



SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING
338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

PERFORMANCE APPRAISAL POLICY

Seva Mandal Education Society's College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students and subject result, self- growth and support for institutional growth and any other extra ordinary performance.

- **Time period** – It is plan in month of July paid in August for every academic year.

- **Members of committee** –

- i) Secretary from Management member
- ii) Executive Secretary
- iii) HOD/ Principal of Nursing department

- **Procedure** –

- * Each candidate is given with form in month of May which has a self information area and candidate is given a chance to present their work for self assessment.
- Vice Principal of College write that remark about the whole year review of each candidate in part second.
- HOD/ Principal of Nursing department fill her area for each candidate.
- HOD/ Principal has to prepare a cumulative summery about each candidate for presentation in front of Management.
- * **Which has following areas** -
 - Details of candidate
 - Total year of experience
 - Number of years serving for organization
 - Subject teaching
 - Result of subject
 - Any publication/ presentation/ education program/ conferences/ seminar etc.
 - Academic achievement
 - Received any award
 - Professional growth
 - Special support for the organization

* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.

- Finally as per feasibility management sanction amount for the increment.

- **Remark :**

- While going increment usually every year since 2011 onwards it is given in a range of 8 % to 18% till today.
- If candidate is not performing well then management the never supports any type of increment for that year.





SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING & PARAMEDICAL SCIENCES
SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING & ANM SCHOOL OF NURSING
Transplant Coordinator Certificate Course



SKILL COURSES: ECG Technician, CSSD Technician, Radiology Technician, Lab Assistant, Dialysis Assistant, Cath Lab

Affiliated to: Maharashtra University of Health Sciences, Nashik.
Maharashtra State Board of Nursing and Paramedical Education
Recognised by: Indian Nursing Council, Maharashtra Nursing Council
MUHS IMPACT ASSESSMENT A+ GRADE (2018-2019)

SEVA MANDAL EDUCATION SOCIETY		LOCAL MANAGING COMMITTEE				MEMBERS	INVITEES
President	Hon. Secretary	Chairman	Vice Chairman	Secretary	Conveners	Dr. Shilpa P. Chavhankar	Mrs. Delphina Caray
Dr. Dilip B. Trivedi	Shri Pravin G. Shah	Dr. Bharat M. Pathak	Shri Rajiv Shah	Mrs. Shilpa Shetkar	Dr. Latha Choudhari	Shri J. C. Sharma	Ms. Priya Gade

PERFORMANCE APPRAISAL POLICY REVISED

Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students and subject result, self-growth and support for institutional growth and any other extra ordinary performance.

- **Time period** – It is plan in month of July paid in August for every academic year.

- **Members of committee** –

- Secretary from Management member
- Executive Secretary
- HOD/ Principal of Nursing department

- **Performance Appraisal Format** - -

- Performance appraisal form change from A.Y. 2018-2019.

- **Procedure** –

- * Each candidate is given with form in month of May which has a self information area and candidate is given a chance to present their work for self assessment.
- Vice Principal of College write that remark about the whole year review of each candidate in part second.
- HOD/ Principal of Nursing department fill her area for each candidate.
- HOD/ Principal has to prepare a cumulative summary about each candidate for presentation in front of Management.

* **Which has following areas** -

- Details of candidate
- Total year of experience
- Number of years serving for organization
- Subject teaching
- Result of subject
- Any publication/ presentation/ education program/ conferences/ seminar etc.
- Academic achievement
- Received any award
- Professional growth
- Special support for the organization



Website: www.smescon.in Email Id: smes6127003@gmail.com Phone No: 022-24095792/2402-585
Address: Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga, Mumbai - 400019
Supported Clinically by Smt. S.R. Mehta & Sir K.P. Cardiac Institute

* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.

- Finally as per feasibility management sanction amount for the increment.

- **Remark :**

- While going increment usually every year since 2011 onwards it is given in a range of 8 % to 18% till today.

- If candidate is not performing well then management never supports any type of increment for that year.



**SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING**



**SEVA MANDAL EDUCATION SOCIETY'S
COLLEGE OF NURSING**

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex

338, R. A. Kidwai Road, Matunga, Mumbai - 400 019.

Phone : 022-2409 5792 / 2402 4585

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Seva Mandal Education Society

SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING
338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

PRESIDENT :

Dr. Dilip R. Trivedi

HON. SECRETARY :

Shri Pravin G. Shah

**Local Managing
Committee**

CHAIRMAN :

Dr. Bharat M. Pathak

VICE-CHAIRMAN :

Shri Rajiv Shah

SECRETARY

Mrs. Anjali A. Katdare

CONVENERS

Mrs. Jyotsna R. Pandit

Dr. Latha Choudhari

MEMBERS

Dr. Shilpa P. Charantkar

Shri J. C. Sharma

INVITEES

Mrs. Shilpa A. Shettigar

Ms. Preena Gola

**PERFORMANCE APPRAISAL DONE IN YEAR 2016
(Increment given July 2017)**

Seva Mandal Education Society's College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students as in subject result, self- growth and support for institutional growth and any other extra ordinary performance shown by staff.

- Time period – It is plan in month of July paid in August for every academic year.

- Performance appraisal done in month of **July** for performance shown in year **A.Y.2015-16**

- Committee Member Present–

i) Mr. Bharat M. Pathak – Secretary, Seva Mandal Education Society

ii) Mrs. Jyotsna Pandit – HOD, Seva Mandal Education Society's College of Nursing

iii) Mrs. Anjali Katdare- Principal, Seva Mandal Education Society's College of Nursing

iv) Mrs. Shilpa Shettigar – Vice Principal In-charge, Seva Mandal Education Society's College of Nursing

*** Special Points :-**

Staff were given this increment in this A.Y. in the range of 8 to 13% hike in the consolidated salary which is of Rs. 2000/-. Few Clinical Instructor with M.Sc. experience given Rs.5000/- & rest with Rs. 3000/-. All Non-teaching staff were given increment with Rs.2000/-.

*** Evaluation -**

- To number of staff served in A.Y. 2016-17 - 21

- New appointment - 4

- Resigned staff - 3

- Total number of staff increment given – 12 (teaching staff)

- Total number of staff increment given – 1 (Non-teaching staff)

- Conclusion :

- Staff attrition rate is 25%.

- As per the policy of Seva Mandal Education Society staffs are given the increment who are completing the A.Y. so 3 staff of resign & 4 new staff appointed in between year. Total 13 staff were consider with increment which include Non-teaching staff.

[Signature]

Hon. Secretary

Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai - 400 019

[Signature]

Principal

Seva Mandal Education Society's
College of Nursing
Matunga, Mumbai - 400 019

H. O. D.
Nursing Department



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SMT. SUNANDA PRAVIN GAMBHIRCHAND
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Seva Mandal Education Society

PRESIDENT :

Dr. Dilip R. Trivedi

SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING

338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

HON. SECRETARY :

Shri Pravin G. Shah

PERFORMANCE APPRAISAL DONE IN YEAR 2017

(Increment given July 2018)

**Local Managing
Committee**

CHAIRMAN :

Dr. Bharat M. Pathak

Seva Mandal Education Society's College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students as in subject result, self- growth and support for institutional growth and any other extra ordinary performance shown by staff.

VICE-CHAIRMAN

Shri Rajiv Shah

SECRETARY

Mrs. Anjali A. Katdare

- Time period – It is plan in month of July paid in August for every academic year. Performance appraisal done in month of **July** for performance shown in year

CONVENERS

Mrs. Jyotsna R. Pandit

Dr. Latha Choudhari

A.Y.2016-17

- Committee Member Present-

MEMBERS

Dr. Shilpa P. Charankar

Shri J. C. Sharma

- Mr. Bharat M. Pathak – Secretary, Seva Mandal Education Society
- Mrs. Jyotsna Pandit – HOD, Seva Mandal Education Society's College of Nursing
- Mrs. Anjali Katdare- Principal, Seva Mandal Education Society's College of Nursing

INVITEES

Mrs. Shilpa A. Shettigar

Ms. Preena Gala

- Mrs. Shilpa Shettigar – Vice Principal In-charge, Seva Mandal Education Society's College of Nursing

*** Special Points :-**

- Staff were given this increment in this A.Y. in the range of 8 to 13% hike in the consolidated salary which is of Rs. 2000/- . Few Clinical Instructor with M.Sc. experience given Rs.5000/- & rest with Rs. 3000/-. All Non-teaching staff were given increment with Rs.2000/-& peon increment Rs.1000/-

*** Evaluation -**

- To number of staff served in A.Y. 2017-18 - 25
- New appointment - 10
- Resigned staff - 11
- Total number of staff increment given – 20 (teaching staff)
- Total number of staff increment given – 5 (Non-teaching staff)

Neetha

Hon. Secretary
Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai - 400 019

Anjali
Principal
Seva Mandal Education Society's
College of Nursing
Matunga, Mumbai - 400 019

PTO.

H. O. D.
Nursing Department

- Conclusion :

- Staff attrition rate is 17%
- As per the policy of Seva Mandal Education Society staffs are given the increment who are completing the A.Y. so 12 staff of resign & 11 new staff appointed in between year. Total 25 staff were consider with increment which include Non-teaching staff.
- Ms. Diya Eldhose was given extra increment as work performance related to University work and Teaching
- Rules are prepared for no resigned can be accepted in between of year.



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Seva Mandal Education Society

PRESIDENT :

Dr. Dilip R. Trivedi

SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING

338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

HON. SECRETARY :

Shri Pravin G. Shohi

PERFORMANCE APPRAISAL DONE IN YEAR 2018

(increment given July 2019)

Local Managing
Committee

CHAIRMAN :

Dr. Bharat M. Pathak

VICE-CHAIRMAN :

Shri Rajiv Shah

SECRETARY

Mrs. Anjali A. Katdare

CONVENERS

Mrs. Jyotsna R. Pandit

Dr. Latha Choudhari

MEMBERS

Dr. Shilpa P. Charant

Shri J. C. Sharma

INVITEES

Mrs. Shilpa A. Shettigar

Ms. Preena Gala

Seva Mandal Education Society's College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students as in subject result, self- growth and support for institutional growth and any other extra ordinary performance shown by staff.

- Time period - It is plan in month of July paid in August for every academic year.

Performance appraisal done in month of **July** for performance shown in year

A.Y.2017-18

- Committee Member Present-

i) Mr. Bharat M. Pathak – Secretary, Seva Mandal Education Society

ii) Mrs. Jyotsna Pandit – HOD, Seva Mandal Education Society's College of Nursing

ii) Mrs. Anjali Katdare- Principal, Seva Mandal Education Society's College of

Nursing

iii) Mrs. Shilpa Shettigar – Vice Principal In-charge, Seva Mandal Education Society's College of Nursing

*** Special Points :-**

- Staff were given this increment in this A.Y. in the range of 8 to 13% hike in the consolidated salary which is of Rs. 2000/- . Few Clinical Instructor with M.Sc. experience given Rs.5000/- & rest with Rs. 3000/-. All Non-teaching staff were given increment with Rs.2000/- & peon increment Rs.500/-

*** Evaluation -**

- To number of staff served in A.Y. 2018-19 – Teaching = ~~29~~ & Non-teaching = 7

- New appointment - ~~10~~

- Resigned staff - ~~5~~

- Deputed for M.sc. staff - 2

- Long leave taken staff - ~~1~~

- Total number of staff increment given - ~~23~~ (Teaching)

- Total number of staff increment given - 7 (Non-teaching)

Dr. Trivedi

Hon. Secretary
Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai - 400 019

Anjali A. Katdare
Principal

Seva Mandal Education Society's
College of Nursing
338, R.A. Kidwai Road, Mumbai - 400 019

PTO.

H. O. D.
Nursing Department

- Conclusion :

- Staff attrition rate is 19%
- As per the policy of Seva Mandal Education Society staffs are given the increment who are completing the A.Y. so 5 staff of resign & 4 new staff appointed in between year. Total 30 staff were consider with increment which include Non-teaching staff.
- With reference to staff who are appointed middle of year get their increment late. From this year such staff were given increment with effect to completing their year and work performance. In this year comparing other private college salary was basic increase & new appointment salary structure prepared.



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SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING & PARAMEDICAL SCIENCES



SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING
Affiliated to: Maharashtra University of Health Sciences, Nashik.
Maharashtra State Board of Nursing and Paramedical Education
Recognised by: Indian Nursing Council, Maharashtra Nursing Council
MUHS IMPACT ASSESSMENT A+ GRADE (2018-2019)

SEVA MANDAL EDUCATION SOCIETY
President: Dr. Dilip R. Trivedi
Hon. Secretary: Shri Pravin G. Shoh

LOCAL MANAGING COMMITTEE
Chairman: Dr. Bharat M. Pathak
Vice Chairman: Shri Rajiv Shoh
Secretary: Mrs. Shilpa Shettigar
Convenors: Dr. Latha Choudhary

MEMBERS
Dr. Shilpa P. Chaudhary
CDR (Retd.) J.C. Sharma
Ms. Priyanka Gole

INVITEE
Mrs. Delphina Mahesh
Gurav

OTHER COURSES

General Nursing & Midwifery
(Proposed)

Auxiliary Nurse midwife

Transplant coordinator
certificate course

SKILL COURSES

ECG technician

CSSD Technician

Radiology Technician

Lab assistant

Dialysis assistant

Cath Lab assistant

SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING

338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

PERFORMANCE APPRAISAL DONE IN YEAR 2019

(increment given July 2020)

Seva Mandal Education Society's College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students as in subject result, self- growth and support for institutional growth and any other extra ordinary performance shown by staff.

- **Time period** – It is plan in month of July paid in August for every academic year.
- Performance appraisal done in month of **January 2021** for performance shown in year **A.Y.2018-19**

- Due to Covid-19 pandemic, the process of performance appraisal delayed by six month and done in January 2021 and January paid in February.

- Committee Member Present-

- Mr. Bharat M. Pathak – Secretary, Seva Mandal Education Society
- Mrs. Jyotsna Pandit – HOD, Seva Mandal Education Society's College of Nursing
- Mrs. Anjali Katdare- Principal, Seva Mandal Education Society's College of Nursing
- Mrs. Shilpa Shettigar – Vice Principal In-charge, Seva Mandal Education Society's College of Nursing
- Mrs. Delphina Mahesh Gurav – Reader/Associate Professor, Seva Mandal Education Society's College of Nursing


* Special Points :-

- Staff were given this increment in this A.Y. in the range of 7.5% hike in the consolidated salary which is of Rs. 2000/- . Clinical Instructor given Rs.2000/- & Non-teaching staff were given increment with Rs.1200/-.

* Evaluation -

- To number of staff served in A.Y. 2019-20 – Teaching –23 & Non-teaching=6
- New appointment – 2
- Resigned staff - 6
- Deputed for M.sc. staff – 2
- Total number of staff increment given – 16 (Teaching)
- Total number of staff increment given – 4 (Non-teaching)


Hon. Secretary
Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai – 400 019


Principal
Smt. Sunanda Pravin Gambhirchand
College of Nursing
338, R.A. Kidwai Road,
Matunga, Mumbai – 400 019

- Conclusion :

- Staff attrition rate is 10%
- As per the policy of Seva Mandal Education Society staffs are given the increment who are completing the A.Y. so ~~2~~ staff of resign & ~~6~~ new staff appointed in between year. Total 20 staff were consider with increment which include Non-teaching staff.
- It is creditable that even through pandemic all staff are given with increment of 7.5% in this year.
- Peon & cleaning staff were on central since A.Y.2019-20.
- 5 staff have worked during entire lockdown period as a part of covid posting(March, April, May, June)thereafter regular college reopened. June increment is sanctioned with 7.5% to be from July paid in August 2020 as per department policy with additional charge of principal & vice principal(Rs.750/-)
- 1 non-teaching staff have worked in entire lockdown period (March, April, May, June). Increment has been sanctioned with 7.5% to be paid from July paid in August 2020 as per department policy.
- 11 teaching staff have taken online lectures as per academic calendar during the lockdown period and have resumed college physically from 4th June 2020 (4 days in a week) and from November (regular 7 days) working till date.
- Staff have been allotted increment of 7.5 % from June paid in February 2021 onwrds.
- Ms. Harshali will not be paid with areas as she has not completed one year in the institute.

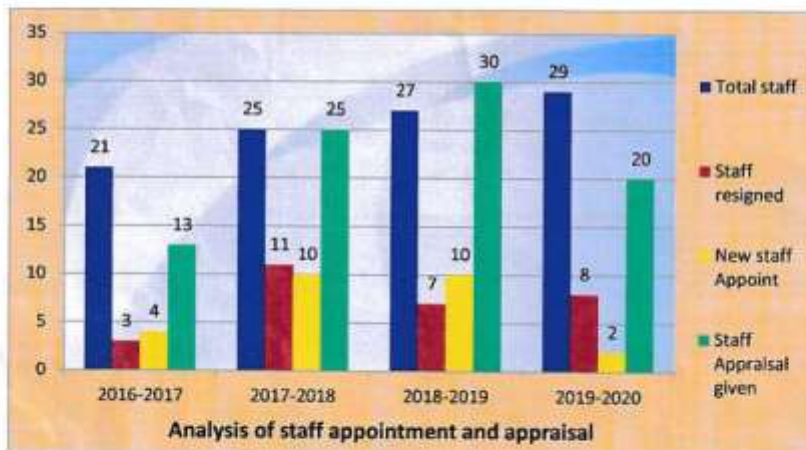


SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

PERFORMANCE APPRAISAL analysis from 2016 to 2020

SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING
338, R.A. KIDWAI ROAD, MATUNGA, MUMBAI - 400 019

Academic Year	2016-2017	2017-2018	2018-2019	2019-2020
Total staff	21	25	27	29
Staff resigned	3	11	7	8
New staff Appoint	4	10	10	2
Staff Appraisal given	13	25	30	20



Principal
Smt. Sunanda Pravin Gambhirchand
College of Nursing
338, R. A. Kidwai Road,
Matunga, Mumbai - 400 019.

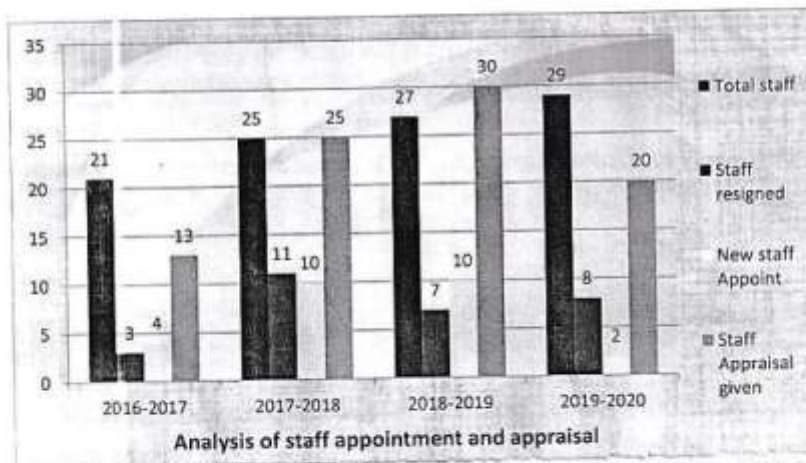




SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING
338, R.A. KIDWAI ROAD, MATUNGA, MUMBAI - 400 019

Academic Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-21
Total staff	21	25	27	29	In process
Staff resigned	3	11	7	8	
New staff Appoint	4	10	10	2	
Staff Appraisal given	13	25	30	20	



Above graph shows number of staff retention increased from 2016 to 2019. In year 2019-20 due to Covid-19 pandemic job in Government area was more. So many staff have resigned. Two major post HOD and Principal were not given with extension at the age of HOD (71 years) & Principal (62 years).

[Signature]
Hon. Secretary
Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai - 400 019

[Signature]
Principal
Smt. Sunanda Pravin Gambharchand
College of Nursing
338, R. A. Kidwai Road,
Matunga, Mumbai - 400 019.



**SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING**

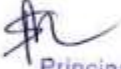
SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING

338, R.A. Kidwai Road, Matunga, Mumbai – 400 019

PERFORMANCE APPRAISAL summary from 2016 to 2020

Sr. No	Academic Year	Total staff Teaching & Non-teaching	Resigned Staff	Middle of year / New appointment staff	Performance appraisal given staff	Reason for Resignation
1	2016-2017 Increment given in July 2017	17+4 = 21 Aided Non-teaching staff shuffled	3	4	12+1 = 13	Better job opportunity in Govt/ Pvt area
2	2017-2018 Increment given in July 2018	20+5=25	11	10	20+5=25	Better job opportunity in Govt/ Pvt area 2 staff in overseas
3	2018-2019 Increment given in July 2019	20+7=27	5 resign 2 deputation	10	23+7 =30	Better job opportunity in Govt/ Pvt area
4	2019-2020 Increment given in January 2021	23+6=29	6 resign 2 deputation	2	16+4 =20	Job opportunities in Government
5	2020-2021	25+7 = 32	6 resign 2 deputation 2 Maternity leave	8		It is in process delay for Covid -19


Hon. Secretary
Seva Mandal Education Society
338, R.A. Kidwai Road,
Matunga, Mumbai - 400 019


Principal
Smt. Sunanda Pravin Gambhirchand
College of Nursing
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Matunga, Mumbai - 400 019.



**SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING**

CONFIDENTIAL

**SEVA MANDAL EDUCATION SOCIETY
338, R.A.KIDWAI ROAD, MATUNGA, MUMBAI – 400 019.**

ASSESSMENT REPORT

Part I- General Information Sheet and Self-Assessment Form

Teaching/Non-Teaching Staff (College departments)

I GENERAL INFORMATION Period of Report: From _____ to _____

1. Full Name : Shri/Smt. _____
2. Qualification : _____
3. Name of the Department : _____
Where at present serving _____
4. Designation : _____
5. Date of Joining : _____

II SELF ASSESSMENT

1. Self-Assessment for the year under report _____

A. Brief description of your duties _____

B. Academic achievements/Professional growth

i) Degree/Diploma/Certificate etc _____

ii) Participation in Seminar, Conference, Workshops, Summer Institute, Special Training Programmes etc.

...2...

iii) Research under taken (for Teaching Staff)

iv) Participation in other activities : (Social, Cultural, Continuing Adult Education NSS, NCC etc.)

C. (i) Description of other Achievements/Contribution :

(ii) Additional Provision of facilities/assistance, you think, necessary for further improvement in your work.

Signature

Name

Designation

Place :

Date :

PART - II
(To be filled in by Head of the Department)
TEACHING STAFF/NON TEACHING STAFF (College Departments)

I. GENERAL INFORMATION

1. Full Name : _____
2. Qualification : _____
3. Date of Birth : _____
4. Date of Appointment : _____
5. Date of Confirmation : _____
6. Designation (Present) : _____
7. Salary Scale
Salary drawn at present : _____
8. Year of last assessment : _____
9. Purpose of present assessment : _____

(Section I to be filled in by the Staff concerned)

II. ASSESSMENT :

Sr.No.	Assessment	Excellent	V.Good	Good	Fair	Poor
i	Readiness to accept New suggestions					
ii	Adjustment with Superiors					
iii	Academic performance					
iv	Industry					
v	Regularity					
vi	Sense of responsibility					
vii	Integrity					
viii	Identification with the Institution					
ix	Participation in co-curriculum & Extra activities					
x	Involvement in other College/Departmental activities					
xi	Any other (please					

...2...

- III. Special remarks with reference to column No.9 (Please state specifically whether suitable or not for confirmation, crossing assessment bar, promotion, etc., if not, reasons for the same to be given.

- IV. Observation of the self assessment.

- V. Note of remarks to be communicated to the person concerned.

- VI. Any other remarks or suggestions.

Name

Signature(Head of the Department)

Place :

Date :

PART - III
(To be filled in by Reviewing Officer)

TEACHING STAFF/NON TEACHING STAFF (College Departments)

I GENERAL INFORMATION

1. Full Name : _____
2. Qualification : _____
3. Date of Birth : _____
4. Date of Appointment : _____
5. Date of Confirmation : _____
6. Designation (Present) : _____
7. Salary Scale : _____
- Salary drawn at present : _____
8. Year of last assessment : _____
9. Purpose of present assessment: _____

(Section I to be filled in by the Staff concerned)

II ASSESSMENT :

Sr. No.	Assessment	Excellent	V.Good	Good	Fair	Poor
i	Readiness to accept New suggestions					
ii	Adjustment with Superiors					
iii	Academic performance					
iv	Industry					
v	Regularity					
vi	Sense of responsibility					
vii	Integrity					
viii	Identification with the Institution					
ix	Participation in co-curriculum & Extra activities					
x	Involvement in other College/Departmental activities					
xi	Any other (please specify & then)					

...2...

- III Special remarks with reference to column No.9 (Please state specifically whether suitable or not for confirmation, crossing assessment bar, promotion, etc., if not, reasons for the same to be given.

- IV Observation of the self assessment.

- V Note of remarks to be communicated to the person concerned.

- VI Any other remarks or suggestions.

Name

Signature(Reviewing Officer)

Place :

Date :



**SEVA MANDAL EDUCATION SOCIETY'S
SMT. SUNANDA PRAVIN GAMBHIRCHAND
COLLEGE OF NURSING**

CONFIDENTIAL

Seva Mandal Education Society's College of Nursing &
Smt. Shardaben Champaklal Nanavati
Institute of Polytechnic School of Nursing
338, R.A.Kidwai Road, Matunga, Mumbai – 400 019.

Basic B.Sc.Nursing & RANM

Part I – General Information Sheet and Self – Assessment Form

Teaching / Non-Teaching Staff (Nursing Department)

I GENERAL INFORMATION : Period of Report from _____ to _____

1. Full Name : Shri / Smt. _____
2. Qualification: _____
3. Name of the Department: _____
4. Designation : _____
5. Approval from MUHS : _____ Yes ☒ No ☒
6. Any other charge of post : _____
7. Total years of experience : _____

II SELF ASSESSMENT :

1. Self-Assessment for the year under report _____
- Total years of experience : Teaching - _____
: Clinicals - _____
- Total No. of years served in present organization : _____
- Present consolidated salary given since commencement of job (year wise) : _____

- Brief description of your duties : _____
 - Teaching hours : _____
 - Supervision hours in the Clinicals : _____
 - Total Assignment correction : _____
- Total evaluations given : _____

• Other responsibilities : _____

-MUHS : _____

-SNA : _____

-Impact Assessment: _____

-Additional points which you would like to specify : _____

➤ Subject Teaching : _____

➤ Result : _____

Class: _____ No. of students: _____ Distinction: _____

1st class: _____ 2nd class: _____ Pass class : _____ Failed: _____

➤ Professional growth : _____

➤ Fellowship /Degree/ Diploma /certificate courses: _____

➤ Participation in seminar/ conference/ workshop : _____

• Attended : _____

• Organized : _____

➤ Research activities : _____

➤ Participation in other activities (social/ cultural/ educational) : _____

➤ Strengths : _____

➤ Weak points : _____

➤ Additional provision of facilities/assistance, expected for further improvement of your strengths.

Place :

Date :

Signature

Name

Designation

PART- II

VICE – PRINCIPAL REMARKS

Teaching staff / Non- teaching staff (College Departments)

I) GENERAL INFORMATION

1. Full Name : _____
2. Salary Scale : _____
3. Year of last assessment: _____

II) ASSESSMENT:

Sr.No	Assessment	Excellent	V. Good	Good	Fair	Poor
i	Readiness to accept New suggestions					
ii	Adjustment with Superiors					
iii	Academic performance					
iv	Industry					
v	Regularity					
vi	Sense of responsibility					
vii	Integrity					
viii	Identification with the Institution					
ix	Participation in co-curriculum & Extra activities					
x	Involvement in other College / Departmental Activities					
xi	Any other (please Specify & then)					

Remark of Vice-Principal

III) Special remarks / Observation :

VI) Any other remarks or suggestions.

Name

Signature (Vice-Principal)

Place :

Date:

HOD / PRINCIPAL

- Details of Staff : _____

- Total years of experience: _____

- Number of years serving for Organization: _____

- Subject teaching: _____

- Result of subject: _____

- Any publication/ presentation/ education program/ conferences/ seminar etc.:

- Academic achievement: _____

- Received any award: _____

- Professional growth: _____

- Special support for the organization: _____

- Special consideration from college side : in terms of Finance / leave / concessions / duty timing / clinicals supervision etc. _____

Remark of HOD/Principal

Part III

III) Observation:

III) Remark / Suggestion:

VI) Note of remarks to be communicated to the person concerned.

Name

Signature (HOD/Principal)

Place :

Date: