



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S Arts, Commerce & Science College

(SPPU ID. - PU/PN/ACS/161/2001 & CAAP011670) (AISHE code -41724) (Jr. Index No.:- 11.16.026)
(Permanently Affiliated to Savitribai Phule Pune University, Pune & Approved by Govt. of Maharashtra)
(Affiliated to HSC, Pune and Approved by Higher Secondary Education, Govt. of Maharashtra)
NAAC Accredited 'B' Grade, UGC- 2f & 12B, ISO 9001-2015 & ISO 14001-2015, Green Campus

Opp. Amphenol Company, Near Datta Mandir, Landewadi, Bhosari, Pune - 411 039.

Email: rjspmacs@gmail.com, rajmata_college@yahoo.co.in Website: www.rjspmcollege.ac.in

Contact No.: 7020987679, 7559207459

***Metric Number- 6.3.1**

The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

- College Provide salary Advance for teaching and non-teaching staff. This advance is free of interest and deducted from salary considering amount of advance and repaying capacity of the employee.
- The teaching & non-teaching staffs are provided with EPF Facility. The management is contributing PF amount equal to contribution of employees. It will help an employee financially during emergency.
- The College provides salary slips for home loan and Personal loan of employee as well as essential documentary proofs of their service to the bank.
- Conferences, workshops and seminars are very imperative for teachers because it will help in development of professionalism, also support teachers to better meet the needs of their students. The College provides reimbursement of Registration fee for conferences, workshops and seminars, to the faculty.
- College provides Uniform allowance to Non-teaching staff.
- The college encourages teachers for Ph.D program and related research work during service and gives requisite NOC's.
- College provides Accidental Insurance for teaching and non-teaching staffs. Accidental Insurance gives family financial protection in the form of accidental compensation and ensure their financial security.
- College provides some concession in fees to pupils of deprived employees.





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Sr. No.	Particulars
1	Staff Welfare Policy
2	Documents Supporting Staff Welfare





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1. Staff Welfare Policy



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STAFF WELFARE POLICY FOR TEACHING AND NON-TEACHING STAFF

Purpose

Our society exists for the purpose of maximizing the "Welfare of the Masses". In accordance with this motto, every effort and initiative has been taken to develop welfare schemes for the betterment of our stakeholders, particularly students, parents, teachers, and the society as a whole. These schemes are intended to invoke awareness among students and teachers with regard to social accountability and social responsibility.

Objectives

- To boost morale and make a loyal, happy group of workers in the organization.
- To improve the organization's image in the minds of its workers.
- To make it possible for workers to live comfortably and cheerfully.
- To increase worker efficiency.
- To promote the organization's charitable and caring initiatives.
- To develop a favorable attitude toward the job and management.
- To increase employee satisfaction with the organization and to improve human relations.

Welfare Measures

Employee Provident Fund: All teaching and non-teaching workers must be provided with EPF benefits. Each month, the set amount will be deducted from the employee's pay and deposited with a management contribution to the employee's PF Account. For further information, the employee may contact the institution's accountant or administrative personnel.

Reimbursement of participation fees: It is strongly recommended that faculty members should participate in a variety of FDPs, Workshops, Seminars, and Conferences in order to keep their knowledge and skills current, get exposure to the outside world, and network with other professionals in their field. The college is providing reimbursement of Registration fees for conferences, workshops and seminars, to the faculty.



Advance salary: Staff members can ask for an advance salary in case of an emergency. When an application from a staff member is received, it is sent to the management, decision is made right away, and the institute pays advance salary. This amount is equal to one-month salary. Whereas, in certain cases considering requirement of employee, amount of Rs 50,000 is also given in exceptional cases. This advance is free of interest and deducted from salary considering amount of advance and repaying capacity of the employee.

Home loan and Personal loan: The College provides salary slips for home loan and Personal loan of employee as well as essential documentary proofs of their service to the bank.

Health Insurance Policy: The Institution provided a health insurance policy for all teaching and Non-teaching staffs.

Other benefits:

- The college allows teaching staff members for completing Ph.D program and related research work during service with the college and gives requisite NOC's.
- Performance appraisal system is implemented for the benefit of staff members.

Procedure of Applying for the Scheme & Approval

To avail the above staff welfare schemes, employee shall follow the procedure and apply through proper channel. The higher authority Principal/ Director shall recommend to the Management regarding the merit and eligibility of the case.





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2. Documents supporting Staff Welfare Policy



Breathe out worries as you're insured with Digit now

Your health is your biggest treasure.

Wise of you to protect it.



Policy Schedule

Digit Group Total Protect Policy

UIN: GODPAGP21491V022021

For any help, we're there for you at [1800-258-4242](tel:1800-258-4242)

Policy Details:

Name of Group Organizer/Manager/Policy Holder	RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL	Master Policy Number	D091223071		
Address of Group Organizer/Manager/Policy Holder	, , Unknown	Mobile Number	+917774062550		
Number of Employees	92	Family Definition	Self		
GST State Code	XX	GSTIN		Policy Type	Individual
Group Type	Employer - Employee	Policy Tenure	365 days	Policy Issuance Date	18-Jan-2023
Period of Insurance	From	18-Jan-2023	00:01 Midnight		
	To	17-Jan-2024	23:59 Midnight		

Partner Name/Code	RCIBSPL 1117740	Partner Contact/Email	9860855660 hello@godigit.com
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Coverage Details

Section with Benefits	Sum Insured (INR) / (Total for Named Policies & Per Person for Un-Named Policies) / Limits / Waiting Periods / Time Excess / Co-Payment (%) / Specific Conditions
Section 1: Accidental Death	100% of Sum Insured
Section 2: Permanent Total Disability	100% of Sum Insured
Section 3: Permanent Partial Disability	Up to 100% of Sum Insured as per benefit table
Section 4: Loss of Income Benefit	1 % of SI or INR 2500 or 25% of monthly Gross Salary, whichever is lower, for up to 100 weeks
Section 5: Children Education Benefit	10% of Sum Insured subject to maximum INR 5000 per child, for up to 2 kids
Section 8: Funeral Expenses	2.5% of Sum Insured subject to maximum of INR 2,500
Section 11: Accidental Hospitalization Cover	Up to INR 100000 or 50% of SI or actuals, whichever is less
Section 15: Out-Patient Benefit	Covered Upto INR 2500
Section 19: Burns Cover	10% of Sum Insured subject to maximum of INR 10,000

Other Coverage Details

Terrorism	Covered
Geographical Limit	Worldwide
Risk Class	Risk Class 1
Coverage	24*7 Cover
Individual SI restriction (times of CTC)	N/A
Claim Intimation and Document Submission	Claim must be filed within 30 days from the date of occurrence of accident. However, Digit may at its absolute discretion consider waiver, of this Condition in extreme cases of hardship where it is proved to the satisfaction of Digit that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time-limit.

Addition Endorsements	Midterm additions allowed only for natural additions subject to intimation received within 45 days. Any additions for new employee/spouse / children would be allowed within 45 days of date of joining. Backdation of 45 days from date of intimation shall not be allowed. Any endorsements will be from the date of addition and not from the inception of the policy. Prorated premium will be charged for each member added during the policy term.
Deletion Endorsements	In case of refund endorsements on account of deletion, pro-rata refund for the employee should be done subject to nil claims. Deletion to be intimated immediately on finalization of last working day of employee. In case employee avails the claim after his LWD for which intimation is received after DOA, insurer would recover paid amount from available float balance. Pro-rata refund will be calculated as from DOL if intimation is within 7 days else intimation date will be consider for calculation subject to nil claim
Accumulation Limit	0

Premium and Payment Details (Wherever Applicable)

Description	Amount (INR)
Frequency of Payment	Yearly
Number of Employees	92
Total no. lives covered	92
Aggregate Sum Insured	` 27,600,000

Details of Member Insured as per annexure:

- Cheque dishonour / Non-receipt of payment: The policy is void ab-initio i.e. it will not hold true, in case of non-receipt of premium or dishonour of Cheque issued towards premium payment.
- This insurance cover is subject to standard policy wordings, exclusions and conditions as per "**Digit Group Total Protect Policy**" issued to the Master Policy holder. A copy of the terms and conditions shall be shared with you. In case of dispute, the terms and conditions detailed in the policy document and policy schedule shall prevail, such is life!
- The coverage has been provided basis information provided by the group Organizer/ Manager/ Policy Holder to us and the policy is not valid, if any of the information provided is incorrect.
- The Policy Wording attached herewith includes all the standard coverage offered by Go Digit General Insurance Ltd. to its customers. Your entitlement for coverage/benefits shall be restricted to the Coverage/Benefits as mentioned in this Policy Schedule. For any clarification please call our Call Center Number **1800-258-4242**.
- Enclosure: Annexure 1 - Claims Procedure and Documentation, Click here.

Claims Administrator Details

Contact details	1800-258-4242
Email id	healthclaims@godigit.com
For Senior citizens	seniors@godigit.com

For & On Behalf of Go Digit General Insurance Ltd.

Consolidated Stamp Duty is Deposited with
Department of Stamps, Bengaluru



Authorized Signatory

Printed, Signed, and Executed at Bengaluru

Wish to go through your detailed policy wordings, [click here](#)

In case of any claim, please contact 24-Hour Call Centre at [1800-258-4242](tel:1800-258-4242) or email us at hello@godigit.com

Go Digit General Insurance Ltd. Address: Atlantis, 95, 4th B Cross Road, Koramangala Industrial Layout, 5 Block, Bengaluru, Karnataka 560095, IRDAI Reg No. 158 CIN U66010PN2016PLC167410, HSN: 997133/General Insurance Services, GST Reg. No: 27AACCO4128Q1Z0 GSTIN Address: Pune Business Centre,1st to 6th Flr, Ananta One, Pride Hotel Lne, Narveer Tanaji Wadi,Pune,Maharashtra,PIN-411005.
Website: www.godigit.com

Annexure 1:

Invoice Summary :

Invoice Number	Invoice Date	Net Premium	Taxes	Gross Premium
2723012091223071	2023-01-20 00:00:00	722.00	129.96	851.96
2723011891223071	2023-01-18 00:00:00	32490.00	5848.20	38338.20



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*Metric Number- 6.3.1

The institution has Performance Appraisal System for teaching and non-teaching staff

- A good Performance Appraisal System is efficiently followed by the college through a well-developed mechanism
- Performance Based Assessment System (PBAS): The PBAS is monitored by the IQAC and management team. For up- gradation and promotions, the teachers submit the form to the head of the department who after evaluating forwards it to the IQAC. The IQAC of the college assesses and validates the report and gives it to the Principal.
- Term end reports: Every teacher has to report the activities academic, nonacademic and research in the report that is acknowledged by the principal of the college and is referred for the promotion. The management also takes cognizance of these reports while giving increments in the salary.
- Through feedback and its analysis: college collects feedbacks from all its stakeholders. The analysis of the feedback helps in taking necessary action and also in improvisation of the performance of the teachers.





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Sr. No.	Title
1	Appraisal Form for Teaching
2	Appraisal Form for Non-Teaching



Appraisal Form for Teaching



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
Arts, Commerce and Science College,
Landewadi, Bhosari, Pune - 411039

Teacher's Self-Appraisal/ Performance Report 17-18

Department: _____

Date of Joining: _____

Name of the Faculty: _____

Teaching Experience: _____

Workload: _____ Sub: _____

Sr. No.	Title	Score	Details	Self Score	Verified Score by HOD	Verified Score by Registrar / Vice Principal	Verified Score by Principal	Remark
1.	Education(Ph.D) (Any one) Ph.D awarded :25 Ph.D Submitted :10 Ph.D Registered :5 NET/SET Passed :20 PG with 55% :05	25						
2.	Experience Only Teaching	04 per yr Approved / 02 per yr Non Approved						
3.	Teaching pedagogy used	05						
4.	Avg. Results for Last 3 Years Above 80%:20 Above 60% to 80% :15 50% - 60% :10 Below 50 :00	20						



5.	Research Papers Published in a. ISBN Journals, etc. b. UGC listed Journal c. ISSN Journal etc.	10 / paper 07 / paper 05 / paper						
6.	Patents Approved/ Granted: 20 Applied: 10							
7.	Publication Books : 10 Chapters in books : 05							
8.	Contribution in Student Extension Activity Admission , Exam, Academics, SWO, NSS, ALUMINI , SPPU WORK Other Portfolio Extra Activities	10 / Portfolio 05 / Portfolio						
9.	Present Post (HOD) : 10 Past Post (HOD) : 05							
10.	Contribution in University Syllabus Restructuring	05						
11.	Role for Subject Development (Bridge Course, Remedial and Advanced teaching etc.)	05						



12.	Contribution for Students Placements	05						
13.	Role as Mentor for Students (Mentee)	05						
14.	Paper Presentation in Seminar/ Conference at State / National / International Level	2 / paper						
15.	Seminar/ Conference At State / National / International Level Attended	1/ Each						
16.	Role for Examination Conduct (Sr. Supervisor CEO)	05						
17.	Awards achieved from different institutions	05						
18.	Contribution in NAAC	10						
19.	Self SWOT Analysis (Strength, Weakness, Opportunities, Threats)	05						



20.	Coordinator, Co-coordinator, Resource person, Convener in Seminar & Conference	05						
21.	Punctuality in Work / Adaptability/ Dependability/ Initiative	10						
22.	Academic Development (Refreshers/Orientation/ FDP/ QIP other related Course)	5/ program						
23.	Research Project Completed/ Ongoing and fund Raising	5/ project						
24.	Relation with / Attachment Students : 05 Parents : 05 Alumni : 05 Visitors : 05							
25.	Contribution in Admin Part : Student Related : 05 Finance Related : 05 Committee Related : 05							
	TOTAL SCORE							



Faculty

HOD

Registrar/Vice Principal

Principal

**Appraisal Form for
Non-Teaching**



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Non-teaching Staff

शिक्षकेतर कर्मचारी - कार्यालयीन

Duration of Appraisal: From _____ to _____

मुल्यांकनाचा कालावधी: _____ पासून _____ पर्यंत

भाग: १ - स्वयंमुल्यांकन निर्धारण

PART - I: SELF APPRAISAL

General information (सर्वसाधारण माहिती)

- Name (नाव) : _____
- Position (धारण केलेले पद) : _____
- Department (विभाग) : _____
- Date of Appointment in the Institution (संस्थेत नेमणुकीचा दिनांक) : _____
- Date of appointment to the present post (सध्याच्या पदावरील नेमणुकीचा दिनांक) : _____
- Are you computer literate? (आपण संगणक साक्षर आहात का?) : Yes (होय) / No (नाही)
- If yes, please provide information (असल्यास माहिती द्यावी) : _____

If not, what have you are doing for computer education? (नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात?) _____

- What is your educational qualification? (आपली शैक्षणिक पात्रता काय आहे?) _____
- Efforts made in last year to increase educational qualification (शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षात केलेले प्रयत्न) _____
- If any other course / training taken in last year should be given information (गेल्या वर्षात काही इतर कोर्स / प्रशिक्षण घेतले असल्यास माहिती द्यावी)

Sr. No.	Course / Seminar Name (कोर्स / सेमिनारचे नाव)	Organizer (आयोजक)	Duration (कालावधी)

- Notable work / contribution during the year (वर्षभरातील उल्लेखनीय काम / योगदान) _____

- New year's resolutions / work goals (नविन वर्षासाठी केलेले संकल्प / कामाची उद्दिष्टे) : _____



Signature, name and designation
of the employee
(कर्मचार्याची सही, नाव व पद)



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Part: 2 – Feedback of the Reporting Officer

भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the opinion of the said employee?

(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?) _____

If not, give the reasons (नसल्यास त्याची कारणे) _____

2. Feedback on the employee's general aptitude and character (कर्मचाऱ्याची सर्वसाधारण योग्यता व चरित्र यासंबंधी अभिप्राय)

	A+	A	A-	B+	B	B-	C
Industry love and work readiness (उद्योग प्रियता व कार्य तत्परता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							
General intelligence (सर्वसाधारण बुद्धीमत्ता)							
Integrity and character (सचोटी व चरित्र)							
Ability to work from subordinates (हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)							
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)							
Ability to work independently (स्वतंत्रपणे काम करण्याची क्षमता)							

1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average
2] A : Very Good 4] B+ : Positively Good 6] B- : Average

3. What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)? _____

4. Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?)
Required area if any (असल्यास आवश्यक क्षेत्र) _____

5. How is the employee's physical ability? (कर्मचाऱ्याची शारिरीक क्षमता कशी आहे?) _____

6. Ability to work as a member of a group (एखाद्या गटातील एक सदस्य या नात्याने काम करण्याची क्षमता) _____

7. Eligibility for promotion (पदोन्नतीसाठी पात्रता)
Inappropriate (अयोग्य) _____

Appropriate according to seniority (जेष्ठतेनुसार योग्य) _____

Suitable for quick promotion (त्वीरत बढतीसाठी योग्य) _____

8. General Assessment (✓ to be done) (सर्वसाधारण मुल्यांकन) (✓ करावी)

A+	A	A-	B+	B	B-	C

1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average
2] A : Very Good 4] B+ : Positively Good 6] B- : Average

9. Regular annual increment should be given (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये).





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Signature (सही) _____
Name of Head of Department (विभाग प्रमुखाचे नाव) _____
Part 3. - Opinion of the Reviewing Officer
भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the feedback of the reporting officer?
(प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) _____
If not, the reasons (नसल्यास त्याची कारणे) _____
2. Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन
अधिकाऱ्याचा अभिप्राय / शेर) _____

Signature (सही) _____
Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव) _____





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Pune - 411 039 (Maharashtra) Tel: 020-27124910 Fax: 020-27124338
Email: rajmata_college@yahoo.co.in web: www.rjspm.com

Class IV Staff – Peon / Watchman

चतुर्थ श्रेणी कर्मचारी – शिपाई / वॉचमन

Duration of Appraisal: From _____ to _____

मुल्यांकनाचा कालावधी: _____ पासून _____ पर्यंत

Part: 1 – SELF APPRAISAL

भाग: १ – स्वयंमुल्यांकन निर्धारण

General information (सर्वसाधारण माहिती)

1. Name (नाव) : _____
2. Position (धारण केलेले पद) : _____
3. Department (विभाग) : _____
4. Date of Appointment in the Institution (संस्थेत नेमणुकीचा दिनांक) : _____
5. Date of appointment to the present post (सध्याच्या पदावरील नेमणुकीचा दिनांक) : _____
6. Are you computer literate? (आपण संगणक साक्षर आहात का?) : Yes (होय) / No (नाही)
- If yes, please provide information (असल्यास माहिती द्यावी) : _____

If not, what have you are doing for computer education? (नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात?) _____

7. What is your educational qualification? (आपली शैक्षणिक पात्रता काय आहे?) _____
8. Efforts made in last year to increase educational qualification (शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षीत केलेले प्रयत्न) _____
9. Notable work / contribution during the year (वर्षभरातील उल्लेखनीय काम / योगदान) _____
10. New year's resolutions / work goals (नविन वर्षासाठी केलेले संकल्प / कामाची उद्दिष्टे) : _____





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Signature, name and designation
of the employee
(कर्मचार्याची सही, नाव व पद)

Part: 2 – Feedback of the Reporting Officer

भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the opinion of the said employee?
(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?) _____
If not, give the reasons (नसल्यास त्याची कारणे) _____

2. Feedback on the employee's general aptitude and character (कर्मचार्याची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय)

	A+	A	A-	B+	B	B-	C
Industry love and work readiness (उद्योग प्रियता व कार्य तत्परता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							
General intelligence (सर्वसाधारण बुद्धीमत्ता)							
Integrity and character (सचोटी व चारित्र्य)							
Ability to work from subordinates (हाताखालील कर्मचार्यांकडून काम करून घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)							
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)							
Ability to work independently (स्वतंत्रपणे काम करण्याची क्षमता)							

1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average
2] A : Very Good 4] B+ : Positively Good 6] B- : Average

3. What should be done in order to improve the work of the employee (कर्मचार्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)? _____

4. Does the employee need any training? (कर्मचार्यास काही प्रशिक्षणाची गरज आहे का?)
Required area if any (असल्यास आवश्यक क्षेत्र) _____

5. Eligibility for promotion (पदोन्नतीसाठी पात्रता)

Inappropriate (अयोग्य) _____

Appropriate according to seniority (जेष्ठतेनुसार योग्य) _____

Suitable for quick promotion (त्वीरत बढतीसाठी योग्य) _____

6. General Assessment (✓ to be done) (सर्वसाधारण मुल्यांकन) (✓ करावी)

A+	A	A-	B+	B	B-	C

1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average
2] A : Very Good 4] B+ : Positively Good 6] B- : Average

7. Regular annual increment should be given /should not be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.)





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Signature (सही) _____
Name of Head of Department (विभाग प्रमुखाचे नाव) _____

Part 3. - Opinion of the Reviewing Officer
भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the feedback of the reporting officer?
(प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) _____
If not, the reasons (नसल्यास त्याची कारणे) _____
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Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव) _____

