4. | Year of appointment | 2008 | | |
| 5. | Date of Birth | 30/05/1973 | | |
| 6. | Date of Appointment to present post | Jr. clerk. 20/12/2008 - Head clerk. 1/3/2024 | | |
| 7. | Period of absence on leave, etc. | Period | Type | Remarks |
| | On Leave (specify type) | | | |
| | Others (specify) | | | |
| 8. | Training Programs Attended | | | |
| | Date From | Date To | Institute | Subject |
| | 4/5/24 | 4/5/24 | Cummins Engineering College | Refresher course on Taxation/Provident Fund & Purchase Procedure. |
| | | | | |
| 9. | Awards / Honors | | Promoted as a Head clerk | |
| | | | | |
| 10. | Please indicate specific areas in which you feel the need to upgrade your skills through training program | | <p>a. For the current assignment: Accounts - TDS Return Training required.</p> <p>b. For future career</p> | |

Section - II - Self Appraisal

| | | |
|----|--|--|
| 1. | Brief description of duties assigned | Accounts- all incomes related work. All courses fees collection Scholarship, Donations, Donation in kind. Follow up with students teachers for pending fee collection Administrative work like staff Appointment orders, Termination, Experience, Relieving etc. All day to day regular work in college. |
| 2. | Performance at Actual | Fees collection of all courses by all means i.e. donation, Scholarship, Government Scholarship etc. Staff recruitment work. PRAI Budget calculation work. on one form filing of PRAI SSU for diploma course. Regular daily college issues work. |
| 3. | Exceptional contribution/ successful completion of any extraordinary task, if so, give a short description | <p>1) Go to university and get done approval for staff requirement advertise by taking into consideration of new staffing pattern of university. Due to increase intake additional posts are open & successfully done Temporary staff approval work with help of other office staff.</p> <p>2) Reappeal for Diploma fees & fees increased by 30% of each course.</p> |


 Signature of Employee

| | | | | |
|----------|--|---------------------|---------------------|--------------------------------|
| 1 | Assessment of the work output (This assessment should rate the staff vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) | | | |
| | | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| i. | Accomplishment of assigned duties | | | Name & Sign |
| ii. | Quality of output | | 7 | |
| iii. | Accomplishment of exceptional work / unforeseen tasks performed | | | |
| | <u>Overall Grading on "Work Output"</u> | | | |
| 2 | Assessment of personal attributes (on a scale of 1-10) | | | |
| | | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| I | Attitude to work | | | Name & Sign |
| II | Sense of responsibility | | | |
| III | Overall bearing and personality | | | |
| IV | Communication Skills | | 7 | |
| V | Moral courage & willingness to take a professional stand | | | |
| VI | Leadership qualities | | | |
| VII | Capacity to work in time limit | | | |
| | <u>Overall grading on Personal Attributes</u> | | | |
| 3 | Assessment of Functional Competency (on a scale of 1-10) | | | |
| | | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| I | Dependability | | | Name & Sign |
| II | Teamwork | | | |
| III | Work Product | | 7 | |
| IV | Decision Making | | | |
| V | Adaptability | | | |
| | <u>Overall grading on Functional Capacity</u> | | | |
| 4 | <u>Overall grade (on a score of 1-10)</u> | | | |

NOTE FROM UNIT HEAD

Date:

J. Meene 13/8/2024
 Signature of the Reviewing Authority
 Name
 Stamp

PERFORMANCE APPRAISAL REPORT

(For the period from 01-01-2024 to -30-06-2024)

Section - I - Basic Information

| | | | | |
|-----|---|---|-----------|---|
| 1. | Name of the staff reported upon | Nameeta Vinayak Boramanikar | | |
| 2. | Name of Unit presently working | BTINE | | |
| 3. | Post: | Jt. Clerk. | | |
| 4. | Year of appointment | 2023 | | |
| 5. | Date of Birth | 01/11/1984 | | |
| 6. | Date of Appointment to present post | 04/01/2023 | | |
| 7. | Period of absence on leave, etc. | Period | Type | Remarks |
| | On Leave (specify type) | | | |
| | Others (specify) | | | |
| 8. | Training Programs Attended | | | |
| | Date From | Date To | Institute | Subject |
| | 16-05-2023 | 01-07-2023 | CSD | Advance Excel |
| | 04-05-2024 | 04-05-2024 | MKSSS | Refresher course on Taxation, Provident fund purchase |
| 9. | Awards / Honors | | | |
| | | | | |
| | | | | |
| 10. | Please indicate specific areas in which you feel the need to upgrade your skills through training program | <p>a. For the current assignment:</p> <p>MS-Word Samaj Kalyan related GR's & circulars.</p> <p>b. For future career</p> | | |

Section - II - Self Appraisal

| | | |
|----|--|--|
| 1. | Brief description of duties assigned | <p>1) Samaj Kalyan related all work i.e. form filing, scrutiny, documentation, disbursement.</p> <p>2) GOY. scholarship - SC students follow up - PFMS check-</p> <p>3) Purchase related work - as per requirement - contacting vendor, comparative, P.O.</p> <p>4) Samstha Ahwal - related work Institute information.</p> <p>5) LMC related all work</p> |
| 2. | Performance at Actual | <p>Forwarded all the SK forms for AY. 2023-24 before 31-03-2024, Remaining done thereafter, documentation, Undertaking, disbursement related record, reports to H.O. SC students, 60% share recovery maximum done from students, LMC - Invitation, Agenda, min filing, documentation, minutes - calling, mail to all LMC members.</p> |
| 3. | Exceptional contribution/ successful completion of any extraordinary task, if so, give a short description | <p>1) Mumbai visit on 06-03-2024 for diploma re-appeal process done and Maharashtra policy for AY. 23-24 regarding the same, at MSBNPE, MahaIT, SSS Mumbai.</p> <p>2) Visits at SK office Pune, Swadhas, And SIT compliance done, request letters. Activation of fee correction module. for recovery of fees on account of re-appeal.</p> |

N. Ramani
Signature of Employee

| 1 Assessment of the work output (This assessment should rate the staff vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) | | | |
|---|---------------------|---------------------|--------------------------------|
| | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| i. Accomplishment of assigned duties | 6 | } 6 1/2 | Neta Datta rDatta |
| ii. Quality of output | 6 | | |
| iii. Accomplishment of exceptional work / unforeseen tasks performed | 5 1/2 | | |
| Overall Grading on "Work Output" | | | |
| 2 Assessment of personal attributes (on a scale of 1-10) | | | |
| | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| I Attitude to work | 6 | } 6 1/2 | Neta Datta rDatta |
| II Sense of responsibility | 6 | | |
| III Overall bearing and personality | 6 | | |
| IV Communication Skills | 6 | | |
| V Moral courage & willingness to take a professional stand | 6 | | |
| VI Leadership qualities | 5 1/2 | | |
| VII Capacity to work in time limit | 6 | | |
| Overall grading on Personal Attributes | | | |
| 3 Assessment of Functional Competency (on a scale of 1-10) | | | |
| | Reporting Authority | Reviewing Authority | Initial of Reporting Authority |
| I Dependability | 6 | } 7 | Neta Datta rDatta |
| II Teamwork | 6 | | |
| III Work Product | 6 | | |
| IV Decision Making | 5 1/2 | | |
| V Adaptability | 5 1/2 | | |
| Overall grading on Functional Capacity | | | |
| 4 Overall grade (on a score of 1-10) | | | |

NOTE FROM UNIT HEAD

Date: 13/8/2024
 Signature of the Reviewing Authority
 Name
 Stamp