



BOMBAY BUNTS ASSOCIATION'S

BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

Bunts Center, Shashikala Manmohan Shetty Complex, Bunts Center Marg, Plot No. 42, Sector -24, Off. Gaondevi Chowk,

Julnagar (W), Near Bharat Petrol Pump, Navi Mumbai-400705, Phone (022)27703156 Email: bba_bche@gmail.com

2018-2019

PERFORMANCE MEASURED :

Name of the Teacher:

Mrs. Jyotsana Natke (Asst. Prof.)

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	60
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	40
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	30
d)	Contribution towards student's Project/ Field Work/ Internships/Presentations/Industrial Visit	50 Marks	40
Total		250Marks	170

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	-
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	20
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - Only will be considered in a year) Others -0-15)	50 Marks	20
d)	E Content development	50 Marks	25
Total		250 Marks	65



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(Night College) Julnagar, Navi Mumbai.

III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	10
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	-
		200 Marks	35

IV. IPR Acquired

a)	Copyrights	100 Marks	30
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	30
		300 Marks	60

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	50
b)	Guiding Students for research projects with grants and for competitions	100 Marks	50
c)	Guiding Students for National/State/International Level awards for college	150 Marks	75
d)	Guiding students for startup related activities	50 Marks	25
e)	Awards to teachers from other Institutions	50 Marks	25
f)	Social recognition for local contributions and awareness	50 Marks	30
		500 Marks	255

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	50
c)	Guidance for Competitive Exam	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	25
		500 Marks	275



Shri. D. S. Prasad
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Juinaagar (W), Near Bharat Petrol Pump, Navi Mumbai-400705, Phone (022)27703156 Email: bba.bha@gmail.com

2018-2019

PERFORMANCE MEASURED :

Name of the Teacher: *Mr. Parvi Santu (Asst. Prof.)*

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	80
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	50
d)	Contribution towards student's Project/ Field Work/ Internships/Presentations/Industrial Visit	50 Marks	50
Total		250 Marks	230

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	-
b)	Other Qualification up gradation Orientation-1 or Refresher1 FDPattended1	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC -1only will be considered in a year) Others -0-15)	50 Marks	50
d)	E Content development	50 Marks	30
Total		250 Marks	130



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	25
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	50
		200 Marks	100

IV. IPR Acquired

a)	Copyrights	100 Marks	50
b)	Patents	150 Marks	50
c)	Trademark (for Logo of Association / Committees)	50 Marks	25
		300 Marks	125

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	80
b)	Guiding Students for research projects with grants and for competitions	100 Marks	80
c)	Guiding Students for National/State/International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	40
e)	Awards to teachers from other Institutions	50 Marks	40
f)	Social recognition for local contributions and awareness	50 Marks	40
		500 Marks	380

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	100
c)	Guidance for Competitive Exam	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	40
		500 Marks	340



Handwritten Signature
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BOMBAY BUNTS ASSOCIATION'S
BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

Bunts Center, Shri Chakrabarti Maheshwari Society Complex, Bunts Center Main, Plot No. 42, Sector 24, CPM, Gurgaon, Haryana.
 Junagar (RV), Near Bharat Petrol Pump, Near Mumbai-455705, Phone (022) 27703156 Email: bba@bba.org

2019-2020

PERFORMANCE MEASURED :

Name of the Teacher: Mr. Zattatray Godke (Asst. Prof.)

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	70
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	40
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	40
d)	Contribution towards student's Project/ Field Work/ Internships/Presentations/Industrial Visit	50 Marks	40
Total		250 Marks	190

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	100
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	30
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - Only will be considered in a year) Others - 0-15)	50 Marks	30
d)	E Content development	50 Marks	25
Total		250 Marks	185



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	10
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	80
		200 Marks	115

IV. IPR Acquired

a)	Copyrights	100 Marks	50
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	25
		300 Marks	75

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	60
b)	Guiding Students for research projects with grants and for competitions	100 Marks	60
c)	Guiding Students for National/State/International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	30
e)	Awards to teachers from other Institutions	50 Marks	30
f)	Social recognition for local contributions and awareness	50 Marks	30
		500 Marks	310

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	100
c)	Guidance for Competitive Exam	150 Marks	75
d)	Guiding students for startup related activities	50 Marks	30
		500 Marks	305



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Bunts Center, Shashikala Kharasani Shetty Complex, Bunts Center Kharang Plot No. 43, Sector 14, Old Groundwater Church, Juhuagar (W), Near Bharat Petrol Pump, Navi Mumbai 400705, Phone (022) 2777011/0 Email: bba.bce@gmail.com

2019-2020

PERFORMANCE MEASURED :

Name of the Teacher:

Mr. Parvati Surtu (Asst. Prof.)

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	80
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	50
d)	Contribution towards student's Project/ Field Internships/Presentations/Industrial Visit	50 Marks	40
Total		250 Marks	220

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - only will be considered in a year) Others - 0-15)	50 Marks	40
d)	E. Content development	50 Marks	40
Total		250 Marks	130



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	25
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	-
		200 Marks	50

IV. IPR Acquired

a)	Copyrights	100 Marks	50
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	20
		300 Marks	80

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	80
b)	Guiding Students for research projects with grants and for competitions	100 Marks	80
c)	Guiding Students for National/State/International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	40
e)	Awards to teachers from other Institutions	50 Marks	40
f)	Social recognition for local contributions and awareness	50 Marks	40
		500 Marks	380

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	150
b)	Higher Studies	150 Marks	75
c)	Guidance for Competitive Exam	150 Marks	150
d)	Guiding students for startup related activities	50 Marks	40
		500 Marks	365



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Juhuagar (W), Near Bharat Petrol Pump, Near Mumbai-400015. Phone: 022-27710056 Email: bbas@bbs.ac.in

2020-2021

PERFORMANCE MEASURED :

Name of the Teacher:

MC. Jayshree Naithe (Hindi Prof.)

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	80
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter Chairperson/Moderator for University Exams.	50 Marks	30
d)	Contribution towards student's Project Field Internships Presentations Industrial Visit	50 Marks	30
Total		250 Marks	190

II. Improvement in Qualification

a)	NET SET Ph.D	100 Marks	-
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	40
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - only will be considered in a year) Others -0-15)	50 Marks	40
d)	E Content development	50 Marks	20
Total		250 Marks	100



Sh. Anand
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III. Research Paper Published

a)	Scopus	50 Marks	—
b)	UGC Care Listed	25 Marks	—
c)	Peer Reviewed	15 Marks	10
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	—
		200 Marks	20

IV. IPR Acquired

a)	Copyrights	100 Marks	40
b)	Patents	150 Marks	—
c)	Trademark (for Logo of Association / Committees)	50 Marks	—
		300 Marks	40

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	80
b)	Guiding Students for research projects with grants and for competitions	100 Marks	70
c)	Guiding Students for National/State/International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	30
e)	Awards to teachers from other Institutions	50 Marks	25
f)	Social recognition for local contributions and awareness	50 Marks	25
		500 Marks	330

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	75
c)	Guidance for Competitive Exam	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	25
		500 Marks	295



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	-
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN or ISSN)	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	-
		200 Marks	25

IV. IPR Acquired

a)	Copyrights	100 Marks	50
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	-
		300 Marks	50

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	80
b)	Guiding Students for research projects with grants and for competitions	100 Marks	70
c)	Guiding Students for National State International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	40
e)	Awards to teachers from other Institutions	50 Marks	50
f)	Social recognition for local contributions and awareness	50 Marks	50
		500 Marks	390

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	75
c)	Guidance for Competitive Exam	150 Marks	75
d)	Guiding students for startup related activities	50 Marks	50
		500 Marks	280



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BOMBAY BUNTS ASSOCIATION'S

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Jainagar (W), Near Bharat Petrol Pump, Navi Mumbai-400705, Phone (022)27703156 Email: bba.bsche@gmail.com

PERFORMANCE MEASURED :

2021 - 2022

Name of the Teacher: *Mr. Ravi Jagtap (Asst. Prof.)*

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	70
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	40
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	20
d)	Contribution towards student's Project/ Field Internships/Presentations/Industrial Visit	50 Marks	30
Total		250Marks	160

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	100
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - Only will be considered in a year) Others -0-15)	50 Marks	50
d)	E Content development	50 Marks	30
Total		250 Marks	230



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	25
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN/ISSN)	10 Marks	10
e)	H Index (increase by 1 Point)	150 Marks	30
		250 Marks	80

IV. IPR Acquired

a)	Copyrights	100 Marks	20
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	25
		300 Marks	55

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	70
b)	Guiding Students for research projects with grants and for competitions	100 Marks	60
c)	Guiding Students for National/State/International Level awards for college	150 Marks	60
d)	Guiding students for startup related activities	50 Marks	30
e)	Awards to teachers from other Institutions	50 Marks	40
f)	Social recognition for local contributions and awareness	50 Marks	40
		500 Marks	300

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	100
b)	Higher Studies	150 Marks	75
c)	Guidance for Competitive Exam	150 Marks	75
d)	Guiding students for startup related activities	50 Marks	50
		500 Marks	300



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11-11-2021



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2021-2022

PERFORMANCE OF A MEMBER:

Name of the Teacher: *M. Jagda Patel (M.A. & B.A.)*

I. Teaching-Learning

a)	Teaching load work	100 Marks	78
b)	Examination participation, Assessment contribution in result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter/Chairperson/Moderator for University Exams	50 Marks	30
d)	Contribution towards student's Project Field Interchange/Presentation/Industrial Visit	50 Marks	10
Total		250 Marks	160

II. Improvement in Qualification

a)	NET SET, P.T.O	100 Marks	100
b)	Other Qualification as graduation (Orientation-I) or Refresher-I (II/Attendance)	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - Only will be considered in a year) (Others - 4-15)	50 Marks	50
d)	E. Content Development	50 Marks	-
Total		250 Marks	200



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(Night College) Jaipur, Rajasthan

III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	20
c)	Peer Reviewed	15 Marks	10
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	25
		200 Marks	90

IV. IPR Acquired

a)	Copyrights	100 Marks	30
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	20
		300 Marks	60

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	50
b)	Guiding Students for research projects with grants and for competitions	100 Marks	50
c)	Guiding Students for National State/International Level awards for college	150 Marks	50
d)	Guiding students for startup related activities	50 Marks	30
e)	Awards to teachers from other Institutions	50 Marks	30
f)	Social recognition for local contributions and awareness	50 Marks	25
		500 Marks	235

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	75
b)	Higher Studies	150 Marks	50
c)	Guidance for Competitive Exam	150 Marks	50
d)	Guiding students for startup related activities	50 Marks	30
		500 Marks	205



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BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

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Juinagar (W), Near Bharat Petrol Pump, Navi Mumbai-400705, Phone (022)27703156 (Email: bbsa.bce@bbsa.com)

2022-2023

PERFORMANCE MEASURED :

Name of the Teacher: *Mr. Santu Dasu (Asst. Prof.)*

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	80
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	50
d)	Contribution towards student's Project/ Field Work/ Internships/Presentations/Industrial Visit	50 Marks	50
Total		250 Marks	230

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	50
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC - 1 only will be considered in a year) Others - 0-15)	50 Marks	50
d)	E Content development	50 Marks	30
Total		250 Marks	130



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III. Research Paper Published

a)	Scopus	50 Marks	-
b)	UGC Care Listed	25 Marks	25
c)	Peer Reviewed	15 Marks	15
d)	Paper in Conference (ISBN) or ISSN	10 Marks	10
e)	H Index (increase by 1 Point)	100 Marks	50
		200 Marks	100

IV. IPR Acquired

a)	Copyrights	100 Marks	50
b)	Patents	150 Marks	-
c)	Trademark (for Logo of Association / Committees)	50 Marks	50
		300 Marks	100

V. Awards/Appreciations/Recognition for College

a)	Guiding Students to get awards at university level	100 Marks	80
b)	Guiding Students for research projects with grants and for competitions	100 Marks	80
c)	Guiding Students for National/State/International Level awards for college	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	50
e)	Awards to teachers from other Institutions	50 Marks	50
f)	Social recognition for local contributions and awareness	50 Marks	50
		500 Marks	410

VI. Placements/Higher Studies/Competitive Exams

a)	Placement Guidance	200 marks	150
b)	Higher Studies	150 Marks	100
c)	Guidance for Competitive Exam	150 Marks	100
d)	Guiding students for startup related activities	50 Marks	50
		500 Marks	400



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2022-2023

PERFORMANCE MEASURED :

Name of the Teacher: *Mr. Haridibandhu Pradhan (Asst Professor)*

I. Teaching-Learning-

a)	Teaching feed back	100 Marks	80
b)	Examination participation, Assessment contribution to result and University paper evaluation along with participation in conducting university exams	50 Marks	50
c)	Contributing as paper setter/Chairperson/Moderator for University Exams.	50 Marks	50
d)	Contribution towards student's Project/ Field Work/ Internships/Presentations/Industrial Visit	50 Marks	40
Total		250 Marks	220

II. Improvement in Qualification

a)	NET/SET/Ph.D	100 Marks	100
b)	Other Qualification up gradation Orientation-I or Refresher I FDP attended I	50 Marks	50
c)	Certificate Course (i) Staff Training Programs / Seminars / Workshops attended (15) (CC -1 only will be considered in a year) Others -0-15)	50 Marks	50
d)	E Content development	50 Marks	30
Total		250 Marks	230



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III. Researches/Inventive/Innovation:

1. Location	80 Marks	-
2. Location of the project	20 Marks	20
3. Year of the project	10 Marks	10
4. Project title/Innovation/ISSN/ISSN	10 Marks	10
5. Project/Innovation/Project	10 Marks	10
	200 Marks	20

IV. IP/Innovation:

1. Copyright	100 Marks	100
2. Patent	15 Marks	15
3. Trademark/Innovation/Innovation/Innovation	5 Marks	5
	120 Marks	120

V. Awards/Achievements/Achievements/Achievements:

1. Awarding students of the award of the award of the award	100 Marks	100
2. Awarding students of the award of the award of the award	100 Marks	100
3. Awarding students of the award of the award of the award	100 Marks	100
4. Awarding students of the award of the award of the award	100 Marks	100
5. Awarding students of the award of the award of the award	100 Marks	100
6. Awarding students of the award of the award of the award	100 Marks	100
7. Awarding students of the award of the award of the award	100 Marks	100
	1000 Marks	1000

VI. Placement/Higher Studies/Competitive Exams:

1. Placement/Innovation	100 Marks	100
2. Higher Studies	100 Marks	100
3. Placement/Innovation	100 Marks	100
4. Placement/Innovation	100 Marks	100
	1000 Marks	1000



Signature of the Head of the Institution
 Head of the Institution, [Institution Name]



BUNTS COLLEGE OF HIGHER EDUCATION

(NIGHT COLLEGE)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Performance Appraisal Form for Non-Teaching Staff 20 18-2019

1. Name of the staff

: Mrs. Saritha Poojary

2. Position Title

: Head Clerk

3. Qualification

: B.A., PGDM Appeared

4. Details of Current Responsibilities:

Administration

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure			✓		
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of Exigencies			✓		
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)			✓		
7	you possess good knowledge(theory, hand son)for all aspects of the job to perform your job functions Satisfactorily?			✓		

II. PERFORMANCE

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			



[Signature]
PRINCIPAL

BBA'S Bunts College of Higher Education
(Night College) Junnagar, Navi Mumbai

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the need of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?			✓		
3	Rapport with the public when you interact with them?			✓		

VI. STAFF / STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?			✓		
3	Responsibility towards your Tasks / areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- *Bunts College-Juinagar*

Date:- *7/6/2018*

Sonitha P. Poojary : *[Signature]*
Name and Signature of the non-teaching staff

Counter signed by the Head of the Institution



[Signature]

PRINCIPAL
BBA'S Bunts College of Higher Education
(Night College) Juinagar, Navi Mumbai.



**BUNTS COLLEGE OF HIGHER EDUCATION
(NIGHT COLLEGE)
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Performance Appraisal Form for Non-Teaching Staff 20 19-20 20

1. Name of the staff : Mrs. Savitha Poopathy
2. Position Title : Head Clerk
3. Qualification : B.A.
4. Details of Current Responsibilities: Administration

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out			✓		
3	Ability and willingness to take up additional load in times of Exigencies			✓		
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)			✓		
7	you possess good knowledge(theory, hand son)for all aspects of the job to perform your job functions Satisfactorily?			✓		

II. PERFORMANCE

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		

4	Neatness & tidiness of work		✓			
5	Completion of work on schedule			✓		
6	Diligence and sense of responsibility			✓		

III. PERSONAL CHARACTERISTICS

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance			✓		
2	Punctuality		.	✓		
3	Discipline		✓			
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?			✓		



Bhandari

PRINCIPAL

**BBA'S Bunts College of Higher Education
(Night College) Julnagar, Navi Mumbai.**