



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

Smt. Bakul Tambat Institute of Nursing Education

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



Criteria VI

Governance, Leadership and Management (2024-2025)

6.3 Faculty Empowerment Strategies

6.3.4 Performance Appraisal System for teaching and nonteaching staff

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)
Self-reporting and reviewing officer report

1. Name of the Teacher : Ms. Badade Jyoti
2. Period of Report : 2024-25
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: (Where relevant) A
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)

Remarks by self:- I had a good experience through out the year.

Place: MKS BTME

Date: 16/07/25

Abanell Ms. Jyoti Badade
Associate Professor
Signature, Name & Designation
of the Self

Remarks of the Reporting officer

- 1. Length of Service under Reporting 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)

**Signature, Name & Designation
of the Reporting Officer**

Remarks of the Reviewing officer

- 1. Length of Service under Reviewing Officer :
- 2. Do you agree with Reporting Officer : *Good to very good*
(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:

Date:


**Signature, Name & Designation
of the Reviewing Officer**

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

Badaab

Jyoti

Vilas

2. Date of Birth: - 27/07/1980

3. Address Permanent: - Vardhaman Enclave, Jui building,
flat no. 101, Ambegaon bk Pune. 46.

4. Designation: - Associate Professor

5. Department: - 2nd yr P.B. BSc (N).

6. Total Years of experience: - 17 years.

7. Date of appointment: - 13/08/2007

8. Duration of Appraisal: - 2024-25

9. Previous experience: -

| Sr.No. | Post held | Duration | Type of experience |
|--------|---------------------|----------|--------------------|
| 1. | staff nurse | 3yr. | Clinical |
| 2. | Clinical Instructor | 12yr | Teaching |
| 3. | Associate Professor | 2yr | 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 | | ✓ | | | |

Remarks by Coordinator/HOD: -

- 2024-25 year went well, able to manage comfortably.
- Good experience to deal with all challenges.
- Interested in further year activities plans of department & institute.

Remarks by authority of Institution: -

She is taking care of PB BSC 2nd year. Manage it well. Has improved student results since 2 years.

J. Meera

MKSSS'S Smt. Bakul Tambat Institute of Nursing Education

Faculty Evaluation Proforma

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

August 20²⁴ to July 20²⁵

Part - A

Personal & Academic Information

| | |
|--------------------|------------------------------|
| Name | Jyoti Vilas Badade |
| Designation | Associate Professor |
| Qualification | Msc. (Nursing) |
| Name of Department | Nursing |
| College | MKSSS BTINE PUNE |
| Address | MKSSS BTINE KARVENAGAR, PUNE |
| Email | jyoti.karande@mkssbtine.in |
| Mobile | 9850140007 |
| Phone (R) | same as above |
| 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. | P.B.BSc 2 nd yr. | Nsg. ad | 40 | 40 | 100% | Good |
| | | Nsg. Ed Research | 40 50 | 40 50 | | |
| ii. | MSc (N) | MSN | 20 | 20 | 100% | Good |
| iii. | PBBSc (1 st yr) | Nsg. Ed MSN | 30 | 30 | 100% | Good |

| | | | | | |
|---|---|--|----|---|--|
| | b | MET Training Attended in last 5 Years | | | |
| | | Basic (Once in Service can be considered) | 2 | ✓ | |
| | | Advance | | ✓ | |
| | | <ul style="list-style-type: none"> Any other Training related to medical Education during assessment period (give Details) | | | |
| | c | Curriculum Enrichment | | | |
| | | i)E-content development * | | | |
| | | ii) Innovative Pedagogy * | | | |
| | | iii) Continuous Internal Assessment* | | | |
| | | a) Development of Assessment Tool | | | |
| | | b) Implementation /Conduction of CIA | | | |
| | 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 | | |
| | | ii) International Within century | 05 | | |
| | | iii) National | 03 | ✓ | |
| | | iv) State/ University | 02 | ✓ | |
| | F | *Any Other Academic Engagement not listed above | 03 | | |
| 2 | | Research | | | |
| | | <ul style="list-style-type: none"> 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 conference proceeding | 08 | ✓ | |

| | | | | | |
|----|----|---|----|---|--|
| | | 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 Confernce / 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 | | |

*Refer to "criteria for the score to be augmented"

Signature of Teacher

Signature of Head of Department

Signature of Principal

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)
Self-reporting and reviewing officer report

1. Name of the Teacher : Ms. Sangave Rau A
2. Period of Report : 2024-2025
3. Post(s) held : Clinical Instructor
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)

Remarks by self:- Overall very good experience in semester 6 department. I worked in the semester for the first time, I got to learn a lot. I learned about OSCE preparation, how to conduct module & the semester pattern, it was a great learning experience.

Place: Pune

Date: 01/07/2025

Signature, Name & Designation
of the Self

Ms. Sangave Rau A
Clinical Instructor

Remarks of the Reporting officer

- 1. Length of Service under Reporting Officer : 6 months
- 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** : A+ (Outstanding), A (Very good),
B+ (Positively good), B (Good),
B- (Average), C (Below Average)

Lisham
Signature, Name & Designation *Lisham Smita Devi*
of the Reporting Officer *(Assoc. Prof.)*

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

Place:
Date:

J. Meera
Signature, Name & Designation
of the Reviewing Officer

Overall very good experience in semester e department. I worked in the semester for the first time I got to learn a lot. I learned about OSCF preparation how to conduct module & the semester pattern. It was a great learning experience.

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 |
|----------------|------------|-----------------|
| <u>Sangave</u> | <u>Rau</u> | <u>Ashokrao</u> |

2. Date of Birth: - 01/06/1993

3. Address Permanent: - Flat No. 701, 7th Floor, Vasantsakha Plaza, Near Navale Bridge, Narhe, Pune-411052

4. Designation: - Clinical Instructor

5. Department: - 6th Semester Bsc Nursing

6. Total Years of experience: - 9 years 6 months

7. Date of appointment: - 01/08/2016

8. Duration of Appraisal: - 1 year

9. Previous experience: -

| Sr.No. | Post held | Duration | Type of experience |
|--------|----------------------------------|---------------------------|--|
| 1. | Staff Nurse - DMH | 6 months | Temp Temporary Clinical |
| 2. | Clinical Instructor (9 years) | 1/08/2016 to till date | Temporary 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 | ✓ | | | | |

Remarks by Coordinator/HOD: - She have shown consistent dedication to teaching and departmental responsibilities and engaged the students effectively.

[Signature]

Remarks by authority of Institution: -

[Signature]
11/10/2025

महर्षी कर्वे स्त्री-शिक्षण संस्था,
कर्णेनगर, पुणे ४११ ०५२

कामाचा मूल्यमापन अहवाल
(परफॉर्मन्स अप्रायजल रिपोर्ट)

(कालावधी दि. १/०७/२०२५ ते दि. ३०/०६/२०२५)

विभाग १ - प्राथमिक माहिती :

| | | | | |
|----|--|---|---------------------------------|-------------------|
| १ | कर्मचा-याचे नांव | तावरे उजिंज्य शांताशम | | |
| २ | शाखेचे नांव | श्रीमती लकुब तांबटे लक्ष्मी कॅलेज | | |
| ३ | पदनाम | शिपार | | |
| ४ | नियुक्ती दिनांक | १५/०४/२०१४ | | |
| ५ | जन्मतारीख | १०/०७/१९९२ | | |
| ६ | सध्याच्या पदावरील नियुक्तीचा दिनांक | १५/०४/२०१४ | | |
| ७ | गैरहजेरीचा अथवा रजेचा कालावधी | कालावधी | रजेचा प्रकार | शेरा |
| | रजेचा प्रकार | — | — | |
| | इतर कारण | | | |
| ८ | प्रशिक्षण घेतल्याबाबतचा तपशील | | | |
| | दिनांकापासून | दिनांकापर्यंत | प्रशिक्षण देणा-या संस्थेचे नांव | प्रशिक्षणाचा विषय |
| | | | | |
| ९ | मिळालेली पारितोषिके/ सन्मान | | | |
| १० | आपली कार्यकुशलता वृद्धिगतहोण्याच्या दृष्टीने आपणांस कोणत्या विषयांबाबत प्रशिक्षण देण्यात यावे याचा उल्लेख करावा. | अ. सध्या असलेल्या कार्यभारासंबंधी शताधारी | | |
| | | ब. भविष्यातील वाटचालीकरिता शताधारी | | |

वभाग २ - स्वयं मूल्यमापन :

| | | |
|----|--|---|
| १. | सध्या आपणांस सोपविण्यात आलेली कामे (संक्षिप्त स्वरूपात) | <p>२-टाऊ शून्य स्थितीत क्लास शून्य स्थितीत प्रशासकीय कार्याची बाबत कामे थक विद्यापीठ नाशिक, मुंबई</p> |
| २. | प्रत्यक्ष केलेल्या कामाचा परफॉर्मन्स | <p>कॉलेज मध्ये कोणत्याही प्रकारचे कार्यक्रम इनिशियेशन परिदृश्यात या सगळी शिक्षक व विद्यार्थी पांढरा सर्व तो परी प्रदान करणे व यंत्रणा शिवाय सोपवलेली जबाबदारी पार पाडणे.</p> |
| ३. | आपल्या प्रत्यक्ष सहभागामुळे यशस्वीरित्या पूर्ण केलेली एखादी विशेष जबाबदारी अथवा काम. | <p>कॉलेज मधील विविध कॉन्फरन्स शिपकार्याची वेळीस टेकविलेली धिलेली जबाबदारी व नियोजन व्यवस्थापन करणे.</p> |

कर्मचा-याची स्वाक्षरी

3/aww

(फक्त कार्यालयीन कामकाजा करिता)

| १ केलेल्या कामाचे मूल्यमापन - १ ते १० रेटिंग पध्दतीचा अवलंब करावा.(१०=उच्च पातळी) | | | | |
|---|---|-------------------|---------------------|-----------------------------------|
| | | प्रतिवेदन अधिकारी | पुनर्विलोकन अधिकारी | प्रतिवेदन अधिकारी नाव व स्वाक्षरी |
| i. | सोपविलेल्या कामांची पूर्तता | 7 | } | NNDates Neha Dates |
| ii. | केलेल्या कामाची गुणवत्ता | 7 | | |
| iii. | यशस्वीरित्या पूर्ण केलेले विशेष काम | 7 | | |
| | कामाचा एकंदरित दृष्य परिणाम | | | |
| २ वैयक्तिक गुणविशेषांचे मूल्यमापन (रेटिंग १ ते १० पध्दतीचा अवलंब करावा) | | | | |
| | | प्रतिवेदन अधिकारी | पुनर्विलोकन अधिकारी | प्रतिवेदन अधिकारी स्वाक्षरी |
| I | कामासंदर्भातील कल | 7 | } | NNDates Neha Dates |
| II | जबाबदारीची जाणीव | 7 | | |
| III | एकंदरित कार्यपध्दती व व्यक्तिमत्व | 7 1/2 | | |
| IV | संभाषण कौशल्य | 7 | | |
| V | धडाडी व व्यावसायिक दृष्टीकोन | 7 | | |
| VI | नेतृत्व गुण | 7 | | |
| VII | विहित मुदतीत काम करण्याची क्षमता | 7 | | |
| | एकंदरित वैयक्तिक गुणविशेष | | | |
| ३ कामासंदर्भातील सक्षमतेचे मूल्यमापन(रेटिंग १ ते १० पध्दतीचा अवलंब करावा) | | | | |
| | | प्रतिवेदन अधिकारी | पुनर्विलोकन अधिकारी | प्रतिवेदन अधिकारी स्वाक्षरी |
| I | स्वतंत्रपणे काम करण्याची क्षमता/अवलंबित्व | 7 1/2 | } | NNDates Neha Dates |
| II | एकत्रित काम करण्याची क्षमता/संघभावना | 7 | | |
| III | कार्यक्षमता | 7 | | |
| IV | निर्णयक्षमता | 6 1/2 | | |
| V | लवचिकता | 7 | | |
| | कामासंदर्भातील एकंदरित कार्यक्षमता | | | |
| ४ | एकंदरित दर्जा (रेटिंग १ ते १० पध्दतीचा अवलंब करावा) | | | |

पुनर्विलोकन अधिका-याचे टीपण

दिनांक 11/6/2025

J. Mune
पुनर्विलोकन अधिकारी स्वाक्षरी-
नाव, सही आणि शिक्का

PERFORMANCE APPRAISAL REPORT

(For the period from 1/07/2024 to 30/06/2025)

Section - I - Basic Information

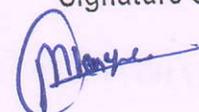
| | | | | |
|-----|---|---|-----------|-------------------------|
| 1. | Name of the staff reported upon | Mahendra Vilas Nangude | | |
| 2. | Name of Unit presently working | Smt. Bakul Tambat Inst of Nursing Edu | | |
| 3. | Post: | Asst. Accounts officer | | |
| 4. | Year of appointment | 21.07.2008 | | |
| 5. | Date of Birth | 05.06.1980 | | |
| 6. | Date of Appointment to present post | 01.04.2024 | | |
| 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 |
| | 18.10.24 | - | GATE FRA | FRA Report online A/C |
| | 29.4.25 | | MKS IS | T.D.S Salary Return G.H |
| 9. | Awards / Honors | | | |
| 10. | Please indicate specific areas in which you feel the need to upgrade your skills through training program | a. For the current assignment: | | |
| | | 17 T.D.S related update 27 GST related update 37 FRA - Report. | | |
| | | b. For future career - Improve English language and English Drafting. | | |

Section - II - Self Appraisal

[BTINE All Department]

| | | |
|----|--|---|
| 1. | Brief description of duties assigned | <p>1) Cash and Bank payment</p> <p>2) Salary Working and payment</p> <p>3) Visting Salary and payment</p> <p>4) T.DS, Prof. Tax and prov. fund monthly payments and Return</p> <p>5) T.DS 26 and 24 & Return</p> <p>6) GST Data monthly,</p> <p>7) FRA, and SSS Report</p> <p>8) Audit and Finalization of Accounts</p> |
| 2. | Performance at Actual | All above work Completed Homely |
| | | |
| 3. | Exceptional contribution/ successful completion of any extraordinary task, if so, give a short description | |

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 | 8 | } 8 1/2 | Name & Sign M. Dabz Neha Dabz |
| ii. | Quality of output | 8 | | |
| iii. | Accomplishment of exceptional work / unforeseen tasks performed | 7 1/2 | | |
| | <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 | 8 | } 8 | Name & Sign M. Dabz Neha Dabz |
| II | Sense of responsibility | 8 | | |
| III | Overall bearing and personality | 7 1/2 | | |
| IV | Communication Skills | 7 | | |
| V | Moral courage & willingness to take a professional stand | 7 1/2 | | |
| VI | Leadership qualities | 7 1/2 | | |
| VII | Capacity to work in time limit | 8 | | |
| | <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 | 8 | } 8 1/2 | Name & Sign M. Dabz Neha Dabz |
| II | Teamwork | 8 | | |
| III | Work Product | 8 | | |
| IV | Decision Making | 7 1/2 | | |
| V | Adaptability | 7 1/2 | | |
| | <u>Overall grading on Functional Capacity</u> | | | |
| 4 | <u>Overall grade (on a score of 1-10)</u> | | | |

Date: 13/6/25

NOTE FROM UNIT HEAD

J. Meena
Signature of the, Reviewing Authority
Name
Stamp