



# Ashokdada Sable Law College

LL.B. 3 Year / LL.B. 5 Year / LL.M.

Tal. Mangaon, Dist. Raigad. 402 104

ashokdadasablelawcollege@gmail.com

Adv. Vinod Ghayal  
Chairman

Shri. Rajiv Sable  
President

Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

## Criteria 6.3.4

### 6.3.4

## Faculty Empowerment Strategies

### Criteria – 6.3.4

The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff



Principal

Ashokdada Sable Law College  
Mangaon-Raigad



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The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff

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2	Motivation to Staff through Awards
3	Study Leave is given for preparation of NET/SET exams
4	First Aid Box is available in the college
5	Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.
6	Uniforms – Non-Teaching Staffs
7	Job Securities by HEI's
8	Manual – Rule Book
9	Spacious Ambience
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11	Holistic Development
12	Educational Environment
13	Staff Picnic
14	Travelling Allowances



*SPM*

Principal

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## **The institute has effective welfare measure and performance appraisal for teaching and non- teaching staff**

Mangaon Shikshan Prasarak Mandals with huge and valuable experience and contribution to education opened the Ashokdada Sable Law College Mangaon

Ashokdada Sable Law College Mangaon is one of the best Law College in the field of education.

Mangaon Shikshan Prasarak Mandals Ashokdada Sable Law College Mangaon is HEI who has effective welfare for staffs.

1. Performance appraisal for staff: Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.
2. Motivation to Staff: HEI motivates staff members through awards and appreciation.
3. Study Leave is given for preparation of NET/SET exams.
4. First Aid Box is available in the college.
5. Nutrition and Health Awareness: Guidance lectures are arranged in respect of Diet, HealthCare & Mental & Spiritual Peace.
6. Uniforms – Non-Teaching Staffs: HEI provides uniforms to all non - teaching staff.
7. Job Securities by HEI's: Approvals, permanent orders to employees.
8. Manual – Rule Book: Manual – Rule Book for services, leaves, promotions, etc. by rulebook.
9. Spacious Ambience infrastructure for staff: Up to mark ambience for staff.
10. Work Culture: HEI encourages healthy atmosphere for better work output.
11. Scope of Holistic Development: HEI motivates for research, book writing, book publications, teaching facilities, library, gym, help each staff for its holistic development.
12. Educational Environment: HEI has educational environment which includes curriculum enrichment, teaching and learning, innovation, ecosystem, cultural, sports, social involvement of staff for the students.
13. Staff Picnic: Management contributes the amount for staff picnic.
14. Travelling Allowances: HEI contributes in travelling allowance during official work.



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## **Performance Appraisal System for Teaching and Non- Teaching Staff**

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non – teaching staff. HEI identifies their performance and methods to improve the performance and quality of staff.

Mangaon Shikshan Prasarak Mandals Ashokdada Sable Law College follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis and periodic review.

### **Goal Setting**

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical and social involvement. HEI keen on this arrangement for performance appraisal.

### **Evolution Standards**

HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

### **Staff Analysis**

HEI has its team of experts for analysis of analysis of the performance, involvement, output, progression, student's relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

### **Periodic Revival**

Periodic Revival is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement, etc.

Employee's behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff.



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## Performance Appraisal of Teaching Staff

### General Information

Performance Appraisal of Teaching Staff				
General Information				
Full Name (in Block Letter)	ADITI GANESH PATNUSKAR			
Department	Law			
Qualification	LLM			
Present Designation	Assit. Professor			
Date of Last Promotion	-			
Address for Correspondence	302, Sai Kinara Residency, Bhadaw Rd., Mangaon			
Permanent Address	Same as above			
Mobile Number	8793311713			
E-Mail	profaditi1096@gmail.com			

Teachers Appraisal Form				
Sr.No.	Appraisal	Satisfactory	Not Satisfactory	Needs Improvement
1	Self- Disciplined	✓		
2	Sense of Humour	✓		
3	Enthusiasm for work	✓		
4	Punctuality	✓		
5	Flexibility	✓		
6	Lesson Plan	✓		
7	Choice of Appropriate Material	✓		
8	Presentation of Lesson	✓		
9	Skills in Questioning Technique	✓		
10	Lesson Reviewed and Approved	✓		
11	Professional Growth	✓		
12	Effective use of Technique Aids	✓		
13	Knowledge of the Subject	✓		
14	Professional Ethics	✓		
15	Rapport with Students	✓		
16	Relation with parents	✓		
17	Co-operation with Staff	✓		

1. Strength  
Subject knowledge, Sense of Humour.

2. Suggestion for Improvement

3. Teacher's Signature Patnuskar Date: 02/04/2021

4. Appraiser's Signature GM Date: 10/04/2021



GM  
Principal  
Ashokdada Sable Law College  
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## Performance Appraisal of Teaching Staff

### General Information

Full Name (in Block Letter)	Gousi Suresh Khandelot
Department	Law
Qualification	LLM
Present Designation	Asst. Professor
Date of Last Promotion	-
Address for Correspondence	102, B, Gandhi Talies Near, Mangaon
Permanent Address	Same as above
Mobile Number	8421484256
E-Mail	k21g1g@gmail.com

Teachers Appraisal Form

Sr.No.	Appraisal	Satisfactory	Not Satisfactory	Needs Improvement
1	Self- Disciplined	✓		
2	Sense of Humour	✓		
3	Enthusiasm for work	✓		
4	Punctuality	✓		
5	Flexibility	✓		
6	Lesson Plan	✓		
7	Choice of Appropriate Material	✓		
8	Presentation of Lesson	✓		
9	Skills in Questioning Technique	✓		
10	Lesson Reviewed and Approved	✓		
11	Professional Growth	✓		
12	Effective use of Technique Aids	✓		
13	Knowledge of the Subject	✓		
14	Professional Ethics	✓		
15	Rapport with Students	✓		
16	Relation with parents	✓		
17	Co-operation with Staff	✓		

1. Strength

Subject knowledge, Sense of Humour.

2. Suggestion for Improvement

3. Teacher's Signature

*Gousi Sable*

Date: 02/04/2024

4. Appraiser's Signature

*SM*

Date: 10/04/2024



*SM*

Principal

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Principal

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Date : / /20

## Performance Appraisal of Teaching Staff

### General Information

Performance Appraisal of Teaching Staff	
General Information	
Full Name (in Block Letter)	APARNA NILESH CHORGHE
Department	Law
Qualification	B.L.S LL.B
Present Designation	Asst. Prof.
Date of Last Promotion	
Address for Correspondence	Mahalashmi Niwaza, 205, 2 B, Utkal Walk, Mangaon
Permanent Address	
Mobile Number	9923392246
E-Mail	aparnasawant006@gmail.com

### Teachers Appraisal Form

Sr.No.	Appraisal	Satisfactory	Not Satisfactory	Needs Improvement
1	Self- Disciplined	✓		
2	Sense of Humour	✓		
3	Enthusiasm for work	✓		
4	Punctuality	✓		
5	Flexibility	✓		
6	Lesson Plan	✓		
7	Choice of Appropriate Material	✓		
8	Presentation of Lesson	✓		
9	Skills in Questioning Technique	✓		
10	Lesson Reviewed and Approved	✓		
11	Professional Growth	✓		
12	Effective use of Technique Aids	✓		
13	Knowledge of the Subject	✓		
14	Professional Ethics	✓		
15	Rapport with Students	✓		
16	Relation with parents	✓		
17	Co-operation with Staff	✓		

1. Strength

Good subject knowledge, sense of Humours

2. Suggestion for Improvement

3. Teacher's Signature

*[Signature]*

Date: 02/04/2024

4. Appraiser's Signature

*[Signature]*

Date: 10/04/2024



*[Signature]*  
Principal  
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## Motivation to Staff through Awards



*[Signature]*

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Principal

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## Study Leave is given for Preparation of NET/SET Examination

Adv. Gawande Bharat Balkrushna  
Assistant Professor  
Date 25 -02-2023

To,  
The Hon'ble Principal,  
Ashokdada Sable Law College Mangaon,  
Mangaon- Raigad.

Subject: - Request for Leave of Absence for SET Exam Preparation.

Respected Madam,

I am writing to formally request a leave of absence from 10-03-2023 to 26-03-2023 in order to prepare for the SET exam, which is crucial for my professional development. As this exam requires significant preparation, I believe this time will be essential for my success.

During my absence, I will ensure that all my academic responsibilities are addressed and will coordinate with colleagues to cover any necessary duties to minimize disruption to the department. I am committed to resuming my duties promptly upon my return.

I appreciate your understanding and support regarding this matter. Please let me know if you require any additional information or if there are specific procedures I need to follow.

Thank you for your consideration.

*B. B. Gawande*  
Yours Faithfully

Application allowed  
*GFN*

Adv. Sansare Monika Tejas  
Assistant Professor  
Date 02 -03-2023

To,  
The Hon'ble Principal,  
Ashokdada Sable Law College Mangaon,  
Mangaon- Raigad.

Subject: - Request for Leave of Absence for SET Exam Preparation.

Respected Madam,

I am writing to formally request a leave of absence from 15-03-2023 to 26-03-2023 in order to prepare for the SET exam, which is crucial for my professional development. As this exam requires significant preparation, I believe this time will be essential for my success.

During my absence, I will ensure that all my academic responsibilities are addressed and will coordinate with colleagues to cover any necessary duties to minimize disruption to the department. I am committed to resuming my duties promptly upon my return.

I appreciate your understanding and support regarding this matter. Please let me know if you require any additional information or if there are specific procedures I need to follow.

Thank you for your consideration.

*Monika Tejas*  
Yours Faithfully

Application allowed  
*GFN*



*GFN*  
Principal  
Ashokdada Sable Law College  
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**First Aid Box is available in the College**



  
Principal  
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Principal

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## Nutrition and Health Awareness



*SMB*  
Principal  
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Principal

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## Uniforms for Non-Teaching Staff



*Signature*  
Principal  
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## Job Security's by HEI / Confirmation Letter

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Adv. Vinod Ghayal Chairman      Shri. Rajiv Sable President      Shri. Krishna Gandhi Secretary      Dr. Sonali Burte Principal


Ref: 397<sup>reg</sup> 2022-23      Date: 29 / 06 / 20 2023


To,  
Mrs. Aparna Nilesh Chorghhe  
205, 2B Mahalaxmi, Niwara,  
Utkekhol wadi, Mangaon-Raigad.

Subject: Offer letter fir Appointment As an Assistant Professor.

You are being given temporary full-time appointment as an Assistant Professor on Nom-Grant basis from 1<sup>st</sup> July 2023. Your appointment will be continued till 30<sup>th</sup> May 2024 or any termination order whichever is earlier. You are appointed on the basis of following terms and conditions.

1. Note that your post is purely temporary.
2. You are not entitled for government salary and benefits.
3. If you remain absent without notice for 6 consecutive working days then your appointment will get automatically terminated.
4. The institution has no binding to continue you after your termination.
5. In case of any ill-behaviour from your side you will be terminated without any notice.
6. Your appointment will be automatically terminated after 30<sup>th</sup> May, 2024 without any notice.
7. One-month prior notice before leaving the job is necessary.

Yours faithfully,  
  
Principal  
Ashokdada Sable Law College  
Mangaon-Raigad  
Dr. Sonali Burte  
Principal,  
Mangaon Shikshan Prasarak Mandal's





  
Principal  
Ashokdada Sable Law College  
Mangaon-Raigad



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## Manual – Rule Book

### Rules and Regulations of Institution

#### 1. Terms of Service

Faculty members serve full-time for the institute, and they are expected to dedicate their entire attention to the operations of the organization.

In addition to any responsibilities that the administration may occasionally give to the faculty, the faculty will be in charge of carrying out the following particular tasks:

- Evaluation and Assessment of Students
- Supporting with Consultancy, Research, And Development Services
- Offering Computer Laboratory Instruction
- Generating Resource Materials and Developing Computer Laboratories
- Supporting Extracurricular and Co-Curricular Activities
- Assisting with Departmental Activities
- Any Extra Tasks That the Principal or Higher Authority Assign.

#### 2. Leaves

A teacher may only take a total of twelve days of casual leave throughout a academic year.

#### 3. Resignation

An employee must provide a month's written notice of resignation if, at any time after confirmation, they decide to leave the organization.

#### 4. Termination

The institute has the authority to terminate an employee's employment without any notice if the employee is involved in any criminal activity or actions that could result in an arrest or charges from law enforcement or judicial authorities (or payment of salary in place thereof). In this case, the institute's decision is final and enforceable.

On the employee's termination of employment, all correspondence, specifications, documents, and other institute assets must be given to the institute right away; the employee is not permitted to keep or duplicate these items.



*[Signature]*

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## 5. Address

Employees are required to provide the institute their full address. For all intents and purposes, any communication sent to that address via courier, registered post, or speed post will be counted sufficient served on the employee.

## 6. Duties of the Teacher

- The teacher must devote their time and efforts towards enhancing their academic and professional proficiency by taking advantage of all available opportunities to attend and engage in academic programs, including but not limited to seminars, orientations, refresher courses, and in-service training programs.
- The teacher will carry out his academic responsibilities, which include planning lectures, tutorials, demonstrations, assessments, research, mentoring research fellows, organizing exams, and so on, while also motivating the students to pursue their education.
- The teacher is expected to attend courses on a regular and timely basis, teach the lessons and instructions that the head assigns from time to time, and not typically miss work without authorization or a leave of absence.
- The teacher will occasionally abide by the institute's norms and regulations.
- Apart from teaching and related responsibilities, the teacher must handle extracurricular and co-curricular activities organized by the institute, handle administrative and supervisory tasks, maintain records and assessment reports, and perform any other duties appropriate for their position as a teacher that are delegated to them by the principal or higher authority of the institution.
- The duty of a teacher is to assist the institution's administration in enforcing and upholding students' good behaviour and discipline.
- A teacher will help the institute run the institute examination smoothly.



*SPM*

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Principal

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### Spacious Ambience



**GPS Map Camera**



Mangaon, Maharashtra, India  
67HP+28V, Juna Mangaon Rd, Near by, Mangaon, Maharashtra 402104, India  
Lat 18.227503°  
Long 73.285422°  
09/05/24 11:36 AM GMT +05:30



Principal  
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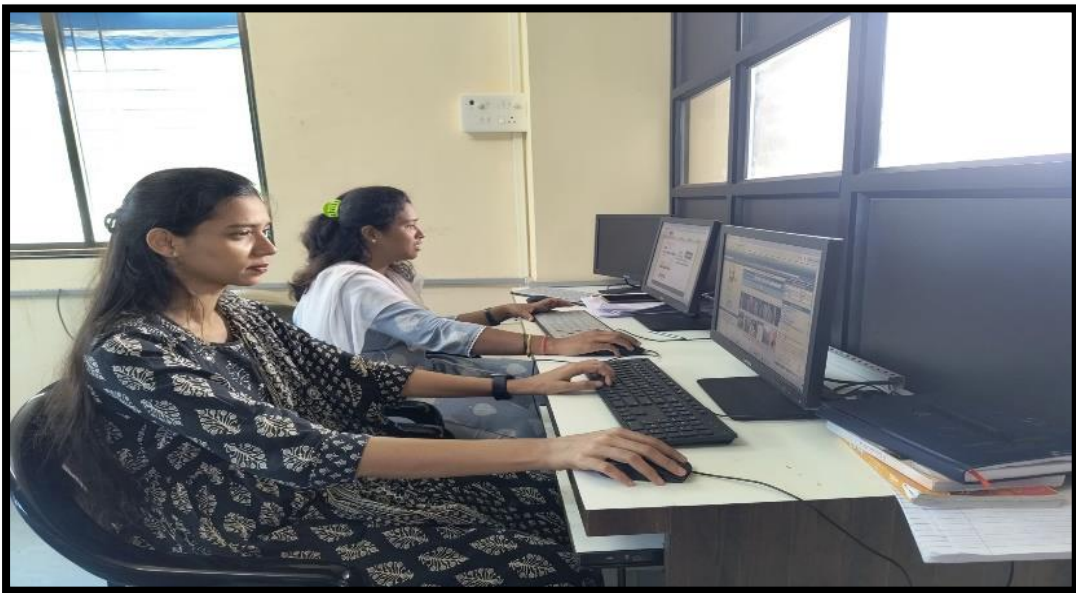
Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
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## Work Culture



*Signature*

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## Holistic Development



  
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## Education Environment



  
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## Staff Picnic



*Dr. Sonali Burte*

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## Travelling Allowances

कॅश व्हाउचर  
माणगांव शिक्षण प्रसारक मंडळ संचालित  
अशोकदादा साबळे विधी महाविद्यालय  
माणगांव - रायगड.

☎ : (02140) 263928  
नांवे व्हाउचर नं.  
दिनांक : 02/08/2023

खाते : Cash  
श्री. : Sonali Burte madam यांना खालील प्रमाणे रकम दिली.

तपशिल	रुपये	नांवे	पैसे
DHE <u>५१०२११</u> <u>२०२१</u>	5000r		
D.A = 1000r			
petrol <u>२२२१</u> - 3500r			
	5000r		

वरील प्रमाणे रकम रूपये five thousand only रोख मिळाली. काहीही तक्रार नाही.  
यलाक प्रिचार्य घेणाऱ्याची सही प्रिचार्य

कॅश व्हाउचर  
माणगांव शिक्षण प्रसारक मंडळ संचालित  
अशोकदादा साबळे विधी महाविद्यालय  
माणगांव - रायगड.

☎ ९५९९६४९९४४  
नांवे व्हाउचर नं.  
दिनांक : 11/11/2023

खाते : Cash  
श्री. : Prof. Editi Patruskar & Dr. Sonali Burte यांना खालील प्रमाणे रकम दिली.

तपशिल	रुपये	नांवे	पैसे
NAAC meeting Webinar	3000		00
	3000		00

वरील प्रमाणे रकम रूपये Three Thousand only रोख मिळाली. काहीही तक्रार नाही.  
यलाक Dr. Sonali Burte घेणाऱ्याची सही Dr. Sonali Burte



Dr. Sonali Burte  
Principal  
Ashokdada Sable Law College  
Mangaon-Raigad



17 July 2019

# Ashokdada Sable Law College

**LL.B. 3 Year / LL.B. 5 Year / LL.M.**

Tal. Mangaon, Dist. Raigad. 402 104

ashokdadasablelawcollege@gmail.com

Adv. Vinod Ghayal  
Chairman

Shri. Rajiv Sable  
President

Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

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## Criteria 6.3.4

**Institution Performance appraisal system for  
teaching and non - teaching staff**



*[Signature]*

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## 6.3.4 Institution Performance appraisal system for teaching and non - teaching staff



  
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Shri. Krishna Gandhi  
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Date : / /20

## Index

Sr. No.	Description
A	Performance Appraisal in Terms of Academic Incentives.
B	Performance appraisal format for non-teaching
C	Librarian Appraisal Form
D	Assessment – Analysis on performance appraisal
E	Maximum 500 Words Description on Performance Appraisal



  
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## A. Performance Appraisal in Terms of Academic Incentives. (Specimen)



  
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Shri. Krishna Gandhi  
Secretary

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## TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			
I revise the lessons from past chapters			
I prepare lesson plans that make my teaching methods efficient.			
I use examples to help students understand the concept better. T)			
I use teaching aid (blackboard, posters, books and PP during my lectures			
I encourage students to participate individually, in pairs or in groups			
I make sure to include a variety of teaching exercises to help students have a better learning experience			
I use engaging activities in my class			
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.			
I understand the abilities of my students			
I encourage my students			
I communicate integral information about my students to their guardians.			
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods			
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			
I observe my colleagues to learn new teaching techniques			
I brush up my language skills to help my students			



*Signature*

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Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

## **B. PERFORMANCE APPRAISAL FORMAT** **FOR NON-TEACHING STAFF (Specimen)**

### **General Information**

a.	Name	
b.	Address (Residential)	
c.	Address (Permanent)	
d.	Mobile Number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Date of Joining in this Institution	
j.	Work Experience (Total) (This Institution + Other Institutions)	

### **Other Duties:**

Exam cell	
Examination	
Admission Process	
Administration work	



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Principal

Ref.....

Date :     /     /20

<b>RATINGS BY SKILL</b>	<b>0 = Poor / 1 = Fair / 2 = Good / 3 = Excellent</b>
Work Quality	
Productivity	
Communication	
Initiative	
Punctuality	



  
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Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

## C. Librarian Appraisal Form (Specimen)

Name of the employee:

Position:

Date:

Sr. No.	Task	Yes	No	N/A	Remarks
1	Maintenance: Adds description about books in catalogues.				
2	Adds books into the cataloguing program of the library.				
3	Labels, and puts stamps on new books.				
4	Returns materials to shelves and keeps shelves in order.				
5	Assists patrons in finding relevant books and study material.				
6	Maintains other study materials				
7	Maintains newspaper and magazine shelves.				
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.				
9	Fills in for other staff when needed.				
10	Performs other duties as assigned.				



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President


Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date :     /     /20

EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee Name	Aditi Ganesh Patnuskar
Job Title/Department	Asst Prof / Law
Reviewer Name/Title	Dr. Sonali Burte / Principal
Review Period	one year
Today's Date	10 April 2024
RATING BY SKILL AREA	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Comments:	Very sincere & Hardworking
Productivity	3
Comments:	Efficient at work
Communication	3
Comments:	Communicates thoughts without hesitation
Collaboration	3
Comments:	Engages with students & teachers
Initiative	3
Comments:	Takes initiative
Punctuality	3
Comments:	Very Punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	satisfactory

  
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Secretary

Dr. Sonali Burte  
Principal

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Date : / /20

## A. Performance Appraisal in Terms of Academic Incentives.

### TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			✓
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.			✓
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



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Principal

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Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date :     /     /20

I attend training programs and apply newly gained information to polish my teaching method			✓
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	X		
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



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Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

I attend training programs and apply newly gained information to polish my teaching method		✓	
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.		✓	
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	✓		
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



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Principal

Ref.....

Date : / /20

EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee Name	Sadaf Yelunkar
Job Title/Department	Asst Prof/Law
Reviewer Name/Title	Dr. Sonali Burte/ Principal
Review Period	One year
Today's Date	10 April 2024
RATING BY SKILL AREA	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Comments:	Handworking
Productivity	3
Comments:	Very Efficient
Communication	3
Comments:	Communicates freely.
Collaboration	3
Comments:	Engages with Colleagues & Students
Initiative	2
Comments:	often takes initiative in all activities
Punctuality	3
Comments:	Very Punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	Needs to have sensitive approach towards students.

  
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Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

## A. Performance Appraisal in Terms of Academic Incentives.

### TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups		✓	
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class		✓	
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.			✓
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.		✓	
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods		✓	
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



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Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

I attend training programs and apply newly gained information to polish my teaching method		✓	
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.		✓	
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	✓		
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



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Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee Name	Asma Athar Lolchande
Job Title/Department	Assit Prof / Law
Reviewer Name/Title	Dr. Sonali Burte / Principal
Review Period	one year
Today's Date	10 April 2024
RATING BY SKILL AREA	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Comments:	Hardworking
Productivity	2
Comments:	Very Efficient
Communication	2
Comments:	Efficient
Collaboration	3
Comments:	Collaborates with colleagues, students
Initiative	3
Comments:	Actively
Punctuality	3
Comments:	Always punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	Needs to have sensitive approach towards students

  
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Date : / /20

## A. Performance Appraisal in Terms of Academic Incentives.

### TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class			✓
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.		✓	✗
I understand the abilities of my students.			✓
I encourage my students.			✓
I communicate integral information about my students to their guardians.	✓		
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year			✓
I observe my colleagues to learn new teaching techniques			✓
I brush up my language skills to help my students			✓



*Signature*

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Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

I attend training programs and apply newly gained information to polish my teaching method			✓
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.		✓	
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	✓		<del>✓</del>
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



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Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

EMPLOYEE EVALUATION FORM	
EMPLOYEE INFORMATION	
Employee Name	Mahesh Daskrath Sugdhare
Job Title/Department	Assit. Prof. / Law
Reviewer Name/Title	Dr. Sonali Burte / Principal
Review Period	one year
Today's Date	10 April 2024
RATING BY SKILL AREA	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Comments:	Excellent
Productivity	3
Comments:	Very productive
Communication	3
Comments:	Communicates efficiently
Collaboration	2
Comments:	Always collaborates
Initiative	2
Comments:	takes initiative
Punctuality	3
Comments:	Very Punctual
OVERALL RATING	Excellent
ADDITIONAL NOTES	more initiative is required on his behalf for participation in cultural activities.

  
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Ref.....

Date : / /20

## A. Performance Appraisal in Terms of Academic Incentives.

### TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students		✓	
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.		✓	
I revise the lessons from past chapters.			✓✓
I prepare lesson plans that make my teaching methods efficient.			✓✓
I use examples to help students understand the concept better.			✓✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓✓
I encourage students to participate individually, in pairs or in groups			✓✓
I make sure to include a variety of teaching exercises to help students have a better learning experience			✓
I use engaging activities in my class			
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.		✓	
I understand the abilities of my students.			✓✓
I encourage my students.			✓✓
I communicate integral information about my students to their guardians.	✓		
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



*Signature*

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Dr. Sonali Burte  
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I attend training programs and apply newly gained information to polish my teaching method			✓
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	/		
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



*Dr. Sonali Burte*

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Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

EMPLOYEE EVALUATION FORM	
<b>EMPLOYEE INFORMATION</b>	
Employee Name	Bharat Balkrushna Gavande
Job Title/Department	Assit. Prof. / Law
Reviewer Name/Title	Dr. Sonali Burte / Principal
Review Period	One Year
Today's Date	10 April 2024
<b>RATING BY SKILL AREA</b>	0= Poor/ 1= Fair/2= Good/ 3=Excellent
<b>Work Quality</b>	3
Comments:	Efficient
<b>Productivity</b>	2
Comments:	Efficient at work
<b>Communication</b>	2
Comments:	Fair Communication
<b>Collaboration</b>	2
Comments:	Engages with students
<b>Initiative</b>	2
Comments:	Takes initiative
<b>Punctuality</b>	3
Comments:	Punctual
<b>OVERALL RATING</b>	
<b>ADDITIONAL NOTES</b>	Needs to take initiative with other colleagues



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Chairman

Shri. Rajiv Sable  
President

Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
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## A. Performance Appraisal in Terms of Academic Incentives.

### TEACHING STAFF

1. LESSONS	NEVER	SOMETIMES	ALWAYS
I communicate the importance of new information about the students			✓
I make that students gain new information, provide them with new information and follow through about the students' understanding of the information.			✓
I revise the lessons from past chapters.			✓
I prepare lesson plans that make my teaching methods efficient.			✓
I use examples to help students understand the concept better.			✓
I use teaching aid (blackboard, posters, books and PPT) during my lectures			✓
I encourage students to participate individually, in pairs or in groups			✓
I make sure to include a variety of teaching exercises to help students have a better learning experience		✓	
I use engaging activities in my class		✓	
<b>2. RELATIONSHIP WITH STUDENTS AND PARENTS</b>			
I know all my students by name.		✓	
I understand the abilities of my students.		✓	
I encourage my students.		✓	
I communicate integral information about my students to their guardians.	✓		
<b>3. PROFESSIONAL DEVELOPMENT</b>			
I always aim to learn new information about my subjects and teaching methods			✓
I coordinate with my fellow colleagues to identify, monitor and address issues that arise in an academic year		✓	
I observe my colleagues to learn new teaching techniques		✓	
I brush up my language skills to help my students			✓



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I attend training programs and apply newly gained information to polish my teaching method			✓
<b>4. RECORD KEEPING</b>			
My lesson plans are up to date and ready for inspection.			✓
I have a long-term plan.			✓
I record the marks of the students for better assessment			✓
<b>5. I AM GOOD AT: Teaching Advocacy Skills</b>			✓
<b>6. I NEED TO IMPROVE: Vernacular language</b>	/		
<b>7. I WILL USE THIS STRATEGIES TO IMPROVE MY TEACHING TECHNIQUE: Enhanced PPT</b>			✓



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**B.PERFORMANACE APRAISAL FORMAT**

**FOR NON TEACHING STAFF**


FOR NON- TEACHING STAFF

a.	Name	Sushant siddhant Khade
b.	Address (Residential)	237, Pugaon Boudhwardi,
c.	Address (Permeant)	Pugaon, Tal. Raigad, Dist. Raigad
d.	Mobile Number	Same as above
e.	Email address	9561958776
f.	Designation	sushant.khade125@gmail.com
g.	Department	sr. clerk
h.	Date of Birth	Law
i.	Date of joining in this institution	31/05/1987
j.	Work experience (Total) (This institution + Other institution)	05/12/2022
		16 years
		06 years

**Other Duties:**

Exam Cell	Examination schedule, seating arrangement, supervision, paper download, supervision
Examination	
Admission Process	LL.B. 3 years admission, S.A. LL.B. 5 years, LL.M. 2 years admission process.
Administration Work	Administrative work, prepare salary, student counselling, university work, ARA work, ERA work, DHS work.

RATING BY SKILL	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Productivity	3
Communication	3
Initiative	3
Punctuality	3

  
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## B. PERFORMANACE APRAISAL FORMAT

### FOR NON TEACHING STAFF


FOR NON- TEACHING STAFF

a.	Name	Nishigandha Dhansaj Rajeshirke
b.	Address (Residential)	At. Nanore, Tal. Mangaon - Raigad
c.	Address (Permeant)	Same as above
d.	Mobile Number	8888273061
e.	Email address	rajeshirkenishigandha@gmail.com
f.	Designation	Jr. Clerk
g.	Department	Law
h.	Date of Birth	22/08/2001
i.	Date of joining in this institution	01/03/2023
j.	Work experience (Total) (This institution + Other institution)	2 Years 1 Year 7 Months.

**Other Duties:**

Exam Cell	Supervision
Examination	Paper Downloading work
Admission Process	LLB 3 Years Admission, B.A LLB 5 Years Admission Process.
Administration Work	Fee Collection, Accounting, Admission Process.

RATING BY SKILL	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Productivity	3
Communication	3
Initiative	2
Punctuality	3

  
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**B.PERFORMANACE APRAISAL FORMAT**

**FOR NON TEACHING STAFF**

## FOR NON- TEACHING STAFF

a.	Name	Rahul keshav Jangam
b.	Address (Residential)	At. Ambarte, post. Panhalghar,
c.	Address (Permeant)	Tal. Mangaon - Raigad
d.	Mobile Number	Same as above
e.	Email address	9423240902
f.	Designation	rahuljangam2003@gmail.com
g.	Department	Jr. clerk
h.	Date of Birth	Law
i.	Date of joining in this institution	01/05/2003
j.	Work experience (Total) (This institution + Other institution)	01/04/2024
		2.5 years
		5 months.

### Other Duties:

Exam Cell	-
Examination	Seating arrangements, Results.
Admission Process	Admission process, offline & online, form filling, documents verification.
Administration Work	Letters, typing, Notice, documents, University work.

RATING BY SKILL	0= Poor/ 1= Fair/2= Good/ 3=Excellent
Work Quality	3
Productivity	3
Communication	2
Initiative	2
Punctuality	3

  
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**C. Librarian Appraisal Form**

Name of the Employee: Mrs. Kalpana Rangnath Talhane  
Position: Librarian  
Date: April 2024

Sr. No.	Task	Yes	No	N/A	Remark
1	Maintenance: Adds description about books in catalogue	✓			Good
2	Adds books into the cataloguing program of the library.	✓			V. Good
3	Labels, and puts stamps on new books	✓			V. Good
4	Returns materials to shelves and keeps shelves in order	✓			Good
5	Assists patrons in finding relevant books and study material.	✓			Good
6	Maintains other study materials.	✓			Good
7	Maintains newspaper and magazine shelves.	✓			V. Good
8	Notifies patrons by phone and mail regarding materials waiting for them and materials overdue or lost.	✓			Good
9	Fills in for other staff when needed.	✓			Good
10	Perform other duties as assigned.	✓			Good

  
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## **D. Assessment - Analysis on performance appraisal -**

- Performance appraisal is a vital process within organizations, serving as a cornerstone for evaluating employee performance, identifying strengths and areas for improvement, and guiding professional development. It encompasses a systematic review of an individual's work accomplishments, behaviors, and potential, contributing significantly to organizational success. This descriptive text explores the intricacies of assessment and action within the performance appraisal framework.
- The assessment phase of performance appraisal involves the systematic evaluation of an employee's performance **against** predetermined criteria and expectations.
- It typically includes:
  1. Goal Achievement: Assessing the extent to which an employee has met or exceeded their set objectives and key performance indicators (KPIs). This assessment provides insights into their effectiveness in delivering results aligned with organizational goals.
  2. Competency Evaluation: Evaluating the demonstration of essential competencies relevant to the employee's role. These may include technical skills, communication abilities, problem-solving capabilities, teamwork, leadership, and adaptability.



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3. Behavioral Analysis: Examining the employee's conduct, work ethic, attitude, and interpersonal skills within the workplace environment. This assessment gauges their alignment with organizational values and cultural norms.

4. Feedback Collection: Gathering feedback from various sources, including supervisors, peers, subordinates, and clients, to gain a comprehensive understanding of the employee's performance from multiple perspectives. This multi-source feedback enhances the accuracy and fairness of the assessment process

## Conclusion:

Performance appraisal serves as a dynamic process for evaluating, recognizing, and enhancing employee performance within organizations. By conducting thorough assessments and taking decisive actions, organizations can harness the full potential of their workforce, driving individual growth, organizational effectiveness, and sustainable success. Embracing a culture of continuous feedback and development ensures that performance appraisal remains a catalyst for excellence and innovation in the ever-evolving workplace landscape.



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## E. Maximum 500 Words Description on Performance Appraisal

Performance appraisal for professors in a law school is a comprehensive process aimed at evaluating their teaching, research, service, and professional development activities to ensure the highest standards of academic excellence and institutional effectiveness. Here's a detailed description of such an appraisal process:

### 1. Teaching Evaluation:

- Teaching effectiveness is assessed through various means, including student evaluations, peer reviews, and classroom observations.
- Student feedback is collected anonymously to gauge the professor's ability to communicate complex legal concepts effectively, engage students, and foster critical thinking.
- Peer reviews involve observations of lectures, examination of course materials, and discussions about teaching methodologies to provide constructive feedback.
- The alignment of course objectives with student learning outcomes and the use of innovative teaching techniques are also considered.



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## 2. Research and Scholarship:

- The quality and quantity of scholarly output are evaluated, including publications in peer-reviewed journals, books, chapters, and other scholarly works.
- The significance of the professor's research contributions to the field of law, as well as their impact on legal practice and policy, are assessed.
- Participation in research projects, grants obtained, and presentations at conferences are also taken into account. Overall, the performance appraisal process for professors in a law school is designed to foster a culture of excellence, accountability, and continuous improvement, while recognizing and rewarding faculty members for their outstanding achievements and contributions to legal education and scholarship.



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