6.3.5

Performance Appraisal System for Teaching Staff

University of Mumbai

Name & Address of the College:

REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS (FOR COLLEGES & UNIVERSITIES)

(As per University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016)

Application for promotion from: Annual Self-Assessment for the year:

Direct Recruitment:

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6).

(Please indicate whichever is applicable)

 Total API score calculated as per Appendix 3: _______.

 Period of Assessment for the purpose of Self-Assessment / Promotion: _______

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

_	B	
Sr.	Particulars	
No.		
1	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	Department	<u>_</u>
.	Department	
L		
4.	Current Designation & Grade Pay	
5.	Date of last promotion	
6.	Which position and grade pay are you an	
	applicant under CAS?	
7.	Date of eligibility for promotion	
<i>'</i> .	Date of engineering for promotion	
8.	Date and Place of Birth	
	· · · · · · · · · · · · · · · · · · ·	
9.	Sex	
9.	Sex	
10.	Marital Status	
11.	Nationality	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC	
	category	
13.	Address for correspondence (with pin	
	code)	
14.	Permanent Address (with pin code)	
14.	remanent Address (with pin code)	
14.a.	Telephone No.	
	-	
14.b.	Email	

15. Academic Qualifications (Metric till Post Graduation):

Name of the	Year of	Percentage	Division/	Subject
Board/University	Passing	of marks	Class/	
		obtained	Grade	
				ζ.
			Board/University Passing of marks	Board/University Passing of marks Class/

16. Research Degree(s):

Degrees	Title	Date of award	University
M.Phil.	•		
Ph.D./D.Phil.	C X		
D.Sc./D.Litt.			

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to this institution

	Nature of		Dat	e of	Salary with	Reason of
Designation	appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Joining	Leaving	Grade	leaving

Please indicate whether in previous service:

a. The essential qualification of the post held was not lower than the qualification prescribed by the UGC/University.

b. The post is/was in an equivalent grade or of the pre-revised scale of pay.

- c. Whether applied through proper channel
- d. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- f. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

18. Record of academic service in this institution

Designation	Nature of appointment (Regular /	Name of Employer	Date Joining	e of Leaving	Salary with Grade	Reason of leaving
	Temporary/ Ad-Hoc / Fixed tenure)					
				\mathbf{X}		

19. Period of teaching experience: P.G. Classes (in years)	: U.G. classes (in years)	Ī
--	---------------------------	---

20. Research Experience excluding years spent in M.Phil./Ph.D. (in years):

21. Fields of specialization under the Subject/Discipline

а.

b.

22. Academic Staff College Orientation/Refresher course attended:

Name of the Course/	Place	Duration	Sponsoring Agency
Summer Course			

(Attach certified true copy of the certificates)

23. Detail of publications attached to the PBAS format (for evaluation)

Sr.	Nature of	List of author/s as it appear	Name of the Book & the	ISSN / ISBN	Impact factor
No.	publication	in the publication	publishers / Journal,	number	(in case of
	(Book	-	Issue no. and year of		journal)
	Review /		publication, page nos.		
	Research				
	Paper etc.)				

24. Any Other relevant information: (please attach an additional sheet/paper if required)

1	Teaching	out your future plans in relation to the following:
-		
II	Research	
ш	Mentoring of students	
		. 7
IV	Social Responsibility	
	~	0
	\sim	
L		L
Date		Signature of the staff
emar	ks / Observations / Comm	ents by the Head or senior most teacher of the Department
ate:		Signature of the Head o
		Senior most teache
		Of the Departmen
ace:		
ate:		Name & Signature of the applicant

Instructions for Filling up Part B of the PBAS Proforma: (<u>Applicable to all categories except fresh</u> applicants to the post of assistant professor in case of direct recruitment)

- <u>Part B</u> of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide G.R. No. Sankirna-2017 / Pra. Kra. 33 / (17) / Vi. Shi. - 1/ dated March 4, 2017 and VCD
 - Part (B) (I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.
 - Part B (II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.
 - Part B (III) is based on Category III of the table. Detailed information <u>for the entire assessment period</u> is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indictors/activities given below.

N.B. The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

PART B: ACADEMIC PERFORMANCE INDICATORS

(Applicable to all categories except fresh applicants to the post of assistant professor in case of direc recruitment)

(Please see detailed instructions of the PBAS proforma before filling out this section)

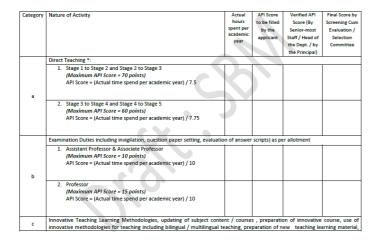
CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

 Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching L/P/T/F /PS*	No. of lectures / Hours allotted per week**	% of L / P / T / F / PS taken as per documented record
					,

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visit includes Excursions, Field Trips, Industrial Visit etc. as prescribed in the syllabus, (PS): Project Supervision if prescribed in the syllabus.

** Convert number of lectures to hours.



1.	Assistant Professor (Maximum API Score = 10 points) API Score = (Actual time spend per academic year) / 10	6		
2.	Associate Professor (Maximum API Score = 15 points) API Score = (Actual time spend per academic year) / 10			
3.	Professor (Maximum API Score = 20 points) API Score = (Actual time spend per academic year) / 10			

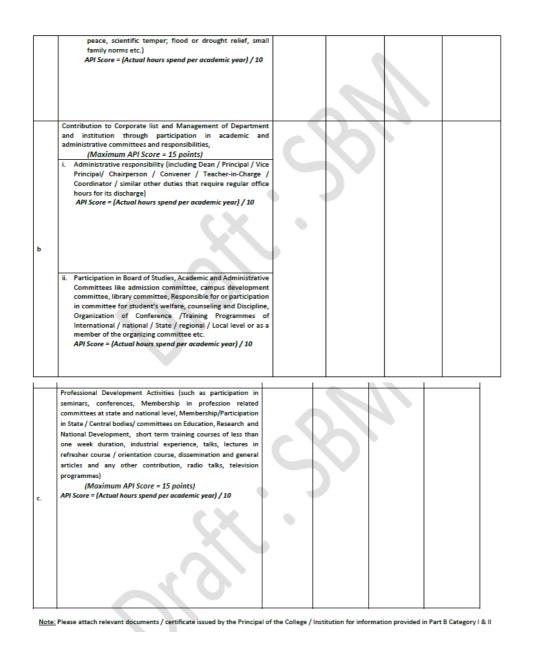
- Note: *: 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.
 - 2. Teachers are required to engage at least 80% of the lectures allotted to be eligible to score under Direct Teaching.
 - 3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.

CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

- > For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contri
- > Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may i
- > Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.

Please mention your contribution to any of the following:

<u> </u>	Please mention your contribution to any of the following:				
Sr.	Type of Activity	Actual hours	API Score to be	Verified API	Final Score by
No.		spent per	filled by the	Score (By	Screening cum
i i		academic year	applicant	Senior-most	Evaluation /
i i				Staff / Head of	Selection
i i				the Dept. / by	Committee
i i				the Principal)	
	Students related co-curricular, extension and field based activities (Maximum API Score = 15 points)				
	 Discipline related co-curricular activities (e.g. remedia classes, career counselling, study visit, student's seminar and other activities) 				
	API Score = (Actual hours spend per academic year) / 10				
a.	ii. Other co-curricular activities (Cultural, Sports, NCC, NSS industry-implant training and placement activity etc.)	·			
	API Score = (Actual hours spend per academic year) / 10				
i i	iii. Extension and Dissemination activities (public / popula	r			
	lectures / talks / seminars, popular writings not covered				
	under III, Community work on values of Nationa				
	Integration, secularism, democracy socialism, humanism				



INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:

[Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment]

Part B of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 and <u>this VCD</u>:

- ✓ Part (B) (I) is based on API scoring for Category I of the table.
- Part B (II) is based on Category II of the table.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table III(A), II (8), and Table III of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations 2016 of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indictors/activities given below.

N.B. The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

CATEGORY III: RESEARCH, PUBLICATIONS AND ACAEMIC CONTRIBUTIONS
Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Research papers published in Journals

Sr.	Title with page nos.	Journal	ISSN /	Impact	No. of	Whether	API	Verified	Final Score
No.			ISBN	Factor	co-	you are	Score to	API	by
			No.		authors	the main	be filled	Score (By	Screening
						author	by the	Senior-	cum
							applicant	most	Evaluation
								Staff /	/ Selection
								Head of	Committee
								the Dept.	
								/ by the	
								Principal)	
			-		1				

B (i) Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

I TEAL O	Therefelice books i ubisited by international i ubisiters with	isbirt / issirt reuniber as app	loved by the on	iversity and p	osteu on its	website.	
Sr.	Book title and/or Chapter title with page nos.	Editor and/or	ISSN / ISBN	No. of co-	API Score	Verified	Final Score
No.		Publisher	No.	authors.	to be	API Score	by
					filled by	(By	Screening
					the	Senior-	cum
					applicant	most	Evaluation
						Staff /	/ Selection
						Head of	Committee
						the Dept.	
						/ by the	
						Principal)	
				/			
<u> </u>							

B(ii) .: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

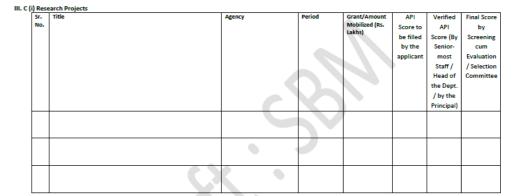
Sr.	Book title and/or Chapter title with page nos.	Editor and/or	ISSN / ISBN	No. of co-	API Score	Verified	Final Score
No.		Publisher	No.	authors.	to be	API Score	by
					filled by	(By	Screening
					the	Senior-	cum
					applicant	most	Evaluation
						Staff /	/ Selection
						Head of	Committee
						the Dept.	
						/ by the	
				/		Principal)	

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

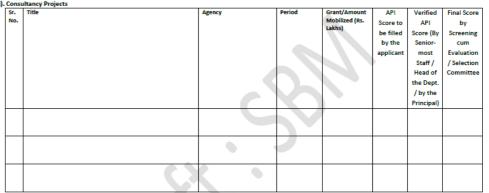
Sr.	Book title and/or Chapter title with page nos.	Editor and/or	ISSN / ISBN	No. of co-	API Score	Verified	Final Score
No.		Publisher	No.	authors.	to be	API Score	by
					filled by	(By	Screening
					the	Senior-	cum
					applicant	most	Evaluation
						Staff /	/ Selection
						Head of	Committee
						the Dept.	
						/ by the	
						Principal)	

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr.	Book title and/or Chapter title with page nos.	Editor and/or	ISSN / ISBN	No. of co-	API Score	Verified	Final Score
No.		Publisher	No.	authors.	to be	API Score	by
					filled by	(By	Screening
					the	Senior-	cum
					applicant	most	Evaluation
						Staff /	/ Selection
						Head of	Committee
						the Dept.	
						/ by the	
						Principal)	
				/			
		K V					



C (ii). Consultancy Projects



C (ii

(iii).	Projec	t Outcomes / Outputs:						
[Sr.	Patent / Technology Transfer / Product / Process / Major	Agency	Period	Whether policy	API	Verified	Final Score
	No.	Policy documents prepared for International / Central / State			document /	Score to	API	by
		Govt. / Local bodies			patents as	be filled	Score (By	Screening
					outcome	by the	Senior-	cum
								Evaluation
						applicant	most	
						· · · · · ·	Staff /	/ Selection
							Head of	Committee
							the Dept.	
							/ by the	
							Principal)	
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t								
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L				1	1			

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
M.Phil. or equivalent						
Ph. D or equivalent						
i) Fellowship	s / Awards					

(E) (i) Fellowships / Awards

-/ 1	,	waiips / Awarus						
	Sr.	Title of the Fellowship / Award	Awarded by	Is the awarding	Is the awarding body	API	Verified API	Final Score
	No.			body an academic	recognized as	Score to	Score (By	by Screening
				body	International / National /	be filled	Senior-most	cum
					State / University Level?	by the	Staff / Head	Evaluation /
						applicant	of the Dept.	Selection
							/ by the	Committee
							Principal)	
			CX.					

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.	Title of the Paper presented / lecture	Title of Conference/	Date of the	Organized	Whether	API Score	Verified	Final Score
No.	delivered	Seminar	event	by	international/	to be	API	by
					national/state/ regional / university	filled by	Score (By	Screening
					level	the	Senior-	cum
						applicant	most	Evaluation
							Staff /	/ Selection
							Head of	Committee
							the Dept.	
							/ by the	
							Principal)	
			-					
			L		1			

(F) Development of e-learning delivery process / material

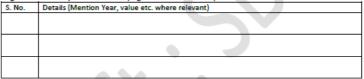
- [Sr.	Title of the e-learning process / material	Institution for which	Used by	Period of	Whether	API Score	Verified	Final Score
	No.	developed.	the material /		development	international/	to be	API	by
			process was			national/state/	filled by	Score (By	Screening
			developed.			regional / university	the	Senior-	cum
						level	applicant	most	Evaluation
								Staff /	/ Selection
								Head of	Committee
								the Dept.	
								/ by the	
								Principal)	
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IV. SUMMARY OF API SCORES

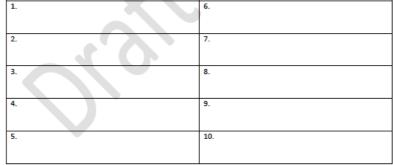
	Criteria	Last	Total-API Score	API Score to	Verified	Final Score
		Academic	for Assessment	be filled by	API Score	by
		Year	Period	the	(By Senior-	Screening
				applicant	most Staff	cum
					/ Head of	Evaluation
					the Dept. /	/ Selection
					by the	Committee
					Principal)	
I.	Teaching, Learning and Evaluation related activities					
II	Co-curricular, Extension, Professional development etc.					
ш	Research and Academic Contribution					

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.



LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)



I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

> Signature of the faculty with Designation, Place & Date

Signature of HOD/School Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE INDICATORS DEVELOPED BY THE UGC.

SECTION I: GENERAL

Particulars	
Name (in BLOCK letters)	
Department / Subject Applied for	
Designation	Assistant Professor / Associate Professor / Professor
Date and Place of Birth	
Sex	
Marital Status	5
Nationality	
Indicate whether belongs in SC/ST/OBC category	•
Address for correspondence (with pin code)	
Permanent Address (with pin code)	
Telephone No.	
Email	
	Name (in BLOCK letters) Department / Subject Applied for Designation Date and Place of Birth Sex Marital Status Nationality Indicate whether belongs in SC/ST/OBC category Address for correspondence (with pin code) Permanent Address (with pin code) Telephone No.

SECTION B: CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Cat.	Nature of Activity	Max.	API	Verified	Final Score		
	,	Score	Score to	API	by		
			be filled	Score (By	Screening		
			by the	Senior-	cum		
			applicant	most	Evaluation		
				Staff /	/ Selection		
				Head of	Committee		
				the Dept.			
				/ by the			
				Principal)			
	Direct Teaching *:						
	1. Stage 1 to Stage 2 and Stage 2 to Stage						
	3						
	API Score = (Actual time spend per	70					
а	academic year) / 7.5						
	2. Stage 3 to Stage 4 and Stage 4 to Stage			-			
	5	60					
	API Score = (Actual time spend per	60					
	academic year) / 7.75						
	Examination Duties including invigilation, question paper setting, evaluation of answer						
	scripts) as per allotment						
	1. Assistant Professor & Associate						
	Professor	10					
b	API Score = (Actual time spend per						
	academic year) / 10						
	2. Professor						
	API Score = (Actual time spend per	15					
	academic year) / 10		of subias		1		
	Innovative Teaching Learning Methodologies preparation of innovative course, use of inno		-				
	bilingual / multilingual teaching, preparation		-				
	material, study pack or similar additional resources		-	-			
	feedback on the quality of classroom teaching				ousstaucint		
	1. Assistant Professor &						
	API Score = (Actual time spend per	10					
C	academic year) / 10						
	2. Associate Professor						
	API Score = (Actual time spend per	15					
	academic year) / 10						
	3. Professor						
	API Score = (Actual time spend per	20					
	academic year) / 10						

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Type of Activity	Max.	API	Verified	Final Score
		Score	Score to	API Score	by
			be filled	(By	Screening
			by the	Senior-	cum
			applicant	most	Evaluation
				Staff /	/ Selection
				Head of	Committee
				the Dept.	
				/ by the	
				Principal)	
	Students related co-curricular, extension				
а.	and field based activities.	15			
	Contribution to Corporate list and				
_	Management of Department and institution				
в	through participation in academic and administrative committees and	15			
	responsibilities,				
	Professional Development Activities (such as				
	participation in seminars, conferences,				
	Membership in profession related				
	committees at state and national level,				
	Membership/Participation in State / Central				
	bodies/ committees on Education, Research				
c .	and National Development, short term	15			
	training courses of less than one week				
	duration, industrial experience, talks,				
	lectures in refresher course / orientation				
	course, dissemination and general articles				
	and any other contribution, radio talks,				
	television programmes)				

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr.	Activity	API	Verified	Final Score
No.		Score to	API Score	by
		be filled	(By	Screening
		by the	Senior-	cum
		applicant	most	Evaluation
			Staff /	/ Selection
			Head of	Committee
			the Dept.	
			/ by the	
			Principal)	
lii(a)	Research papers published in			
lii	Research publications (books, chapters in books other			
(b)	than refereed journal articles)			

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Research projects			
Research guidance			
Fellowships, awards and invited lectures delivered in conferences / seminars			
Development of e-learning delivery process / material			
	Research guidance Fellowships, awards and invited lectures delivered in conferences / seminars	Research guidance Fellowships, awards and invited lectures delivered in conferences / seminars	Research guidance Fellowships, awards and invited lectures delivered in conferences / seminars

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Place & Date

Signature of the Applicant with Designation

Observations and remarks of the Head / senior most staff of the Department.

Date

Observation and remark of the Principal.

Signature of HOD / Senior most teacher of the Department

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee

Performance Appraisal System for Non-teaching Staff

CONFIDENTIAL

FORM No. 6 (See Rule 12)

University or College :

Patpanhale Arts, Commerce & Science College

Confidential Assessment and Self-Assessment Report of Non-Teaching / Non-Technical / Technical Employees

Serial No.

Year ending 31st March 20

File No.

Name : Shri. / Smt. / Kumari

Department or Office (including Section) ...

Instructions :

- 1. Report should be submitted annually and for the period ending 31st March of every year.
- Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
- Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
- 4. If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how for and reports of other officers.
- Anything specially meritorious or adverse to the employee should be sanctioned, even if not specially provided for.
- 6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
- 7. All adverse / outstanding remarks should be communicated to the employee in writing.
- 8. The reviewing authority has right to ask justification of remarks from the reporting officer.

Personal Information

(To be filled by the employee concerned)

Name	
Date of Birth as recorded in	the service Book /
S.S.C. Certificate / School L	eaving Certificate
Place of Birth	
	(Village / Town / Taluka / District / State)
Nationality and Religion	
Whether belongs to Schedu	ed Castes /
Scheduled Tribes / Nomadi	Tribes / Other
Backward Classes etc	

Home Town (with residential Address)			
		12	
Permanent Address (Local)			
Date of joining University Services and designation at the time of Firs Appointment -	Position	Period from	
appointment and present if any	(i)		
	(ü)		
A service of result in the training same owner the service of the service		and a first of instance for others a from the state of the state from	
. Real Price Office Min States and a state of the	the second se		
I was not start to see the second	· ····		
Language known			
a variation and depression and an and			
University			
Yeau			
Confidential Assessment R			
Name			
Period of report			
Post or Posts held during the period of repo			
Department / Office /Section	:		
Leave taken during the period E.L./C.L./C	ther Leave :		

	Performanc					
Sr. No.	Item Constitution and and and	V.Good	Good	Fair	Average	Bellow Average
1404		A	В	С	D	E
L	Technical Adequacy					
	1. Industry					
	2. Application					
	3. Initiative					
	4. Neatness	- :				
	5. Accuracy					
	6. Punctuality in work					
	7. Methodical & Systematic working -	- :	0			********
	8. Promptness in disposal	- :				******************
	9. Regularity in attendance					
	10 Relations to Superiors	:	**********			******
	11. Relations to Colleagues	- 1		si ann	underninging	
	12 Relations with members of public -	an Laure	and the second second		***************************************	*****************
	13. Dependability					***************
	14. Capacity to get work done -	- :	**********	*********		
Ш.	General Impression					
	1. General Impressions and grasp -	- :			*****************	
	2. Leadership Qualities					
						+
	(related to the section/ department)					
	4. Tech. Ability (wherever relevant) -					
	5. Spl. Complementary (aptitude qualit	ies :				
	etc. other than job requirements)					
Ш.	Recommendations					
	a. Administrative ability including -	- :				
	judgement, initiative, promptness and d	rive				
	b. Fitness to continue in the present po	st :				
	c. Fitness for promotion	- :				
	d. Any other item not covered but which					
	you would like to record. Please speci	fy				
	the aspect					
	the aspect					

3.15	Reporting Officer :	
te : cc : RA	rnagiri Nam	ure) as and Designation of the Reviewing Officer
ses. Whe the in the	is covered by J. II and III may not be applicable to re assessment in respect of particular item is not not e column as NA (not applicable). Assessment I, Good, Fair, Average, Bellow Average. hase mark ' \checkmark ' in appropriate columns to arrive a	has to be done in five points scale. i.e
	Observation of Reviewing Office	in the Report
	(To be filled in by the Reviewing	g Officer)
		the second differences
1.	Length of Service under Reviewing Officer	sui statu s
	during the period under report	
2.	Do you agree with the Reporting Officer	
	or do you wish to modify or add to his assessment	
	or do you wish to money or and to mis assessment	
3.	Observation of remarks to the employees and	
	clarification from the reporting Officer sought, if any	
4.	Communication of remarks to the employees and	
1	clarification from the reporting officer sought, if any	
	cartication from the reporting onlicer sought, it any	
		. Level of Constants
Date :	(Signatu	re)
	RATNAGIRI	Name and Designation of the Reviewing Officer