गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणा-या अधिका-यांना/ कर्मचा-यांना सूचना

- 1. सर्व दैनंदिन कामांची यादी येथे देउ नये. फत ठळक, वैशिष्टयपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. संदिग्ध विधान टाळावीत व नेमके विधान करावे.
- 2. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाही व कर्मचा-यास परत करण्यात येतील.
- 3. "मी माझ्या वरिष्ठांचे समाधान/ पूर्ण समाधान होईपर्यंत काम केले" किंवा "वरिष्ठांनी माझे काम नावाजले" अशी अशासारखी विधाने करु नयेत. अशी विधाने केल्यास ती दुर्लिक्षित करण्यात येतील.
- 4. स्वयंमूल्यनिर्धारण अहवाल अधिकारी/ कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून 15 दिवसांच्या आत विभागप्रमुखांकडे द्यावा.

विभागप्रमुखांना सूचना

- 1. गोपनीय अहवाल लिहिताना कर्मचा-यांचा भाग-3 मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- 2. वरील सूचना क्रमांक 5 अनुसार स्वयंमूल्यनिर्धारण अहवालात प्राप्त न झाल्यास विभागप्रमुख स्वतः गोपनीय अहवाल लिहू शकेल.
- 3. विभागप्रमुखांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्याभोवती वर्तुळ करावे. उदा. अ.क्र.4 उद्योगप्रियता व कार्यतत्परता यासमोर उत्कृष्ट शेरे द्यावयाचे असल्यास ते खलीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी

- (अ)गोपनीय अहवालाच्या प्रपत्रातील बाब क्र.3,9,10,11 व 18 या समोरील शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.
 (ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहील याची दक्षता घ्यावी.
- 5. प्रतिवेदन अधिका-याने आपली पूर्ण स्वाक्षरी करावी आणि त्याखाली स्वतःचे नाव हुद्दा हाताने लिहावा अथवा टंकलिखित करून घ्यावा.
- 6. प्रतिवेदन अहवाल शश्यतो हस्ताक्षरात लिहावा.
- 7. विशेष उल्लेखनीय अथवा प्रतिकूल (Adverse) नोंदी असल्यास त्यांचा उल्लेख, वेगळा उल्लेख केलेला नसला तरी करण्यात यावा.
- 8. सर्व चांगले/ वाईट शेरे कर्मचा-यांस कळविण्यात यावे.

विभागप्रमुखांना सूचना

1. अधिकारी/ कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.

2. प्रतवारी नमूद करताना ती अहवालातील रकान्यांसमोरील अभिप्रायाशी मिळती जुळती राहील याची दक्षता घ्यावी.

Principal

M. A. M's, Sumatibhai Shah

Ayurved Mahavidyalaya,

Hadapsar, Pune- 411 028.



SELF ASSESSMENT REPORT

1.	Name:
2.	Duration of Report:
3.	Date of Joining (Present Post):
4.	a] Present Post :
	b] Initial appointment:
5.	Date of Completion of Probation:
6.	Department:
7.	Teaching Subject:
8.	Workload Completed in Assessment Period:
	a] Lectures:
	nous museus terroriums principus seizes, seizes desternin terri
	b] Practicals & Clinics:
	िकार प्रसन्त में पाणीय अस्तानाच्या अपवाद विलेखा प्रयोदधिकी एक पर्याय निवर्द्धन सामीको वर्तृत्र यहाते.
	c] Administrative Duties:
	अल्युन्स (अल्युन्स अर्थाने साधारण (अल्युन्स कर्मा
	ं।) मानाम अहनाव्यक्त प्रधातील बाने के 3.9,10.17 व 18 मा समिति हरे, तसेच प्रतबारी स्वतःच्या हरताष्ट्र के) स्वयानिकार फलाना सी आत्याप्रतीय कान्यास्त्रायिक अधिकायाती निकती जुळती राजील सामी देखता प्याची
	d] Hospital Duties:
	र्मतन्त्रः आस्वासः स्थमतो करनावरातं निर्वादाः
	e] Any other committee work (If allotted):
	PER STATE OF THE S
	संस्थानिक वाहर वर्ष कसंस्थानियास प्राप्त कर्मां वाहरू
9. 7	Teacher-Guardian Workload (accomplished):
with the la	Nail la
85.3hijo	Principal A M's, Sumstional Bran

STEEL OF ST

Ayurved Mainavidyaleys, Hadapsar, Pune- 411 028.

10. Details Of Leaves availed in Assessment Period:

Type of Leave	C.L.	M.L.	E.L.	D.L.	Special	C. Off
No. of Days				(

1.	Details of Non-sanctioned Leaves/ L.W.P. (if applicable):
	- антоизате
2.	University Exam. results in Assessment Period:
3.	Extra-Curricular & Social Activities (if any):
	Signature, Numer, Designation of the Trust ha
	HEAD OF DEPARTMENT'S REMARKS
4.	Post Graduate & Research work (If Applicable):
5.	Work as Guest Lecturer/ Paper Presentation/ Participation in Seminars & workshops.:
6.	Departmental Development work:



Principal
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Ayurved Mahavidyalaya,
Hadapsar, Pune- 411 028.

BO D brook LO	ALE TO SLIVE	C.L. 13	Type of Lanes
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VEAKNESSES -			
VEARNESSES -			
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Date :	Signature,	Name, Desig	nation of the Teach
	Signature,		
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Principal
M. A. M's, Sumational Shah
Ayurvad Mahavidyaluya
Hadapsar, Pune, atriozy

Signature, Name, Designation of H.O.D.]

ESTIMATE OF GENERAL ABILITY AND CHARACTER OF TEACHERS

1.	Name : Shri/ Smt./ Kum
2.	Period of Report : From :To
3.	Post/ Posts held :
4.	Industry & Application :
5.	Capacity to get work : Outstanding. Very good. Good. Average. Below average done by subordinates
6.	Relations with colleagues : Cooperative. Courteous. Helpful. Indifferent Unfriendly. & public
7.	General Intelligence : Very brilliant. Brilliant. Intelligent. Average. Dull.
8.	Administrative ability : Outstanding. Very good. Positively good. Good. including judgment, initiative and drive Average Below average
9.	Technical professional ability :(Where relevant)
10.	Special attitude :
11.	Integrity and character :
12.	Whether powers delegated are: Yes. Partly. No. fully utilized
13.	Fitness for Promotion: Unfit Fit in normal course Fit for (According to seniority) accelerated promotion
14.	Areas of training required :
	A+ (Outstanding), A (Very Good), St (Positively good). B (Good), B-(Average), C (Below sverage)
15.	State of Health : Not good. Good. Very good.
16.	Fitness for field work : Yes. No. Not relevant.
17.	Willingness to work on Computer: Yes. No. Principal M. A. M's, Sumatibhai Sh. Ayurved Mahavidyalaya
	M.A. M



19.	Grading (Write in hand	dwriting) :		Figure 1 Amont 1 hours
			iding), A (Very Go	od), B+ (Positively go e), C (Below averag
				Industry & Application apacity to get work done by subodinates
	Indillerent & Unfriend		Cooperative. C	
Date :	Average Out		of	Name & Designation f the H.O.D.
1.	Length of Service under		e Reviewing Offic	cer.
1.	Length of Service under		e Reviewing Offic	cer. (Insvelor mativit)
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2.	Do you agree with the (If not, state specifically you do not agree or do	Reporting Officer: y the remarks with who you wish to modify o	nich or add	cer. (Insvelar methyl) esculits leipoge respectively and characterists respectively and characterists special services of contents business designs of contents business designs of contents business designs of contents contents of cont
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	Do you agree with the (If not, state specifically you do not agree or do to his assessment? Grading :- (Write in handwriting):	Reporting Officer: Y the remarks with who you wish to modify on the remarks with who have the remarks with who have the remarks with the rema	nich or add A (Very Good),	Special stillude integrity and characters Continued Whether powers delegately utilized
2.	Do you agree with the (If not, state specifically you do not agree or do to his assessment? Grading :- (Write in handwriting):	Reporting Officer: y the remarks with who you wish to modify of the remarks with who have a second control of the control of	A (Very Good), B- (Average),	B+ (Positively good C (Below average)