

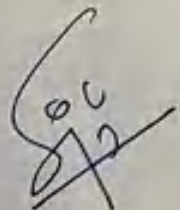
New Arts Commerce and Science College Institutions Performance Appraisal System For Teaching And Non-Teaching Staff

A system of annual appraisal is followed for all the teaching and non-teaching staff. The duly filled self-appraisal form is received from all faculty members at the end of every year. The appraisal form includes the teaching, presentation techniques, course delivery, evaluation scheme, the academic commitments and professional development of the faculty members.

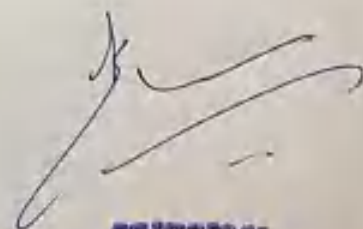
A report is generated by the Head of the department in various perspective measures at each semester and the same is forwarded to the Principal for further action. Appraisal interviews are conducted periodically to evaluate the teaching skills and their professional growth. The assessment report and concluding remarks are considered for the promotion, increment, recognition, etc. From the outcomes of the appraisal measures, the competency level of the staff is increased and the academic performance can be improved.

Based on appraisal committee suggestions, improvement programs are arranged to strengthen their performance. The performance appraisal facilitates the promotion/increment process in a transparent manner. This practice helps in maintaining a consistent development of the institute.

The report from the Head of the Department is considered for the performance appraisal of non-teaching staff members.



IQAC Coordinator
New Arts, Commerce & Science
College, WARDHA.



PRINCIPAL
New Arts, Commerce & Science
College, WARDHA

Mahila Vikas Sansthas, Wardha

**NEW ARTS, COMMERCE AND SCIENCE COLLEGE,
WARDHA**

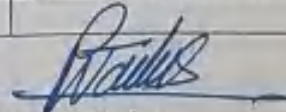
**SELF-ASSESSMENT-CUM-PERFORMANCE APPRAISAL FORMS
API - PBAS PROFORMA FOR PROMOTION UNDER CAS**
(For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian)

ACADEMIC YEAR: 2020-2021

Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :- PRAMOD WASUDEORAO TADAS
2. Father's Name :- WASUDEORAO V. TADAS
3. Department :- LIBRARY
4. Current Designation & Grade Pay :- COLLEGE LIBRARIAN (ASTT. PROFESSOR GRADE 10A)
6000/-
5. Date of last Promotion, if any :- - Nil -
6. Which position and grade pay you :- COLLEGE LIBRARIAN (ACADEMIC LEVEL 10A TO 11A)
Are an applicant under CAS :-
7. Date of eligibility for promotion :- - Nil -
8. Address (With Pin Code) :- Plot no. 40 Hari-om Nagar Near New Water Tank
Anjanamata Parisar, Alodi, Wardha 442001
- Telephone No :- 7385668269
- Email :- pramod.tadas09@gmail.com
9. Human Resource Development Centre Orientation / Refresher Course/ FDP/ MOOC/ One-Two
Week Courses attended so far

Name of the Course	Place	Duration	Sponsoring Agency
Nil			



Pramod Tadas
Signature of Librarian

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I

(COLLEGE LIBRARIAN)

PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES.

Regularity of attending library:

Sr.No	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Self-Appraisal Grading	API Grade Verified by Committee
1	291	285	<ul style="list-style-type: none">• Collection Development : Procured Resources: Books: 470 Periodicals:38 Consortia: N-LIST• Technical Processing of Resources: Accessioning, Classification, Cataloguing, Data entry of Books• Organization of Library Resources: Arrangement of collection Alphabetical and Subject-wise/Classified shelving.• Maintenance of Collection: Checked the Inventory & Outstanding records of library users.• Reports: for NAAC,, LECs, College Magazines & other various purpose.Collection Promotion: In-house Book Display, Various activities, to promote library resources in addition lists sent to the concern.	97.93	Good	

Prakash

Sr.No	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Self-Appraisal Grading	API Grade Verified by Committee
2	291	285	<p>Provision of Library Reader Services: Following Conventional as well as Modern Library Services are provided to the users.</p> <ul style="list-style-type: none"> • Circulation Service • Reference Service • On-line Public Access catalogue (OPAC) Service • Photocopy Service by way of Printing • Internet Service • Document Delivery Service (by e-mail) • Database search Service • Reading Room Service <p>Other Services</p> <ul style="list-style-type: none"> • Question Bank Service • Books on Credit/ Deposit Service • Career guidance & Counseling Service 	97.93%	Good	
3	291	285	<p>Assistance towards updating Institutional website:</p> <ul style="list-style-type: none"> • Information provided about Library, committee, rules is updated on the College Website viz. • Library facilities • Library Membership , • Library Services. • OPAC • e-Resources • Assisted to update the information of college on the website 	97.93%	Good	

**As per the table under the document Annexure I (A)

Overall Grading (Category : I) :-	Good
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P. S. Srinivas

Prakash

Signature of College Librarian

Verified and found correct:



[Handwritten Signature]

Signature of V.C./H.O.D. /Principal

PRINCIPAL
Arts, Commerce & Science
College, WARDHA

Final Score approved by the Screening / Selection Committee (For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY:II

INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II. A. Conduct of Seminar / Workshop pertaining to Library:

Sr.No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	API Grade Verified by Committee
1	Library User Education and Orientation Program	15 days in the Month of Sept.	All first year students of UG & PG	Satisfactory	
2	Competitive Examinations Quiz	15 Oct	UG & PG Students		
3	Workshop on NLIST	September	Faculty & Student		
4	Wachan Din Workshop	19 June	Students & Faculty		
5	Use of Internet in Learning		Student		

Grading Criteria: Good – One National level seminar/ workshop and one State/ institution level workshop/Seminar

Satisfactory-One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or four institution seminar / workshop;

Unsatisfactory- Not falling in above two categories

II. B. Library Automation:

Sr.No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	API Grade Verified by Committee
1	Library has computerized database of Books and Journals with LIB-SOFT software (i.e. Computerized Accession Register) Acquisition, Processing, Bar-coding, Circulation, OPAC & Reports	All the bibliographical details of purchased books and subscribed journals are entered and updated the computerized database of Books and journals.	Good	

Grading Criteria: Good – 100% of physical books and journals in computerized database.

Satisfactory- At least 99% of physical books and journals in computerized database.

Unsatisfactory- Not falling under good or satisfactory.

II. C. Checking inventory:

Sr. No.	Indicator/ Activity	Nature of work	Grading	API Grade Verified by Committee

Prakash

1	Checking inventory and extent of missing books	During the month May & June the stock verification of books carried out by the library staff. In the course of verification the percentage of missing books is found 0.2%.	Good	
Grading Criteria: Good : Checked inventory and missing book less than 0.5% Satisfactory- Checked inventory and missing book less than 1% Unsatisfactory- Did not check inventory Or Checked inventory and missing books 1% or more.				

II. D. i. Digitization Work:

Sr.No.	Indicator/ Activity	Nature of work	Grading	API Grade Verified by Committee
1	Digitization of <ul style="list-style-type: none"> • Important Library documents, • Previous Exam Question Papers 	Keeping in mind the deteriorating nature of paper media all the important Library documents have been digitized for further use. Also Digitization of previous exam question papers.	Good	

II. D. ii. Promotion of Library Networks:

Sr.No.	Indicator/ Activity	Nature of work	Grading	API Grade Verified by Committee
1	N-LIST Consortia	Registration of library users to N-LIST Consortia	Good	
2	Training on Use of N-LIST Consortia	The training is provided to all library users		
3	Training programme on awareness on NDL	The training is provided to all library users		

II. D. iii. Dissemination of information

Sr.No.	Indicator/ Activity	Nature of activity	Grading	API Grade Verified by Committee
1	CAS (Current Awareness Service) service to Students	Displayed Library related information on Notice board & Uploaded information on college website	Good	
2	SDI (Selective Dissemination of	E-resources from various sources are linked to library site and were downloaded		

Prakash

Information) service to teachers	for users and serviced. - DOAJ full-text articles. etc		
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II. D. iv. Administrative and Governance related activities:

Sr.No.	Name of Indicator/ Activity	Nature of work	Grading	API Grade Verified by Committee
1	Library Committee- Secretary	Duties performed as a secretary of Library Committee	Good	
2	IQAC Committee Member	Duties performed as a member of IQAC Committee Member		
3	Green Audit Committee Member	Duties performed as a member of Green Audit Committee		
4	Cultural Committee Member	Duties performed as a member of Cultural Committee		
5	Campus Maintenance Cell	Duties performed as a member of Campus Maintenance Cell		
6	Physical Education and Sports Committee Member	Duties performed as a member of Physical Education and Sports Committee		

II. D. v. Short term course:

Sr.No.	Name of Short term course organized	Duration	Target Group	Grading	API Grade Verified by Committee
	--	--	--	--	--

Wanted:

II. D. VI. Research paper Published:

Sr.No	Title with Page Nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	API Grade Verified by Committee
1	Granthalaya Upbhoktyanchya Abhyasvishayak Garajak Page no 093-095	Vidyawarta International Peer Reviewed Multilingual Research Journal Issue-38 Vol-02 April to June 2021	ISSN - 2319 - 9318	7.940	No	Yes	Yes	15 Good	--
2	Granthalaya Aani SamajPage no193-195	B.Aadhar Multidisciplinary International Research Journal Peer Reviewed & Retreed Indexed April-2021	2278 - 9308	7.675	No	Yes	Yes	10	
Total								25	

GRADING CRITERIA FOR CATEGORY II

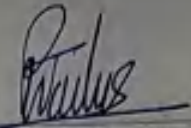
Grading Criteria Good: Involved in any two activities from above (I to VI);

Satisfactory: involved in at least one activity from above (I to VI);

Not Satisfactory: Not involved/ undertaken any of the activities above (I to VI).

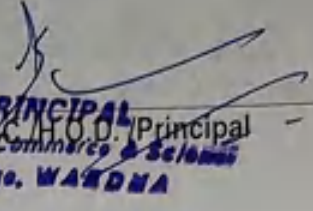
Overall Grading (Category : II) :- Good

Prakash



Signature of College Librarian

Verified and found correct:



Signature of **PRINCIPAL**
New Arts Commerce & Science
College, WARDHA

Final Score approved by the Screening / Selection
Committee (For Category : II)

Signature of Chairman
Screening / Selection
Committee

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers Publication:

Sr. No	Title with Page Nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document **
1	Granthalaya Upbhoktyanchya Abhyasvishayak Garaja Page no 093-095	Vidyawarta International Peer Reviewed Multilingual Research Journal Issue-38 Vol-02 April to June 2021	ISSN-2319-9318	7.94	No	Yes	Yes	15 Good	--
2	Granthalaya Aani SamajPage no193-195	B.Aadhar Multidisciplinary International Research Journal Peer Reviewed & Referred Indexed April-2021	2278-9308	7.675	No	Yes	Yes	10	
Total								25	

III B. Publication other than journal articles (books, chapter in books)

Sr. No.	Title with Page Nos./Chapter with Page Nos	Book Title, editor & publisher	Publication International / National/Local	ISSN/ ISBN No.	Whether approved by University	No. of Co-authors	Whether you are the main author	API Score	Proof Document**
	--	--	--	--	--	--	--	--	--
Total									

(Signature)

11

III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
	--	--	--	--	--	--	--
Total							

III D. a. RESEARCH GUIDENCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	APIScore	Proof Document**
M. Phil.	--	--	--	--	--
Ph.D.	--	--	--	--	--
P.G. Dissertation	--	--	--	--	--
Total					

III D. b. RESEARCH PROJECTS COMPLETED:

III D. b. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
	--	--	--	--	--	--	--
Total							

III D. b. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
	--	--	--	--	--	--	--
Total							

III D. C. ONGOING RESEARCH PROJECTS:

III D. C. (i). Sponsored Projects:

Prakash

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
	--	--	--	--	--	--	--
Total							

III D. C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
	--	--	--	--	--	--	--
Total							

III E. a. Patents Awards:

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	Policy Document Generated	Proof Document**
	--	--	--	--	--	--
Total						

III E. b. Policy Document:

Sr. No.	Title of Document	Policy Document Submitted to	National/ International/ State Government/ Central Government	Publisher	Policy Document Generated	Proof Document**
	--	--	--	--	--	--
Total						

III E. c. Fellowship and Awards:

Sr. No.	Fellowship Award	Award conferring Organization	Event Organized by	Whether International/ National/ State/ Regional/ College or University level	API Score	Proof Document**
	--	--	--	--	--	--
Total						

III F. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper Presented	Title of Conference/ Seminar	Event Organized by	Whether International (Abroad)/ National (Within Country)/ State/ Regional/ College or University level	API Score	Proof Document**
	--	--	--	--	--	--
Total						

Note:

- ❖ Paper presented in part of edited book or proceeding then it can be claimed only once.
- ❖ For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- ❖ *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

As per table under the document Annexure III (A)

Overall Grading (Category : III) :-	25
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[Handwritten Signature]

 Signature of College Librarian

Verified and found correct:



[Handwritten Signature]

 Signature of V.C./H.O.D. /Principal
PRINCIPAL
 New Arts, Commerce & Sciences
 College, WARDHA

Final Score approved by the Screening / Selection Committee

(For Category: III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

Category	Criteria	Last Academic Year (2019-2020)	GRADES	Annual API Score (for Category III Only)
I	PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES	Good	Good	
II	INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	Good	Good	
III	RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTION			

P. S. Patil

Signature of College Librarian

Verified and found correct:



[Signature]

Signature of V. G. H. D. P. Principal
New Arts, Commerce & Science College, WARDHA

Signature of Chairman
Screening / Selection
Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES:

(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

Sr No.	Certificates / Letters/ Sanction Orders/ Papers	Enclosure No.
1	Granthalaya Upbhoktyanchya Abhyasvishayak Garaja, Vidyawarta International Peer Reviewed Multilingual Research Journal Issue-38 Vol-02 April to June 2021, Page no 093-095	1
2	Granthalaya Aani Samaj, B.Aadhar Multidisciplinary International Research Journal Peer Reviewed & Referred Indexed April-2021, Page no193-1 95	2
3	Work done Certificate OF Head of the Department. Head of the Institution in reference to category I & II.	3

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

Wardha

Date: 16.06.2019

[Signature] LIBRARIAN

Signature of the faculty with Designation



[Signature]
Signature of V.C. / Principal / HOD
PRINCIPAL

[Signature]
Wardha College of Arts, Commerce & Science

N: B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS

Promotions will be verified by the university/college and information filed with the IQAC.

NEW ARTS, COMMERCE AND SCIENCE COLLEGE, WARDHA

WORK DONE CERTIFICATE-2020-2021

This is to certify that, **Shri.PRAMOD W. TADAS (College Librarian)** carried out the following activities and has provided library services. And conducted Co-Curricular and other activities in academic Session **2018-19** are as follows:

CATEGORY I: PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

- **Collection Development :**
Books acquired, accessioned, processed, organized well, the books are properly maintained and shelved.
The Journals are directly subscribed from the publisher, the subscription is paid annually. The e-resources are also subscribed from INFLIBNET under N-List.
Procured Resources: Books: 470; Periodicals: 38; Consortia: N-LIST.
- **Technical Processing of Resources:**
The Books are accessioned in the Accession register and are data entered in Library software
The books are classified according to Dew Decimal Classification system.
Books are purchased as per the recommended by teachers. Recommended by the library committee, Journals are purchased directly from Publishers. Back volumes are Bounded for reference purpose Accessioning, Classification, Cataloguing, Data entry of Books has been carried out
- **Organization of Library Resources:** Books acquired, accessioned, processed, organized well, the books are properly maintained and shelved.
- Arrangement of collection Alphabetical and Subject-wise/Classified shelving.
- **Maintenance of Collection:** The mutilated or unbind books are sent for binding along with the journals Cataloguing, Book Binding are carried out. Checked the Inventory & Outstanding records of library users.
- **Reports:** The various reports are prepared and generated for NAAC., LECs, College Magazines & other various purposes.
- **Collection Promotion:** User awareness & Instruction Programmes are carried out. Training Programme/ Instruction about Catalogue/ use of OPAC, is provided to students. External users are provided library services with the permission of the Principal, such as Reference service, Reprographic service, Referral service etc. The information about the new arrivals and the various advertisements such as entrance, eligibility and other competitive exams are displayed on the display board. The students are motivated to apply online using the library resources. In-house Book Display, Various activities, to promote library resources in addition lists sent to the concern.

- > **Library Services:** the library services are provided using computers. The Circulation of Books is carried out using computers. The Reference Service, Reprographic Services, Information Extension Service, Periodical Services, Document Delivery Services, e-resources are made available. Assisted by providing number of books, departments, Assistance by providing number of books, faculties, Information provided about library, to members.
- > **ICT application of Library Services:** Library management software 'LIBSOFT' is installed and Library automation in process, OPAC, is installed for the searching of Books, Computerized reports are generated, e-resources are subscribed under N-LIST programme of INFLIBNET. The students are provided internet service free of cost. The unique password is provided to access these resources. The guidelines are provided to access these resources about the accessing and downloading the resources. The National Digital Library services are provided to users.

> **CATEGORY II: INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES:**

> **II. A. Conduct of Seminar / Workshop pertaining to Library:**

Provided the Library User Education and Orientation Program for students of UG & PG
 Conducted Workshop on NLIST, Workshop on NDL, Use of Internet in Learning ,

> **II. B. Library Automation:**

Library has computerized database of Books and Journals with LIBSOFT the Acquisition, Processing, Bar-coding, Circulation, OPAC & Reports. All the bibliographical details of purchased books and subscribed journals are entered and updated the computerized database of Books and journals.

> **II. C. Checking inventory:**

Checked the inventory during the month May & June the stock verification of books carried out by the library staff. In the course of verification the percentage of missing books is found 0.2%.

> **II. D. i. Digitization Work:**

Keeping in mind the deteriorating nature of paper media all the important Library documents and GRs have been digitized for further use. Also Digitization of previous exam question papers

- o Important Library documents,
- Previous Exam Question Papers

> **II. D. ii. Promotion of Library Networks:**

The N-LIST Consortia is available and library users are registered to N-LIST Consortia and NDL for accessing the e-resources. Training on Use of N-LIST Consortia and Training programme on awareness on NDL is provided to all library users

> **II. D. iii. Dissemination of information**

Provided CAS (Current Awareness Service) service to Students, Displayed Library related information on Notice board & Uploaded Library information on college website

Provided SDI (Selective Dissemination of Information) service to teachers for these e-resources from various sources is linked to library site and were downloaded for users and serviced. Such as- DOAB,DOAJ full-text articles. etc

> **II. D. iv. Administrative and Governance related activities:**

Worked as Library Committee-Secretary. \ He always helped in the governance activities of the institution whenever required. He also helped in the examination process and always ready. . He also worked a Member of annual student festival committee etc. He carried out his all duties/ activities enthusiastically and successfully

Date : / /

[Handwritten Signature]
Principal

PRINCIPAL
New Arts, Commerce & Science
College, WARDHA



(3)

परिशिष्ट-ब (भाग-३)
स्वयंमूल्यनिर्धारण अहवाल

कालावधी :- प्रागुत दिनांक ०१ ०७ २०२० वर्ष दिनांक ३० ०६ २०२१

(1) शासकीय अधिकार्याचे/कर्मचाऱ्याचे नाव श्री प्रमोद वासुदेवराव लडस
(2) पद गृहपाठ

(3) या वर्षी/कालावधीत नेवून दिलेल्या कामाची उद्दिष्टे (असल्यास)
गृहपाठ्या कामकाज कालावधीत येणाऱ्या उद्दिष्टांच्या व वारिष्ठांच्या मागील येणाऱ्या कुलत्यांचे पाठन सन्मानपूर्वक

(4) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांपासून सदभासहित)
गृहपाठ्यांचे उद्दिष्ट साध्य करित असलेला येणाऱ्या उद्दिष्टांची सन्मानपूर्वक घेतल्या व वारिष्ठांच्या मागील पाठनासाठी सादरविण्यात आलेल्या अंदाज शोधनिबंध आंतरराष्ट्रीय जर्नल मध्ये प्रकाशित झाले.

Prudh
गृहपाठ

प्रमोद वासुदेवराव लडस

अधिकार्याची/कर्मचाऱ्याची सही, नाव व पदनाम

दिनांक

(5) शासकीय अधिकारी/कर्मचारी यांच्या वरील स्वयंमूल्यनिर्धारणाशी सहमत आहेत का ?

(6) नसल्यास त्याची कारणे



दिनांक

Dr. A. B. Sajanikar
प्रतिबंधन अधिकार्याची सही, नाव व पदनाम
DR. A. B. SAJANIKAR
PRINCIPAL
New Arts, Commerce & Science
College, WARDHA

(3)

परिशिष्ट-बे (भाग-४)

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

(१) नाव
(1) Nameश्री. प्रमोद वासुदेवराव लडस
Shri. Prasad Vasudevrao Ladse

	दिनांक Date	महिना Month	वर्ष Year	दिनांक Date	महिना Month	वर्ष Year
(२) प्रतिवेदनका कालावधी (2) Period of Report	From	01	07	पर्यंत To	30	06 2021
(३) धारण केलेले पद/पदे (3) Posts/Posts held	उच्चपाठ					
(४) उद्योगप्रियता व कार्यक्षमता (4) Industry & Application	अत्युत्कृष्ट Outstanding	उत्कृष्ट Very good	चांगले Good	साधारण Average	साधारणपेक्षा कमी Below Average	
(५) हस्तारक्षणीत कर्मचाऱ्यांकडून काम वारून घेण्याची क्षमता (5) Capacity to get work done by subordinates	अत्युत्कृष्ट Outstanding	उत्कृष्ट Very good	चांगले Good	साधारण Average	साधारणपेक्षा कमी Below Average	Question does not arise
(६) सहकारी व जनता यांच्याशी अशांततेने संबंध (6) Relations with colleagues & public	सहाकार्यीय Co-operative	सौजन्याचे Courteous	मदतीचे Helpful	उदासीन Indifferent	अप्रीयपूर्ण Unfriendly	
(७) सर्वसाधारण बुद्धिमत्ता (7) General Intelligence	अत्युत्कृष्ट Outstanding	उत्कृष्ट Very good	चांगली Good	साधारण Average	साधारणपेक्षा कमी Below Average	
(८) निर्णयशक्ती, उपक्रमशीलता, खात्री पटविण्याचे सामर्थ्य व धडाडी यासह कार्यक्षमता (8) Administrative ability including judgment, initiative convincing ability and drive.	अत्युत्कृष्ट Outstanding	उत्कृष्ट Very Good	पिश्रित चांगले Positively Good	चांगली Good	साधारण Average	साधारणपेक्षा कमी Below Average
(९) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असेल तेथे) (9) Technical/Professional ability (Where relevant)						
(१०) मागासवर्गीयांबाबतचा दृष्टिकोन (10) Attitude towards backward class	मदतीचा Helpful	सहानुभूतीचा Sympathetic	असहानुभूतीचा Unsympathetic		तटस्थ Neutral	
(११) विशेष कल (11) Special Attitude						
(१२) सचोटी व वैरिश्य (12) Integrity & Character						
(१३) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय ? (13) Whether powers delegated are fully utilised ?	होय Yes		आंशतः Partly		नाही No	
(१४) बढोन्नतीसाठी पात्रता (14) Fitness for Promotion	प्रयोग्य Fitted			अपेक्षानुसार धाव Fit in normal course (according to seniority)		
(१५) प्रशिक्षणासाठी आवश्यक क्षेत्र (जेथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.) (15) Areas of training required (Mention Required Area)						
(१६) प्रकृतिमान (16) State of Health	चांगले नाही Not Good		चांगले Good		अत्युत्कृष्ट Very Good	
(१७) क्षेत्रीय स्तरावर काम करण्याची योग्यता (17) Fitness for field work	आय Yes		नाही No		संबंधित नाही Not relevant	



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- (v)
- (18) सारणीकरण काम करण्याची आवड
Willingness to work on Computer
- (19) सामान्य मूल्यमापन
General Assessment
- (20) प्रतबरी (हाताने लिहावी)
Grading (Write in handwriting)
- अह Yes
- नाही No
- दिसून आली नाही Not seen
- संबंधित नाही Not relevant
- अ + उत्कृष्ट A + Outstanding
- अ उत्कृष्ट A Very good
- ब + निश्चित चांगली B + Positively good
- ब चांगला B Good
- ब - साधारण B - Average
- क - साधारणपेक्षा कमी C Below average

ठिकाण / Place -

दिनांक / Date -

प्रतिवेदन अधिकाऱ्याची सही, नाव व पदाचा
Signature, Name & Designation of the Reporting Officer

परिशिष्ट "ब" (भाग-५)
पुनर्विलोकन अधिकाऱ्याचे अभिप्राय
Remarks of the Reviewing Officer

1. पुनर्विलोकनाचा कालावधी : प्रारंभ

Period of Review From

दिनांक Date	महिना Month	वर्ष Year	0	दिनांक Date	महिना Month	वर्ष Year
			To			

2. आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात ?
(सहमत नसल्यास, कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्याच्या मूल्यमापनामध्ये काही सुधारणा करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?

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 ?

3. प्रतबरी (हाताने लिहावी)
Grading (Write in handwriting)

अ + उत्कृष्ट, अ उत्कृष्ट, ब + निश्चित चांगली, ब चांगला, ब - साधारण, क - साधारणपेक्षा कमी

A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average

ठिकाण / Place -

दिनांक / Date -

पुनर्विलोकन अधिकाऱ्याची सही, नाव व पदाचा
Signature, Name & Designation of the Reviewing Officer

गोपनीय अहवालाची श्रेणीत प्रत समक्ष मिळाली.

प्रकाशद्वारे गोपनीय अहवालाची प्रत पाठविली तरक्यास, पत्र अमानत व दिनांक.

अधिकारी/कर्मचारी यांचे नाव व दिनांकित स्वाक्षरी

संस्कारण अधिकाऱ्याचे नाव, पदाचा व दिनांकित स्वाक्षरी



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