

SHAHU SHIKSHAN SANSTHA'S (PANDHARPUR)
NALANDA LAW COLLEGE

(Affiliated To University of Mumbai)
(REGD. NO. BPT ACT F - 712 SOLAPUR)

Plot No. 2, RSC 34, Gorai-II, Borivali (West), Mumbai - 400 091.
● Email : nandalawcollege172@gmail.com ● Tel.: 022-2867 3210, 2868 8184
● Website : nandalawcollege.in ● Mobile: 7304180489

CRITERIA 6

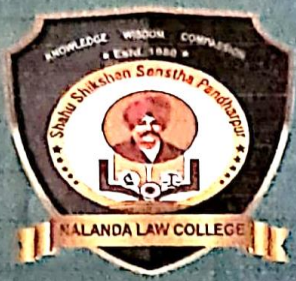
GOVERNANCE, LEADERSHIP & MANAGEMENT

6.5

INTERNAL QUALITY ASSURANCE SYSTEM

6.5.2

Institution Performance appraisal
system for teaching and non -
teaching staff



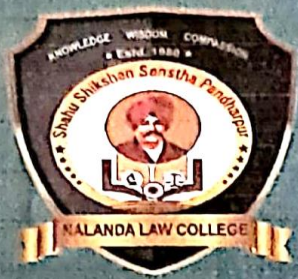
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6.5.2

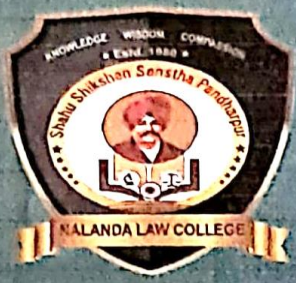
Institution Performance appraisal system for teaching and non - teaching staff



Index

**Sr.
no.** **Description**

A	Performance Appraisal in Terms of Academic Incentives.
B	Performance appraisal format for non-teaching
C	Librarian Appraisal Form
D	Assessment – Analysis on performance appraisal
E	Maximum 500 Words Description on Performance Appraisal



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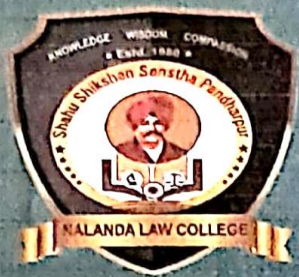
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**A. Performance Appraisal in Terms of Academic
Incentives. (Specimen)**



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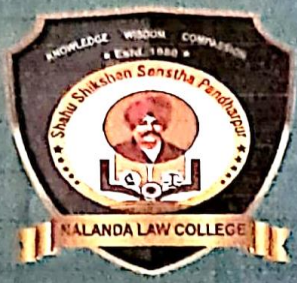
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TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			
I revise the lessons from past chapters.			
I prepare lesson plans that make my teaching methods efficient.			
I use examples to help students understand the concept better.			
I use teaching aid (blackboard, posters, books and PPT) during my lectures			
I encourage students to participate individually, in pairs or in groups			
I make sure to include a variety of teaching exercises to help students have a better learning experience			
I use engaging activities in my class			
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.			
I understand the abilities of my students.			
I encourage my students.			
I communicate integral information about my students to their guardians.			
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			



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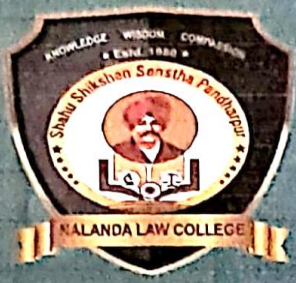
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I observe my colleagues to learn new teaching techniques			
I brush up my language skills to help my students			



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B. PERFORMANCE APPRAISAL FORMAT
FOR NON TEACHING STAFF (Specimen)

General Information

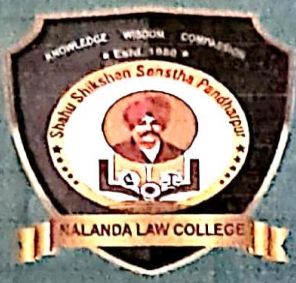
a.	Name	
b.	Address (Residential)	
c.	Address (Permanent)	
d.	Mobile Number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Date of Joining in this Institution	
j.	Work Experience (Total) (This Institution + Other Institutions)	

Other Duties:

Exam cell	
Examination	
Admission Process	
Administration work	




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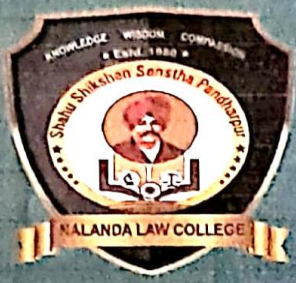
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RATINGS BY SKILL	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	
Productivity	
Communication	
Initiative	
Punctuality	



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C. Librarian Appraisal Form (Specimen)

Name of the employee:

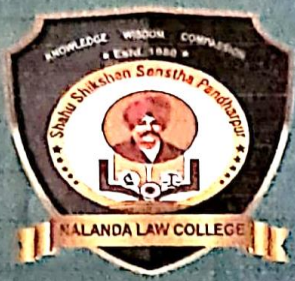
Position:

Date:

Sr. No.	Task	Yes	No	N/A	Remarks
1	Maintenance: Adds description about books in catalogues.				
2	Adds books into the cataloguing program of the library.				
3	Labels, and puts stamps on new books.				
4	Returns materials to shelves and keeps shelves in order.				
5	Assists patrons in finding relevant books and study material.				
6	Maintains other study materials				
7	Maintains newspaper and magazine shelves.				
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.				
9	Fills in for other staff when needed.				
10	Performs other duties as assigned.				



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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Rameshwari Dubey
Job Title/ Department	Assistant Prof./Law
Reviewer Name/ Title	J.B Patil / I.C Principal
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Very Sincere
Productivity	3
Comments:	efficient at work
Communication	3
Comments:	Communicates thoughts without hesitation
Collaboration	3
Comments:	Engages with students & teachers
Initiative	3
Comments:	Takes initiative
Punctuality	3
Comments:	Very punctual.
OVERALL RATING	Excellent
ADDITIONAL NOTES	Could be less strict at times.

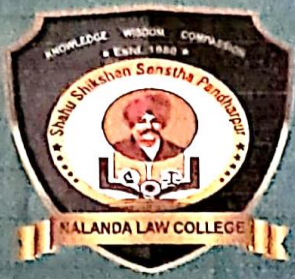
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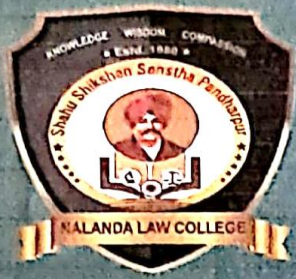
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			✓
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.			✓
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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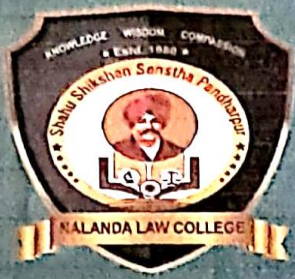
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	X		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Durga Meik
Job Title/ Department	Assistant Prof. /Law
Reviewer Name/ Title	J.B. Patil / I.C. Principal
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	
	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Hardworking.
Productivity	3
Comments:	Very Efficient
Communication	3
Comments:	Communicates freely.
Collaboration	3
Comments:	Engages with colleagues & students.
Initiative	3
Comments:	Often takes initiative in all activities.
Punctuality	3
Comments:	Very punctual.
OVERALL RATING	Excellent
ADDITIONAL NOTES	

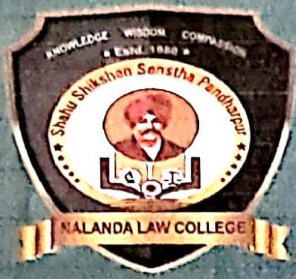
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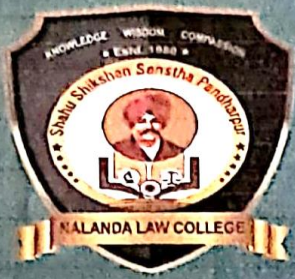
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups		✓	
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class		✓	
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.		✓	
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods		✓	
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



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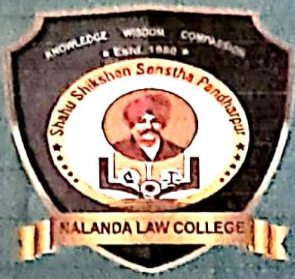
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I attend training programs and apply newly gained information to polish my teaching method		✓	
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.		✓	
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✓		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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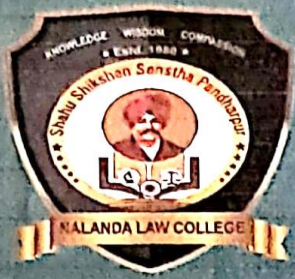
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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Dewendra Singh
Job Title/ Department	Assistant Professor/Law
Reviewer Name/ Title	J.B. Patil / I.C. Principal
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	03
Comments:	Very Sincere
Productivity	03
Comments:	Always participates
Communication	03
Comments:	Efficient
Collaboration	03
Comments:	Collaborates with colleague, students
Initiative	03
Comments:	Actively
Punctuality	03
Comments:	Always Punctual
OVERALL RATING	
ADDITIONAL NOTES	Needs to have sensitive approach towards students

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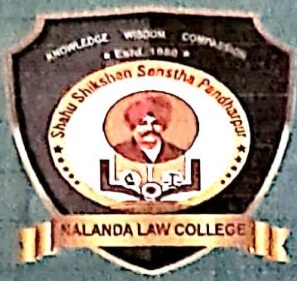
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class			✓
2. RELATIONSHIP WITH STUDENTS AND PARENTS		✗	
I know all my students by name.		✓	✗
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.	✓		
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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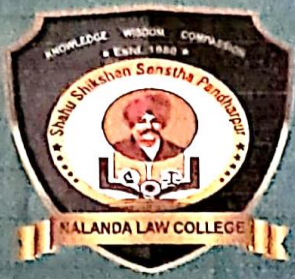
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.		✓	
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✓		✓
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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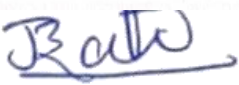
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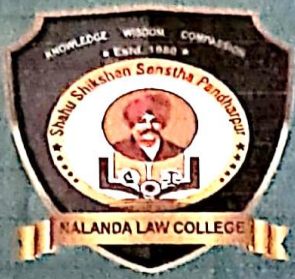
EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Sujata Seth.
Job Title/ Department	Assistant Prof. / Law.
Reviewer Name/ Title	J.B Patil / I.C Principal
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Efficient efficient
Productivity	2
Comments:	Mostly productive.
Communication	2
Comments:	Fair communication
Collaboration	2
Comments:	Need to collaborate more.
Initiative	1
Comments:	Needs to take initiative.
Punctuality	1
Comments:	Needs to be more punctual
OVERALL RATING	Good
ADDITIONAL NOTES	

Needs to be more punctual,
& take initiative with other colleagues.


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(REGD. NO. BPT ACT F - 712 SOLAPUR)

Plot No. 2, RSC 34, Gorai-II, Borivali (West), Mumbai - 400 091.
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Mobile: 7204180489

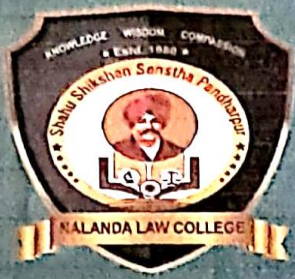
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students		✓	
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.		✓	
I revise the lessons from past chapters.			✓✓
I prepare lesson plans that make my teaching methods efficient.			✓✓
I use examples to help students understand the concept better.			✓✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓✓
I encourage students to participate individually, in pairs or in groups			✓✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.		✓	
I understand the abilities of my students.			✓✓
I encourage my students.			✓✓
I communicate integral information about my students to their guardians.	✓		
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



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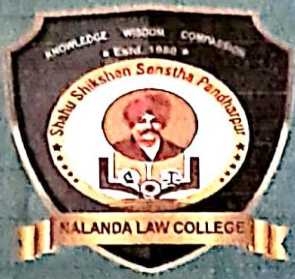
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	/		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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Mobile: 7204190489

EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Milind Gogdhane
Job Title/ Department	Assistant Prof. / Law
Reviewer Name/ Title	J.B. Perti / I.C. Perti
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Excellent
Productivity	3
Comments:	Very productive
Communication	3
Comments:	Communicates efficiently
Collaboration	3
Comments:	Always collaborates
Initiative	3
Comments:	Takes initiative
Punctuality	3
Comments:	Very Punctual
OVERALL RATING	
ADDITIONAL NOTES Management should him for some bigger roles in improving the establishment	

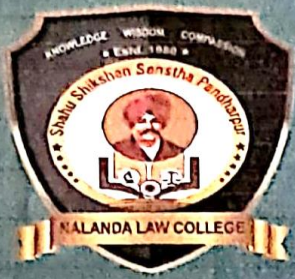
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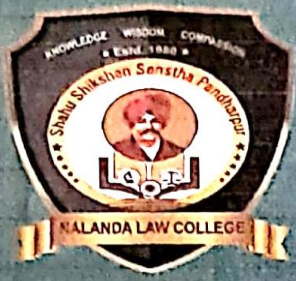
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			✓
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.			✓
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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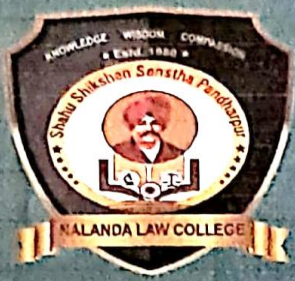
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✓		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Nalanda Badekar
Job Title/ Department	Assistant Prof. / Law
Reviewer Name/ Title	J. B. Patil / I.C Principal
Review Period	One year
Today's Date	10 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Very Efficient
Productivity	3
Comments:	Quite Productivity.
Communication	2
Comments:	Could be better but good.
Collaboration	2
Comments:	Collaborates mostly.
Initiative	2
Comments:	Takes initiative sometimes.
Punctuality	3
Comments:	Very Punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	More initiative is required on her behalf. for participation in cultural activities.

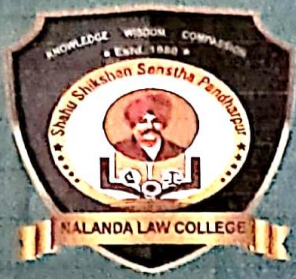
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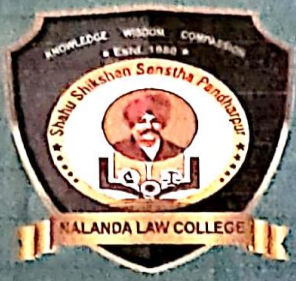
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class		✓	
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.		✓	
I understand the abilities of my students.		✓	
I encourage my students.		✓	
I communicate integral information about my students to their guardians.	✓		
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



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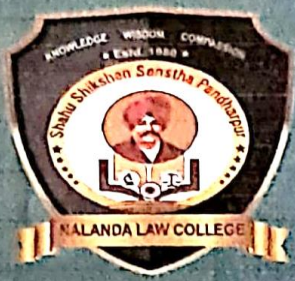
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✗		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Abhishhek Khambekar
Job Title/ Department	Assistant Prof. / Law
Reviewer Name/ Title	J. B. Patil / I.C. Principal
Review Period	One year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Very Efficient
Productivity	3
Comments:	Always productive
Communication	3
Comments:	Communicates openly.
Collaboration	3
Comments:	Collaborates with colleagues & students
Initiative	2
Comments:	Could take more initiative.
Punctuality	3
Comments:	Very punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	Satisfactory

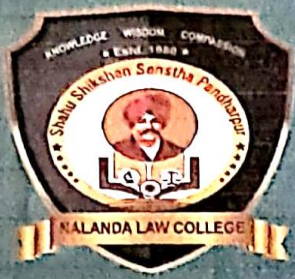
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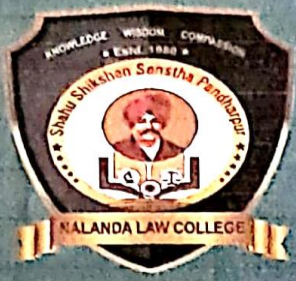
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			✓
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.		✓	
I understand the abilities of my students.		✓	
I encourage my students.			✓
I communicate integral information about my students to their guardians.		✓	+
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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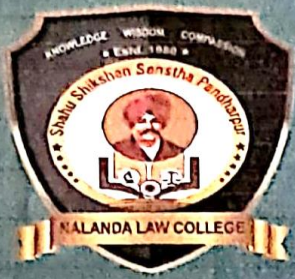
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I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✗		
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee name	Swapna Shols
Job Title/ Department	Assistant prof./Law.
Reviewer Name/ Title	J.B Patil / I.C. Principal
Review Period	One per year
Today's Date	16 March 2022
RATINGS BY SKILL AREA	
	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Comments:	Efficient
Productivity	3
Comments:	Very productive.
Communication	3
Comments:	Communicates openly.
Collaboration	3
Comments:	Collaborates with colleagues
Initiative	2
Comments:	Could take more initiative.
Punctuality	3
Comments:	Always Punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	Needs to be more approachable to students

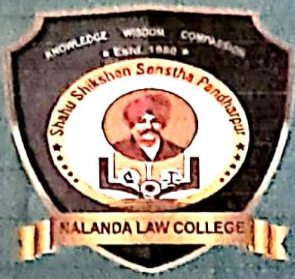
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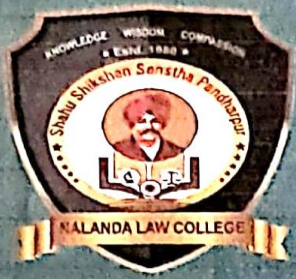
A. Performance Appraisal in Terms of Academic Incentives.

TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			✓
2. RELATIONSHIP WITH STUDENTS AND PARENTS			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.	X		
3. PROFESSIONAL DEVELOPMENT			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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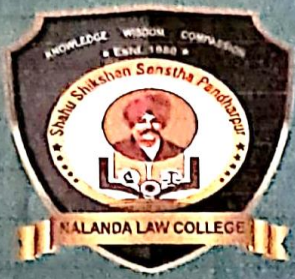
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Mobile: 7204190489

I attend training programs and apply newly gained information to polish my teaching method			✓
4. RECORD KEEPING			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
5. I AM GOOD AT: Teaching Advocacy Skills			✓
6. I NEED TO IMPROVE: Vernacular language	✗		f
7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT			✓



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B. PERFORMANCE APPRAISAL FORMAT

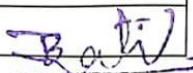
FOR NON TEACHING STAFF

a.	Name	Sangeeta kashelkar .
b.	Address (Residential)	Gorai - 1, Borivali (West)
c.	Address (Permanent)	Same as above .
d.	Mobile Number	9702421267
e.	Email address	Sangeeta.kashelkar@gmail.com .
f.	Designation	Senior clerk .
g.	Department	Administrative
h.	Date of Birth	11/04/1974 .
i.	Date of Joining in this Institution	10/7/2017 .
j.	Work Experience (Total) (This Institution + Other Institutions)	6 years .

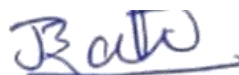
Other Duties:

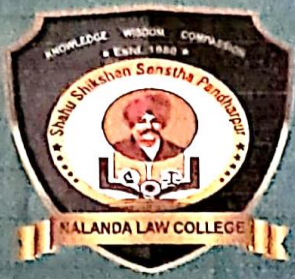
Exam cell	Paper sorting, attendance report.
Examination	Senior supervisor & IT-co-ordinator.
Admission Process	online & offline admission process .
Administration work	Co-ordination, maintaining records .

RATINGS BY SKILL	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Productivity	3
Communication	3
Initiative	3
Punctuality	3


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Mobile: 7204180489

B. PERFORMANCE APPRAISAL FORMAT

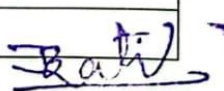
FOR NON TEACHING STAFF

a.	Name	Milind Lotanker.
b.	Address (Residential)	F-2; Sheetal society
c.	Address (Permanent)	Ram rager, Borivali (W)
d.	Mobile Number	9833981314
e.	Email address	m.lotanker140275@gmail.com
f.	Designation	Clerk.
g.	Department	Admin.
h.	Date of Birth	14/02/1975.
i.	Date of Joining in this Institution	1/08/21.
j.	Work Experience (Total) (This Institution + Other Institutions)	3 years.

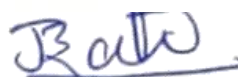
Other Duties:

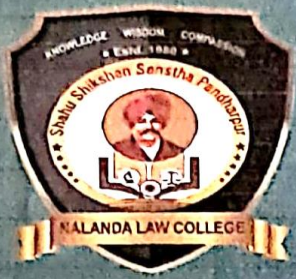
Exam cell	Exam. form filling, attendance report.
Examination	Cataloging.
Admission Process	online & offline admission, C
Administration work	maintaining records, Digital

RATINGS BY SKILL	0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent
Work Quality	3
Productivity	3
Communication	3
Initiative	2
Punctuality	3


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(Affiliated To University of Mumbai)
(REGD. NO. BPT ACT F - 712 SOLAPUR)

Plot No. 2, RSC 34, Gorai-II, Borivali (West), Mumbai - 400 091.
• Email : nalandalawcollege172@gmail.com • Tel.: 022-2867 3210, 2868 8184
Mobile: 7304180489

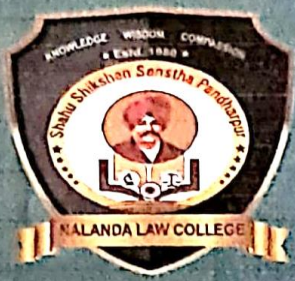
C. Librarian Appraisal Form

Name of the employee: *Gitanjali Sabale .*
Position: *Librarian .*
Date: *April 2023 .*

Sr. No.	Task	Yes	No	N/A	Remarks
1	Maintenance: Adds description about books in catalogues.	✓			Good .
2	Adds books into the cataloguing program of the library.	✓			V. Good .
3	Labels, and puts stamps on new books.	✓			Good .
4	Returns materials to shelves and keeps shelves in order.	✓			Good .
5	Assists patrons in finding relevant books and study material.	✓			Good
6	Maintains other study materials	✓			Good
7	Maintains newspaper and magazine shelves.	✓			Good
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.	✓			Good
9	Fills in for other staff when needed.	✓			Good
10	Performs other duties as assigned.	✓			Good .



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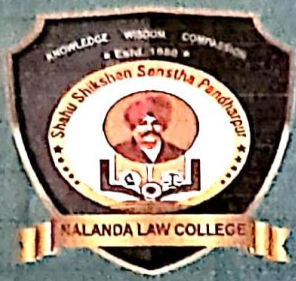


D. Assessment – Analysis on performance appraisal –

- Performance appraisal is a vital process within organizations, serving as a cornerstone for evaluating employee performance, identifying strengths and areas for improvement, and guiding professional development. It encompasses a systematic review of an individual's work accomplishments, behaviors, and potential, contributing significantly to organizational success. This descriptive text explores the intricacies of assessment and action within the performance appraisal framework.
- The assessment phase of performance appraisal involves the systematic evaluation of an employee's performance against predetermined criteria and expectations.
- It typically includes:
 1. Goal Achievement: Assessing the extent to which an employee has met or exceeded their set objectives and key performance indicators (KPIs). This assessment provides insights into their effectiveness in delivering results aligned with organizational goals.
 2. Competency Evaluation: Evaluating the demonstration of essential competencies relevant to the employee's role. These may include technical skills, communication abilities, problem-solving capabilities, teamwork, leadership, and adaptability.




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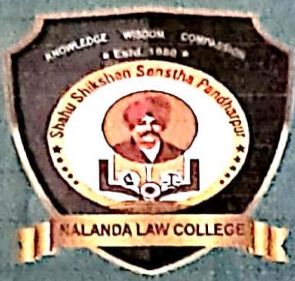
3. Behavioral Analysis: Examining the employee's conduct, work ethic, attitude, and interpersonal skills within the workplace environment. This assessment gauges their alignment with organizational values and cultural norms.
4. Feedback Collection: Gathering feedback from various sources, including supervisors, peers, subordinates, and clients, to gain a comprehensive understanding of the employee's performance from multiple perspectives. This multi-source feedback enhances the accuracy and fairness of the assessment process

Conclusion:

Performance appraisal serves as a dynamic process for evaluating, recognizing, and enhancing employee performance within organizations. By conducting thorough assessments and taking decisive actions, organizations can harness the full potential of their workforce, driving individual growth, organizational effectiveness, and sustainable success. Embracing a culture of continuous feedback and development ensures that performance appraisal remains a catalyst for excellence and innovation in the ever-evolving workplace landscape.




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E. Maximum 500 Words Description on Performance Appraisal

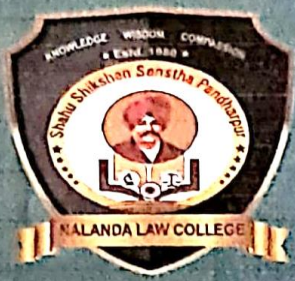
Performance appraisal for professors in a law school is a comprehensive process aimed at evaluating their teaching, research, service, and professional development activities to ensure the highest standards of academic excellence and institutional effectiveness. Here's a detailed description of such an appraisal process:

1. Teaching Evaluation:

- Teaching effectiveness is assessed through various means, including student evaluations, peer reviews, and classroom observations.
- Student feedback is collected anonymously to gauge the professor's ability to communicate complex legal concepts effectively, engage students, and foster critical thinking.
- Peer reviews involve observations of lectures, examination of course materials, and discussions about teaching methodologies to provide constructive feedback.
- The alignment of course objectives with student learning outcomes and the use of innovative teaching techniques are also considered.



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2. Research and Scholarship:

- The quality and quantity of scholarly output are evaluated, including publications in peer-reviewed journals, books, chapters, and other scholarly works.
- The significance of the professor's research contributions to the field of law, as well as their impact on legal practice and policy, are assessed.
- Participation in research projects, grants obtained, and presentations at conferences are also taken into account.

Overall, the performance appraisal process for professors in a law school is designed to foster a culture of excellence, accountability, and continuous improvement, while recognizing and rewarding faculty members for their outstanding achievements and contributions to legal education and scholarship.



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