

**M. S. P. Mandal's**  
**Yeshwantrao Chavan College, Ambajogai, Dist. Beed**



**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

Marathwada Shikshan Prasarak Mandal's  
**YASHWANTRAO CHAVAN COLLEGE,**

Ambajogai, Dist. Beed - 431517 [M.S.]

Estd. : 1972



NAAC Re-accredited 'A+' Grade ISO 21001: 2018 EOMS Certified ISO 14001:2015 EMS

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Center No. : 041 AISHE : C-34421

Jr. Index No. : 57.06.003 U-DISE No. : 27270101684

Phone : 02446-247049, 247348

Website : [www.yccamb.in](http://www.yccamb.in)

E-Mail : [yccambajogai@mspmandal.in](mailto:yccambajogai@mspmandal.in)

**Dr. Shivdas Shirsath**

Principal

M.A. (Mar. & Eng.) B.Ed., SET, NET, M.Phil., Ph.D., D.Litt.

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Co-ordinator  
Internal Quality Assurance Cell  
Yeshwantrao Chavan College  
Ambajogai

  
**PRINCIPAL**  
Yeshwantrao Chavan College  
Ambajogai

## **INSTITUTIONAL POLICY OF APPOINTMENT AND SERVICE RULES**

- UGC, New Delhi, Govt. Of Maharashtra, and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad govern the procedure of recruitment, service term and condition, promotion policies and superannuation of teaching staff.
- For Non-teaching staff, rules and regulations formulated by the Government of Maharashtra's Civil Service Rules and Standard Code 7<sup>th</sup> March 1985 & MCSR 1981 (Maharashtra Civil Service Rules) Recruitment, Promotional Policies are followed.
- UGC Regulations On Minimum Qualifications For Appointment Of Teachers And other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018.

- **UGC Minimum Qualifications for Appointment of College Teacher :**

Career Advancement Scheme designed and updated by UGC, State Government of Maharashtra and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad is implemented through Self-Appraisal Report with API is used and evaluated through statutory body framed as per the given norms is setup as a screening or selection committee. Prior to that these APIs are checked by the head of the concerned department, and then scrutinized by IQAC and the Principal of the college.

- **Dr. BAMU Ordinance-993 for promotion :**

The institution follows the ordinance-993 of Dr. BAMU Aurangabad Maharashtra Public University Act-2016 and UGC Regulation 2018 for the promotion of the teachers.

- **Procedure for Promotion (CAS) :**

The institution follows Dr. BAMU Self Appraisal Form to promote the teachers.

- **CR Form for the Employee :**

As per 'Service Rules for non-teaching staff as per the Govt. of Maharashtra civil service rule and as per standard code – 07<sup>th</sup> March 1985 and NCSR-1981 (Maharashtra Civil Service Rule Recruitment and Promotional Policy)', the institution takes CR Form for the employees. It is regularly filled and provided to the parent institution for the promotion procedure.

  
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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD**



**Name of College:** M.S.P. Mandals,

Yeshwantrao Chavan College Ambajogai

Dist. Beed. 431517

**Self-Assessment-Cum-Performance Appraisal Forms API - PBAS Proforma**

**CAS Promotion for Assistant Professor From Level ... to .....**

***For***

Faculty of .....

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18<sup>th</sup> July, 2018

ii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 8<sup>th</sup> March, 2019

iii) BAMU A'bad, Letter No. *Academic/Affil/ARW/2019-20/3320 Dated:*

**ACADEMIC YEAR .....**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	<b>Name (In Block Letters)</b>	
2.	<b>Department</b>	
3.	<b>Current Designation &amp; Academic Level</b>	
4.	<b>Date of Last Promotion</b>	
5.	<b>Which position and Academic Level</b>	
6.	<b>Date of Eligibility for promotion</b>	
7.	<b>Address</b>	
	<b>Mobil No.</b>	
	<b>E-Mail</b>	

**8. Academic Qualification (UG & PG) :**

<b>Examination</b>	<b>Name of the University/ Board</b>	<b>Year of Passing</b>	<b>Percentage of Marks Obtained</b>	<b>Division / Class / Grade</b>	<b>Subjects</b>

**9. Research Degree :**

<b>Degree</b>	<b>Title</b>	<b>Date of award</b>	<b>Name of the University</b>

**10. Appointments held prior to joining this institution: NA**

**11. Post held after Appointment at this institution:**

<b>Designation</b>	<b>Department</b>	<b>Date of Joining</b>	<b>Grade pay/ pay Matrix Level</b>

**12. Period of Teaching Experience :**

**P.G. Classes :.....**

**U.G. Classes :.....**

**13. Research Experience excluding years spent for M. Phil / Ph.D. (in years):**

.....

**14. Fields of Specializations under the Subject/Discipline:**

.....

**15. Human Resource Development Center Orientation / Refresher Course:**

Name of the Course	Date of Courses	Duration (period)	Name of Organizer

#### **PART B: ACADEMIC PERFORMANCE INDICATORS (API) :**

Based on the teacher's self-assessment, API scores are proposed for (1) teaching related activities; domain knowledge; (2) Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the Screening Cum Evaluation / Selection Committee. University may detail the activities, in

case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category.

**Table 1**

**Assessment Criteria and Methodology for University / College Teachers.**

Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading For Professor	Verified API Grading by Committee.
		Actual Classes spent per year	% of Teaching		
	(1)	(2)	(3)	(4)	
	Teaching : (Number of Classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)				
1	Teaching Black Board				
	Teaching ICT based.				
	Practical / Laboratory				
	Tutorials / Assignments / Project.				
	Field Work				
	Group Discussion				
	Seminars				
	Remedial Teaching				
	Clarifying doubts within and outside the class hours				
	Additional teaching to support counseling and mentoring				
	<b>Total Actual hours Spent</b>				

**(Support Table for Teaching & Learning)**

**(CATEGORY I: TEACHING, LEARNING)**

**a. Direct Teaching :**

**a. i. Classroom teaching** lectures, seminar (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	No. of Periods/hours allotted		No. of Periods/hours engaged per Sem.
		Semester I/III/V				
				Per week	Per Seem	

			Total (...to ..) =....			
			Semester II/IV/VI			
			Total (...to ....) =...			
	Classroom teaching in excess of UGC norms					
	Total allotted ( Annual) = ...+....= .....					
	Total Actual HoursSpent ...+.... = .....				Percentage	.....%

*\*Lecture (L), Seminar (S) Tutorial*

Activities	Specify Actual participation in year	Total days Spent per Year	Self Appraisal Grading	Verified API Grading by Committee
(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
(b) Examination and evaluation duties assigned by the college / university or				



<b>attending the examination paper evaluation.</b>				
<b>(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and, cultural, sports, NCC, NSS and community services.</b>				
<b>(d) Organizing seminars/ conferences/ workshops, other college/university activities.</b>				
<b>(e) Evidence of actively involved in guiding PhD students. i) No. of registered candidate: ii) No. of Awarded candidate:</b>				
<b>(f) Conducting minor or major research project sponsored by national or international agencies. i) Above 10 Lacks ii) Below 10 Lacks</b>				
<b>(g) At least one single or joint publication in peer reviewed or UGC list of Journals. i) No. of Papers Published (Single author) : ii) No. of Papers Published (Joint author) :</b>				
<b>Overall Grading (Attached List) :</b> <b>Good: Good in teaching and satisfactory or good in activity at</b>				

S.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at S.No.2. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.		
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**Note:**  
For the purpose of

assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**Table No. : 2**

**CATEGORY: III :RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS**

**[1]: Published Papers in Peer Reviewed or UGC listed Journals.**

(Please refer points as per UGC notification)

Sr. No.	Title with Page No.	Journal Name, Year of Publication	ISSN No.	Impact Factor, if any	No. of Co-authors	Whether Principal author /corresponding author/Guide	Self appraisal Score	API Score Verified	Page No. of Relevant Document
						<b>Total</b>			

**[2]:(a) Publication ( Other than Research papers ) ( Books, chapter in Books )**

**(i) Books published with ISSN / ISBN number :.....**

**(ii) Chapter in Edited Book with ISSN / ISBN(5 points per Chapter )**

Sr. No.	Title of Chapter with no page Nos.	Name of Book	Publisher Name & ISSN/ ISBN No.	No. of Co-author	Whether Principal Author/ ,Co. Author	Self - Appraisal Score	API Score Verified	Page No. of Relevant Documents

	<b>Total (2) (a) (ii) :</b>							

**[2] (a) (iii) Editor of Books with ISSN / ISBN**

<b>Sr. No.</b>	<b>Title of Books with page Nos.</b>	<b>Publishers name with ISSN/ ISBN No.</b>	<b>International / National Publisher</b>	<b>No. of Co-author</b>	<b>Whether Principal Author/ Co. Author</b>	<b>Self - Appraisal Score</b>	<b>API Score Verified</b>	<b>Page No. of Relevant Documents</b>
	<b>Total (2) (a) (iii) :</b>							

**[2] (b) Translation works in Indian and Foreign Languages by qualified faculties**

<b>Sr. No.</b>	<b>Title of Books with page Nos.</b>	<b>Publishers name with ISSN/ ISBN No.</b>	<b>International Publisher</b>	<b>No. of Co-author</b>	<b>Whether Principal Author/ Co. Author</b>	<b>Self - Appraisal Score</b>	<b>API Score Verified</b>	<b>Page No. of Relevant Documents</b>
	<b>Total (2) (b) :</b>							
	<b>Total (2) : (2)(a) (i) + (2)(a) (ii) + (2)(a) (iii) + (2)(b)</b>							

**[3]:Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

**[3] (a) Development and Innovative pedagogy : (5 points per innovative pedagogy):**

<b>Sr. No.</b>	<b>Title of Innovative pedagogy</b>	<b>Sponsored Agency if Any</b>	<b>Type of Teaching learning Environment : Face -to face/ Networked / open and distance / virtual / if any</b>	<b>Specify ICTs web link : You Tube Videos- Audios/Smart Classroom / Simulation Game / Blogging / online Discussion Forums Virtual Laboratories Telecast/ Picture / Model/Chart if any</b>	<b>Date of approval from authority</b>	<b>Date of Implementation</b>	<b>Self - Appraisal Score</b>	<b>API Score Verified</b>	<b>Page No. of Relevant Documents</b>
	<b>Subtotal (3)(a)</b>								

**[3] (b) Design of new curricula and courses: (02 points per new curricula / courses):**

Sr. No.	Name of Programme where curricula introduced	Title of New curricula and courses	Specify ICTs resources: web link / You Tube link/Videos- Audios/ Telecast/ Picture / Model/Chart if any	Date of approval from authority	Date of Implementation	Self - Appraisal Score	API Score Verified	Page No. of Relevant Documents
	<b>Subtotal (3)(b)</b>							

**(3) ( c ) (i) Development of complete MOOCs in 4 quadrants ( 4 credit course ) ( 20 per curricula / course ) : ( In case of MOOCs of lesser credits 05 marks / Credit)**

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of New MOOC Curricula	Specify ICTs resources: web link / You Tube link/Videos-Audios/ Telecast/ Picture / Model/Chart if any	Date of approval from authority if any	Date of Implementation	Self - Appraisal Score	API Score Verified	Page No. of Relevant Documents
	Subtotal (3)(C )								

Sr. No.	Name of Programme & course where content introduced	Course Credits	Title of New MOOC Curricula	Specify ICTs resources: web link / You Tube link/Videos-Audios/ Telecast/ Picture / Model/Chart if any	Date of approval from authority if any	Date of Implementation	Self - Appraisal Score	API Score Verified	Page No. of Relevant Documents
	Subtotal (3)(C ) (iii)								

Sr. No.	Name of Programme & course	Course Credits	Title of New MOOC Curricula	Specify ICTs resources: web link / You Tube link/Videos-	Date of approval from authority	Date of Implementation	Self - Appraisal Score	API Score Verified	Page No. of Relevant Documents
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	<b>Total (3)= (3)(a) + (3)(b) + (3)(c) + (3)(d)</b>			
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**[4]: (a) Research guidance: ( Ph.D. 10 points per degree awarded & 5 per thesis submitted)( M.Phil./ PG dissertation : 02 points per degree awarded )**

Sr.No.	Number of Candidates Enrolled for Ph. D. (Name of Research Student)	Thesis Submitted	Degree Awarded	API Score claimed by Candidate	API Score Verified	Page No. of Relevant Document

**4] (b) Research Project Completed:**

Sr. No.	Type of Project A/B	Title of Project	Sponsored Agency	Date/Year of Completion	Whether Co-PI	Grant Received (Rs.)	Self - Appraisal Score	API Score Verified	Page No. of relevant documents
						<b>Total</b>			

**4] (c) Research Project Ongoing:**

Sr. No.	Type of Project A/B	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self - Appraisal Score	API Score Verified	Page No. of relevant documents

**Sub Total: (4) (c) :**

**[4] (d) Consultancy :**

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self -Appraisal Score	API Score Verified	Page No. of relevant documents

**Sub Total: (4) (d) :**

**Total (4) : (4)(a)+ (4)(b)+ (4)(c)+ (4)(d)**

**[5]: (a) Patent : (10 points per International patent and 7 points per National patent )**

Sr. No.	Title of Patent	Patent Number	Sponsored Agency	Date of Award	International/ National	Self – Appraisal Score	API Score Verified	Page No. of relevant documents

**Sub Total : (5) (a)**

**[5](b)\* Policy Document ( Submitted to an International Body / Organization like UNO/ UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government )**

Sr.	Title of	Name of	International /	Policy	Date of	Self –	API	Page No. of
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No.	Policy Document	Submitted Agency	National / State	Document Number	Acceptance	Appraisal Score	Score Verified	relevant documents
	Sub Total : (5) (b)							

**[5](c)\* Award / Fellowship :** International : (7 points )

National: (5 points )

Sr. No.	Name of Award/ Fellowship	Date/Year of received	International / National	Name of Awardees Academic Body/ Association	Self – Appraisal Score	API Score Verified
	Sub Total (5) (b)					
	Total (5): (5)(a)+ (5)(b)+ (5)(c)					

**[6]\*Invited lectures / Resource Person/ paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceeding will be counted only once**

International (Abroad): (7 points per Seminars/ Conference)

International (Within Country): (5 points per Seminars/ Conference)

National: (3 points per Seminars/ Conference)

State / University Level: (2points per Seminars/ Conference)

Sr. No.	Title of Presentation in Academic Session	Title of Conference Seminar	Mode of Presentation Invited lectures / Resource Person/ paper presentation	Name of Organization	Whether International (Abroad) International ( within Country)/ National/ State/ University Level	Self – Appraisal Score	API Score Verified	Page No. of relevant documents

					<b>Total</b>			
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### Summary of Category (III)

#### Academic / Research Score

<b>Details of Academic &amp; Research activities</b>	<b>Self-Appraisal Score</b>	<b>API Score Verified by Committee</b>	<b>Remarks</b>
(1) Research Papers in Peer-Reviewed or UGC listed Journals			
(2) Publications (other than Research papers) <b>Books</b>			
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses &curricula			
(4) Research guidance/Projects Completed / Projects Ongoing/Consultancy			
(5) Patents /Policy Document / Awards/Fellowship			
(6)Invited lectures / Resource Person/ Paper presentation in Seminars / Conferences/full paper in Conference Proceedings			
<b>Grand Total of Table 2</b>			

#### IV.SUMMARY OF API SCORES:

<b>Category</b>	<b>Criteria</b>	<b>Annual API Score</b>
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<b>Category II</b>	Activities: Overall Grading 1. Teaching 2. Involvement in the University/College students related activities research activities	
<b>Category III</b>	Academic/Research Score	

**List of Enclosures:** (Please attach copies of certificate and / or letter sanction orders , papers etc. where Necessary)

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•	•

## UNDERTAKING

I .....Undertakes that the information provided is correct as per records submitted by me to College / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

Date : .....

Signature of the faculty

Place : .....

Date : .....

Signature Head of Department

Place : .....

Date : .....

Signature Director-IQAC

Place : .....

**Signature of Principal**

N.B. : The individual PBAS Performa duly filled along with all enclosures, submitted for CAS Promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification

## **GRIEVANCES REDRESSAL MECHANISM**

The College has a Discipline Committee, Internal Complaints Committee for Prevention Prohibition and Redressal of sexual harassment at workplace is formed on according to the act and rule 2013, Anti-Ragging Committee, and Student Grievances Redressal Committee for the timely redressal of the grievances of the students and the faculty members, if any.

All committees are formed according to the UGC (Grievance Redressal) regulations 2018.



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Ambajogai

# CR FORM FOR THE EMPLOYEE

सर्वसा-२५४ ब मई  
Gen. 254-B Me

## परिशिष्ट "ब" (भाग ४)

गट "अ" ते गट "क" च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चरित्र या संबंधी अभिप्राय  
Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers/ Employees

(१) नाव	:	श्री/ श्रीमती /कुमारी						
(1) Name	:	Shri/Smt. /Kum						
(२) प्रतिवेदनाचा कालावधी	:	पारून : दिवस महिना वर्ष पर्यंत	:	दिवस महिना वर्ष				
(2) Period of Report	:	From : Date Month Year To	:	Date Month Year				
(३) धारण केलेले पद/पदे	:							
(3) Post/Posts held	:							
(४) उद्योगप्रियता व कार्यक्षमता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी						
(4) Industry & Application	:	Outstanding Very Good Good Average Below Average						
(५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी						
(5) Capacity to get work done by subordinates	:	Outstanding Very Good Good Average Below Average						
(६) सहकारी व जनता यांच्याशी असलेले संबंध	:	सहकार्यी सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण						
(6) Relations with colleagues & public	:	Cooperative Courteous Helpful Indifferent Unfriendly						
(७) सर्वसाधारण बुद्धीमत्ता	:	अतिशय बुद्धीमान बुद्धीमान हुशार साधारण मंदबुद्धि						
(7) General Intelligence	:	Very brilliant brilliant Intelligent Average Dull						
(८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता	:	अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली साधारण						
(8) Administrative ability including judgement initiative and drive	:	Outstanding Very good Positively good good Average						
(९) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे)	:							
(9) Technical professional ability (Where relevant)	:							
(१०) विशेष कल	:							
(10) Special Attitude	:							
(११) सचोटी व चरित्र	:							
(11) Integrity & Character	:							
(१२) प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ?	:	होय अंशतः नाही						
(12) Whether powers delegated are fully utilised ?	:	Yes partly No						
(१३) पदोन्नतीसाठी पात्रता	:	अयोग्य ज्येष्ठतेनुसार योग्य त्वरित बढतीसाठी योग्य						
(13) Fitness for Promotion	:	Unfit Fit normal course Fit for accelerated promotion (according to seniority)						
(१४) प्रशिक्षणासाठी आवश्यक क्षेत्र	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.						
(14) Areas of training required	:							
(१५) प्रकृतिमान	:	चांगले नाही चांगले उत्कृष्ट						
(15) State of Health	:	Not good Good Very good						
(१६) क्षेत्रीय स्तरावर काम करण्याची योग्यता	:	आहे नाही संबंधित नाही						
(16) Fitness for field work	:	Yes No Not relevant						
(१७) संगणकावर काम करण्याची आवड	:	आहे नाही दिसून आली नाही						
(17) Willingness to work on Computer	:	Yes No Not seen						

(१८) सर्वसाधारण मूल्यमापन

(18) General Assessment

(१९) प्रतयारी (हाताने लिहावी): अ+अत्युत्कृष्ट, अ उत्कृष्ट, ब + निश्चित चांगली, ब चांगला, ब-साधारण, क साधारणपेक्षा कमी

(19) Grading (Write in handwriting) : A+Outstanding, A Very Good, B+ Positively good, B Good,

B- Average, C Below average

ठिकाण :-

Place :-

दिनांक :-

Date :-

प्रतिवेदन अधिकाऱ्याची सही,

नाव व पदनाम

Signature, Name & Designation  
of the Reporting Officer

परिशिष्ट "ब" (भाग ५)

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय

Remarks of the Reviewing Officer

(१) पुनर्विलोकन अधिकाऱ्याच्या हाताखाली सेवावधी

(1) Length of Service under Reviewing Officer

(२) आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात

(सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे

विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये

काही फेरफार करण्याची किंवा भर घालण्याची आपली

इच्छा आहे ?

(2) Do you agree with the 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 ?

(३) प्रतयारी (हाताने लिहावी): अ+अत्युत्कृष्ट, अ उत्कृष्ट, ब + निश्चित चांगली, ब-चांगला, ब-साधारण, क साधारणपेक्षा कमी

(3) Grading (Write in handwriting) : A+Outstanding, A Very good, B+Positively good, B Good

B-Average, C Below average

ठिकाण :-

Place :-

दिनांक :-

Date :-

प्रतिवेदन अधिकाऱ्याची सही,

नाव व पदनाम

Signature, Name & Designation  
of the Reporting Officer

परिशिष्ट "ब" (भाग २)

गट "अ" ते गट "क" चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र  
स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/ कर्मचाऱ्यांना सूचना

१. जर उद्दिष्टे उरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार उरवून देण्यात आली होती की आपापसातील बघेनुसार उरविण्यात आली होती.
२. सर्व दैनंदिन कामाची यादी देणे देऊ नये. फक्त उल्लेख, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा (उद्दिष्टे उरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावेत व नेमकं विधान करावे.
३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
४. "मी" माझ्या परिष्ठांचे समाधान /पूर्ण समाधान होईपर्यंत काम केले किंवा परिष्ठांनी माझे काम नावाजले अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
५. स्वयंमूल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
६. स्वयंमूल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

१. गोपनीय अहवाल लिहितांना कर्मचाऱ्यांचा भाग-३ मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तरा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
२. वरील सूचना क्र. ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
३. प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायापैकी एक पर्याय निवडून त्याभोवती घेवूळ करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यक्षमता या समोर उत्कृष्ट असे शेरे द्याव्याचे असल्यास तो खालीलप्रमाणे देण्यात यावेत.  
अत्युत्कृष्ट      उत्कृष्ट      चांगले      साधारण      साधारणपेक्षा कमी
४. (अ) गोपनीय अहवालाच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११, व १८ या समोरील शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.  
(ब) प्रतवारी नमूद करतांना ती अहवालातील रकान्यासमोरील अभिप्रायाशी भिळती-जुळती राहिल याची दक्षता घ्यावी.

पुनर्विलोकन अधिकाऱ्यांना सूचना

१. अधिकारी /कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
२. प्रतवारी नमूद करतांना ती अहवालातील रकान्यासमोरील अभिप्रायाशी भिळती-जुळती राहिल याची दक्षता घ्यावी.

परिशिष्ट "ब" (भाग ३)  
(स्वयंमुल्यनिर्धारण अहवाल )  
वैशिष्टपूर्ण कामे  
कालावधी

- (१) शासकीय अधिकार्याचे / कर्मचार्याचे नांव
- (२) पद
- (३) या वर्षी / कालावधीत नेमुन दिलेल्या कामाची  
उद्दिष्टे (असल्यास)
- (४) वर्षभरात केलेली उल्लेखनीय अशी महात्वाची  
व वैशिष्टपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित)

अधिकार्याची / कर्मचार्याची सही, नाव  
व पदनाम

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- (१) शासकीय अधिकारी / कर्मचारी यांच्या वरील  
मतांशी सहमत आहात का ?
- (२) नसल्यास त्याची कारणे

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम