



Janhit Education Society's

**Govindrao Warjekar Arts & Commerce College,
Nagbhid, Dist. Chandrapur (Maharashtra)-441205**

(Affiliated to Gondwana University Gadchiroli)

NAAC Accredited B⁺⁺ (Cycle Third)

NAAC Fourth Cycle

Self Study Report

2018-19 To 2022-23

CRITERION- VI

Governance, Leadership & Management

Metrics No : 6.2.1

Metric Name : The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.



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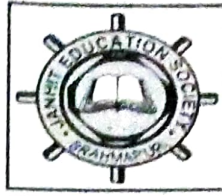


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Deployment of Perspective Plan



**GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE,
NAGBHID**

PLANNING AND DEPLOYMENT OF PERSPECTIVE PLAN

2018-2023

The perspective plan of the college for the next five years starting from the academic session 2017-18 has been prepared after analyzing the feedback received from the management body, college staff, students, parents, alumni and neighborhood society.

Objectives of the Perspective Plan

- To strive to further enhance the status of the college as a quality higher education institution in the Jurisdictions of Gondwana University, Gadchiroli.
- Introducing new programmes/short term courses as per the demands of our stake holders.
- Opening Research Centers
- Upgrading teaching and learning standards by strengthening the core of teaching faculty and augmentation of ICT and techno-aided educational tools.
- Encouraging the faculty for Research as well as grooming research ambience in the students.
- Providing the best infrastructural and other facilities for overall development of the personalities of our socially and economically backward students
- Making sure that the growth of the college always resonates with the vision and mission of the institution
- Looking for partnership with other institutions of repute

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Principal
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- Finding financial resources for furtherance of the strategic and perspective plans
- To evolve practices that would help in realizing the mission and vision of the college.
- To extend the scope of extension activities so as to reach the society and sensitize the students about social responsibilities in effective and meaningful way.
- To augment and update infrastructure and learning resources.
- To launch value added and skills development programmes improving the employability of students.
- To motivate students for self-employment and to enable them to emerge as entrepreneurs.
- To involve a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning.
- To adopt and institutionalize innovative practices for boosting the overall quality of the services provided by the college.

Year	Perspective Plan	Achievements
2018-19	To take feedback from students, parents, alumni and other stakeholders on quality related institutional processes.	Feedback taken from all stakeholders regarding qualitative improvement of the Institution was taken from 5th March to 10th April 2019.
	To conduct Students Satisfaction Survey	Students Satisfaction Survey was conducted on 23rd April 2019
	To submit proposals for Skill Oriented Short term courses	Proposals for Skill Oriented Short term courses were submitted and two courses were started
	To take orientation of Fresher's in a special function.	Orientation of Fresher's in a special function on 3rd Sept. 2018
	To take Annual Teaching Plans for the session	Annual Teaching Plans for the session were collected from all the teachers upto 26th June 2018
	To monitor the teaching-learning progress through syllabus transaction report.	The teaching-learning progress was reviewed through syllabus transaction report on 06th Oct. 2018
	To conduct Teacher's audit with the medium of Result Analysis Committee and submit the report to the head of the institution for	Teacher's audit was conducted with the medium of Result Analysis Committee. The Feedback received was submitted to the head of the institution for further action.

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	further action.	25/03/2019 (Results of Winter 2018) 30/09/2019 (Results of Summer 2019)
	To arrange Workshop on Office Automation System	Workshop on Office Automation System was arranged on 18th June 2018
	To take Faculty Development Programme on Revised Quality Framework introduced by the NAAC	Faculty Development Programme on Revised Quality Framework introduced by the NAAC 24th Feb. 2019
	Regular Meetings of IQAC	Regular Meetings of IQAC were taken on 15/07/2018 03/08/2018 24/08/2018 12/12/2018 16/04/2019
	Internal Academic and Administrative Audit	Internal Academic and Administrative Audit conducted on 31st March 2019
	A Guidance session on filling up of newly introduced PBAS forms	A Guidance session was held for filling up of newly introduced PBAS forms on 11th August 2018.
	Faculty and Students exchange programme in collaboration with Dr. Ambedkar College, Bramhapuri.	Students exchange programme was done in collaboration with Dr. Ambedkar College, Bramhapuri on 04th Sept. 2018
2019-20	To take Feedback from stakeholders	Feedback from stakeholders was taken from 6th Jan.2020 to 30th July 2020
	To conduct Students Satisfaction Survey	Students Satisfaction Survey was conducted on 15/07/2020 to 23/09/2020
	Research Publication by teachers	21 research papers in ISSN/UGC Care listed journals and 16 research papers in were published in the session 2019-20
	To arrange Library Orientation.	Library Orientation was conducted on 19th August 2019
	To arrange Induction Programme/ Fresher's Day	Induction Programme/ Fresher's Day 04th Sept. 2019
	To invite Annual Teaching Plans for the session	Annual Teaching Plans for the session were collected from all the teachers on 01st July 2019
	To review the teaching-learning progress through syllabus	The teaching-learning progress was reviewed through syllabus

		<p>circulated in the Nagbhid town as well as in the surrounding villages.</p> <ul style="list-style-type: none"> • As per the directions of State Government the NSS unit of the college conducted "My Family- My Responsibility" mission in October 2020. • Five Day National Online workshop on "Yoga at home-Yoga with family" from 17th June 2021 to 21st June 2021. • Blood donation camp was organized on 13th July 2021.
	Developing e-content	e-content was developed by every teacher and uploaded on YouTube college channel; Google Classrooms; Subject WhatsApp groups; Continuous Internal Evaluation through online classes, google forms and WhatsApp groups
	Result Analysis	All the teachers submitted their result on 5th August 2021
	To upload information on RUSA Online Software	All the teachers uploaded their information on the RUSA Online Software
	National Level Essay Competition	The competition was arranged in the month of February 2021 and the result was declared on 26th March 2021 . Ten students of various universities and colleges participated in the competition.
	National Workshop on Yoga	A Five Day National Workshop on "Yoga at Home-Yoga with Family" was arranged from 17th June 2021 to 21st June 2021 .
	Inviting Articles for College Magazine	The notice was circulated in the students WhatsApp groups and near about 40 students submitted material to be published in the magazine.
	Establishment of Research Centres in Sociology and Marathi	Research Advisory committee was established and the committee prepared the strategy for the smooth functioning of the

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		centres.
	AQAR 2019-20	The final draft of AQAR 2019-20 was placed before CDC for approval and was submitted on 24th July 2021
	Result Analysis of Winter 2020	The Result Analysis Reports were submitted by teachers by 24th July 2021 .
	Organising seminars, workshops and training programmes, etc.	01 International Webinar, 01 National Level Webinar, 05 days National Level Workshop, 01 National Level Essay Competition, 01 State Level Online Conference, 03 webinars for students, 04 training programmes for teaching and non-teaching staff
	Collection, analysis and further processing of feedback from Students, Teachers, Alumni and Management Body	The activity was completed by August 2021
2021-22	To start the proposed B.Com. (English Medium) and M.Com. (Marathi medium) programmes, and evolve strategies for proper running of these programmes.	The proposed B.Com. (English Medium) and M.Com. (Marathi medium) programmes were sanctioned by the University.
	To strengthen the research environment among teachers as well as students.	Most of our teachers are supervisors and students are given research projects.
	To complete the registration process of our Alumni Association and to turn it into a useful asset of our institution	The proposal has been submitted to Charity Commissioner Office, Chandrapur
	To augment the infrastructural facilities that can add quality to our services	The Solar Energy System has been installed
	To work on development of water harvesting system in our campus.	Rain Harvesting System has been installed
	To collaborate with agencies of national import to conduct	Regular collaboration with Unique Academy Pune and Unacademy,

guidance sessions as well as regular coaching on Competitive Exams.

Bengaluru for conducting seminars on Competitive Exams as well as Career Guidance.

To strengthen ICT/Technology based teaching-learning.

The teachers have started using ICT platforms like Zoom, Google Meet, Google Forms, etc.

To augment collaborations and extension activities.

MoUs with Zep Nisargmitra Bahuudheshiy Sanstha, Nagbhid and Municipality Corporation, Nagbhid have been signed

To prepare of academic calendar of institution for quality enhancement

The academic calendar was prepared and all the annual plan reports were submitted by 21th June 2022

To invite annual plans of the various committees active in the college

The annual plans of the various committees reports were submitted 15 July 2022

To invite subject wise annual teaching plan

Annual Teaching Plans for the session were submitted all the teachers on 01st July 201927 June 2022

Library orientation programme

Library Orientation was conducted on 14th June 2022

To organized students felicitation programme

Student felicitation programme was conducted on 22 August 2022

A Guidance session on Competitive examination

One day seminar on the MPC UPSC exam preparation organized on 7th October 2022 in collaboration with Unique Academy Nagpur

To arrange various activities by the student club

Elocution competition organized on the 8 October 2022 by Marathi language club.

To arrange NSS camp in the month of January

Seven Days University level NSS camp organized at village Kordha on 22th January to 28th January 2023.

2022-23

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To take feedback from stakeholders	Feedback from stakeholders was taken from 6 th Jan.2023 to 30 th July 2023
Plan for Industrial visit and educational tour	Department of Commerce visit "B Kar Production" firm on 27/02/2023
Regular meeting of IQAC	Regular Meetings of IQAC were taken on 21 June 2022 06 to 09 January 2023 28 March 2023
Timely submission of AQAR	The AQAR 2021-22 was submitted on 3 April 2023
Developing E-content	<ul style="list-style-type: none"> • Training program on "How to use Excel sheet" on 18th April 2023 • A workshop on "Understanding Metrics key indicators with relevance to NAAC received accreditation Framework" on 02nd January 2023
Result analysis	All the teachers submitted their result on 5th August 2021
To send proposal for starting NCC	Proposal send for starting NCC to the NCC Group Headquarter Nagpur on 14/06/2023

Coordinator

IQAC

Principal

M. N. Warjekar
Co-Ordinator
IQAC
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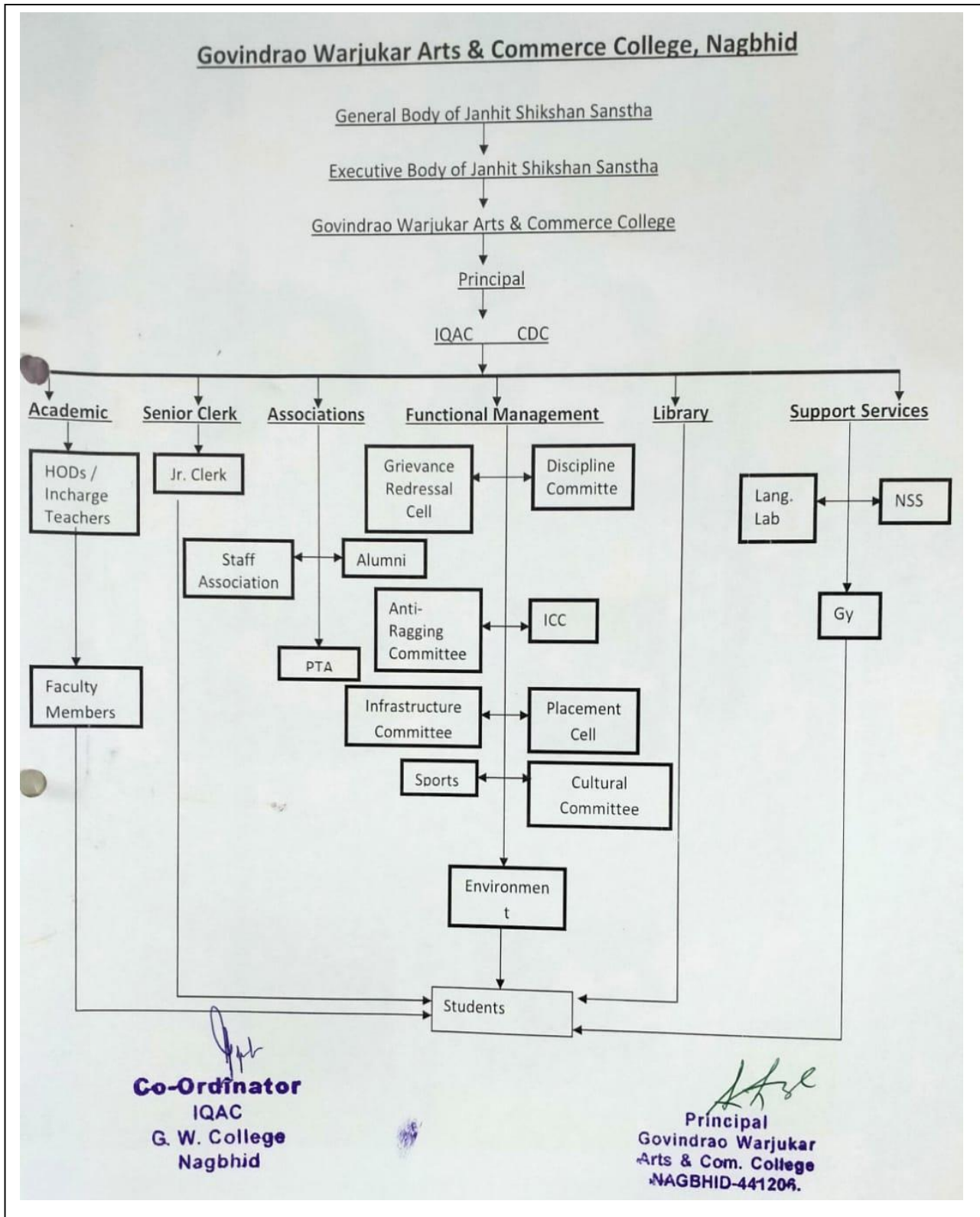
A. S. Joshi
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Policy of the College

The Policy of the college adheres to the Vision and Mission of the college. The main focus is on to provide better higher education facilities to the rural students so as to prepare them as employable graduates and also develop entrepreneurship skills in them as per the Vision and Mission of the college. The students are kept at the centre in developing various policies and strategies. The hierarchical administration structure as reflected in the college organogram shoulders responsibilities in evolving strategies and properly executing them.. The main focus is to develop all round qualities of our rural based students. Apart from teaching learning as per university prescribed syllabus, various co-curricular, extra-curricular and extension activities are held regularly to develop our students to face the challenges of the out of campus world confidently. Importance is also given to create research ambience among the students as well as the teachers. Our main thrust is to make our students useful citizens of the world. Accordingly the college encourages the teachers to update their knowledge through Faculty Development Programmes and to adopt ICT/Techno-aided teaching learning.

Democratic and participative administration is an important element element of our college to execute the quality education process in the college more effective. The Janhit Shikshan Sanstha, Brahmapuri (Managing Body of the college) and College Development Council evolve general strategies for qualitative development of the college. The Principal in consultation with IQAC gives a concrete form to the resolutions taken in the meetings of Governing Body and College Development Council.

Organogram of the College



Appointment, Service Rules & Procedures

Rules And Regulations Prescribed by UGC for Appointment of Teachers and Career Advancement

DIRECT RECRUITMENT

4.1 For Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Journalism and Mass Communication.

I. Assistant Professor:

Eligibility :

A.

- i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye- 6 laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions :-
 - a) Ph.D. degree of the candidate awarded in regular mode only;
 - b) Evaluation of the Ph.D. thesis by at least two external examiners;
 - c) An open Ph.D. viva voce of the candidate had been conducted;
 - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
 - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

(a)to(e) as above are to be certified by the Registrar/ Dean (Academic Affairs).

- iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. OR

B . Ph.D degree from a university/institution with a ranking in top 500 in the World University ranking (at any time) by Quacquarelli Symonds (QS), the Times Higher Education (THE) and Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: Academic score as prescribed in Appendix III, Table 3 A for Universities and 3 B for Colleges, shall be considered for short-listing of the candidates for interview only and the selections shall be based on performance in the interview.

II. Associate Professor:

Eligibility:

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III, Table 2.
7
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

III. Professor:

Eligibility:

A.

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with

evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.

- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. OR B. An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.

V. College Principal (Professor's Grade)

A. Eligibility:

- i. Ph.D. degree
- ii. Professor / Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Universities, Colleges and other institutions of higher education.
- iii. A minimum of 120 Research Score as per Appendix III, Table 2.

B. Tenure

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per these regulations.

VI. Vice Principal

An existing senior faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal.

DRAFT UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018

Web

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[https://www.ugc.gov.in/pdfnews/5323630 New Draft UGCRegulation-2018-9-2.pdf](https://www.ugc.gov.in/pdfnews/5323630%20New%20Draft%20UGCRegulation-2018-9-2.pdf)

**GONDWANA
UNIVERSITY
CIRCULAR FOR
CAS PRAMOTION**

GONDWANA UNIVERSITY, GADCHIROLI

Name of College: _____

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
ii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 8th March, 2019
iii) GUG Acad/ UGC Regu/2018-19/3345 dated 21th March 2019

CAS Promotion for **Teacher** in Universities and Colleges (Consolidated)

Assessment Period: From to

Request for Promotion under CAS (Grade Pay / Academic Level):.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name / Mother's Name / Husband's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence (with Pin code) :

7. Permanent Address (with Pin code) :

Telephone No: Cell. No.

Email:

8. Academic Qualifications (S.S.C. till post graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
High School / S.S.C.					
Intermediate H.S.C.					
U.G.					
P.G.					
Other examination, if any					

Research Degree(s):

Degrees	Title	Date of award	University
M. Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			

9. Appointments held prior to joining this institution

Designation	Name of the employer	Date of joining		Salary with grade	Reason for Leaving
		Joining	Leaving		

10. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

11. Period of teaching experience: P.G. Classes (in years)U.G. Classes (in years).....

12. Research Experience excluding years spent in M. Phil. / Ph. D. (In years) :.....

13. Fields of Specialization under the Subject / Discipline:

14. Academic Staff College Orientation / Refresher Course/ Short term attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS (API):

Table 1

Assessment Criteria and Methodology for University/College Teachers

Sr. No.	Nature of Activity	Description of Activity	Self Appraisal score						Verified API score						
			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Overall Grading	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6
1	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	i) Good: 80 % & above ii) Satisfactory : Below 80% but 70% & above iii) Not satisfactory: Less than 70% (Lectures, Practical, Tutorials, Project Supervision, field work, group discussion seminars, any other.)													
2	Involvement in the University/College students related activities/research activities	i) Good : Involved in at least 3 activities ii) Satisfactory : 1-2 activities iii) Not-satisfactory: Not involved/undertaken any of the activities.													

Note:

- 1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11) :** He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.
- 2. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12):** He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period.
- 3. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A):** He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period
- 4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):** The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

Table 2
Methodology for University and College Teachers for calculating
Academic / Research Score

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation:

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management	Self Appraisal score							Verified API score						
		Yr. 1	Yr. 2	Yr 3	Yr 4	Yr 5	Yr 6	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Yr 6	Total
(A) Research Papers published															
(1) Research Papers in Peer-Reviewed or UGC listed Journals: (Please refer points as per UGC notification)															
8		10													
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):															
i) Paper in refereed journals without impact factor : 5 Points (13/paper)	Paper in refereed journals without impact factor:5 Points (15/paper)														
ii) Paper with impact factor less than 1 : 10 Points (18/Paper)	Paper with impact factor less than 1 : 10 Points (20/Paper)														
iii) Paper with impact factor between 1 and 2 :15 Points (23/ Paper)	Paper with impact factor between 1 and 2 : 15 Points (25/ Paper)														
iv)Paper with impact factor between 2 and 5 : 20 Points (28/ Paper)	Paper with impact factor between 2 and 5 : 20 Points (30/Paper)														
v) Paper with impact factor between 5 and 10 :25 Points (33/ Paper)	Paper with impact factor between 5 and 10 : 25 Points (35/ Paper)														
vi) Paper with impact factor >10 : 30 Points (38 / Paper)	Paper with impact factor >10 : 30 Points (40 /Paper)														
Total (1) = (i + ii + iii + iv+ v +vi)															

(2) (a) Publications (other than Research papers) (Books, Chapters is Books)	Self Appraisal score							Verified API score							
	Yr. 1	Yr. 2	Yr 3	Yr 4	Yr 5	Yr 6	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Yr 6	Total	
(2) (a)(i) Books Published with ISSN / ISBN number : <ul style="list-style-type: none"> • International Publisher: 12 points per Book for Single Author • National Publisher: 10 points per Book for Single Author 															
(2) (a)(ii) Chapter in Edited Book with ISSN / ISBN (5 points per Chapter)															
(2) (a) (iii) Editor of Book with ISSN / ISBN number <ul style="list-style-type: none"> • Editor of Book by International Publisher: 10 points per Book for Single Author • Editor of Book by National Publisher: 8 points per Book for Single Author 															
(2) (b) Translation works in Indian and Foreign Languages by qualified faculties <ul style="list-style-type: none"> • (3 points per Chapter or Research paper) • (8 points per Book) 															
Total (2) : (2)(a)(i) + (2)(a)(ii) + (2)(a)(iii) + (2)(b)															
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula															
(3)(a) Development of Innovative pedagogy: (5 points per Innovative pedagogy)															
(3) (b) Design of new curricula and courses: (02 points per curricula / Course)															
(3) (c) MOOCs:															
(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula / Course) In case of MOOCs of lesser credits 05 marks / credit)															
(3) (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture (5points per module / lecture)															
(3) (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (2 points per curricula / Course)															
(3) (c) (iv) Course Coordinator for MOOCs (4 credit course)															

(8 points per curricula / Course) (In case of MOOCs of lesser credits 02 marks / credit)																				
Total (3)(c) : (3)(c)(i) + (3)(c)(ii) + (3)(c)(iii) + (3)(c)(iv)																				
(3) (d) : E-Content (3) (d) (i) Development of e-Content in 4 quadrants for a complete course/e-book (12 points per curricula / Course)																				
(3) (d) (ii) e-Content (developed in 4 quadrants) per module (5 points per module / Course)																				
(3) (d) (iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (2 points per module / Course)																				
(3) (d) (iv) Editor of e-content for complete course/ paper /e-book (10 points per Course / paper)																				
Total (3) (d): (3)(d)(i) + (3)(d)(ii) + (3)(d)(iii) + (3)(d)(iv)																				
Total (3): (3)(a) + (3)(b) + (3)(c) + (3) (d)																				
(4) Research Score:																				
(4) (a) Research guidance: (Ph.D. : 10 points per degree awarded & 05 per thesis submitted)																				
(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project) B: Less than 10 lakhs (5 points per Project)																				
(4) (c) Research Projects Ongoing: A: More than 10 lakhs (5 points per Project) B: Less than 10 lakhs (2 points per Project)																				
(4) (d) Consultancy: (3 points per Consultancy Project)																				
Total (4) : (4)(a) + (4)(b) + (4)(c) + (4)(d)																				
(5) (a) Patents : (10 points per International Patent and 7 points per National Patent)																				
(5) (b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)																				

A: International (10 points per Policy Document)															
B: National (7 points per Policy Document)															
C: State (5 points per Policy Document)															
(5) (c) Awards/Fellowship:															
A: International (7 points per Awards/Fellowship)															
B: National (5 points per Awards/Fellowship)															
Total (5) : (5)(a) + (5)(b) + (5)(c)															
(6) *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)															
International (Abroad): (7 points per Seminars/ Conferences)															
International (within Country): (5 points per Seminars/ Conferences)															
National: (3 points per Seminars/ Conferences)															
State / University Level: (2 points per Seminars/ Conferences)															
Grand Total of Table 2: (1) + (2) + (3) + (4) + (5) + (6)															

Signature of Principal

Signature of Applicant

Verified and recommended / not recommended by Screening Committee Members with Signature w.e.f._____: For Stage__ to __ AGP/ Academic Level: __

1. The Principal

2. Govt. Nominee

3. Head of the concerned department

4. Subject expert I

5. Subject expert II

Verified and recommended / not recommended by Selection Committee Members with Signature w.e.f._____: For Stage__ to __ AGP/ Academic Level: __

1. The Chairperson of the Governing Body or his or her nominee
 2. The Principal
 3. Govt. Nominee
 4. Head of the concerned department
5. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject
- 1) V.C. Nominee-I
 - 2) V.C. Nominee-II
- 6.
- 1) Subject expert I
 - 2) Subject expert II
7. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.



गोंडवाना विद्यापीठ गडचिरोली

महाविद्यालयीन अधिसूचना क्रमांक २०२०/१३२२/२०२० विभागीय-५ महाविद्यालयीन अधिसूचना २०१९-२०२० भा.महा. ३५५
याच भा.महा. ३ च्या प्रस्तावना (२) अन्वये दिनांक २७ एप्रिल २०१९ रोजी स्थापित व महाविद्यालयीन अधिसूचना क्रमांक २०१९/महा. ३०९७
या महाविद्यालयीन अधिसूचना क्रमांक ६) द्वारे संघटित राज्य विद्यापीठ

(महाविद्यालयीन विभाग)

एम.आय.डी.सी. रोड, कॉम्प्लेक्स, गडचिरोली - ४४२६०५

E-Mail : arcollagesectiongug48@gmail.com

गो.वि./म.वि / १०/२०२१

दिनांक: ०७/१६/२०२१

परीपत्रक

प्रति,

मा. प्राचार्य,
सर्व संलग्नित महाविद्यालये,
गोंडवाना विद्यापीठ, गडचिरोली

विषय :- सहाय्यक प्राध्यापक, सहयोगी प्राध्यापक, प्राध्यापक, ग्रंथपाल, व शारीरिक शिक्षण निर्देशक यांच्या
स्थाननिश्चितीकरीता आवश्यक असलेल्या प्रपत्राबाबत

संदर्भ :- १. Higher and Technical Education Department Government Resolution
No- 2018/C.R./18/UNI-1 दिनांक ८ मार्च २०१९ नुसार

२. विद्यापीठ अनुदान आयोगाच्या दिनांक १८/०७/२०१८ च्या अधिसूचनेनुसार

महोदय,

उपरोक्त विषयांन्वये विद्यापीठाशी संलग्नित महाविद्यालयांतील प्राचार्यांना सुचित करण्यात येते कि,
विद्यापीठ अनुदान आयोगाच्या दिनांक १८ जुलै २०१८ च्या अधिसूचने प्रमाणे तसेच मा. उच्च व तंत्र शिक्षण
विभागाने निर्गमित केलेल्या दिनांक ८ मार्च २०१९ च्या संदर्भिय शासन निर्णयानुसार विद्यापीठाशी संलग्नित
महाविद्यालयांतील सहाय्यक प्राध्यापक, सहयोगी प्राध्यापक, प्राध्यापक, ग्रंथपाल, व शारीरिक शिक्षण निर्देशक यांच्या
कॅस अंतर्गत स्थाननिश्चितीकरीता पदोन्नतीबाबतचे प्रपत्र तयार करण्यात आलेले असून सदर प्रपत्राबाबतची
Word file सोबत संलग्नित करून प्रकाशित करण्यात येत आहे. करीता सदर प्रपत्रानुसार महाविद्यालयाच्या
प्राचार्यांनी यांनी कार्यवाही घ्यावी.

मा. प्र-कुलगुरु यांच्या आदेशानुसार

(डॉ. जी. डी. दुबे)

प्र.उपकुलसचिव(म.वि)

गोंडवाना विद्यापीठ, गडचिरोली



Gondwana University, Gadchiroli

**CAS Promotion for Teachers
in Universities and Colleges**

**In
Academic level 14 Professor**

By

**Through
Principal**

.....

Date

To,
The Hon'ble Pro-Vice Chancellor
Gondwana University,
Gadchiroli.

Subject: **Application for the promotion as professor under the CAS.**

References:

- i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
- ii) UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018
- iii) Government of Maharashtra Misc. - 2018.CR 56/18/ UNI1 date 8th March,2019
- iv) Government of Maharashtra Misc-2018/C.R.56/18/UNI-1 dated 10th, May,2019.
- v) The Maharashtra Public University Act, 2016

Employee HTE Sevarth No. :

Respected Sir,

I forward herewith my application for the promotion as, **Professor**, Academic Level, **13A (Associate Professor)** to Academic Level **14 (Professor)** under the Career Advancement Scheme (CAS), along with the required documents/enclosures.

At present I am working as **Associate Professor** in the Department of Academic Level **13A** in College,, affiliated college to Gondwana University Gadchiroli since

As per the Assessment Criteria, I am eligible for promotion under the CAS for the Academic Level **14 (Professor)**.

My due date of promotion is

Your kind honour is requested to consider my promotion under CAS and oblige.

Thanking you.

Yours sincerely,

Signature of the applicant :

Name of the Applicant : _____

Recommended and Forwarded

Place :

Date:

Principal

Encl.: List of Supporting Documents

1. Self Appraisal reports.
2. Orientation/ Refresher /Short term Course/MOOCs/SW"/AM certificate
3. Previous CAS fixation report
4. Research papers with details of Journal
5. Patent Filed
6. Awards
7. Other Relevant Information



GONDWANA UNIVERSITY GADCHIROLI

ASSESSMENT CRITERIA & METHODOLOGY PROFORMA

(As per 7.0 VII B. of Govt. of Maharashtra GR. MISC2018/C.R/56/18/UNI-1. 08-03-2019)

Assessment Year.....

Sr. No.	Title	
1	Name	
2	Mothers name	
3	Date of Birth	
4	Designation	
5	College name	
6	HTE Sevarth No	
7	Date of Joining	
8	Date of Ph.D.	
9	Date of M.Phil.	
10	Date of NET/SET	
11	Date of Award of Academic Level 11	
12	Date of Award of Academic Level 12	
13	Date of Award of Academic Level 13A	
14	Date of Award of Academic Level 14	
15	Date of Orientation course	
16	Date of Refresher course	
17	Date of Short Term course	
18	Online Courses	
19	E-contents	
20	Assessment Period	
21	Due date of Promotion	
22	Stage of Promotion	
23	Pay Band	
24	Current Academic Level	

Teaching

Sr. No.	Activity			Self-Claimed Grade	Verified Grade	
	I	II	III			
1	Number of Classes taught					
	Sessions on Tutorials					
	Laboratory					
	Field work					
	Test					
	Seminars					
2	Involvement in University/ College student related activities/ Research activities					
	a) Administrative Activity					
		Designation	Year		Self-Claimed Grade	Verified Grade
			From	to		
	Head of Department					
	Coordinator					
	Warden					
	Vice-Principal					
	NSS/NCC officer					
	RTI Authority					
	Member of CDC					
	Other College Committees					
	Member of RRC of University					
	b) Examination & Evaluation Duties					
		Designation	Year		Self-Claimed Grade	Verified Grade
			From	to		
	Examination Duties assigned by college for conducting of University examination					
	Evaluation of papers in University					
	Moderation of Question paper in University					
	Paper setting work of University					
	Answer paper Moderation					
	Member of BOE					
	Member of					
Any Other						

Sr. No.	Activity					Self-Claimed Grade	Verified Grade	
2	C)Students related Co-curricular, Extension & Field based activity							
		Designation	Year			Self-Claimed Grade	Verified Grade	
			From	To				
	Student Club							
	Career Counseling							
	Study Visit							
	Student seminars							
	Cultural Activity							
	Sports							
	NSS /NCC							
	Community Services							
	d)Organizing Seminars/Conferences/Workshops, other College/University activities							
		Designation	Year			Self-Claimed Grade	Verified Grade	
			From	To				
	Seminar							
	Conference							
	Workshop							
	Member of University activity							
	e)Guiding Ph.D. Students							
	Name of Student		University	Date of Award		Self-Claimed Grade	Verified Grade	
	f)Minor/Major research Projects							
	Title of Project	Major/ Minor	Funding Agency	Year of Sanction	Year of completion	Amount Sanctioned	Self-Claimed Grade	Verified Grade
	g)At least one single or joint publication in peer-reviewed or UGC list Journal							
	Title of Article / Paper	ISSN No.	Year	Joint or Single	Name of Journal		Self-Claimed Grade	Verified Grade

GONDWANA UNIVERSITY GADCHIROLI

Name of the Teacher :

College :

HTE Sevarth No. :

Index

Sr. No.	Title of Document	Remark
1	Principal Letter to Pro vice Chancellor	
2	Application of candidate through Principal	
3	Overall Grading/Academic/Research Score	
4	Form A : Statement of information of teacher for the placement under CAS	
5	Form B : Proforma of recommendation of the teacher for Placement under CAS	
6	Form C : Report/Minutes of the CAS Committee	
7	Fixation Certificate by University	
8	Previous Joint director CAS Fixation report	
9	Joining Reports	
10	Ph.D. Notification & Degree and compliance	
11	NET Certificate	
12	SET Certificate	
13	Self Appraisal Reports	
14	Option Form	
15	Total No. of Certificates	
16	Total No. of Pages	

Table - 2

Methodology for University and College Teachers for Calculating Academic / Research Score

III A Research Paper Published in

(i-b) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper in referred journal without impact factor : 8+5 Point

Sr.No.	Title with page number	Journal		Whether		Whether		Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number			
Total													

(ii) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper with impact factor less than 1 : 8+10 Point

Sr.No.	Title with page number	Journal		Whether		Whether		Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number			
Total												0	

(iii) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper with impact factor between 1 & 2 : 1.5 Point

Sr.No.	Title with page number	Journal		Whether		Whether			Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number				
												0		
Total														

(iv) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper with impact factor between 2 & 5 : 2.0 Point

Sr.No.	Title with page number	Journal		Whether		Whether			Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number				
												0		
Total														

(v) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper with impact factor between 5 & 10 : 25 Point

Sr.No.	Title with page number	Journal		Whether		Whether		Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number			
Total													

(v) Research Papers in Peer-reviewed or UGC Listed journals: (Please refer points as per the UGC Notification)

Paper with impact factor > 10 : 30 Point

Sr.No.	Title with page number	Journal		Whether		Whether		Month / Year / Volume Number			Citation	Score	Score Verified
		Name	ISSN No.	Peer Reviewed	Impact Factor	No. of Coauthors (30% Weighted)	Principal Author / Corres. Author / Guide (70% Wt.)	Month	Year	Volume Number			
Total													

Grand Total : Total (1) = (i + ii + iii + iv + v + vi) =

4. a. Research Score

4. a. Research Guidance

Ph.D. : 10 Points per degree awarded & 05 per thesis submitted

Sr. No.	Course	Number Enrolled	Thesis Submitted	Degree Awarded	Score Claimed by Candidate	Score Verified
1						
2						
3						
Total						

4. b. Research Projects Completed

A: More than 10 Lakh (10 Points per project)

B: Less than 10 Lakh (05 Points per project)

Sr.No.	Title of Project	Funding Agency	Period		Whether PI or Co PI	Grant Amount Mobilized	Self appraisal Score	Verified Score
			From	To				
1								

4. c. Research Projects Ongoing

A: More than 10 Lakh (05 Points per project)

Sr.No.	Title of Project	Funding Agency	Period		Whether PI or Co PI	Grant Amount Mobilized	Self appraisal Score	Verified Score
			From	To				
1								

5. a. Patents

10 points per international patent and 07 points per national patent

5	a) Patent						
	Title	National or International		Patent Number	Year	Self-Claimed Marks	Verified Marks
	b) Policy Documents						
	Type of policy documents	A g	A g	National or International	Year	Self-Claimed Marks	Verified Marks
	c) Awards / fellowship						
	Awards / fellowship	Granting Agency		National or International	Year	Self-Claimed Marks	Verified Marks

6 Invited Lectures/resource Person/Paper presentation in Seminars/Conferences/Full Paper in Conference Proceedings

(Papers presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

- International (Abroad) : 07 points per Seminars / Conferences
- International (within country) : 05 points per Seminars / Conferences
- National : 03 points per Seminars / Conferences
- State / University Level : 02 points per Seminars / Conferences

6 Paper presentation in Seminars/Conferences								
S.N.	Title of Paper or Lecture	Seminar or Conference or talk	Whether Resource person	International/ National/ State/ University	Month	Year	Self-Claimed Marks	Verified Marks

6 Invited Lectures/resource Person

- International (Abroad) : 7 points per Seminars / Conferences
- International (within country) : 5 points per Seminars / Conferences
- National : 3 points per Seminars / Conferences
- State / University Level : 2 points per Seminars / Conferences

S.N.	Title of Paper or Lecture	Seminar or Conference or talk	Whether Resource person	International/ National/ State/ University	Year	Self-Claimed Marks	Verified Marks

6 Full Paper in Conference Proceedings									
	International (Abroad)	:	7	points per Seminars / Conferences					
	International (within country)	:	5	points per Seminars / Conferences					
	National	:	3	points per Seminars / Conferences					
	State / University Level	:	2	points per Seminars / Conferences					
S.N.	Title of Paper or Lecture	Seminar or Conference or talk	Coauthors (30% Wt.)	Prin Author / Guide (70% Weighted)	International/ National/ State/ University	Month	Year	Self-Claimed Marks	Verified Marks

Coordinator
IQAC Committee

Member
IQAC Committee

Member
IQAC Committee

Member
IQAC Committee

Principal

Name of Teacher --

Summary of Research Score

Category	Upto 2015	2016	2017	2018	Last 3 Years Total	Grand Total
3 A Research Papers in Peer-reviewed or UGC Listed journals						
4. a. Research Guidance						
4. b. Research Projects Completed						
5. a. Patents						
5. c. Awards / fellowship						
6.a Paper presentation in Seminars/Conferences						
6.c Invited Lectures/resource Person						
6.b Full Paper in Conference Proceedings						
Total						

Coordinator

Member
IQAC Committee

Member

Member

Principal

GONDWANA UNIVERSITY GADCHIROLI

I. Overall Grading

Performance / Activity	Good	Satisfactory	Not satisfactory
Teaching / number of classes taught			
Involvement in the University/ College students related activities/research activities			
Administrative activity			
Examination and evaluation duties			
Student related co-curricular, extension and field based activity			
Organizing seminars/ conferences/ workshops, other college/university activities.			
Guiding Ph.D. students			
Minor or Major research projects			
At least one single or joint publication in peer reviewed or UGC list of Journals.			
Total Score			

**Recommended / Not Recommended
by IQAC Committee**

Coordinator Member Member Member

Recommended / Not Recommended

Principal

GONDWANA UNIVERSITY GADCHIROLI

II. Academic / Research Score

Performance / Activity	Academic / Research Score
Research Papers in Peer-Reviewed or UGC Listed Journals	
Books authored which are published National/International publishers	
Chapter in edited book published National/International publishers	
Translation works in Indian and Foreign Languages by qualified faculties	
Design of new curricula	
Development of Innovative pedagogy	
MOOCs	
E-Content	
Research Paper (Conference Proceedings)	
Research Projects	
Consultancy	
Patents	
Policy Document	
Awards/Fellowship	
Invited lectures	
Seminar / Conference Paper presented	
Seminar / Conference Paper Published	
Student Related Activity (Research Guidance)	
Total Score	

**Recommended / Not Recommended
by IQAC Committee**

Coordinator Member Member Member

Recommended / Not Recommended

Principal

GONDWANA UNIVERSITY GADCHIROLI
FORM - A

Statement about the information of the Teacher for the placement under CAS
(Govt. of Maharashtra, vide G.R. No. Misc- 2018/C.R.56/18/UNI-1, dated 08 / 03 / 2019.)

Academic Level **13A (Associate Professor) to 14 (Professor)**

Name of the Teacher :

College :

Assessment period for placement _____

HTE Sevarth No. _____

Assessment Year	Grade Obtained	Research Score	Date of Appointment	Date of Ph.D. Award	Date of Placement in Academic level 11	Date of Placement in Academic level 12	Date of Placement in Academic level 13A	Date of candidate application for CAS as per UGC clause 6.3.VI Govt. of Mah. Gr clause 7.3.VI	Whether CAS Option exercised as per UGC 6.3 & 7.3 Gov.Mah	Certificate by the College
1	2	3	4	5	6	7	8	9	10	11
										Yes
Total										
Average of 03 Years										
Orientation / Refresher / Short Term Course / MOOCS / SWAYAM			Syllabus Upgradation Workshop	Teaching Learning & Evaluation	Faculty Development Program	Technology Program	E-content Development	Recommendation by Principal for the CAS in Academic Level 13A to 14 w.e.f..... & Designation -----		
Title of Course	From	To								

Principal

GONDWANA UNIVERSITY GADCHIROLI

FORM - B

Statement about the information of the Teacher for the placement under CAS
(Govt. of Maharashtra, vide G.R. No. Misc- 2018/C.R.56/18/L/NI-1, dated 08 / 03 / 2019.)
Academic Level **13A (Associate Professor)** to **14 (Professor)**

Name of the Teacher :

College :

Assessment period for placement :

HTE Sevarth No.

Assessment Year	Grade Obtained	Research Score	Date of Appointment	Date of Ph.D. Award	Date of Placement in Academic level 11	Date of Placement in Academic level 12	Date of Placement in Academic level 13A	Date of candidate application for CAS as per UGC clause 6.3.VI Govt. of Mah. Or clause 7.3.VI	Whether CAS Option exercised as per UGC 6.3 & 7.3 Gov. Mah	Certificate by the College
1	2	3	4	5	6	7	8	9	10	11
Total										
Average of 03 Years										

Orientation / Refresher / Short Term Course / MOOCS / SWAYAM			Syllabus Upgradation Workshop	Teaching Learning & Evaluation	Faculty Development Program	Technology Program	E-content Development	Recommendation by Principal for the CAS in Academic Level 13A to 14 w.e.f. & Designation Professor
Title of Course	From	To						

Principal

President /Secretary of society or his nominee

Government Representative Higher Education, Nagpur

Subject Expert (1) Nominated by Hon. Vice Chancellor, GUG

Subject Expert (2) Nominated by Hon. Vice Chancellor, GUG

Subject Expert (SC/ST/OBC) Nominated by Hon. Vice Chancellor, GUG

VC Nominee(1) Nominated by Hon. Vice Chancellor, GUG (Dean)

VC Nominee(2) Nominated by Hon. Vice Chancellor, GUG (Subject Expert)

GONDWANA UNIVERSITY GADCHIROLI

FIXATION CERTIFICATE UNDER CAREER ADVANCEMENT SCHEME

To be used in the case of those who elect to come to the UGC recommended scales of pay as approved by the Government of under the Government resolution, Govt. of Maharashtra, vide G.R. No. Misc- 2018/C.R.56/18/UNI-1, dated 08 / 03 / 2019.

Fixation is approved/certified by the university as per the Clause 6.2 & 7.3.VI. of above GR and clause 5.2 of UGC Regulation 2018

1	Name of Affiliating University	Gondwana University, Gadchiroli
2	Name of College	
3	Name of Teacher	
4	Subject	
5	HTE Sevarth No.	

DETAILS OF PAY FIXATION

1	Designation of the post in which pay is to be fixed	Professor
2	Existing Scale	
	Existing Pay on 01-01-2019	
3	Date of increment	
4	Academic Level	

APPENDIX-II

1	Basic Pay in New Academic Level on _____	
2	Designation	
3	Academic Level	
4	Date of Next Increment	
5	Basic Pay after increment on date _____	

Copy to

- 1) Joint Director Higher Education
- 2) Principal
- 3) Candidate
- 4) Senior Auditor

Registrar
Gondwana University Gadchiroli

GONDWANA UNIVERSITY GADCHIROLI

FORM -C

Report /Minutes of the Screening cum Evaluation/Selection Committee

The Meeting of the Screening cum Evaluation Committee/Selection Committee constituted for placement of college teacher Mr./Mrs. _____ as per clause 6.4.11 of UGC Regulation No.L-2/2017(EC/PS), dated 18th July 2018 and UGC letter F.23-1./2017 (PS), dated 31st January 2018 & Government of Maharashtra G.R.No.Misc-2018/ C.R. 56/LB/ UNI-1, dated 08th March 2019 and subsequent amendments made by the UGC, and by the Department of Higher and Technical Education, Government of Maharashtra from time to time to the post of _____ in Academic Level _____ in pay band of Rs. _____ under the Career Advancement Scheme (CAS).

The meeting of the constituted committee was held on _____ in _____

The Following Screening cum evaluation/Selection committee members were present:

S. N.	Name of the member	Designation of the member
1		President /Secretary of society or his nominee
2		Principal of the College
3		Government Representative Higher Education, Nagpur
4		VC Nominee(1) Nominated by Hon. Vice Chancellor, GUG (Dean)
5		VC Nominee(2) Nominated by Hon. Vice Chancellor, GUG (Subject Expert)
6		Subject Expert (1) Nominated by Hon. Vice Chancellor, GUG
7		Subject Expert (2) Nominated by Hon. Vice Chancellor, GUG
8		Subject Expert (SC/ST/OBC) Nominated by Hon. Vice Chancellor, GUG
9		Head of Department

The Screening cum evaluation Committee considered all the relevant documents and forms submitted by the teacher in accordance with the requirements stipulated in the relevant UGC regulations and the state of Maharashtra GRs in this regard as well as the work done by the candidate.

After taking into consideration the qualifications and experience as well as performance of the candidate, the Committee unanimously makes the following recommendations as follows:

Sr. No	Name of the Candidate	Existing Academic Level and w.e.f. (Date)	Assessment Period for CAS		Remark
			From	To	
1					Recommended / Not Recommended for Academic Level 14 w.e.f. & Designation Professor

S. N.	Member	Signature
1	President /Secretary of society or his nominee	
2	Principal of the College	
3	Government Representative Higher Education, Nagpur	
4	VC Nominee(1) Nominated by Hon. Vice Chancellor, GUG (Dean)	
5	VC Nominee(2) Nominated by Hon. Vice Chancellor, GUG (Sub. Expt)	
6	Subject Expert (1) Nominated by Hon. Vice Chancellor, GUG	
7	Subject Expert (2) Nominated by Hon. Vice Chancellor, GUG	
8	Subject Expert (SC/ST/OBC) Nominated by Hon. Vice Chancellor, GUG	
9	Head of Department	

GONDWANA UNIVERSITY GADCHIROLI

CAS OPTION FORM

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018, No. F.1.-2/2017(EC/PS) dated 18 July 2018)
(Govt. of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8 March 2019)

1	Name	
2	College Name	
3	Date of 1st Placement	
4	Date of 2nd Placement	
5	Placement in Academic Level	
6	Option of CAS as per New Regulation (YES/NO)	
7	Option of CAS as per Existing Regulation (YES/NO)	
8	As per the Clause 6.3 of the UGC regulation ZOLB which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This Option can be exercised within three years from the date of notification of these Regulations.	
9	The Clause 7.3 as per Govt. of Maharashtra Gr. 0B-03-2019 which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This Option can be exercised within three years from the date of notification of these Rules.	

Declaration

As per the UGC regulation No. F.1-2/2017(EC/PS) dated 18 July 2018 and Govt. of Maharashtra Resolution No. Misc-2018 /C.R.56/18/UNI-1, is dated 8 March 2019 and the clause 6.3 & 7.3. | _____ exercise the Options of the 2010 regulation for the CAS of Academic level 14

Teachers Signature

The Candidate has exercised the Option as per the UGC and Govt. of Maharashtra Regulation.

Principal

Name of College: _____

MINUTES OF SELECTION COMMITTEE FOR CAS PROMOTION TEACHER IN THE GRADE

AL - 14, Professor Grade in the Pay Scale of 144200 to 218200

of Dr _____ of _____ College

The meeting of the Selection Committee duly constituted for CAS promotion of Shri/Ku/ Smt./Dr --
_____ In the Pay Scale of _____ was held on dated

_____ at _____

The following members were present :

- 1. Chairperson of Selection Committee _____
- 2. Government Nominee. _____
- 3. Hon'ble Vice-Chancellor Nominee _____
- 4. Hon'ble Vice-Chancellor Nominated Subject Expert _____
- 5. Subject Experts 1 _____
- 7. Subject Experts 2 _____
- 8. Principal / Head of Department _____

The Principal of the college place the following document for the consideration of selection of Shri/Ku/Smt./Dr..... in the pay scale(AL --) of 144200 to 218200 with reference as under -

- 1. Direction No. 3 of 2020 of Gondwana University, Gadchiroli.
- 2. University Grand Commission Notification 18 July 2018
- 3. Higher and Technical Education Department G.R. No- 2018/C.R.-56/18/UNI-1 -Dated 8 th March 2019 And 10 th May 2019.

The committee resolves as under -

- 1) It is Verified by the Committee that the Candidate has Completed more than three year of Service in A.L. -13 A
- 2) Awarded Ph. D. Degree in Subject..... fromUniversity Vide Notification No. Dated.....
- 3) The Candidate has Published.....Research Paper in Peer Reviewed journal/UGC listed journal in tenure of service and has Published more than three/ more than three research in the Assessment Period.
- 4) The Academic and Research Score verified as
- 5) The Teacher has been awarded performance assessment overall Grade **Good/ Satisfactory** during the last three years of Assessment period as per Appendix II Table 1.

After considering the performance of the concerned teacher and all the relevant documents, the candidate scored the satisfactory research score. The committee recommends the placement of Dr. associate **Professor** for CAS Promotion as Professor in the Pay Matrix of 144200 to 218200 with effect from

- 1. Chairperson of Selection Committee _____
- 2. Government Nominee. _____
- 3. Hon'ble Vice-Chancellor Nominee _____
- 4. Hon'ble Vice-Chancellor Nominated Subject Expert _____
- 5. Subject Experts _____
- 7. Subject Experts _____
- 8. Principal / Head of the Deptt. _____

Interview Assessment

CAREER ADVANCEMENT SCHEME (CAS) FOR Grade AL 14 for COLLEGE TEACHERS ASSESSMENT SHEET

Name of the Teacher

College Name

A) 30 Marks : Contribution to Research

B) 50 Marks : Assessment of Domain Knowledge & Teaching Practices

C) 20 Marks : Interview Performance

Assessment Indicator	(A) Contribution to Research 30 Marks			(B) Assessment of Domain Knowledge & Teaching Practices 50 Marks					(C) Interview Performance 20 Marks			Total	Grand Total	Average
	Research Contribution	Skill Development	Total	Subject Knowledge	Communication	Presentation	Use of ICT Teaching	Total	Innovation Teaching	Confidence and Overall Presentation	Total			
Max Marks.	<u>15</u>	<u>15</u>	<u>30</u>	<u>14</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>50</u>	<u>10</u>	<u>10</u>	<u>20</u>	<u>100</u>	<u>700</u>	<u>100</u>
VC Nominee														
VC Expert														
Expert -1														
Expert -2														
Principal														
Govt Nominee														
Chairman														

(Name & Signature)

Subject Experts

1|

2|

V.C. Nominee

1| Nominee

2| subject Expert

Govt. Nominee

Principal

Chairperson of Selection Committee

CAREER ADVANCEMENT SCHEME (CAS) FOR

Professor Grade AL14 for COLLEGE TEACHER

ASSESSMENT DETAILS

Name of the teacher.....

College :.....

Date of Joining:.....

CAS Promotion Due date.....

Assessment Period (Due Period) :

SUMMARY OF ASSESSMENT CRITERION/A and R SCORE

criteria	Assessment Years			Overall Grade/ Total A/R Score
	1	2	3	
I Teaching learning and Evaluation related activity	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory
II Co-curriculum, Extension Professional development etc.	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
Annual Average Grade	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
III Academic/Research Score during Assessment Period (AS per Table 2 of Appendix II)				
III Academic/Research Score during the entire Period (AS per Table 2 of Appendix II)				
IV Number of Research Paper Published in Peer review/UGC listed journal in Service.				
V Three Research Paper Publish During Assessment Period (.....to.....)				

Three Important Papers in Assessment Period

1.
2.
3.

Note By Committee

Signatures of the Member of the Selection Committee.

1. Chairperson of Selection Committee
2. Government Nominee.
3. Hon'ble Vice-Chancellor Nominee
4. Hon'ble Vice-Chancellor Nominated Subject Expert
5. Subject Expert 1
7. Subject Expert 2
8. Principal / Head of the Deptt.

प्रपत्र अ

कॅम्प अंतर्गत स्थाननिश्चितीबाबत (प्राध्यापक)

महाविद्यालयाचे नांव :

अ. क्र.	प्राध्यापकाचे नांव पदनाम व विषय	शैक्षणिक अर्हता दिनाकास नमुद करावी	नियुक्ती आदेश व रुडु दिनांक	विद्यापीठाचे मान्यता आदेश (तदर्थ/ नियमित तपशिलासह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुल कालावधी दिवस	सेवाखंड क्षमापित केला असल्यास त्याबाबत विद्यापीठाचे / शासनाचे आदेश	यापूर्वी मिळालेल्या स्थाननिश्चिती चा तपसिल दिनांकासह	सेवाकालावधीत केलेल्या उदबोधन / उजाळा / अल्पकालावधीचा पूर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्कस संपुर्ण परीक्षण कालावधी (वर्षनिहाय)			प्रकरण न्यायप्रविष्ट असल्यास याचिका कर्मांक/ न्यायालयाचे आदेश नमुद करावे.	अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्यांचे स्पष्ट अभिप्राय स्थाननिश्चिती करीता शिफारस होय / नाही नसल्यास कारणासह शैरा नमुद करावा.
									वर्ष (I)	(II)	एकुण (III)			

प्राध्यापकांची स्वाक्षरी

प्राचार्यांची स्वाक्षरी

प्रपत्र ब
कॅस अंतर्गत स्थाननिश्चितीबाबत (प्राध्यापक)

हाविद्यालयाचे नांव :

प्राध्यापकाचे नांव पदनाम व विषय	शैक्षणिक अर्हता दिनांकास नमुद करावी	नियुक्ती आदेश व रुजु दिनांक	विद्यापीठाचे मान्यता आदेश (तदर्थ/नियमित तपशिलासह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुन कालावधी दिवस	सेवाखंड क्षमापित केला असल्यास त्याबाबत विद्यापीठाचे / शासनाचे आदेश	यापुर्वी मिळालेल्या स्थाननिश्चितीचा तपसिल दिनांकासह	सेवाकालावधीत केलेल्या उदबोधन / उजाळ / अल्पकालावधीचा पुर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्कस संपुर्ण परीक्षण कालावधी (वर्षनिहाय)				अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्याचे स्पष्ट अभिप्राय स्थाननिश्चितीकरीता शिफारस होय/नाही नसल्यास कारणासह शेर नमुद करावा.	
								वर्ष	(I)	(II)	एकुण (III)			

अध्यक्ष स्थानिक महा.व्यवस्थापन समिती

विषयतज्ञ

विषयतज्ञ

कुलमुरु नामनिर्देशित प्रतिनिधी

शासन प्रतिनिधी

प्राचार्य

शेरा शासकिय प्रतिनिधी : मंजुर/नामंजुर



GONDWANA UNIVERSITY GADCHIROLI

**A Proposal For
Promotion under CAS
for Librarians in Universities & Colleges**

for

Academic Level..... to.....

**Self Appraisal Report
Self Assessment and Academic/Research Score**

of

Shri/Smt/Ku/Dr.....

Department of

Submitted By

Principal

.....

Some Important Points to remember about CAS

1. The date of implementation of the revised pay shall be 1st January, 2016.
 2. The date of implementation of terms and conditions shall be the date of issue of these Rules, i.e. The rules of CAS as per 7th pay commission is implemented with effect from 8th March 2019.
 3. The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Rules.
 4. The criteria for promotions under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules, i.e. as per UGC notification 2010 or 2016. This option can be exercised only within three years from the date of notification of these Rules, i.e. upto 7th March 2021.
The faculty has to submit the PBAS forms for entire assessment period for API score either as per UGC notification 2010 only or 2016 only, as the minimum API score requirement for category I, II and III are different in both the notifications.
 5. **Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme for Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion as per the following: He/she has to submit the form of Declaration of option along with the proposal.**
 - a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules, i.e. 18 July 2018.

OR

 - b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Measures for the Maintenance of Standards in Higher Education 2010 and its amendments i.e. as per UGC notification 2016 with relaxation in the requirements of Academic Performance Indicators (API) Performance Based Appraisal System (PBAS) up to the date of notification of these Rules.
 - c) The relaxation in the requirements of Academic Performance Indicators (API) is defined as ;
 - i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations 2010 and its amendments (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
 - ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned in Appendix III, Table-A to Table-F.
- Note: There shall be no minimum API score requirement for Category II and Category III individually.
6. If a candidate applies for promotion from Level 10 to Level 11 and Level 11 to Level 12 on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility for both Colleges and Universities.
 7. If a candidate applies for promotion from level 12 to 13 A and Level 13A to Level 14 on completion of the minimum eligibility period and is successful, the date of promotion shall be the date of selection by CAS for both Colleges and Universities.
 8. If a candidate applies for promotion from Level 14 to Level 15 in Universities on completion of the minimum eligibility Period and is successful, the date of promotion shall be the date of selection by CAS.
 9. The date for requirement of Orientation course and Refresher course for promotions due under the CAS shall not be extended up to 31st December, 2018.

CAS UNIVERSITY/COLLEGE LIBRARAIN A.L. 14

From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14)

Eligibility:

1. He/she has completed three years of service in Academic Level 13A.
2. He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,
 - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
 - i. Evidence of innovative library services, including the integration of ICT in a library.
 - ii. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

Table 4

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none">• Library Resource and Organization and maintenance of books, journals and reports.• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.• Assistance towards updating institutional website.	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories

3.	<p>If library has a computerized database then OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not up to mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>

03 Years of Service in Academic Level 13 A

1.

Sr. No.	Date of Placement in 13 A	Pay Scale and Pay	Due date for Academic Level .14 (3 Years)

2.

Any one from the following during last three years Training/Seminar/work shop Course/Short Term Course/ maintainnace and Related activities/ Development of Mooc Course/Library Up gradation.

Sr. No.	Title of the Course/Training	Period Fromto	Organizing Institute

3. Evidance of Innovative Library Services/ Integration of ICT

Sr. No.	Innovative Library Services/ Integration of ICT	Type of work	Number of Student Benifited

Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.

Note:

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Index

Sr. No.	Title of Document
1	Principal Letter to Pro vice Chancellor
2	Application of candidate through Principal
	Overall Grading/Academic/Research Score
3	Form A: Statement of information of teacher for the placement under CAS
4	Form B: Proforma for recommendation of the teacher for Placement under CAS
5	Form C: Report/Minutes of the CAS Committee
6	Fixation Certificate by University
7	Previous Joint director CAS Fixation report
8	Joining Reports
9	Ph.D. Notification & compliance
10	NET Certificate
11	Set Certificate
12	Approvals
13	Self Appraisal Reports
14	Option Form
15	Total No. of Certificates
16	Total No. of Pages

To,

The Hon' ble Pro-Vice Chancellor
Gondwana University,
Gadchiroli.

Subject: Application for the promotion as Librarian AI -14 under the Scheme of CAS.

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
ii) UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018
iii) Government of Maharashtra Misc. – 2018.CR 56/18/ UN11 date 8th March, 2019
iv) Government of Maharashtra Misc-2018/C.R.56/18/UNI-1 dated 10th May, 2019.
v) The Maharashtra Public University Act, 2016

Employee HTE Sevarth No. :-_____

Sir,

I forward herewith my application for the promotion as Academic Level to Academic Level under the Career Advancement Scheme (CAS), along with the required documents/enclosures.

At present I am working as in the Department of in Academic Level..... in College affiliated college to Gondwana University Gadchiroli since

As per the Assessment Criteria, I am eligible for promotion under the CAS for the Academic Level

My due date of promotion is

Your kind honour is requested to consider my promotion under CAS and oblige.

Thanking you.
Yours sincerely,

Signature of the applicant :

Name of the Applicant :

Forwarded through :

Date: _____
Seal)

(Signature of Principal &

Encl.: List of Supporting Documents

- 1) Self Appraisal reports.
- 2) Orientation/ Refresher /Short term Course/MOOCs/SWYAM certificate
- 3) Previous CAS fixation report

Gondwana University Gadchiroli

CAS OPTION FORM

(UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018, No. F.1-2/2017(EC/PS) dated 18 July 2018)

(Govt. of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8 March 2019)

1	Name	
2	College Name	
3	Date of 1 st Placement	
4	Date of 2 nd Placement	
5	Placement in Academic Level	
6	Option of CAS as per New Regulation (YES/NO)	
7	Option of CAS as per Existing Regulation (YES/NO)	
8	As per the Clause 6.3 of the UGC regulation 2018 which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This Option can be exercised within three years from the date of notification of these Regulations.	
9	The Clause 7.3 as per Govt. of Maharashtra Gr. 08-03-2019 which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This Option can be exercised within three years from the date of notification of these Rules.	

Declaration

As per the UGC regulation No. F.1-2/2017(EC/PS) dated 18 July 2018 and Govt. of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1, is dated 8 March 2019 and the clause 6.3 & 7.3. I exercise the *Options of the 2010 regulation for the CAS of Academic level*

Teachers Signature

The Candidate has exercised the Option as per the UGC and Govt. of Maharashtra Regulation.

(.....)

Principal

GONDWANA UNIVERSITY GADCHIROLI

ANNUAL SELF-APPRAISAL REPORT

(Librarians)

(As per 7.0 VII B. of Govt. of Maharashtra GR. MISC2018/C.R/56/18/UNI-1. 08-03-2019)

Assessment Year.....

Sr. No.	Title	
1	Name	
2	Mothers name	
3	Date of Birth	
4	Designation	
5	College name	
6	HTE Sevarth No	
7	Date of Joining	
8	Date of Ph.D.	
9	Date of M.Phil.	
10	Date of NET/SET	
11	Date of Award of Academic Level 11	
12	Date of Award of Academic Level 12	
13	Date of Award of Academic Level 13A	
14	Date of Award of Academic Level 14	
15	Date of Orientation course	
16	Date of Refresher course	
17	Date of Short Term course	
18	Online Courses	
19	E-contents	
20	Assessment Period	
21	Due date of Promotion	
22	Stage of Promotion	
23	Pay Band	
24	Current Academic Level	

Self Assessment

Sr. No.	Activity	Particulars	Self-Claimed Grade	Verified Grade			
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)						
	Library Resource, Organization and maintenance of books, journals, reports, etc						
	Provision of Library reader services such as literature retrieval services to researchers and analysis of report.						
	Assistance towards updating institutional website.						
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.						
	Title of Seminar/ workshop	Level	Others	Year	Self-Claimed Grade	Verified Grade	
				From to			
3	If library has a computerized database then OR If library does not have a computerized database						
	Type of database			Self-Claimed Grade	Verified Grade		
4	Checking inventory and extent of missing books						
	Type of Checking Inventory	Extent of Missing books	Details of Write-off books	Self-Claimed Grade	Verified Grade		
5	Digitisation of books database in institution having no computerized database.						
	Total books digitised	Total books having no computer database	Total books with database	Total Journals databased	others	Self-Claimed Grade	Verified Grade
	(ii) Promotion of library network.						
	Type of Library network		Type of Network Availed		Self-Claimed Grade	Verified Grade	
	(iii) Systems in place for dissemination of information relating to books and other resources						
	Name /Type of system used for Dissemination of information	College website	Notice Board	Any other source		Self-Claimed Grade	Verified Grade
	(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.						
Assistance in Admission	Assistance in Governance	Assistance in Examination	Extracurricular activities	Assistance in Administration	Self-Claimed Grade	Verified Grade	

v) Design and offer short-term courses for users.						
Title of Short term Course		Level	Duration		Self-Claimed Grade	Verified Grade
			from	to		

vi) Publications of at least one research paper in UGC approved journals.						
Name of Journal	ISSN No.	Title of article	UGC approved or not	Level of Journal	Self-Claimed Grade	Verified Grade

Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.					
	Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.					
	Not satisfactory: If neither good nor satisfactory in overall grading.					
Note:	1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.					
	2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion					
	3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.					

Signature of Candidate
Principal

Signature of

Overall Grading

Performance	Good	Satisfactory	Not satisfactory
Teaching			
Administration			
Examination			
Sports			
NSS			
NCC			
Research Guiding			
Research Paper			
Research Projects			
Seminar			
Conference			
Student related activity			

Principal

II. ACADEMIC/RESEARCH ACTIVITY

Sr. No.	ACADEMIC/RESEARCH ACTIVITY						
	1	Research Papers in Peer-reviewed or UGC Listed Journals					
Name of Journal		ISSN No.	Whether Joint or Single	Title of Paper	Marks Self-Claimed Marks Verified Marks		
2	Publications Other than research papers						
	a) Books authored which are published by National/International Publishers						
	Title of Book	Level of Publisher	ISBN No.	Name of Publisher	Marks Self-Claimed Marks Verified Marks		
	Chapter in Edited Book published by National/International Publishers(5 points per chapter)						
	Title edited of Book	Level of Publisher	ISBN No.	Name of Publisher	Title of Chapter	Marks Self-Claimed Marks Verified Marks	
	b) Translation works in Indian and Foreign Languages by qualified faculties Chapters/Book(3 points per chapter/research paper and 8 points per book)						
	Title of Book /Chapter/ research paper	Level of Publisher	ISBN No./ ISSN No.	Name of Publisher	Marks Self-Claimed Marks Verified Marks		
	3						
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula						
	a) Development of Innovative pedagogy(5 points per innovative pedagogy)						
b) Design of new curricula (02 Points per curricula/course)							
Title	Name of University	Year	Marks Self-Claimed Marks Verified Marks				
c) MOOC'S(20 per curricula/course)							
Title of MOOC's	Web link	Duration	Total quadrants developed.	Marks			
d) E-content							
Title of Book or chapter	Web link	Whether editor of Course or Book	Total quadrants developed.	Content Module	Marks Self-Claimed Marks Verified Marks		

Sr. No.	ACADEMIC/RESEARCH ACTIVITY						
4	a) Research Guidance						
	(i) Ph.D./						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	
	ii) M.Phil.						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	
	iii) PG Dissertation						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	
	b) Research Projects Completed						
	Title of Project	Funding Agency	Amount sanctioned	Duration		Marks	
			From	to	Self-Claimed Marks	Verified Marks	
c) Research Projects Ongoing							
Title of Project	Funding Agency	Amount sanctioned	Duration		Marks		
			From	to	Self-Claimed Marks	Verified Marks	
d) Consultancy							
Name of Agency	Type of Consultancy	Amount INR	Duration		Marks		
			From	to	Self-Claimed Marks	Verified Marks	
5	a) Patents						
	Title	National or International		Patent No.		Marks	
						Self-Claimed Marks	Verified Marks
	b) Policy Documents						
	Type of Policy Document	Agency	National or International	Year		Marks	
						Self-Claimed Marks	Verified Marks
	c) Awards/fellowship						
	Award or fellowship	Granting Agency	National or International	Year		Marks	
					Self-Claimed Marks	Verified Marks	
6	Invited Lectures/resource Persons/Papers presentation in Seminars/Conferences/Full Paper in Conference Proceedings						
	Title of Paper or Lecture	Seminar or Conference	Whether Resource person	National / International/ State/ University	Year	Marks	
						Self-Claimed Marks	Verified Marks

Total Academic/ Research score:

Signature of the Candidate

Signature of Principal

UNDERTAKING

I undertakes that the information provided is correct as per records submitted by me to College and documents enclosed along with the duly filled **ANNUAL SELF-APPRAISAL REPORT ,PROFORMA**

Place:
Date:

Signature of the Candidate

Place:
Date:

Signature Head of the Department

Place:
Date:

Principal

Report of IQAC Committee about Assessment and Academic/ Research score

Activity	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Overall Grade/ Total Academic/Rese arch score a
Grade							
Academic/Research score							

Member

Member

Member

Chairman/ Secretary

Principal

प्रपत्र अ

कॅस अंतर्गत स्थाननिश्चितीबाबत (ग्रंथपाल)

महाविद्यालयाचे नांव :

अ. क्र.	प्राध्यापकाचे नांव व पदनाम व विषय	शैक्षणिक अर्हता दिनांकास नमुद करावी	नियुक्ती आदेश व रजु दिनांक	विद्यापीठाचे मान्यता आदेश (तदर्थ/ नियमित तपशिलासह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुल कालावधी दिवस	सेवाखंड क्षमापित केला असल्यास त्याबाबत विद्यापीठाचे / शासनाचे आदेश	यापूर्वी मिळालेल्या स्थाननिश्चिती चा तपसिल दिनांकासह	सेवाकालावधीत केलेल्या उद्बोधन/उजाळा/ अल्पकालावधीचा पुर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्कस संपुर्ण परीक्षण कालावधी (वर्षानिहाय)			प्रकरण न्यायप्रविष्ट असल्यास याचिका क्रमांक/ न्यायालयाचे आदेश नमुद करावे.	अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्याचे स्पष्ट अभिप्राय स्थाननिश्चिती करीता शिफारस होय/नाही नसल्यास कारणासह शेरा नमुद करावा.
									वर्ष (I)	(II)	एकुल (III)			

प्राध्यापकांची स्वाक्षरी

प्राचार्यांची स्वाक्षरी

प्रपत्र ब

कॅस अंतर्गत स्थाननिश्चितीबाबत (ग्रंथपाल)

महाविद्यालयाचे नांव :

अ. क्र.	प्राध्यापकाचे नांव	पदनाम व विषय	रौखणिक अर्हता दिनांक नमुद करावी	नियुक्ती आदेश व रुजु दिनांक	विद्यार्थी ठाचे मान्यता आदेश (तदर्थ/नियमित तपशिलासह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुल कालावधी दिवस	सेवाखंड क्षमणित केला असल्यास त्याबाबत विद्यार्थी ठाचे / शासनाचे आदेश	यापूर्वी मिळालेल्या स्थाननिश्चितीचा तपसिल दिनाकासह	सेवाकालावधीत केलेल्या उदबोधन/ उजाळा/ अल्पकालावधीचा पूर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्क्स संपुर्ण परीक्षण कालावधी (वर्षनिहाय)	अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्याचे स्पष्ट अभिप्राय स्थाननिश्चितीकरीता शिफारस होय/ नाही नसल्यास कारणासह रोसा नमुद करावा.

अध्यक्ष स्थानिक महा.व्यवस्थापन समिती

विषयतज्ञ

विषयतज्ञ

कुलगुरु नामनिर्देशित प्रतिनिधी

शासन प्रतिनिधी

प्राचार्य

रोसा शासकिय प्रतिनिधी : मंजुर/नामंजुर.....



GONDWANA UNIVERSITY GADCHIROLI

FORM-A

Statement about the information of the Librarian for the placement under CAS

Academic Level ... to

Name of the Teacher: College:

Educational Qualifications: Assessment Period for Placement:

Assessment Year	Grade Obtained	Research Score	Date of Appointment	Date of Ph.D. Award	Date of Placement in Academic level 11	Date of Placement in Academic level 12	Date of Placement in Academic level 13A	Date of Placement in Academic level 14	Is Candidate on active role as per UGC clause 6.3 V of regulation 2018	Date of candidate application for CAS as per UGC clause 6.3.1 & 7.3.1 Gov. Mah.	Whether CAS Option exercised as per UGC 6.3 & 7.3 Gov. Mah	Certificate by the College
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												
Average of Years												
Orientation/ Refresher /Short term course			Syllabus Up gradation Workshop	Teaching Learning & Evaluation	Faculty Development Programme	Teaching Learning & Evaluation	Technology Programmes	E-content Developed in 4 Quadrants	Recommendations by Committee & Govt. Nominee			
Title	From	To							Recommended/Not Recommended Academic Level To			
Refresher Course									w.e.f.			
Refresher Course									Designation:.....			

This form should be sent to university for CAS Committee

Principal

Name of College: _____

**MINUTES OF SELECTION COMMITTEE FOR CAS PROMOTION of Librarian IN THE GRADE
AL - 14, in the Pay Scale of 144200 to 218200**

of Dr _____ of _____ College

The meeting of the Selection Committee duly constituted for CAS promotion of Shri/Ku/ Smt./Dr _____
_____ In the Pay Scale of _____ was held on dated
_____ at _____

The following members were present :

1. Chairperson of Selection Committee _____
2. Government Nominee. _____
3. Hon'ble Vice-Chancellor Nominee _____
4. Hon'ble Vice-Chancellor Nominated Subject Expert _____
5. Subject Experts 1 _____
7. Subject Experts 2 _____
8. Principal / Head of Department _____

The Principal of the college place the following document for the consideration of selection of Shri/Ku/Smt./Dr _____ in the pay scale (AL 14) of 144200 to 218200 with reference as under -

1. Direction No. 3 of 2020 of Gondwana University, Gadchiroli.
2. University Grand Commission Notification 18 July 2018
3. Higher and Technical Education Department G.R. No- 2018/C.R.-56/18/UNI-1 -Dated 8 th March 2019 And 10 th May 2019.

The committee resolves as under -

- 1) It is Verified by the Committee that the Candidate has Completed more than three year of Service in A.L. -13 A.
- 2) The candidate has completed one Training/ Workshop / Seminar / course/ Maintenance and related activities of two week / Two short term courses of dated..... from university/ Institute and from university/ Institute. Taken / Developed one MOOC course./ Library up-gradation course.
- 3) Verified Evidence of innovative library services/ Integration of ICT in library.
- 4) Awarded Ph. D. Degree in Subject..... fromUniversity Vide Notification No. Dated.....
- 5) The Teacher has been awarded performance assessment overall Grade **Good/ Satisfactory** during the last three years of Assessment period as per Appendix II Table 4.

After considering the performance of the concerned teacher and all the relevant documents, the candidate scored the satisfactory research score. The committee recommends the placement of Dr. _____ for CAS Promotion as In **Academic Level 14 University Deputy Librarian/ College Librarian** in the Pay Matrix of 144200 - 218200 with effect from

1. Chairperson of Selection Committee _____
2. Government Nominee. _____
3. Hon'ble Vice-Chancellor Nominee _____
4. Hon'ble Vice-Chancellor Nominated Subject Expert _____
5. Subject Experts _____
7. Subject Experts _____
8. Principal / Head of the Deptt. _____

Interview Assessment

CAREER ADVANCEMENT SCHEME (CAS) FOR Grade AL 14 for COLLEGE TEACHERS/ Librarian/ Director Physical Edn and Sports ASSESSMENT SHEET

Name of the Teacher

College Name

A) 30 Marks : Contribution to Research

B) 50 Marks : Assessment of Domain Knowledge & Teaching Practices

C) 20 Marks : Interview Performance

Assessment Indicator	(A)Contribution to Research 30 Marks			(B) Assessment of Domain Knowledge & Teaching Practices 50 Marks					(C)Interview Performance 20 Marks			Total	Grand Total	Average
	Research Contribution	Skill Development	Total	Subject Knowledge	Communication	Presentation	Use of ICT Teaching	Total	Innovation Teaching	Confidence and Overall Presentation	Total			
Max Marks.	<u>15</u>	<u>15</u>	<u>30</u>	<u>14</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>50</u>	<u>10</u>	<u>10</u>	<u>20</u>	<u>100</u>	<u>700</u>	<u>100</u>
VC Nominee														
VC Expert														
Expert -1														
Expert -2														
Principal														
Govt Nominee														
Chairman														

(Name & Signature)

Subject Experts

V.C. Nominee

Govt. Nominee

Principal

1)

1) Nominee

2)

2) subject Expert

Chairperson of Selection Committee

CAREER ADVANCEMENT SCHEME (CAS) FOR Grade AL 14 for University / COLLEGE

Librarian

ASSESSMENT DETAILS

Name of the Librarian

College :.....

Date of Joining:.....

CAS Promotion Due date.....

Assessment Period (Due Period) :

SUMMARY OF ASSESSMENT CRITERION AND METHODOLOGY FOR LIBRARIAN

	criteria	Assessment Years			Overall Grade
		1	2	3	
1	Regularity in attending Library	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory
2	Conduct of Seminars / Workshops	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
3	Library computerised database/ Not database	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
4	Checking Inventory/ Missing of books	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
5	Digitization of books/Library Network/Dissemination of Information/Design of short term course/Publication of Research papers	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
	Annual Average Grade	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	

Signatures of the Member of the Selection Committee.

1. Chairperson of Selection Committee
2. Government Nominee.
3. Hon'ble Vice-Chancellor Nominee
4. Hon'ble Vice-Chancellor Nominated Subject Expert
5. Subject Expert 1
7. Subject Expert 2
8. Principal / Head of the Deptt.



GONDWANA UNIVERSITY GADCHIROLI

FIXATION CERTIFICATE UNDER CAREER ADVANCEMENT SCHEME (CAS)

To be used in the case of those who elect to come to the UGC recommended scales of pay as approved by the Government of under the Government resolution, Govt. of Maharashtra, vide G.R. No. Misc-2018/C.R.56/18/UNI-1, dated 08/03/2019.

Fixation is approved/certified by the university as per the Clause 6.2 & 7.3.VI. of above GR.

1	Name of Affiliating University	Gondwana University, Gadchiroli		
2	Name of College			
3	Name of Teacher			
4	Subject			
5	Substantive/Officiating			
6	HTE Sevarth No.			
Qualifications				
7	Name of Degree	Year of Passing	% of Marks	Division
8	Date of First Appointment in the college with pay Scale			
9	Date of Regular Appointment/ Permanent Appointment			
10	Total period of service in this college or in college coming under the Managements in old pay scale or any other services.			

DETAILS OF PAY FIXATION

1	Designation of the post in which pay is to be fixed	
2	Existing Scale	
3	Date of increment	
4	Academic Level	

APPENDIX-II

1	Basic Pay in New Academic Level	
2	Designation	
3	Academic Level	
4	Date of Next Increment	
5	Basic Pay after increment on date	

Registrar

Gondwana University Gadchiroli



Gondwana University Gadchiroli

**A Proposal For
Promotion under CAS
(Director of Physical Education and Sports)**

**Self Appraisal Report
Self Assessment and Academic/Research Score**

of

Shri/Ku./Dr -----

Department of -----

Submitted by

Principal

CAS as per 7th pay Commission
Vide : GOVERNMENT OF MAHARASHTRA
Higher & Technical Education Department
Government Resolution No. Misc-2018/C.R.56/18/UNI-1
Mantralaya Annex, Mumbai – 400 032
Date: 08 March, 2019

Some Important Points to remember about CAS

1. The date of implementation of the revised pay shall be 1st January, 2016.
2. The date of implementation of terms and conditions shall be the date of issue of these Rules. i.e The rules of CAS as per 7th pay commission is implemented with effect from 8th March 2019.
3. The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Rules.
4. The criteria for promotions under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules.
However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules, i.e as per UGC notification 2010 or 2016. This option can be exercised only within three years from the date of notification of these Rules i.e upto 7th March 2021.

The faculty has to submit the PBAS forms for entire assessment period for API score either as per UGC notification 2010 only or 2016 only, as the minimum API score requirement for category I, II and III are different in both the notifications.

5. **Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme for Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion as per the following: He/ she has to submit the form of Declaration of option along with the proposal.**

- a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules, i.e 18 July 2018.

OR

- b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Measures for the Maintenance of Standards in Higher Education 2010 and its amendments i.e as per UGC notification 2016 with relaxation in the requirements of Academic Performance Indicators (API)

Performance Based Appraisal System (PBAS) up to the date of notification of these Rules.

- c) **The relaxation in the requirements of Academic Performance Indicators (API)** is defined as :
- i) **Exemption from scoring under Category I**, as defined in Appendix III of said above mentioned UGC Regulations 2010 and its amendments (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
 - ii) **Scoring in Category II and Category III** for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations 2010 with the following **combined minimum API score requirement for Category II and Category III taken together**, as mentioned in Appendix III, Table-A to Table-F.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

6. If a candidate applies for promotion from Level 10 to Level 11 and Level 11 to Level 12 on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility for both Colleges and Universities.

7. If a candidate applies for promotion from level 12 to 13 A and Level 13A to Level 14 on completion of the minimum eligibility period and is successful, the date of promotion shall be the date of selection by CAS for both Colleges and Universities.

8. If a candidate applies for promotion from Level 14 to Level 15 in Universities on completion of the minimum eligibility Period and is successful, the date of promotion shall be the date of selection by CAS.

9. The date for requirement of Orientation course and Refresher course for promotions due under the CAS shall not be extended up to 31st December, 2018

**CAS PROMOTION UNIVERSITY/ COLLEGE DEPUTY/ DIRECTOR OF PHYSICAL
EDUCATION A.L. 14 IN THE GRADE**

From University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) Eligibility:

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
 1. Evidence of organizing competitions and coaching camps of at least two weeks' duration.
 2. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
 3. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- I) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- II) The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

Sr. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 Disciplines Unsatisfactory – neither good nor satisfactory
4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

5	<p>i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>ii) Being invited for coaching at state/national level.</p> <p>iii) Organizing at least three workshops in a year.</p> <p>iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory: Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <ol style="list-style-type: none"> 1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. 2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. 3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee. 		

ACADEMIC PERFORMANCE INDICATORS.

ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.

Direct Teaching I a. i. Lecture cum practice based athlete/sports classes, practical, seminars undertaken as per percentage of allotted hours.

Organizing and Conducting Coaching Camps / Sports Person Development /Training Programmes.

S. N.	Short Description of Programme	Total number of hours	Proof Document**
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			

1. Chairperson of Selection Committee
2. Government Nominee.
3. Hon'ble Vice-Chancellor Nominee
4. Hon'ble Vice-Chancellor Nominated Subject Expert
5. Subject Experts
7. Subject Experts
8. Principal

ACADEMIC PERFORMANCE INDICATORS
INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION
AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

A) Organizing Intra-college competitions.

S. N	Detail of Competition Organized	Date	Target Group	Grading	Proof Document**
01					
02					
03					
04					
05					
06					
07					
08					
09					

Grading Criteria:
Good – Intra college competition in more than 5 disciplines;
Satisfactory- Intra college competition in 3- 5 disciplines;
Unsatisfactory- Neither Good nor satisfactory

b. Institution participating in external competitions:

Sr. No.	Details of Competition	Duration	Organizing Institute	Grading	Proof Document**
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
21					
22					
23					
24					
25					
26					

Grading Criteria:
Good – Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines;
Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.
Or
 District level competition in at least 5 Disciplines;
Unsatisfactory – neither good nor satisfactory

Student Participation: (20 - 20)

Sr. No	Name of Student	Whether National/ State/ university (For college levels only) teams. Organizing State/ National/ Inter University/ Inter College level competition.	Name of Event with duration	Organizing Institute	Grading	Proof Document *
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Grading Criteria for II d. i to v:-**Good:** Involved in any two activities;**satisfactory:** 1 activity;**Not Satisfactory:** Not involved/ undertaken any of the activities.**Note:-****Overall Grading Criteria****Good:** Good in category-I and satisfactory/good in any other items under Category-II.**Satisfactory:** Satisfactory in category-I and satisfactory/ good in any other two items under Category-II.**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**As per table under the document Annexure II (A)

Overall Grading (Category : II)	Good
-----------------------------------	------

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category II)Signature of Chairman
Screening / Selection Committee.

Index

Sr. No.	Title of Document
1.	Principal Letter to Pro vice Chancellor
2.	Application of candidate through Principal
3.	Overall Grading/Academic/Research Score
4.	Form A: Statement of information of teacher for the placement under CAS
5.	Form B: Proforma for recommendation of the teacher for Placement under CAS
6.	Form C: Report/Minutes of the CAS Committee
7.	Fixation Certificate by University
8.	Previous Joint director CAS Fixation report
9.	Appointment order, Joining Reports and University Approval
10.	Ph.D. Notification & Degree and compliance
11.	NET Certificate
12.	SET Certificate
13.	Self Appraisal Reports
14.	Option Form
15.	Total No. of Certificates
16.	Any other Information
17.	Total No. of Pages

To,

The Hon' ble Pro-Vice Chancellor
Gondwana University,
Gadchiroli.

Subject: Application for the promotion as University/College Deputy/ Director of Physical Education AI 14 under the Scheme of CAS.

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
ii) UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018
iii) Government of Maharashtra Misc. – 2018,CR 56/18/ UNI1 date 8th March, 2019
iv) Government of Maharashtra Misc-2018/C.R.56/18/UNI-1 dated 10th May, 2019.
v) The Maharashtra Public University Act, 2016
Employee HTE Sevarth No. :

Sir,

I forward herewith my application for the promotion as -----, Academic Level ----- to Academic Level ----- under the Career Advancement Scheme (CAS), along with the required documents/enclosures.

At present I am working as ----- in the Department of -----
-----in Academic Level----- in College ----- affiliated college to Gondwana University Gadchiroli since-----

As per the Assessment Criteria, I am eligible for promotion under the CAS for the Academic Level

My due date of promotion is -----

Your kind honour is requested to consider my promotion under CAS and oblige.

Thanking you.

Yours sincerely,

Signature of the applicant :

Name of the Applicant :

Forwarded through :

Date: _____

(Signature of Principal & Seal)

Encl.: List of Supporting Documents

- 1) Self Appraisal reports.
- 2) Orientation/ Refresher /Short term Course/MOOCs/SWYAM certificate
- 3) Previous CAS fixation report

Gondwana University Gadchiroli

CAS OPTION FORM

(UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018, No. F.1-2/2017(EC/PS) dated 18 July 2018)
(Govt. of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8 March 2019)

1	Name	
2	College Name	
3	Date of 1 st Placement	
4	Date of 2 nd Placement	
5	Placement in Academic Level	
6	Option of CAS as per New Regulation (YES/NO)	
7	Option of CAS as per Existing Regulation (YES/NO)	
8	As per the Clause 6.3 of the UGC regulation 2018 which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This Option can be exercised within three years from the date of notification of these Regulations.	
9	The Clause 7.3 as per Govt. of Maharashtra Gr. 08-03-2019 which reads as: The criteria for promotion under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This Option can be exercised within three years from the date of notification of these Rules.	

Declaration

As per the UGC regulation No. F.1-2/2017(EC/PS) dated 18 July 2018 and Govt. of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1, is dated 8 March 2019 and the clause 6.3 & 7.3, I exercise the *Options of the 2010 regulation for the CAS of Academic level*

Teachers Signature

The Candidate has exercised the Option as per the UGC and Govt. of Maharashtra Regulation.

(.....)

Principal

GONDWANA UNIVERSITY GADCHIROLI

ASSESSMENT CRITERIA & METHODOLOGY PROFORMA

(Directors of Physical Education and Sports)

(As per 7.0 VII B. of Govt. of Maharashtra GR. MISC2018/C.R/56/18/UNI-1. 08-03-2019)

Assessment Year.....

Sr. No.	Title	
1	Name	
2	Mothers name	
3	Date of Birth	
4	Designation	
5	College name	
6	HTE Sevarth No	
7	Date of Joining	
8	Date of Ph.D.	
9	Date of M.Phil.	
10	Date of NET/SET	
11	Date of Award of Academic Level 11	
12	Date of Award of Academic Level 12	
13	Date of Award of Academic Level 13A	
14	Date of Award of Academic Level 14	
15	Date of Orientation course	
16	Date of Refresher course	
17	Date of Short Term course	
18	Online Courses	
19	E-contents	
20	Assessment Period	
21	Due date of Promotion	
22	Stage of Promotion	
23	Pay Band	
24	Current Academic Level	

Sr. No.	Activity					Self-Claimed Grade	Verified Grade	
1	Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend.							
2	Organizing intra college competition					Self-Claimed Grade	Verified Grade	
	Intra college competition		Year					
			From	to				
3	Institution participating in external competitions					Self-Claimed Grade	Verified Grade	
	Name of Activity	Level	Venue		Year			
			From	to				
4	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.							
	Type of Upgradation	Sports	Physical training Infrastructure	Scientific Inputs	Technological Inputs	Self-Claimed Grade	Verified Grade	
	Development and maintenance of play fields and sports and Physical Education facilities.							
	Play fields developed	Name of Play fields	Annual Maintenance of play fields (Attach Audit copy of maintenance	Sports facilities developed	Maintenance of Sports facilities: fields (Attach Audit copy	Self-Claimed Grade	Verified Grade	
5	i) At least one student of the institution participating in national/state/university(for college levels only) teams. Organizing state/national/inter university/inter college level competition.							
	Total Students participated in College level team	Total Students participated in University level team	Total Students participated in State level team	Total Students participated in National level team	Organizing competition		Self-Claimed Grade	Verified Grade
					Level	Year		
	ii) Being invited for coaching at state/national level.							
	Coaching for	Venue	Total days of Coaching	Level of Coaching	Number of students/ Batch's coached	Self-Claimed Grade	Verified Grade	
	iii) Organizing at least three workshops in a year.							
	Title of workshop	Level of workshop	Total days of workshop	Number of participants	Outcomes of workshops	Self-Claimed Grade	Verified Grade	
iv) Publications of at least one research paper in UGC approved journal.								
Name of Journal	ISSN No.	Title of article	UGC approved or not	Level of Journal	Self-Claimed Grade	Verified Grade		
Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.								
Assistance in Admission	Assistance in Governance	Assistance in Examination	Extracurricular activities	Assistance in Administration	Self-Claimed Grade	Verified Grade		
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.							
Note:	1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.							
	2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.							
	3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.							

Signature of Candidate

Signature of Principal

II. ACADEMIC/RESEARCH ACTIVITY

ACADEMIC/RESEARCH ACTIVITY							
Sr. No.							
1	Research Papers in Peer-reviewed or UGC Listed Journals						
	Name of Journal	ISSN No.	Whether Joint or Single	Title of Paper	Marks		
					Self-Claimed Marks	Verified Marks	
2	Publications Other than research papers						
	a) Books authored which are published by National/International Publishers						
	Title of Book	Level of Publisher	ISBN No.	Name of Publisher		Marks	
						Self-Claimed Marks	Verified Marks
	Chapter in Edited Book published by National/International Publishers(5 points per chapter)						
	Title edited of Book	Level of Publisher	ISBN No.	Name of Publisher	Title of Chapter	Marks	
						Self-Claimed Marks	Verified Marks
	b) Translation works in Indian and Foreign Languages by qualified faculties						
	Chapters/Book(3 points per chapter/research paper and 8 points per book)						
	Title of Book /Chapter/ research paper	Level of Publisher	ISBN No./ ISSN No.	Name of Publisher		Marks	
						Self-Claimed Marks	Verified Marks
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula						
	a) Development of Innovative pedagogy(5 points per innovative pedagogy)						
	b) Design of new curricula (02 Points per curricula/course)						
	Title	Name of University		Year	Marks		
					Self-Claimed Marks	Verified Marks	
	c) MOOC'S(20 per curricula/course)						
	Title of MOOC's	Web link	Duration	Total quadrants developed.		Marks	
	d) E-contents						
	Title of Book or chapter	Web link	Whether editor of Course or Book	Total quadrants developed.	Content Module	Marks	
						Self-Claimed Marks	Verified Marks

ACADEMIC/RESEARCH ACTIVITY							
Sr. No.							
4	a) Research Guidance						
	(i) Ph.D./						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	
	(ii) M.Phil.						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	
	(iii) PG Dissertation						
	Name Candidate	Title	Awarding University	Year	Marks		
					Self-Claimed Marks	Verified Marks	

	b) Research Projects Completed						
	Title of Project	Funding Agency	Amount sanctioned	Duration		Marks	
				From	to	Self-Claimed Marks	Verified Marks
	c) Research Projects Ongoing						
	Title of Project	Funding Agency	Amount sanctioned	Duration		Marks	
				From	to	Self-Claimed Marks	Verified Marks
	d) Consultancy						
	Name of Agency	Type of Consultancy	Amount INR	Duration		Marks	
				From	to	Self-Claimed Marks	Verified Marks
5	a) Patents						
	Title	National or International		Patent No.		Marks	
						Self-Claimed Marks	Verified Marks
	b) Policy Documents						
	Type of Policy Document	Agency	National or International	Year		Marks	
						Self-Claimed Marks	Verified Marks
c) Awards/fellowship							
Award or fellowship	Granting Agency	National or International	Year		Marks		
					Self-Claimed Marks	Verified Marks	
6	Invited Lectures/resource Persons/Papers presentation in Seminars/Conferences/Full Paper in Conference Proceedings						
	Title of Paper or Lecture	Seminar or Conference	Whether Resource person	National / International/State/ University	Year		Marks
							Self-Claimed Marks

Total Academic/ Research score:

Signature of the Candidate

Signature of Principal

UNDERTAKING

I undertakes that the information provided is correct as per records submitted by me to College and documents enclosed along with the duly filled **ANNUAL SELF-APPRAISAL REPORT** proforma.

Place:

Date:

Signature of the Candidate

Place:

Date:

Signature Head of the Department

Place:

Date:

signature of Principal

Report of IQAC Committee about Assessment and Academic/ Research score

Activity	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Overall Grade/ Total Academic/Research score a
Grade							
Academic/Research score							

Member

Member

Member

Chairman/ Secretary

Principal

प्रपत्र अ

कॅस अंतर्गत स्थाननिश्चितीबाबत (शारीरिक शिक्षक निर्देशक)

महाविद्यालयाचे नांव :

अ. क्र.	प्राध्यापकाचे नांव व पदनाम व विषय	शैक्षणिक अर्हता	नियुक्ती आदेश व रुजू दिनांक	विद्यापीठाचे मान्यता आदेश (तदर्थ/नियमित तपशिलसह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुण कालावधी दिवस	सेवाखंड क्षमापित केला असल्यास त्याबाबत विद्यापीठाचे / शासनाचे आदेश	यापूर्वी मिळालेल्या स्थाननिश्चितीचा तपसिल दिनांकासह	सेवाकालावधीत केलेल्या उदबोधन/ उजाळा/ अल्पकालावधीचा पूर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्क्स संपुर्ण परीक्षण कालावधी (वर्षानिहाय)			प्रकारण न्यायप्रविष्ट असल्यास याचिका कमांक/ न्यायालयाचे आदेश नमुद करावे.	अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्याचे स्पष्ट अभिप्राय स्थाननिश्चिती करीता शिफारस होय/ नाही नसल्यास कारणासह शेत नमुद करावा.
									वर्ष (I)	(II)	एकुण (III)			

प्राध्यापकांची स्वाक्षरी

प्राचार्यांची स्वाक्षरी

प्रपत्र ब

कॅम्प अंतर्गत स्थाननिश्चितीबाबत (शारीरीक शिक्षक निर्देशक)

महाविद्यालयाचे नांव :

अ. क्र.	प्राध्यापकाचे नांव	पदनाम व विषय	शैक्षणिक अर्हता दिनांकानुसार नमुद करतबी	नियुक्ती आदेश व रुजु दिनांक	विद्यापीठाचे मान्यता आदेश (तदर्थ/नियमित तपशिलासह व त्यानुसार नियमित झालेला दिनांक	सेवाखंड असल्यास एकुल कालावधी दिवस	सेवाखंड समाप्त केला असल्यास त्याबाबत विद्यापीठाचे / शासनाने आदेश	यापुर्वी मिळालेल्या स्थाननिश्चितीचा तपसिल दिनांकासह	सेवाकालावधीत केलेल्या उदबोधन / उजाळा / अल्पकालावधीचा पुर्ण केल्याचा दिनांक कालावधीसह नमुद करावा	API मार्कस संपुर्ण परीक्षण कालावधी (वर्षानिहाय)			अपेक्षित स्थाननिश्चिती दिनांक	प्राचार्यांचे स्पष्ट अपिप्राय स्थाननिश्चितीकरीता शिफारस होय/ नाही नसल्यास कारणासह शेर नमुद करावा.
										वर्ष (I)	(II)	एकुल (III)		

अध्यक्ष स्थानिक महा. व्यवस्थापन समिती

विषयतज्ञ

विषयतज्ञ

कुलगुरु नामनिर्देशित प्रतिनिधी

शासन प्रतिनिधी

प्राचार्य

शेरा शासकिय प्रतिनिधी : मंजुर/नामंजुर

GONDWANA UNIVERSITY GADCHIROLI

FORM-A

Statement about the information of the Director of Physical Education for the placement under CAS

Academic Level ... to

Name of the Teacher: College:

Educational Qualifications: Assessment Period for Placement:

Assessment Year	Grade Obtained	Research Score	Date of Appointment	Date of Ph.D. Award	Date of Placement in Academic level 11	Date of Placement in Academic level 12	Date of Placement in Academic level 13A	Date of Placement in Academic level 14	Is Candidate on active role as per UGC clause 6.3 V of regulation 2018	Date of candidate application for CAS as per UGC clause 6.3.1 & 7.3.1 Gov. Mah.	Whether CAS Option exercised as per UGC 6.3 & 7.3 Gov. Mah	Certificate by the College
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												
Average of Years												
Orientation/ Refresher /Short term course			Syllabus Upgradation Workshop	Teaching Learning & Evaluation	Faculty Development Programme	Teaching Learning & Evaluation	Technology Programmes	E-contents Developed in 4 Quadrants	Recommendations by Committee & Govt. Nominee			
Title	From	To							Recommended/Not Recommended Academic Level To			
Refresher Course									w.e.f.			
Refresher Course			Designation:.....									

• This form should be send to University for CAS Committee.

Principal

GONDWANA UNIVERSITY GADCHIROLI

FORM-B

Profarma for recommendation of the Director of Physical Education for Placement under CAS

(Govt. of Maharashtra, vide G.R. No. Misc-2018/C.R.56/18/UNI-1, dated 08/03/2019)

Academic Level ... to

Date: / /

Name of the Teacher: College:

Assessment Period for Placement: HTE Sevarth NO.

Assessment Year	Grade Obtained	Research Score	Date of Appointment	Date of Ph.D. Award	Date of Placement in Academic level 11	Date of Placement in Academic level 12	Date of Placement in Academic level 13A	Date of Placement in Academic level 14	Is Candidate on active role as per UGC clause 6.3 V of regulation 2018	Date of candidate application for CAS as per UGC clause 6.3.1 & 7.3.1 Gov. Mah.	Whether CAS Option exercised as per UGC 6.3 & 7.3 Gov. Mah	Certificate by the College	
1	2	3	4	5	6	7	8	9	10	11	12	13	
Total													
Average of Years													
Orientation/ Refresher /Short term course			Syllabus Upgradation Workshop		Teaching Learning & Evaluation		Faculty Development Programme		Teaching Learning & Evaluation		Technology Programmes		
E-contents Developed in 4 Quadrants			Recommendations by Committee & Govt. Nominee										
Title			From		To		Recommended/Not Recommended					Academic Level To	
Refresher Course							w.e.f.						
Refresher Course							Designation:.....						

• This form should be send to University and Joint Director Higher Education after the completion of the processes.

Principal President /Secretary Subject expert Subject expert Subject expert HOD Govt. nominee Chairman of Committee society

Name of College: -----

**MINUTES OF SELECTION COMMITTEE FOR CAS PROMOTION as a University Deputy
Director/ College Director of Physical Education and Sports IN THE GRADE
AL - 14, in the Pay Scale of 144200 to 218200
of Dr ----- of ----- College**

The meeting of the Selection Committee duly constituted for CAS promotion of Shri/Ku/ Smt./Dr -
----- In the Pay Scale of ----- was held on dated
----- at -----

The following members were present :

1. Chairperson of Selection Committee -----
2. Government Nominee. -----
3. Hon'ble Vice-Chancellor Nominee -----
4. Hon'ble Vice-Chancellor Nominated Subject Expert -----
5. Subject Experts 1 -----
7. Subject Experts 2 -----
8. Principal / Head of Department -----

The Principal of the college place the following document for the consideration of selection of Shri/Ku/Smt./Dr..... for AL 14 in the pay scale of 144200 to 218200 with reference as under -

1. Direction No. 3 of 2020 of Gondwana University, Gadehiroli.
 2. University Grand Commission Notification 18 July 2018
 3. Higher and Technical Education Department G.R. No- 2018/C.R.-56/18/UNI-1 –Dated 8th March 2019 And 10th May 2019.
- The committee resolves as under -

- 1) It is Verified by the Committee that the Candidate has Completed more than three year of Service in A.L. -13 A.
- 2) The candidate has completed in the last three years one course/Programme -Refresher course or Research Methodology/ Workshop / Seminar / course / Teaching -Learning Evaluation Technology Pgm / FDP of two week / Two short term courses of dated..... from university/ Institute and from university/ Institute. /Taken / Developed one MOOC course./
- 3) Verified Evidence of Organizing competitions and coaching camps of two weeks duration
- 4) Verified Evidence of Having produced good performance of teams / athletes for competitions of state/ National / Inter university/ Combined University etc.
- 5) Awarded Ph. D. Degree in Subject..... fromUniversity Vide Notification No. Dated.....
- 6) The Teacher has been awarded performance assessment overall Grade **Good/ Satisfactory** during the last three years of Assessment period as per Appendix II Table 5.

After considering the performance of the concerned teacher and all the relevant documents, the candidate scored the satisfactory research score. The committee recommends the placement of Dr.
----- for CAS Promotion as In **Academic Level 14 University Deputy
Director/ College Director of Physical Education and Sports**
in the Pay Matrix of 144200 - 218200 with effect from -----

1. Chairperson of Selection Committee -----
2. Government Nominee. -----
3. Hon'ble Vice-Chancellor Nominee -----
4. Hon'ble Vice-Chancellor Nominated Subject Expert -----
5. Subject Experts -----
7. Subject Experts -----
8. Principal / Head of the Deptt. -----

Interview Assessment

CAREER ADVANCEMENT SCHEME (CAS) FOR Grade AL 14 for Director Physical Education and Sports

ASSESSMENT SHEET

Name of the Teacher

College Name

A) 30 Marks : Contribution to Research

B) 50 Marks : Assessment of Domain Knowledge & Teaching Practices

C) 20 Marks : Interview Performance

Assessment Indicator	(A)Contribution to Research 30 Marks			(B) Assessment of Domain Knowledge & Teaching Practices 50 Marks					(C)Interview Performance 20 Marks			Total	Grand Total	Average
	Research Contribution	Skill Development	Total	Subject Knowledge	Communication	Presentation	Use of ICT Teaching	Total	Innovation Teaching	Confidence and Overall Presentation	Total			
Max Marks.	<u>15</u>	<u>15</u>	<u>30</u>	<u>14</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>50</u>	<u>10</u>	<u>10</u>	<u>20</u>	<u>100</u>	<u>700</u>	<u>100</u>
VC Nominee														
VC Expert														
Expert -1														
Expert -2														
Principal														
Govt Nominee														
Chairman														

(Name & Signature)

Subject Experts

1]

2]

V.C. Nominee

1] Nominee

2) subject Expert

Govt. Nominee

Principal

Chairperson of Selection Committee

CAREER ADVANCEMENT SCHEME (CAS) FOR Grade AL 14 as a University Deputy Director/

COLLEGE Director of Physical Education and sports ASSESSMENT DETAILS

Name of the Director.....

College :.....

Date of Joining:.....

CAS Promotion Due date.....

Assessment Period (Due Period) :

summary of assessment criterion and Methodology for Director Phy Edu. as per Appendix II
Table 5

criteria	Assessment Years				Overall Grade
	1	2	3		
1 Regularity in attending College	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory	
2 Organizing intercollegiate compt	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
3 Participating in External Competitions	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
4 Upgradation of sorts infrastructure/ Development of playfields and sports	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
5 Participation of student/invited for coaching state/national level/ Organization of atleast three /Publication of Research papers	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		
Annual Average Grade	Good/ Satisfactory	Good/ Satisfactory	Good/ Satisfactory		

Signatures of the Member of the Selection Committee.

1. Chairperson of Selection Committee _____
2. Government Nominee. _____
3. Hon'ble Vice-Chancellor Nominee _____
4. Hon'ble Vice-Chancellor Nominated Subject Expert _____
5. Subject Expert 1 _____
7. Subject Expert 2 _____
8. Principal / Head of the Deptt. _____

GONDWANA UNIVERSITY GADCHIROLI

FIXATION CERTIFICATE UNDER CAREER ADVANCEMENT SCHEME (CAS)

To be used in the case of those who elect to come to the UGC recommended scales of pay as approved by the Government of under the Government resolution, Govt. of Maharashtra, vide G.R. No. Misc-2018/C.R.56/18/UNI-1, dated 08/03/2019.

Fixation is approved/certified by the university as per the Clause 6.2 & 7.3.VI. of above GR.

1	Name of Affiliating University	Gondwana University, Gadchiroli		
2	Name of College			
3	Name of Teacher			
4	Subject			
5	Substantive/Officiating			
6	HTE Sevarth No.			
Qualifications				
7	Name of Degree	Year of Passing	% of Marks	Division
8	Date of First Appointment in the college with pay Scale			
9	Date of Regular Appointment/ Permanent Appointment			
10	Total period of service in this college or in college coming under the Managements in old pay scale or any other services.			

DETAILS OF PAY FIXATION

1	Designation of the post in which pay is to be fixed	
2	Existing Scale	
3	Date of increment	
4	Academic Level	

APPENDIX-II

1	Basic Pay in New Academic Level	
2	Designation	
3	Academic Level	
4	Date of Next Increment	
5	Basic Pay after increment on date	

Registrar

शासकीय अधिकारी-यांचे / कर्मचा-यांचे गोपनीय
अहवाल लिहिणे व जतन करणेबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग,

शासन निर्णय, क्रमांक: सीएफआर १२१०/प्र.क्र.४७/२०१०/तेरा

मादाम कामा रोड, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई ४०० ०३२.

दिनांक : १ नोव्हेंबर, २०११

- नाचा :-१) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२१५/
प्र.क्र.३६/१५/१३ दिनांक १ फेब्रुवारी, १९९६
- २) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२१५/
प्र.क्र.३६/१५/१३ दिनांक २८ जून, १९९६
- ३) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०१/
७४/२००१/१३ दिनांक २७ मार्च, २००२
- ४) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०२/
४०८/१३ दिनांक ४ सप्टेंबर, २००२
- ५) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०३/
प्र.क्र.३४/१३ दिनांक ३० जून, २००३
- ६) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०६/
प्र.क्र.५२/२००६/१३ दिनांक १० नोव्हेंबर, २००६
- ७) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०६/
प्र.क्र.६०/०६/१३ दिनांक १२ डिसेंबर, २००६
- ८) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०८/
प्र.क्र.८/२००८/१३ दिनांक २९ जानेवारी, २००८
- ९) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२१०/
प्र.क्र.४७/२०१०/१३ दिनांक २७ एप्रिल, २०११

शासन निर्णय

शासकीय अधिकारी/कर्मचारी यांचे गोपनीय अहवाल लिहिणे व जतन करणे याबाबत शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक :- सीएफआर १२१५/प्र.क्र.३६/१५/तेरा, दिनांक १ फेब्रुवारी, १९९६ अनुसार एकत्रित सूचना निर्गमित केलेल्या आहेत. त्या सूचनांचे अनुपालन करून गोपनीय अहवाल लिहिताना अधिका-यांना येणा-या प्रत्यक्ष अडचणी नमूद करून गोपनीय अहवाल लिहिण्याच्या कार्यपध्दतीत सुधारणा करण्यात याव्यात असे प्रस्ताव अनेक विभागांकडून करण्यात आले होते. गोपनीय अहवाल लिहिण्याच्या विविध टण्यावरील कार्यपध्दतीत सुधारणा करण्याबाबत मा.लोक आयुक्त, महाराष्ट्र यांनी देखील शिफारशी केल्या होत्या. तसेच, मा.सर्वोच्च न्यायालयाने देव दत्त

विरुद्ध केंद्र शासन (सिविल अपिल क्र.७६३१/२००२) वर दिलेले आदेश विचारात घेऊन गोपनीय अहवाल लिहिण्याच्या सूचनांमध्ये सुधारणा करण्याचा प्रश्न शासनाच्या विचाराधीन होता.

२. वरील सर्व बाबींचा साकल्याने विचार करून शासन आता असे आदेश देत आहे की, शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : सीएफआर १२९५/प्र.क्र.३६/९५/तेरा, दिनांक १ फेब्रुवारी, १९९६ तसेच, उपरोक्त बाचा येथे नमूद केलेले सर्व आदेश अधिक्रमित करून यापुढे शासकीय अधिका-यांचे / कर्मचा-यांचे गोपनीय अहवाल या निर्णयाला जोडलेल्या परिशिष्ट "अ" मधील मार्गदर्शक सूचनांनुसार लिहिले जावेत.

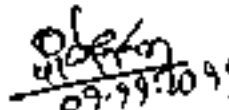
३. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक :- सीएफआर-१२७०/सी-२९३६/डी-१, दिनांक २३ ऑक्टोबर, १९७०, शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक सीएफआर-१२९४/प्र.क्र.८३/९४/१३, दिनांक ११ नोव्हेंबर, १९९४, शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२०२/४४०/१३ दिनांक १ ऑगस्ट, २००३ व शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक:सीएफआर-१२९०/प्र.क्र.६६/तेरा दिनांक २२ नोव्हेंबर, २०१० अन्वये निर्गमित केलेल्या सूचना तसेच, उपरोक्त विषयाच्या संदर्भात या सोबतच्या परिशिष्टामध्ये गोपनीय अहवालासंबंधी ज्या सूचना अंतर्भूत करण्यात आलेल्या नाहीत त्याबाबतचे वेळोवेळी निर्गमित करण्यात आलेले आदेश अबाधित राहतील.

४. शासकीय अधिकारी/कर्मचारी यांचे काम व वर्तणूक याबाबतच्या सर्वसाधारण बाजू पूर्णाने समाविष्ट करण्याच्या दृष्टीने गोपनीय अहवाल लिहिण्याचे सुधारित प्रपत्र (परिशिष्ट "ब") तयार करण्यात आले आहे. तथापि, व्यावसायिक किंवा तांत्रिक अधिकारी, जसे प्राध्यापक/व्याख्याते, वैद्यकीय अधिकारी, अभियंते इत्यादी, अथवा तत्सम अधिका-यांच्या अध्यापन, संशोधन आणि साहित्यिक कार्य व इतर अभ्यासबाह्य कामे इत्यादींबाबत त्यांच्या व्यावसायिक क्षमतेचे मूल्यांकन करण्यासाठी, तसेच सूचना क्र.१३ नुसार नोंद घेण्यासाठी आवश्यक असल्यास मंत्रालयातील संबंधित प्रशासकीय विभागांनी त्यांच्या प्रशासकीय नियंत्रणाखाली असलेल्या अधिका-यांसाठी परिशिष्ट "ब" मधील प्रपत्रासह पुरवणी प्रपत्र सामान्य प्रशासन विभागाच्या सहमतीने विहित करावे.

५. हे आदेश सन २०११-२०१२ या वर्षापासून लागू होतील. सोबतच्या सूचनांसंदर्भात यापूर्वी जर काही निर्णय घेण्यात आला असेल तर अशी प्रकरणे पुन्हा सुरु करण्याची आवश्यकता नाही.

हे आदेश महाराष्ट्र शासन वेबसाईट www.mah.gov.in या वर ठेवण्यात आले असून त्यांचा साकेतांक २०१११०३११५०४३०१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,


०९.११.१०११
(पां.जो.जाधव)

उप सचिव, महाराष्ट्र शासन

प्रति,

राज्यपाल यांचे सचिव,

मुख्यमंत्री यांचे सचिव.

सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई. (पत्राने)

प्रबंधक, मूळ न्याय शाखा, उच्च न्यायालय, मुंबई. (पत्राने)

प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई. (पत्राने)

प्रबंधक, लोक आयुक्त व उप लोकआयुक्त यांचे कार्यालय, मुंबई. (पत्राने)

सर्व विधान सभा/विधान परिषद सदस्य, महाराष्ट्र विधानमंडळ.

सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई. (पत्राने)

विधिपंडळ ग्रंथालय, विधानभवन, मुंबई. (१० प्रती)

निरनिराळ्या मंत्रालयीन विभागांच्या प्रशासकीय नियंत्रणाखालील

सर्व विभाग प्रमुख व कार्यालय प्रमुख.

सर्व मंत्रालयीन विभागांच्या सर्व आस्थापना शाखा.

महासंचालक, माहिती व जनसंपर्क संचालनालय, मुंबई.

निवडनस्ती.

परिशिष्ट अ
गोपनीय अहवालासंबंधी सूचना

गोपनीय अहवाल लिहिणे/पुनर्विलोकन करणे

१. गट-अ ते गट-क चे अधिकारी/कर्मचारी यांचे गोपनीय अहवाल सोबत जोडलेल्या **परिशिष्ट-ब** मध्ये लिहिण्यात यावेत. परिशिष्टाच्या भाग १ येथील प्रपत्र हे सेवेत नव्याने दाखल झाल्यानंतर प्रथम गोपनीय अहवाल लिहिताना "पूर्ण" करावयाचे असून ते गोपनीय अहवाल नस्तीवर ठेवण्यात यावे. हे प्रपत्र गट-अ ते गट-क च्या सर्व अधिकारी/कर्मचारी यांच्यासाठी ठेवण्यात यावे.

२. परिशिष्ट-ब चे (भाग-२)व (भाग-३) हे स्वयंमूल्यानिर्धारण अहवालासंबंधी असून भाग-३ मधील प्रपत्र हे ज्याचा गोपनीय अहवाल लिहावयाचा आहे त्या कर्मचार्याने/अधिकार्याने भरावयाचे आहे व (भाग-४) मधील प्रपत्र हे प्रतिवेदन अधिकार्याने भरावयाचे असून (भाग-५) मधील प्रपत्र हे पुनर्विलोकन अधिकार्याने भरावयाचे आहे.

३. गट-अ, गट-ब व गट-क मधील सर्व शासकीय कर्मचार्यांचे/अधिकार्यांचे गोपनीय अहवाल लिहिणे आवश्यक आहे. गोपनीय अहवाल दरवर्षी ३१ मार्च रोजी संपणाऱ्या वर्षासाठी (प्रतिवेदन वर्ष) लिहावेत. अस्थायी शासकीय कर्मचार्यांची सेवा ३ महिने किंवा अधिक झाली असेल अशी सेवा पुढे चालू राहण्याची शक्यता असेल तर त्यांचे गोपनीय अहवाल लिहावेत. ज्या पदांवर महाराष्ट्र लोकसेवा आयोगाच्या सल्ल्याने नियुक्ती केली जाते अशा पदांवर विभाग प्रमुखांनी तात्पुरत्या स्वरूपात, महाराष्ट्र लोकसेवा आयोगाशी सल्लामसलत केली जाईपर्यंत नियुक्त केलेल्या कर्मचार्यांच्या बाबतीत, जर असे अधिकारी/कर्मचारी प्रतिवेदन वर्षात ३ महिने किंवा अधिक काळ सेवेत असतील तर त्यांचे गोपनीय अहवाल लिहावेत. आयोगाच्या सल्ल्याने नियुक्त केलेल्या कर्मचार्यांच्या बाबतीत जर त्यांची प्रतिवेदन वर्षातील अखंड सेवा ३ महिने किंवा अधिक असेल तर त्यांचे गोपनीय अहवाल लिहावेत.

४. जेव्हा एखाद्या शासकीय कर्मचार्याने/अधिकार्याने एखाद्या प्रतिवेदन वर्षात एकापेक्षा अधिक पदांवर काम केले असेल तेव्हा त्यापैकी ज्या पदांवरील त्याची सेवा तीन महिने झाली नसेल अशी सेवा वगळून त्याने धारण केलेल्या सर्व पदांवरील सेवेचा प्रतिवेदनामध्ये समावेश करावा व अशा पदांच्या कार्यकालावधीचा तारीखवार तपशील द्यावा.

५. गोपनीय अहवाल लिहिण्यासाठी/पुनर्विलोकन करण्यासाठी प्रतिवेदन अधिकार्याने/पुनर्विलोकन अधिकार्याने प्रतिवेदन वर्षातील शासकीय कर्मचार्यांचे/अधिकार्यांचे काम किमान ३ महिने पाहणे आवश्यक आहे. जर प्रतिवेदन अधिकार्याने/पुनर्विलोकन अधिकार्याने, कर्मचार्यांचे/अधिकार्यांचे काम एखाद्या विशिष्ट प्रतिवेदन वर्षात ३ महिन्यांपेक्षा कमी कालावधीसाठी पाहिले असेल तर त्या प्रतिवेदन अधिकार्याने/पुनर्विलोकन अधिकार्याने संबंधित कर्मचार्यांचा/अधिकार्यांचा तीन महिन्यांपेक्षा कमी कालावधीचा गोपनीय अहवाल लिहू नये/पुनर्विलोकन करू नये आणि ३ महिन्यांपेक्षा कमी कालावधीसाठी काम पाहिले असल्यामुळे अहवाल लिहिला नाही/पुनर्विलोकित केला नाही अशा प्रकारचे प्रमाणपत्र (नोंद) गोपनीय अहवालाचे संस्करण करणाऱ्या अधिकार्याने गोपनीय अहवाल नस्तीवर ठेवावे. जर एखादा कर्मचारी/अधिकारी एखाद्या पदावर ३ महिन्यांपेक्षा जास्त कालावधीसाठी काम करित असेल परंतु हा कालावधी दोन प्रतिवेदन वर्षांमध्ये विभागला असून दोन वर्षांमधील एखाद्या वर्षातील किंवा दोन्ही वर्षातील कालावधी जर प्रत्येकी तीन महिन्यांपेक्षा कमी असेल तर त्या त्या वर्षातील अशा कमी कालावधीसाठी सुध्दा गोपनीय

अहवाल लिहू नये/पुनर्विलोकित करू नये व गोपनीय अहवाल नस्ती मध्ये तशा प्रकारची नोंद प्रमाणपत्राद्वारे ठेवण्यात यावी.(प्रमाणपत्राचा नमुना - सहपत्र-१ प्रमाणे राहिल.)

टीप:- तीन महिन्यांच्या कालावधीची गणना करताना सुट्टीचे दिवस वगळण्यात येऊ नयेत. मात्र, रजा किंवा प्रशिक्षणाचा कालावधी वगळण्यात यावा.

६. जेव्हा प्रतिवेदन अधिकारी एखाद्या अधिकाऱ्याचा/कर्मचाऱ्याचा अहवाल त्या अधिकाऱ्याने /कर्मचाऱ्याने त्याच्या हाताखाली ३ महिन्यांपेक्षा कमी काम केल्यामुळे लिहू शकत नसेल तेव्हा पुनर्विलोकन अधिकारी जर त्याने त्या कर्मचाऱ्यांचे/अधिकाऱ्याचे काम ३ महिने किंवा अधिक कालावधीसाठी पाहिले असेल तर त्या कर्मचाऱ्याचा/अधिकाऱ्याचा गोपनीय अहवाल लिहू शकेल. हा अहवाल पुनर्विलोकित करण्याची आवश्यकता नाही. मात्र, तशा आशयाचे प्रमाणपत्र गोपनीय अहवालाचे संस्करण करणा-या प्राधिकार-याने गोपनीय अहवाल नस्तीवर ठेवावे.

७. प्रतिवेदन अधिकाऱ्याने त्यांच्या हाताखालील कर्मचारी/अधिकारी यांचे गोपनीय अहवाल संपूर्ण वर्षाकरिता लिहावे. त्यांची मध्यावधी बदली झाल्यास कार्यभार हस्तांतरीत करताना गोपनीय अहवाल लिहिणे आवश्यक आहे. अशा प्रकारचे वर्षाच्या काही कालावधीसाठी प्रतिवेदीत केलेले गोपनीय अहवाल पुनर्विलोकन अधिकाऱ्याने वर्षाच्या शेवटी पुनर्विलोकीत करावेत. मात्र, वर्षाअखेर कार्यरत असलेल्या पुनर्विलोकन अधिकाऱ्याने अशा कर्मचाऱ्यांचे/अधिकाऱ्याचे काम ३ महिन्यांच्या कालावधी इतके पाहिले नसल्यास त्यांच्या पूर्वी कार्यरत असलेल्या पुनर्विलोकन अधिकाऱ्याने (ज्यांचा कार्यकाळ ३ महिन्यांपेक्षा जास्त असेल असे पुनर्विलोकन अधिकारी) त्या अहवालाचे पुनर्विलोकन करावे.

८. प्रतिवेदन अधिकाऱ्याने गोपनीय अहवालामध्ये आपले श्रे वस्तुनिष्ठपणे आणि निःसंदिग्ध शब्दात लिहावेत. वैयक्तिक व मोघम स्वरूपाचे श्रे गोपनीय अहवालामध्ये लिहिण्याचे टाळावे.

९. पुनर्विलोकन अधिकाऱ्यांनी परिशिष्ट ब (भाग-५) मध्ये आपले अभिप्राय लिहिण्यापूर्वी स्वतःचे स्वतंत्र निश्चित मत बनविणे आवश्यक आहे. आवश्यकता याटल्यास त्यांनी प्रतिकूल श्रेयांच्या संदर्भात प्रतिवेदन अधिकाऱ्यांबरोबर चर्चा करावी व नंतरच आपले अभिप्राय लिहावेत. प्रतिवेदन अधिकाऱ्यांच्या अभिप्रायाशी सहमत नसल्यास त्याची कारणे नोंदवणे आवश्यक आहे.

१०. गोपनीय अहवालमध्ये प्रतिवेदन कालावधीमधील कर्मचाऱ्यांच्या/ अधिकाऱ्यांच्या कार्यालयीन कामातून दिसून आलेल्या कार्यक्षमतेचे व चारित्र्याचे खरेखरे व वस्तुनिष्ठ मूल्यमापन केले असले पाहिजे. कर्मचारी/अधिकारी यांच्या कामाचा सर्वसाधारण आढावा घेणे आवश्यक ठावे म्हणून प्रतिवेदन अधिकाऱ्यांनी त्यांनी ज्यांचा गोपनीय अहवाल लिहावयाचा आहे अशा प्रत्येक कर्मचारी/अधिकाऱ्यांच्या संदर्भात कच्चे टिपण (Ephemeral Roll) ठेवावे. हे टिपण परिशिष्ट क मध्ये विहित केलेल्या तक्त्यात ठेवण्यात यावे. या टिपणात कर्मचारी/अधिकारी यांच्याबद्दल वेळावेळी आढळून आलेल्या उल्लेखनीय गोष्टी किंवा प्रतिकूल गोष्टी यांची संदर्भासहित नोंद घ्यावी. गोपनीय अहवाल लिहिताना या टिपणीतील नोंदी यांच्या आधारे त्यामध्ये श्रे लिहिण्यात यावेत.

११. शासकीय कर्मचाऱ्यांची सचोटी, चारित्र्य ही त्यांच्या सेवेतील महत्त्वाची बाब असल्यामुळे या संबंधीच्या रकान्यात प्रतिकूल श्रे लिहिताना प्रतिवेदन अधिकाऱ्याने अत्यंत काळजी घेणे आवश्यक आहे. प्रतिकूल श्रे सिध्द करण्याइतपत निश्चित पुरावा उपलब्ध असेल तरच असे श्रे गोपनीय अहवालामध्ये लिहावेत. जर प्रतिवेदन अधिकारी त्यांच्या कनिष्ठ कर्मचाऱ्याची सचोटी

प्रमाणित करू शकत नसेल किंवा त्याविषयी त्याला काही शंका असली तर त्याने रकान्यात कोणताही शेरा न लिहिता तो कोरा ठेवावा. आपल्या शंकेबाबतचा सविस्तर अहवाल वरिष्ठ अधिकाऱ्याकडे सादर करावा व सचोटी संशयास्पद अहवाल सोबत जोडला आहे असे रकान्यात लिहावे. वरिष्ठ अधिकाऱ्याने सदर अहवालावर त्वरित कार्यवाही करावी. जर चौकशीअंती शासकीय कर्मचारी निर्दोष असल्याचे आढळून आले तर त्याची सचोटी प्रमाणित करण्यात यावी व तशी नोंद गोपनीय अहवालामध्ये घेण्यात यावी, व ते गोपनीय अहवालात लिहिण्यात यावे. जर त्याची सचोटी संशयास्पद असल्याचे कायम झाले तर ती गोष्ट देखील गोपनीय अहवालात नमूद करावी. ही कार्यवाही गोपनीय अहवाल ज्याच्या ताब्यात असतात त्यांनी वरिष्ठ अधिकाऱ्यांची मान्यता घेऊन करावी.

१२. गोपनीय अहवाल लिहिताना आपल्या हाताखालील कर्मचाऱ्यांवर/ अधिकाऱ्यांवर विशेषतः मागासवर्गीय अधिकाऱ्यांवर अन्याय होणार नाही याची काळजी प्रतिवेदन तसेच पुनर्विलोकन अधिकाऱ्यांनी घ्यावी. कर्मचाऱ्यांचे/अधिकाऱ्यांचे विशेषतः मागासवर्गीयांचे गोपनीय अहवाल त्यांच्या पदोन्नतीच्या सुमारास हेतुपुरस्सरपणे, नकारात्मकदृष्ट्या किंवा जाणूनबुजून प्रतिकूल स्वरूपात लिहिले जातात असे शासनाच्या निदर्शनास आले आहे. तरी गोपनीय अहवाल तसे न लिहिता ते अत्यंत वस्तुनिष्ठपणे लिहावेत. मागासवर्गीयांचे गोपनीय अहवाल वस्तुनिष्ठपणे लिहिण्याबाबतच्या या सूचना अर्पण कर्मचारी/अधिकारी यांचे गोपनीय अहवाल लिहिण्यासंदर्भात देखिल लागू राहतील. या आदेशाचे उल्लंघन करणाऱ्या अधिकाऱ्याविरुद्ध योग्य ती कारवाई करण्यात यावी.

१३. मागासवर्गीयांसाठी असलेल्या योजना कार्यान्वित करण्याबाबत अधिकाऱ्यांनी/कर्मचाऱ्यांनी केलेल्या कामाची नोंद परिशिष्ट "ब" च्या अ. क्र. १० मध्ये घेण्यात यावी. या योजनेच्या अंमलबजावणीत कसूर झाल्याचे दिसून आल्यास ती कर्तव्यव्युत्ती म्हणून समजण्यात यावी. अल्पसंख्यांकासाठी असलेल्या योजना कार्यान्वित करण्याबाबत अधिकाऱ्यांनी/कर्मचाऱ्यांनी केलेल्या कामाची नोंद घेण्यासाठी परिशिष्ट "ब" मधील प्रपत्रास पुरवणीपत्र संबंधित प्रशासकीय विभागांनी सामान्य प्रशासन विभागाच्या सहमतीने तयार करावे.

१४. कर्मचाऱ्यांच्या वर्तणुकीविषयी जर लोकप्रतिनिधीकडून तक्रारी आल्या असतील तर त्या तक्रारीत तथ्य असल्याचे आढळून आले असेल तर गोपनीय अहवाल लिहिण्यासाठी विहित केलेल्या परिशिष्ट "ब" च्या भाग-४ मधील अ. क्र. ६ मध्ये शेरा लिहिताना प्रतिवेदन अधिकाऱ्यांने त्या तक्रारी विचारात घ्याव्यात.

१५. एखादा अधिकारी किंवा कर्मचारी जर स्त्री कर्मचाऱ्याशी गैरवर्तन करित असल्याची तक्रार आली असेल परंतु त्याच्या गैरवर्तनाबाबत जर सबळ पुरावा नसेल तर प्रतिवेदन/पुनर्विलोकन अधिकाऱ्याने संबंधित कर्मचाऱ्यांच्या/अधिकाऱ्यांच्या गैरवर्तणुकीबाबत काही दाखले घ्यावेत किंवा तत्संबंधीची माहिती कोणत्या आधारे उपलब्ध झाली ते नमूद करून गैरवर्तनाबाबतचे अभिप्राय संबंधित कर्मचाऱ्यांच्या/अधिकाऱ्यांच्या गोपनीय अहवालात लिहावेत.

१६. शासकीय कर्मचाऱ्यांमध्ये/अधिकाऱ्यांमध्ये आढळून आलेले दोष किंवा त्याला झालेल्या शिक्षा यांचा उल्लेख प्रतिवेदन अधिकाऱ्याने "सर्वसाधारण मूल्यमापन" या रकान्यामध्ये करावा.

१७. सर्वसाधारण मूल्यमापन या रकान्यामध्ये कर्मचाऱ्यांने/अधिकाऱ्यांने प्रतिवेदन वर्षात केलेल्या उल्लेखनीय अशा साधारण/चांगल्या/उत्कृष्ट/अत्युत्कृष्ट तसेच, प्रतिकूल कामाचा संक्षिप्त स्वरूपात उल्लेख करावा. तसेच, मुंबई उच्च न्यायालयाने रिट याचिका क्र.३२९४/२०१० व इतर जनहित

वाचिकामध्ये दिनांक १५.१.२०११ रोजी दिलेल्या आदेशास अनुसरून शासनाने घेतलेल्या दिनांक २७.०४.२०११ च्या निर्णयानुसार राज्य शासकीय अधिकारी/कर्मचारी यांचे गोपनीय अहवाल प्रतिवेदित करताना सर्व प्रतिवेदन अधिकाऱ्यांनी सर्वसाधारण मुल्यमापन या रकान्यामध्ये सर्वसाधारण मुल्यमापनासोबतच संबंधित अधिकारी/कर्मचाऱ्यांचा अपंगाबाबत असलेला दृष्टीकोनदर्शक अभिप्राय (जसे, मदतीचा किंवा सहानुभूतीचा किंवा असहानुभूतीपूर्ण किंवा तटस्थ) नोंदवावा.

१८. अधिकाऱ्यांना प्रदान करण्यात आलेल्या शक्तीचा ते पूर्णपणे वापर करतात की नाही ते संबंधित रकान्यात स्पष्टपणे नमूद करावे. (परिशिष्ट "ब" च्या भाग ४ मधील अ.क्र.१३)

सेवानिवृत्त अधिकाऱ्यांकडून गोपनीय अहवाल लिहून/पुनर्विलोकित करून घेणे

१९. सेवानिवृत्त व बदली होणाऱ्या अधिकाऱ्यांनी ते निवृत्त होण्यापूर्वी किंवा त्यांची बदली होण्यापूर्वी त्यांच्या हाताखालील कर्मचारी/अधिकारी यांचे गोपनीय अहवाल लिहिले/पुनर्विलोकन केले आहेत काय हे पाहण्याची जबाबदारी संबंधित आस्थापना अधिकाऱ्याची आहे. ज्यावेळी प्रतिवेदन अधिकारी सेवानिवृत्त होणार असेल किंवा त्याची बदली होणार असेल त्यावेळी त्या प्रतिवेदन अधिकाऱ्याकडून तो सेवानिवृत्त होण्यापूर्वी किंवा त्याने पद सोडण्यापूर्वी आस्थापना अधिकाऱ्यांना गोपनीय अहवाल लिहून घ्यावेत. परंतु, काही अपरिहार्य कारणामुळे गोपनीय अहवाल लिहून घेणे शक्य झाले नाही तर, सदर सेवानिवृत्त अधिकाऱ्याकडून गोपनीय अहवाल लिहून/पुनर्विलोकित करून घेण्यासाठी त्यांना सेवानिवृत्तीच्या दिनांकांतर एक महिन्याचा कालावधी देण्यात यावा. बदली झालेल्या अधिकाऱ्याकडून गोपनीय अहवाल लिहून/पुनर्विलोकित करून घेण्यासाठी त्यांना त्यांची बदली झाल्यापासून जास्तीतजास्त तीन महिने किंवा सदर गोपनीय अहवालाच्या गटवर्षाचा कालावधी, इतका कालावधी देण्यात यावा. संबंधित अधिकाऱ्यांकडून विहित कालावधीत गोपनीय अहवाल लिहून घेण्याची जबाबदारी आस्थापना अधिकाऱ्याची राहिल.

सेवानिवृत्त होणाऱ्या अधिकाऱ्यास त्याच्या सेवानिवृत्तीच्या दिनांकापूर्वी दोन महिने, आस्थापना अधिकाऱ्याने गोपनीय अहवाल नमुना देणे आवश्यक आहे. त्यानुसार, आस्थापना अधिकाऱ्याकडून कार्यवाही न झाल्यास त्यांना जबाबदार धरण्यात येईल. जर काही योग्य कारणासाठी कर्मचाऱ्यांचे गोपनीय अहवाल लिहिले/पुनर्विलोकित केले गेले नाही तर, त्यांच्या गोपनीय अहवाल नस्तीत योग्य त्या ठिकाणी आवश्यक नोंद प्रमाणपत्राद्वारे घेण्यात यावी. (प्रमाणपत्राचा नमुना स्वरूप-१ प्रमाणे राहिल)

प्रशिक्षणार्थीचे गोपनीय अहवाल लिहिणे

२०. प्रशिक्षणार्थ पाठविण्यात आलेल्या सर्व शासकीय (राजपत्रित/अराजपत्रित) अधिकाऱ्यांच्या/ कर्मचाऱ्यांच्या प्रशिक्षणाच्या कालावधीतील कार्याबाबतची नोंद त्यांच्या गोपनीय अहवालात घेण्यात यावी. त्यासाठी शासकीय कर्मचाऱ्यांना/अधिकाऱ्यांना ज्या संस्थेकडे प्रशिक्षणासाठी पाठविण्यात येते त्या संस्थेच्या प्रमुखाकडून संबंधित कर्मचाऱ्यांचा/अधिकाऱ्यांचा तेथील कार्याबाबतचा लिहिलेला मूळ अहवाल किंवा त्याचा सारांश गोपनीय अहवाल नस्तीमध्ये ठेवण्यात यावा.

प्रतिवेदन वर्षात निरनिराळ्या कालावधीसाठी गोपनीय अहवाल लिहिणे

२१. जेव्हा एखाद्या प्रतिवेदन वर्षात एखाद्या कर्मचाऱ्याचे/अधिकाऱ्याचे निरनिराळ्या कालावधीसाठी एकापेक्षा जास्त गोपनीय अहवाल लिहिले असतील तेव्हा अशा प्रत्येक अहवालावर ते कोणत्या कालावधीसाठी आहेत ते नमूद करावे. ज्यावेळी एखाद्या प्रतिवेदन वर्षात एखाद्या कर्मचाऱ्याचे/अधिकाऱ्याचे काम एकाच कालावधीसाठी एकापेक्षा अधिक अधिकाऱ्यांनी पाहिले असेल तर गोपनीय अहवाल लिहिताना खालीलप्रमाणे पध्दती अनुसरण्यात यावी:-

(अ) जर प्रतिवेदन अधिकारी एकापेक्षा जास्त असतील व पुनर्विलोकन अधिकारी एकच असेल तर सर्व प्रतिवेदन अधिकाऱ्यांनी त्यांच्या हाताखाली केलेल्या कामाच्या संदर्भातील वेगवेगळे अहवाल लिहावेत. मात्र, पुनर्विलोकन अधिकाऱ्यांने पुनर्विलोकन करताना प्रतिवेदन अधिकाऱ्याची वेगवेगळी प्रतिवेदने लक्षात घेऊन एकात्रितपणे पुनर्विलोकन करावे. त्यासाठी त्या कर्मचारी/अधिकारी यांचे प्रतिवेदित केलेले वेगवेगळे गोपनीय अहवाल पुनर्विलोकन अधिकाऱ्यांसमोर एकात्रितपणे सादर करणे आवश्यक राहिल. पुनर्विलोकन करताना आपण त्या त्या प्रतिवेदन अधिकाऱ्याशी सहमत आहोत किंवा कसे व नसल्यास कोणाच्या कोणत्या मताशी व का यासंबंधी स्पष्ट मत देऊन आपले स्वतःचे स्पष्ट अभिप्राय नमूद करावेत. जर प्रतिवेदन अधिकाऱ्यांच्या अभिप्रायांमध्ये खूपच तफावत असेल (एकाचे अभिप्राय उत्कृष्ट/अतिउत्कृष्ट दर्जाचे व दुसऱ्याचे अभिप्राय सामान्य/प्रतिकूल बाजूकडे झुकणारे) तर पुनर्विलोकन अधिकाऱ्यांने पुनर्विलोकन करताना अधिक काळजी घेणे आवश्यक आहे. आवश्यकता वाटल्यास त्याने प्रतिवेदन अधिकाऱ्यांबरोबर चर्चा करून नंतर आपले अभिप्राय नमूद करावेत.

(ब) जर प्रतिवेदन अधिकारी व पुनर्विलोकन अधिकारी हे दोन्ही अधिकारी एकापेक्षा जास्त असतील तर प्रतिवेदन अधिकाऱ्यांनी आपापली प्रतिवेदने स्वतंत्रपणे लिहावीत व त्यांच्या वरिष्ठ अधिकाऱ्यांकडे (पुनर्विलोकन अधिकाऱ्यांकडे) पाठवावीत. त्यानंतर त्या त्या पुनर्विलोकन अधिकाऱ्यांनी ती पुनर्विलोकीत करावीत. गोपनीय अहवालाची छाननी करताना संस्करण अधिकाऱ्यास जर त्या प्रतिवेदन/पुनर्विलोकनात खूप तफावत आहे असे आढळून आले तर त्याने असे अहवाल पुनर्विलोकन अधिकाऱ्यांच्या वरिष्ठ अधिकाऱ्यांकडे पाठवावेत. वरिष्ठ अधिकाऱ्यांनी पुनर्विलोकन अधिकाऱ्यांशी चर्चा करून ही तफावत दूर होईल अशा पध्दतीने आपले निर्णायक मत द्यावे.

स्वयंमूल्यनिर्धारण

२२. सर्व शासकीय अधिकाऱ्यांनी/ कर्मचाऱ्यांनी दरवर्षी ३१ मार्च रोजी संपणाऱ्या एका वर्षांमध्ये आपण केलेल्या कामाची थोडक्यात माहिती देऊन परिशिष्ट "ब"च्या भाग-२ मधील सूचनानुसार आपल्या कामाबद्दलचा स्वयंमूल्य निर्धारण अहवाल परिशिष्ट "ब" च्या भाग-३ मध्ये लिहिणे आवश्यक आहे. असा स्वयंमूल्य निर्धारण अहवाल आपल्या लगतच्या वरिष्ठ अधिकाऱ्यांकडे (प्रतिवेदन अधिकाऱ्यांकडे) दिनांक १५ एप्रिलच्या आत पाठवावा. यासाठी विहित केलेल्या प्रपत्रात अहवाल वर्षात केलेल्या कामाचे थोडक्यात मूल्यमापन द्यावे.

जर एखाद्या अधिकारी/कर्मचारी यांनी स्वयंमूल्यांकनाच्या ठिकाणी आपल्या कामाचा तपशील दिलेला असेल किंवा त्यास पुरवणी जोडली असेल तर तो अतिरिक्त तपशील दुर्लक्षित करण्यात यावा व पुढील स्वयंमूल्यनिर्धारण अहवाल लिहिताना अर्ध्या पानातच लिहिण्याबाबत लेखी सूचना देण्यात याव्यात.

२३. शासकीय अधिकाऱ्यांकडून/ कर्मचाऱ्यांकडून स्वयंमूल्यनिर्धारण अहवाल मिळाल्यानंतर त्यांच्या लगतच्या राजपत्रित वरिष्ठ अधिकाऱ्यांनी (प्रतिवेदन अधिकाऱ्यांनी) प्रतिवेदन अधिकारी म्हणून (मंत्रालयीन विभागांच्या बाबतीत कक्ष अधिकारी किंवा कार्यासन अधिकाऱ्यांनी) त्यांचे गोपनीय अहवाल लिहून ते दिनांक ३० एप्रिलच्या आत त्यांच्या वरिष्ठ अधिकाऱ्यांकडे (पुनर्विलोकन अधिकाऱ्यांकडे) पुनर्विलोकनासाठी पाठवावेत. बदली, सेवानिवृत्ती इत्यादी कारणांनी प्रतिवेदन

अधिकारी कार्यभार सोडणार असेल तर त्यावेळी देखील त्याने जर हा कालावधी तीन महिन्यांपेक्षा जास्त असेल तर त्या कालावधीसाठी अहवाल लिहावेत व ते आपल्या लगतच्या वरिष्ठ अधिकाऱ्यांकडे पुनर्विलोकनासाठी पाठवावेत.

२४. गोपनीय अहवाल हा स्वहस्ताक्षराने लिहावा. प्रतिवेदन/पुनर्विलोकन अधिकाऱ्यांनी आपल्या सहीखाली आपले नाव व पदनाम सुस्पष्टपणे लिहावे व तारीख लिहावी. गट "अ" व गट "ब" च्या शासकीय अधिकाऱ्यांचे गोपनीय अहवाल द्विप्रतीत ठेवण्यात यावेत.

२५. गोपनीय अहवाल शक्यतो मराठीमध्ये लिहावेत.

गोपनीय अहवालांचे संस्करण करणे

२६. शासकीय कर्मचाऱ्यांचे/अधिकार्यांचे गोपनीय अहवाल लिहिणे व जतन करणे यासाठी वेळापत्रक सोबत (सहपत्र-२) जोडले असून त्यानुसार त्यावर कार्यवाही आवश्यक राहिल. पुनर्विलोकन अधिकाऱ्याने अहवाल पुनर्विलोकित करून दिनांक १५ मे च्या आत संस्करणासाठी संबंधित अधिकाऱ्यांकडे पाठवावेत. संस्करणाच्या वेळी जर ते अहवाल वेळोवेळी दिलेल्या सूचनांनुसार काळजीपूर्वक व तपशीलवार लिहिलेले नाहीत, असे आढळले तर ते अहवाल संबंधित प्रतिवेदन/पुनर्विलोकन अधिकाऱ्यांकडे सुधारून लिहिण्यासाठी परत पाठवावेत. त्याचप्रमाणे गोपनीय अहवाल पुनर्विलोकित झाल्यानंतर त्यामध्ये कोणत्याही स्तरावर भर टाकता येणार नाही वा ते कमी करण्यात येणार नाही, यावर संस्करण अधिकाऱ्याने काळजीपूर्वक लक्ष ठेवावे.

२७. (अ) संस्करण अधिकाऱ्याने गोपनीय अहवालांची सधर छाननी करून गट-अ, गट-ब, व गट-क मधील अधिकारी /कर्मचाऱ्यांचे सर्व प्रकारचे गोपनीय अहवाल संबंधित अधिकारी/कर्मचारी यांना कळण्याच्या दृष्टीने गोपनीय अहवालाची झेरॉक्स प्रत ३० जूनच्या आत त्यांना देण्यात येऊन मूळ प्रतीवर त्यांची दिनांकित स्वाक्षरी घेण्यात यावी. गोपनीय अहवालाची झेरॉक्स प्रत डाकेने पाठवावयाची झाल्यास ती अग्नेषण पत्रासोबत नोंदणीकृत पत्राने (रजिस्टर्ड पोस्ट विथ अॅकनॉलेजमेंट) पाठवावी. डाकेने मिळालेली पोचपावती गोपनीय अहवालासोबत ठेवावी.

(ब) या प्रयोजनासाठी अधिकारी/कर्मचारी यांच्या विविध प्रवर्गांसाठी संस्करण अधिकारी/कर्मचारी म्हणून विशिष्ट अधिकारी/कर्मचारी यांना संबंधित प्रशासकीय विभागाने पदनामाने घोषित करावे. जेणेकरून, यामध्ये त्रुटी राहिल्यास त्याची नेमकी जबाबदारी निश्चित करता येईल.

२८. संबंधित अधिकारी/कर्मचारी यांना त्यांच्या गोपनीय अहवालाची प्रत मिळाल्यानंतर ३० दिवसांच्या कालावधीत त्यास त्यासंदर्भात कोणतेही अभिवेदन द्यावयाचे असल्यास ते संस्करण प्राधिकाऱ्यांकडे सादर करतील. या कालावधीनंतर प्राप्त होणारी अभिवेदने विचारात घेण्यात येऊ नयेत.

२९. साधारण, सर्वसाधारण, साधारणपेक्षा कमी, बरा, ठीक, सुमार किंवा त्याअर्थाचे अथवा यापेक्षा वाईट असे सर्व शेरे प्रतिकूल समजण्यात यावेत. सूचनात्मक शेरे उदा.संगणकावर काम करण्याची क्षमता, प्रतिकूल समजण्यात येऊ नये. गोपनीय अहवालाच्या शेवटी पुनर्विलोकन अधिकाऱ्यांनी केलेले मूल्यांकन विचारात घेऊनच प्रतवारी ठरवावी. त्या ठिकाणी असलेले प्रतिकूल/अनुकूल शेरे विचारात घेऊन अधिकारी / कर्मचाऱ्यास विहित मुदतीत आवश्यक घाटल्यास अभिवेदन सादर करता येईल. तसेच, जे शेरे ५०/५५ वर्षांच्या पुनर्विलोकनासाठी विहित निकषापर्यंत येत नाहीत व पदोन्नतीच्या पात्रतेपर्यंत येत नाहीत, असे शेरे प्रतिकूल समजून त्याबाबत देखील संबंधित अधिकारी/कर्मचाऱ्यास अभिवेदन करता येईल.

३०. अराजपत्रित पदावरून राजपत्रित पदावर पदोन्नती मिळालेल्या कर्मचाऱ्यांच्या बाबतीत प्रशासकीय विभागांनी संबंधित अधिकाऱ्यांच्या अराजपत्रित सेवेतील असलेले मूळ गोपनीय अहवाल गोपनीय अहवाल नसतील अंतर्भूत करावेत.

३१. गोपनीय अहवाल योग्य तऱ्हेने टाचलेल्या फाईल वेष्टनात नीटनेटकेपणे आणि व्यवस्थित रितीने संकलित करावेत.

३२. शासकीय अधिकाऱ्यांचे/कर्मचाऱ्यांचे अहवाल, त्यांची सेवानिवृत्ती, मृत्यू, बडतफरी इत्यादी कारणांमुळे सेवा समाप्त होण्याच्या तारखेपासून साधारणपणे ५ वर्षांच्या कालावधीसाठी जतन करावेत. तथापि, काही विशिष्ट कारणासाठी यापेक्षा अधिक कालावधीसाठी अभिलेख जतन करणे आवश्यक असेल तर ते जतन करावेत. असे अभिलेख नष्ट करण्यापूर्वी राजपत्रित अधिकाऱ्यांच्या बाबतीत शासनाचे व अराजपत्रित कर्मचाऱ्यांच्या बाबतीत संबंधित विभाग प्रमुखांचे आदेश घेण्यात यावेत.

३३. गोपनीय अहवालांचे संस्करण करण्याची कार्यवाही वेळीच न केल्यास संबंधित आस्थापना अधिकाऱ्यास किंवा वेळीच कार्यवाही पूर्ण न होण्यास कारणीभूत ठरलेल्या अधिकाऱ्यास/कर्मचाऱ्यास त्याबाबत जबाबदार धरून त्यांचे विरुद्ध योग्य ती कारवाई करण्यात यावी.

३४. एखाद्या कर्मचाऱ्यास/अधिकाऱ्यास त्याच्या नियंत्रणाबाहेरील कारणामुळे प्रतिकूल श्रेऱ्याविरुद्ध एक महिन्यांचे आत अभिवेदन सादर करणे शक्य झाले नाही व त्या कारणाबाबत संबंधित संस्करण अधिकाऱ्यांचे/प्राधिकाऱ्यांचे समाधान झाले तर असे अभिवेदन सादर करण्यासाठी झालेला ६ महिने पर्यंतचा विलंब माफ करण्याचा अधिकार संबंधित संस्करण अधिकाऱ्यास/प्राधिकाऱ्यास राहिल.

३५. प्रतिकूल श्रेऱ्याविरुद्धचे तसेच पदोन्नतीच्या आड वेणान्या श्रेऱ्याविरुद्धचे अभिवेदन प्राप्त झाल्यावर विभाग प्रमुखांनी असे श्रेरे लिहिणाऱ्या प्रतिवेदन/पुनर्विलोकन अधिकाऱ्यांचे अभिप्राय मागवावेत. त्या अनुषंगाने अभिवेदनातील मुद्द्यांचा सांगोपांग व साधकबाधक विचार करून व वस्तुनिष्ठ परिस्थिती पडताळून ते अभिवेदन अत्यंत काळजीपूर्वक तपासावे. अराजपत्रित कर्मचाऱ्यांच्या बाबतीत विभाग प्रमुखांनी स्वतः निर्णय घ्यावा. राजपत्रित अधिकाऱ्यांच्या बाबतीत ते अभिवेदन प्रतिवेदन/पुनर्विलोकन अधिकाऱ्यांच्या अभिप्रायांच्या अनुषंगाने तपासून आपल्या शिफारशीसह आपल्या प्रशासकीय विभागाकडे पाठवावे. प्रशासकीय विभागांनी ते तपासून शासनास सादर करावे. विभाग प्रमुखाने/शासनाने अभिवेदन मिळाल्यापासून साधारणतः ३ महिन्यांचे आत त्यावर खालीलपैकी एक निर्णय घ्यावा:-

- (अ) अभिवेदन फेटाळणे
- (ब) अभिवेदन अंशतः स्विकारून काही प्रतिकूल श्रेरे काढून टाकणे.
- (क) अभिवेदन स्विकारून प्रतिकूल श्रेरे काढून टाकणे
- (ड) पदोन्नतीसाठी पात्रतेच्या निकषपर्यंत येत नसलेले श्रेरे पदोन्नती संबंधीच्या पात्रतेच्या निकषापर्यंत आणणे.

मात्र बरील (अ) ते (ड) प्रमाणे कार्यवाही दरवर्षी ३१ मार्च रोजी संपलेल्या वर्षासाठी (प्रतिवेदन वर्षासाठी) लिहिण्यात आलेल्या गोपनीय अहवालासंदर्भातच करण्यात यावी. (उदा. एखाद्या कर्मचारी/अधिकाऱ्याचे सन २०११-१२ या कालावधीचे गोपनीय अहवाल प्रतिकूल असतील वा पदोन्नतीच्या पात्रतेपर्यंत येत नसतील तर ते त्यांना विहित मुदतीत कळविण्यात यावे व त्यांच्या

अभिवेदनावर विभागाने विहित मुदतीतच वरीलप्रमाणे कार्यवाही करून निर्णय घ्यावा. मात्र, कोणत्याही परिस्थितीत विहित मुदतीनंतर प्राप्त होणाऱ्या अभिवेदनावर कार्यवाही करण्यात येऊ नये.)

३६. अभिवेदनावर विचार होऊन जर प्रतिकूल श्रेे सूडबुद्धीने किंवा दृष्टबुद्धीने लिहिले अहेत किंवा ते पूर्णतः अयोग्य, अनावश्यक आहेत असे आढळून आले व त्यामुळे ते काढून टाकण्याचा निर्णय घेतला तर प्रतिकूल श्रेे त्यावर रेघा मारून खोडावे व त्यावर कागद चिकटवावा. त्या कागदावर अभिप्राय नष्ट करण्याच्या आदेशाचा क्रमांक व दिनांक नमूद करून "नष्ट करण्यात आले" अशी नोंद घेऊन त्यावर सक्षम अधिकाऱ्याने सही करून दिनांक घालावा व सहीखाली आपले नाव, पदनाम ठळक अक्षरात लिहावे. सर्व प्रतिकूल श्रेेऱ्यांवर पट्टी लावली तर सदर गोपनीय अहवाल चांगल्या प्रतीचा असल्याचे समजण्यात यावे. तसेच, अंशतः प्रतिकूल श्रेेऱ्यांवर पट्टी लावली तर उर्वरित श्रेेे लक्षात घेऊन मूल्यमापन करावे.

पदोन्नतीच्या पात्रतेपर्यंत येत नसलेल्या श्रेेऱ्यांविरुद्ध अभिवेदनावर निर्णय होऊन पदोन्नतीच्या पात्रतेपर्यंत आणण्याबाबतचा निर्णय झाल्यास, अशा गोपनीय अहवालाबाबत घेतलेल्या निर्णयाची प्रत गोपनीय अहवाल धारिकेत समाविष्ट करावी. तसेच, त्या गोपनीय अहवालावर "हे श्रेेे पदोन्नतीसाठी आवश्यक निकषांपर्यंत समजण्यात यावेत." अशी नोंद संस्करण अधिकाऱ्याने घेऊन त्यासंबंधीच्या निर्णयाचा क्रमांक व दिनांक नमूद करावा. अशा प्रकारच्या नोंदीच्या खाली संस्करण अधिकाऱ्याने नांव, पदनाम नमूद करून दिनांकीत स्वाक्षरी करावी.

३७. अभिवेदन फेटाळण्यात आले/अंशतः स्वीकारण्यात आले किंवा प्रतिकूल श्रेेे नष्ट करण्यात आले, यापेकी काहीही निर्णय झाला तरी प्रतिकूल श्रेेऱ्यांविरुद्धचे अभिवेदन, त्याची प्रत किंवा प्रतिकूल श्रेेऱ्यांबद्दलचे स्पष्टीकरण गोपनीय अहवाल नस्तीमध्ये अंतर्भूत करू नये.

३८. गोपनीय अहवालातील प्रतिकूल/टिकात्मक/सूचनात्मक श्रेेे नष्ट करण्याची तसेच पदोन्नतीच्या पात्रतेपर्यंत येत नसलेले श्रेेे (Bench Mark) उंचावण्याची कार्यवाही (पदोन्नतीच्या पदासाठी विहित केलेल्या किमान प्रतवारोपर्यंत) विहित मुदतीत पार पाडण्यात यावी. तशीच, कार्यवाही गोपनीय अहवाल नस्तीत ठेवलेल्या पत्राच्या प्रतीवरील (ज्या पत्रान्वये प्रतिकूल/टिकात्मक/सूचनात्मक श्रेेे पदोन्नतीच्या पात्रतेपर्यंत येत नसलेले श्रेेे वगळण्यात आले होते त्या पत्राच्या प्रतीवरील) श्रेेे नष्ट करण्याच्या बाबतही करण्यात यावी. प्रतिकूल श्रेेे ज्या आदेशाद्वारे नष्ट करण्यात आले असतील त्या आदेशाची प्रत गोपनीय अहवाल नस्तीवर ठेवण्यात येऊ नये.

३९. शासकीय अधिकारी/कर्मचारी यांना त्यांच्या गोपनीय अहवालाची झरोक्स प्रत देण्याची जबाबदारी ज्या अधिकाऱ्यावर (संस्करण अधिकारी) आहे त्यांनी ती जबाबदारी पार पाडली नाही तर त्याबाबतची नोंद त्या संस्करण अधिकाऱ्यांच्या गोपनीय अहवालात घेण्यात यावी व तसे केल्याचे त्या अधिकाऱ्यास (संस्करण अधिकारी) कळविण्यात यावे.

४०. अभिवेदनाबाबतची विहित कार्यपध्दती न अवलंबिता एखाद्या शासकीय अधिकाऱ्याचे/कर्मचाऱ्याचे गोपनीय अहवालातील प्रतिकूल श्रेेे काढून टाकण्याचे निदेश मंत्री महोदयांनी दिले तर त्या प्रकरणी सामान्य प्रशासन विभागाचे प्रथम अभिप्राय घ्यावेत. अशा प्रकरणी विनंती मान्य करण्यासाठी सामान्य प्रशासन विभागाने नकार दिला तर, संबंधित विभागाने प्रस्ताव मुख्य सचिवांमार्फत मा.मुख्यमंत्र्यांकडे मान्यतेसाठी सादर करावा.

४१. प्रतिकूल शैर्न्याविरुद्ध अभिवेदन एकदा फेटाळल्यानंतर त्याच शैर्न्याविरुद्धचे दुसरे अभिवेदन विचारात घेऊ नये. अभिवेदन फेटाळताना ते अभिवेदन, ज्या कागदपत्रांच्या आधारे तपासले जाईल त्या कागदपत्रांवर अभिवेदन कोणत्या कारणासाठी फेटाळले जात आहे ती कारणे स्पष्टपणे नमूद करावीत.

४२. सन २०११-१२ या गोपनीय अहवाल वर्षापासून गोपनीय अहवालाची प्रत संबंधित कर्मचाऱ्यास/अधिकाऱ्यास पाठवली/दिली नसल्यास असा गोपनीय अहवाल पदोन्नती, स्थायीकरण, पुनर्विलोकन इत्यादी बाबींसाठी योग्ययोग्यता ठरविताना विचारात घेऊ नये.

४३. ज्या प्रकरणी प्रतिकूल/टिकात्मक/सूचनात्मक शैरे विचारात न घेताही इतर अन्य कारणामुळे संबंधित कर्मचारी/अधिकारी पदोन्नती, स्थायीकरण इत्यादी बाबींसाठी अयोग्य आहे असे संबंधित समिती किंवा मंडळाचे मत असेल तर अशा प्रकरणी कळविलेले प्रतिकूल/टिकात्मक/सूचनात्मक शैरे विचारात घेतले नाहीत तरीही संबंधित कर्मचारी/अधिकारी " या कारणांमुळे या बाबींसाठी योग्य आढळला नाही" अशी स्पष्ट शिफारस संबंधित समितीने, मंडळाने किंवा सक्षम प्राधिकरणाने करावी.

४४. गोपनीय अहवालातील शैर्न्याविरुद्धचे राजपत्रित अधिकारी किंवा अराजपत्रित कर्मचारी यांच्याकडून येणारे अभिवेदन काही विशिष्ट / तांत्रिक मुद्दा असल्याखेरीज सामान्य प्रशासन विभागाकडे संदर्भित करू नये.

४५. एखादा अधिकारी/कर्मचारी २ पुनर्विलोकन अधिकाऱ्याच्या पर्यवेक्षणाखाली काम करतो, मात्र प्रतिवेदन अधिकारी एकच असतो. अशा प्रकरणात एकाच कालावधीच्या एकाच प्रतिवेदनावर २ पुनर्विलोकन अधिकारी असल्यास, अशा प्रकरणात पुढीलप्रमाणे कार्यवाही करावी. "संबंधित अधिकारी / कर्मचाऱ्याचा कामकाजाचा कार्यभार ज्या ज्या पुनर्विलोकन अधिकाऱ्याकडे असेल ह्या त्या पुनर्विलोकन अधिकारी-यांनी त्यांच्याशी निगडित कालावधीच्या त्याच गोपनीय अहवालाच्या प्रपत्रातील परिशिष्ट -ब (भाग ५) मधील रिक्त जागेचे विभाजन करण्यासाठी उभी रेष मारून अभिप्राय नोंदवावेत."

४६. एक किंवा अनेक विभाग प्रमुखांनी स्वतःच प्रतिवेदने सादर केली असतील तेव्हा शासन, प्रतिवेदन/पुनर्विलोकन अधिकाऱ्याने व्यक्त केलेल्या मतांचा स्वीकार करण्यास बांधलेले नाही. तथापि, जेव्हा ते प्रतिवेदन किंवा पुनर्विलोकन अधिकाऱ्यांच्या मताशी सहमत नसतील तेव्हा त्यांनी योग्य शैरे अभिप्रायात नोंदवावेत.

मंत्री आस्थापनेवरील अधिकारी/कर्मचारी यांचे गोपनीय अहवाल लिहिणे

४७. मंत्री आस्थापनेवरील कर्मचाऱ्यांचे गोपनीय अहवाल त्या आस्थापनेवरील खाजगी सचिवांनी लिहावेत व संबंधित मा.मंत्री/राज्यमंत्री यांनी ते पुनर्विलोकन करावेत. खाजगी सचिवांचे गोपनीय अहवाल मात्र संबंधित मा.मंत्री/राज्यमंत्री यांनी लिहावेत व ते पुनर्विलोकित करण्यात येऊ नयेत. तसेच, ज्या मंत्री/राज्यमंत्र्यांकडे खाजगी सचिव नसतील त्यांच्या आस्थापनेवरील कर्मचाऱ्यांचे गोपनीय अहवाल मा. मंत्री/राज्यमंत्री यांनी लिहावेत व ते पुनर्विलोकन करण्याची आवश्यकता नाही. मात्र, प्रतिवेदन व पुनर्विलोकन अधिकारी एकच असल्याचे प्रमाणपत्र संस्करण अधिकारी यांनी संबंधित गोपनीय अहवालासोबत ठेवावे.

राजपत्रित अधिकाऱ्यांच्या स्वीय सहायकांचे गोपनीय अहवाल लिहिणे

४८. उपसचिव, विशेष कार्य अधिकारी, सह सचिव, सचिव, प्रधान सचिव, अपर मुख्य सचिव, मुख्य सचिव इत्यादी राजपत्रित अधिकाऱ्यांच्या स्वीय सहायकांचे गोपनीय अहवाल संबंधित अधिकाऱ्यांनी लिहावेत व ते पुनर्विलोकित करण्यात येऊ नयेत. प्रतिवेदन व पुनर्विलोकन अधिकारी एकच असल्याचे प्रमाणपत्र संस्करण अधिकारी यांनी संबंधित गोपनीय अहवालासोबत ठेवावे.

४९. विभागीय स्तरावरील अधिकाऱ्यांच्या बाबतीत देखील विभागीय आयुक्तांनी वरीलप्रमाणे पध्दती अवलंबावी. विभाग प्रमुखांनी संबंधित अधिकाऱ्यांच्या गोपनीय अहवालांमध्ये जिल्हाधिकारी/विभागीय आयुक्त यांनी केलेले मूल्यांकन अंतर्भूत करावे.

शासकीय विभाग, महाराष्ट्र लोकसेवा आयोग व न्यायाधिकरणाने गोपनीय अभिलेखांचा वापर करणे

५०. शासकीय विभागांना किंवा लोकसेवा आयोगाला गोपनीय अभिलेखांचा वापर करण्यास काहीही प्रतिबंध नाही. तथापि, शिस्तभंग प्रकरणे हाताळणाऱ्या प्राधिकरणांना मात्र त्या त्या प्रकरणी केलेल्या आरोपांबाबत ती प्राधिकरणे अंतिम निर्णयाप्रत येण्याआधी असे अभिलेख त्यांना उपलब्ध करून देऊ नयेत. न्यायालयीन प्रकरणी गोपनीय अहवाल आवश्यक वाटल्यास, सरकारी वकिलामार्फत, न्यायाधिकाऱ्यांना अवलोकनार्थ देण्यास हरकत नाही. तथापि, तसे न्यायाधिकाऱ्यांचे स्पष्ट आदेश असल्याशिवाय विरुद्ध बाजूच्या वकीलांना किंवा वादी अधिकाऱ्यांस गोपनीय अहवाल देऊ नये. लोकसेवा आयोगास अभिलेख पाठविण्यापूर्वी ते परिपूर्ण आहेत याची संबंधित अधिकाऱ्यांने काळजी घ्यावी. जर मूळ अभिलेखांऐवजी त्यांच्या प्रती ठेवल्या असतील तर त्या साक्षात्कृत केल्याची खात्री करून घ्यावी.

गोपनीय अहवालांची परिपूर्णता

५१. सेवाविषयक विशिष्ट प्रयोजनासाठी ज्या समित्या किंवा मंडळे (पदोन्नती समिती, विशेष पुनर्विलोकन समिती, आस्थापना मंडळ इत्यादी) गोपनीय अहवालांचे मूल्यमापन करतात, त्यांना गोपनीय अहवाल पाठविताना सर्व दृष्टीने परिपूर्ण असलेले (म्हणजेच प्रतिवेदन अधिकाऱ्यांनी लिहिलेले/पुनर्विलोकन झालेले, प्रतिवेदन/पुनर्विलोकन झाले नसल्यास त्याबाबतचे प्रमाणपत्र असलेले तसेच, गोपनीय अहवालाविरुद्ध अभिवेदने असल्यास त्यावर निर्णय घेतले असलेले) गोपनीय अहवाल पाठविण्यात यावेत.

जिल्हा स्तरावरील अधिकाऱ्यांचे गोपनीय अहवाल लिहिणे

५२. जिल्हा स्तरावरील अधिकाऱ्यांचे गोपनीय अहवाल जिल्हाधिकाऱ्यांनी लिहू नयेत. मात्र, त्यांनी त्यांच्या जिल्ह्यातील राज्यस्तरावरील प्रत्येक अधिकाऱ्यांच्या सर्वसाधारण कामाबद्दलचे मूल्यांकन स्वतः करावे. तसा मूल्यांकन अहवाल प्रत्येक वर्षाच्या १५ एप्रिल पूर्वी तसेच, त्यांची ज्या जिल्ह्यातून बदली होण्याच्या वेळी, जर यापूर्वी पाठविलेल्या अहवालानंतर ३ महिन्यांपेक्षा जास्त कालावधीसाठी त्यांनी कर्मचाऱ्यांचे/अधिकाऱ्यांचे काम पाहिले असेल तर संबंधित विभाग प्रमुखाकडे गोपनीयरीत्या पाठवून त्याची प्रत त्या त्या प्रशासकीय विभागाच्या सचिव/प्रधान सचिव/अपर मुख्य सचिव यांच्याकडे पाठवावी

परिशिष्ट ब (भाग १)
गोपनीय प्रतियेदनाचा नमुना
Form of Confidential Report

Full Name	:
पूर्ण नाव	
Father's Name	:
वडिलांचे नाव	
Date of Birth	:
जन्मतारीख	
Place of Birth	:
जन्मस्थान	
	(Village / Town / Taluka / District) गाव / शहर / तालुका / जिल्हा
Nationality and Religion	:
राष्ट्रीयत्व व धर्म	
Caste category and	:
जात प्रवर्ग	
Home of Family	:
कुटुंबाचे मूळे ठिकाण	
Permanent Address	:
करयमचा पत्ता	
Whether any immovable property held	:
कोणतीही स्थावर मालमत्ता आहे काय ?	
If so, what and where ?	:
असल्यास, कोणती व कोठे ?	
Date of Joining Government Service	:
शासकीय सेवेत प्रविष्ट झाल्याची तारीख	
If service is not continuous, details of	:
previous Government Service.	
सेवा अखंडित नसल्यास, पूर्वीच्या शासकीय	
सेवेचा तपशील.	
Mother tongue	:
मातृभाषा	
Languages known	:
अपगत असलेल्या भाषा	
Qualification and Degrees	:
अर्हता व पदव्या	University/ Institute/ Year विद्यापीठ / संस्था / वर्ष

परिशिष्ट-ब (भाग-२)

गट "अ" ते गट "क" चे शासकीय अधिकारी / कर्मचारी बांध्यासहठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकार्यांना / कर्मचार्यांना सूचना

१. जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार असल्या विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील जमिनीनुसार ठरविण्यात आली होती.
२. सर्व दैनंदिन कामाची यादी वेधे देऊ नये. फक्त ठळक, विशिष्टपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेकावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नमूद ठेवली जाणार नाहीत व कर्मचार्यास परत करण्यात येतील.
४. "मी माझ्या बरिष्ठांचे समाधान / पूर्ण समाधान होईपर्यंत काम केले" किंवा "बरिष्ठांनी माझे काम नाकारले" अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
५. स्वयंमूल्यनिर्धारण अहवाल अर्घ्या पत्रातच लिहावा.
६. स्वयंमूल्यनिर्धारण अहवाल अधिकारी / कर्मचारी यांनी त्यांचा प्राप्त झाल्यासुन १५ दिवसांच्या आत प्रतिवेदन अधिकार्याकडे द्यावा.

प्रतिवेदन अधिकार्यांना सूचना

१. गोपनीय अहवाल लिहिताना कर्मचार्यांनी भाग-३ मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तसे घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
२. वरील सूचना क्रमांक ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
३. प्रतिवेदन अधिकार्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पत्रांपैकी एक पत्राच निवडून स्वाभोवती यतुक करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यक्षमता या समोर उत्कृष्ट असे शिरे द्याव्याचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

बांगले

सप्रधारण

साधारणपेक्षा कमी

४. मागासवर्गीय अधिकारी / कर्मचारी यांना देणाऱ्या अहवालाची समजून घेऊन त्या दूर करण्याच्या दृष्टीने अधिकारी / कर्मचारी यांनी केलेले प्रयत्न व त्यांच्याबाबतचा दृष्टीकोन याकबतची नोंद परिशिष्ट "ब" (भाग-४) मधील बाब क्रमांक १० वेधे नमूद करावी.
५. (अ) गोपनीय अहवालाच्या प्रपत्रातील बाब क्रमांक ३, १, १०, ११ व १८ या खमोरील शिरे, तसेच प्रकृती स्वतःच्या हस्ताक्षरात लिहावी.
(ब) प्रतिवेदन अधिकार्यांनी सर्वसाधारण मूल्यमापनामध्ये (बाब क्रमांक ११) संबंधित अधिकारी / कर्मचारी यांच्या सामाजिक विषयाबाबतची संवेदनशीलता, राबविलेले नवीन उपक्रम / कल्पना, तसेच त्यागू असेल तेथे धोरण ठरविण्याची व अंमलबजावणी करण्याची क्षमता वा बाबी देखील विचारात घ्याव्यात.
(क) प्रतवारी नमूद करताना ती अहवालातील रकमासमोरील अभिप्रायाची मिळती जुळती राहिल याची दक्षता घ्यावी.
(ड) अत्युत्कृष्ट शिरे नोंदविताना गोपनीय अहवाल कळवतील कर्मचार्यांच्या कामकाजाच्या मूल्यांकनासाठी उद्बलेल्या कळ्या टिपणावरून (Ephemeral Roll) अत्युत्कृष्ट शिरेच्या पृष्ठवर्ध वस्तुस्थितीदर्शक समर्थन गोपनीय अहवालात देणे आवश्यक आहे.
(इ) साधारण, सर्वसाधारण, बरा, ठीक, सुभार या शिऱ्यांची वर्गवारी प्रतिकूल स्वरूपाची असल्याचे प्रतिवेदन अधिकार्यांनी लक्षित घ्यावे.

पुनर्विलोकन अधिकार्यांना सूचना

१. अधिकारी / कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
२. प्रतवारी नमूद करताना ती अहवालातील रकमासमोरील अभिप्रायाची मिळती जुळती राहिल याची दक्षता घ्यावी.
३. अत्युत्कृष्ट शिरे नोंदविताना त्यांच्या पृष्ठवर्ध वस्तुस्थितीदर्शक समर्थन नोंदवावे.

परिशिष्ट-ब (भाग ३)
(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :- दिनांक

ते दिनांक

- (१) शासकीय अधिकार्याचे / कर्मचार्याचे नाव ..
- (२) पद ..
- (३) या वर्षी / कालावधीत नेमून दिलेल्या कामाची उद्दिष्टे (असल्यास) ..
- (४) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या सदर्भासहित) ..

दिनांक :-

अधिकार्याची / कर्मचार्याची सही,
नाम व पदनाम.

- (१) शासकीय अधिकारी / कर्मचारी यांच्यावरील स्वयंमूल्यनिर्धारणाशी सहमत आहात का ? ..
- (२) नसल्यास, त्याची कारणे ..

दिनांक :-

५६

परिशिष्ट-ब (भाग ४)

गट 'अ' से गट 'क' व्या अविकान्याची / कर्मकात्याची सर्वसाधारण योग्यता व चरित्र खात्यांची अंमिताव
Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers / Employees

(१)	नाव	:	श्री. / श्रीमती / कुमारी									
(1)	Name	:	Shri / Smt. / Kum.									
(२)	प्रतिवेदनकाळा कालखंडी	:	पासून	:	दिवस	महिना	वर्ष	पर्यंत	:	दिवस	महिना	वर्ष
(2)	Period of Report	:	From	:	Date	Month	Year	To	:	Date	Month	Year
(३)	धारण केलेले पद / पदे	:										
(3)	Post/Posts held	:										
(४)	उद्योगप्रियता व कार्यक्षमता	:	अत्युत्कृष्ट		उत्कृष्ट		यांगले		साधारण		साधारणपेक्षा कमी	
(4)	Industry & Application	:	Outstanding		Very good		Good		Average		Below Average	
(५)	ह्या खात्यातील कर्मकात्याकडून काम करून घेण्याची क्षमता.	:	अत्युत्कृष्ट		उत्कृष्ट		यांगले		साधारण		साधारणपेक्षा कमी	
(5)	Capacity to get work done by subordinates.	:	Outstanding		Very good		Good		Average		Below Average	Question does not arise
(६)	खात्याची व जनता यांच्याशी असलेले संबंध	:	सहकार्याचे		सौजन्याचे		मदतीचे		उदासीन		अमैत्रीपूर्ण	
(6)	Relations with colleagues & public	:	Co-operative		Courteous		Helpful		Indifferent		Unfriendly	
(७)	सर्वसाधारण बुद्धिमत्ता	:	अत्युत्कृष्ट		उत्कृष्ट		यांगली		साधारण		साधारणपेक्षा कमी	
(7)	General Intelligence	:	Outstanding		Very good		Good		Average		Below Average	
(८)	निर्णयक्षमता, उपाययोजना, खात्री पटविण्याचे सामर्थ्य व प्रत्येकी यांचा सहकार्यक्षमता.	:	अत्युत्कृष्ट		उत्कृष्ट		विरहित यांगले		यांगली		साधारण	साधारणपेक्षा कमी
(8)	Administrative ability including judgement initiative, convincing ability & drive.	:	Outstanding		Very good		Positively Good		Good		Average	Below Average
(९)	तार्किक / व्यावसायिक कार्यक्षमता (संबंधित असेल तेथे).	:										
(9)	Technical / Professional ability (Where relevant).	:										
(१०)	मानासपाशीयांच्याकडून दृष्टिकोण	:	मदतीचा		सहानुभूतीचा		असहानुभूतीपूर्ण		तटस्थ			
(10)	Attitude towards backward class.	:	Helpful		Sympathetic		Unsympathetic		Neutral			
(११)	विशेष कल	:										
(11)	Special Attitude	:										
(१२)	सघोटी व चरित्र	:										
(12)	Integrity & Character	:										
(१३)	प्रदान करण्यात आलेल्या सक्तीचा पूर्णपणे वापर करतात काय ?	:	होय		अंशतः		नाही					
(13)	Whether powers delegated are fully utilised ?	:	Yes		Partly		No					
(१४)	बढोत्तरीसाठी पात्रता	:	अयोग्य		ज्येष्ठतेनुसार योग्य							
(14)	Fitness for Promotion	:	Unfit		Fit in normal course (according to seniority)							
(१५)	प्रशिक्षणासाठी आवश्यक क्षेत्र (येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.)	:										
(15)	Areas of training required (Mention required area)	:										
(१६)	पगुनीमान	:	यांगले नाही		यांगले		उत्कृष्ट					
(16)	State of Health	:	Not Good		Good		Very Good					
(१७)	क्षेत्रीय स्तरावर काम करण्याची योग्यता.	:	आहे		नाही		संबंधित नाही					
(17)	Fitness for field work	:	Yes		No		Not relevant					

(१८)	संगणककार काम करण्याची आवड :	आहे	नाही	दिसून आली नाही	संबंधित नाही
(18)	Willingness to work on Computer.	Yes	No	Not seen	Not relevant
(१९)	सर्वसाधारण मूल्यमापन :				
(19)	General Assessment				

(२०)	प्रतवारी (हाताने लिहावी)	: अ+ उत्कृष्ट	अ उत्कृष्ट	ब+ निश्चित चांगली	ब चांगली	ब- साधारण	क साधारणपेक्षा कमी
(20)	Grading (Write in handwriting)	: A+ Outstanding	A Very good	B+ Positively good	B Good	B- Average	C Below Average

ठिकाण / Place:-

दिनांक/Date :-

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम
Signature, Name & Designation of the Reporting Officer.

परिशिष्ट-४ (भाग ५)
पुनर्विलोकन अधिकार्याचे अभिप्राय
Remarks of the Reviewing Officer

१.	पुनर्विलोकन अधिकार्याच्या हाताखालील सेवाकधी	:					
1.	Length of Service under Reviewing Officer	:					
२.	आपण प्रतिवेदन अधिकार्याशी सहमत आहात ? (सहमत नसल्यास, कुठल्या अभिप्रायाची सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये जमही सुधारणा करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?	:					
2.	Do you agree with the Reporting Officer ? (If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?	:					
३.	प्रतवारी (हाताने लिहावी)	: अ+ उत्कृष्ट	अ उत्कृष्ट	ब+ निश्चित चांगली	ब चांगली	ब- साधारण	क साधारणपेक्षा कमी
3.	Grading (Write in handwriting)	: A+ Outstanding	A Very good	B+ Positively good	B Good	B- Average	C Below Average

ठिकाण / Place:-

दिनांक/Date:-

पुनर्विलोकन अधिकार्याची सही, नाव व पदनाम
Signature, Name & Designation of the Reviewing Officer.

गोपनीय अहवालाची झेरॉक्स प्रत सफळ मिळाली.

पत्रद्वारे गोपनीय अहवालाची प्रत पाठविली असल्यास पत्र क्रमांक व दिनांक.

अधिकारी / कर्मचारी यांचे नाव

121

संस्करण अधिकार्याचे नाव, पदनाम
व दिनांकित स्वाक्षरी.

परिशिष्ट क

गोपनीय अहवाल लिहीण्यासाठी कच्चे टिपण Ephemeral Roll

(शासन निर्णय क्रमांक : सीएफओ२२२०/प्र.क्र.४७४/२०२०/तेरा , दिनांक ०९ / ११ / २०१९ च्या सुचना क्र. १० नुसार)

Ephemeral Roll for the Year :			
वर्षाकरिता कच्चे टिपण			
Office of the :			
यांचे कार्यालय			
Full Name (In Block Letters) :			
पूर्ण नाव(ठळक अक्षरांत)			
Post held :			
धारण केलेले पद			
Date of joining the Office :			
पदावर आल्याची तारीख			
Date तारीख	Brief remarks regarding Officer's Work, character or conduct deserving to be noted including commendations, warnings, rewards or punishments अधिका-याचे काम, चरित्र किंवा वर्तणूक यासंबंधी प्रस्तावीर, बक्षिसे यांचा संदर्भ असल्यास किंवा शिक्षा यांस्तः करण्यासारखे संक्षिप्त अभिप्राय	Reference to file or case, if any. नस्ती किंवा प्रकरण	Signature सही
१	२	३	४

जर गोपनीय अहवालात प्रतिकूल शैरे दिले नसतील तर हे कच्चे टिपण गोपनीय अहवाल पाठविल्यानंतर एक वर्षानंतर नष्ट करावे व जर या कच्च्या टिपणाच्या आधारे गोपनीय अहवालातमध्ये प्रतिकूल शैरे असतील तर त्या प्रतिकूल शैरे-याविलेच्या अधिका-यावर निर्णय झाल्यानंतर हे कच्चे टिपण नष्ट करावे.

To be destroyed one year after the Confidential Report for the period has been sent, if no adverse remarks are given in the Confidential Report. If adverse remarks are given on the basis of the Ephemeral roll, then the Ephemeral Roll shall be kept with the relevant confidential report till representation if any against the adverse remarks is decided.

सहपत्र-१

अधिका-याचे/कर्मचा-याचे गोपनीय अहवाल लिहिले/पुनर्विलोकीत केले गेले नाहीत

तेव्हा संस्करण अधिका-याने दयावयाचे प्रमाणपत्र

(सासन निर्णय क्रमांक : सीएफआर२१०/प्र.क्र.४७/२०१०/तेल. दिनांक ०१/११/२०११ च्या सूचना क्र.५.१९ व ४७ नुसार)

प्र मा ण प त्र

प्रमाणित करण्यात येते की, श्री/श्रीमती.....

पद यांचे दि. ते दि. या कालावधीतील गोपनीय

अहवाल प्रतिबेदीत/पुनर्विलोकीत केलेले नाहीत. कारण.....

.....

.....

दिनांक :-

ठिकाण :-

संस्करण अधिका-याची सही.

नाव व पदनाम

सहपत्र-२

गोपनीय अहवाल लिहिण्याबाबतचे वेळापत्रक

(शासन निर्णय क्रमांक : सीएफआर२२०/घ.क्र.४७/२०२०/तेरा, दिनांक ०१/११/२०१२ च्या सूचना क्र. २६ नुसार)

(अ)	स्वयंमूल्यानिर्धारण अहवालासह परिशिष्ट "ब" मधील गोपनीय अहवालाचे कोरे फॉर्म सर्व संबंधित अधिकारी/कर्मचारी यांना वाटप करणे.	मार्च महिन्याच्या शेवटच्या आठवड्यात
(ब)	स्वयंमूल्यानिर्धारण अहवालासह गोपनीय अहवाल प्रतिवेदन अधिका-याकडे सादर करणे	दिनांक ३१ मार्च नंतर लागेच दिनांक १५ एप्रिलपर्यंत (सूचना क्रमांक २२)
(क)	प्रतिवेदन अधिका-यांनी परिशिष्ट "ब" भाग-४ लिहून पुनर्विलोकन अधिका-यांना सादर करणे	दिनांक ३० एप्रिल पर्यंत (सूचना क्रमांक २३)
(ड)	पुनर्विलोकन अधिका-यांनी परिशिष्ट "ब" भाग-५ पूर्ण करून अहवाल संस्करण अधिका-यांकडे पाठविणे	दिनांक १५ मे पर्यंत (सूचना क्रमांक २६)
(इ)	संस्करण अधिका-याने सर्व गोपनीय अहवालांचे संस्करण करून अशा गोपनीय अहवालाच्या झरोक्स प्रती सर्व संबंधित अधिकारी/कर्मचारी यांना देऊन त्याची पोच घेणे	दिनांक ३० जून पर्यंत (सूचना क्रमांक २७)
(फ)	गोपनीय अभिलेखाविरुद्ध अभिवेदन करणे.	गोपनीय अभिलेखाची झरोक्स प्रत मिळाल्यापासून एक महिन्यांत (सूचना क्रमांक २८)
(ग)	अभिवेदनावर प्रतिवेदन/पुनर्विलोकन अधिका-यांचे अभिप्राय प्राप्त करून शिरे काढणे/न काढणे याचा निर्णय घेण्याची कार्यवाही करणे	अभिवेदन प्राप्त झाल्यापासून ३ महिने (सूचना क्रमांक ३५)
(ह)	वरील "ग" प्रमाणे झालेल्या निर्णयाची अंमलबजावणी करणे.	निर्णय झाल्यानंतर १५ दिवसांत

“गट-अ” संवर्गातील शासकीय अधिकाऱ्यांचे
“कार्यमूल्यमापन अहवाल” लिहिण्यासाठी
नमुना निश्चित करणे..

महाराष्ट्र शासन
सामान्य प्रशासन विभाग,
शासन निर्णय क्रमांक : सीएफआर-१२११/प्र.क्र.२५७/तेरा
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई- ४०० ०३२.
दिनांक : ०२ फेब्रुवारी, २०१७

वाचा : शासन निर्णय, सामान्य प्रशासन विभाग, क्र. सीएफआर - १२१०/प्र.क्र.४७/२०१०/तेरा,
दि. १ नोव्हेंबर, २०११.

प्रस्तावना :

शासकीय अधिकारी/कर्मचारी यांचे गोपनीय अहवाल लिहिणे व जतन करणे याबाबत शासन निर्णय, सामान्य प्रशासन विभाग, क्र. सीएफआर - १२१०/प्र.क्र.४७/२०१०/तेरा, दि. १ नोव्हेंबर, २०११ नुसार एकत्रित सुचना निर्गमित करण्यात आल्या आहेत तसेच या शासन निर्णयासोबतच्या “परिशिष्ट-ब” मध्ये गोपनीय अहवालाचा नमुना निश्चित करण्यात आला आहे. सदर नमुना सुधारीत करण्याची बाब शासनाच्या विचाराधीन होती. त्यानुसार शासनाने आता खालीलप्रमाणे निर्णय घेतला आहे.

शासन निर्णय -

“गट-अ” संवर्गातील शासकीय अधिकाऱ्यांचे मूल्यमापन करण्यासाठी शासन निर्णय, दि.१.११.२०११ सोबतच्या “परिशिष्ट-ब” अन्वये विहित केलेल्या गोपनीय अहवालाच्या नमुन्याऐवजी सुधारीत “कार्यमूल्यमापन अहवालाचा नमुना” सोबतच्या “परिशिष्ट-अ” प्रमाणे राहिल. सदर “कार्यमूल्यमापन अहवाल” सन २०१६-१७ या प्रतिवेदन वर्षापासून लागू होईल.

२. “गट-अ” संवर्गातील खालील अधिकाऱ्यांसाठी (प्रतिनियुक्तीवरील अधिकारी आणि अखिल भारतीय सेवेतील पदे वगळून) सदर कार्यमूल्यमापन अहवाल सन २०१६-१७ या प्रतिवेदन वर्षापासून ऑनलाईन संगणक प्रणालीद्वारे लिहिण्यात यावेत.

अ.क्र.	संवर्ग	पदोन्नतीची पदे -पदनाम
१	प्रादेशिक परिवहन अधिकारी	प्रादेशिक परिवहन अधिकारी
२		परिवहन उपआयुक्त (नि.श्रे.)
३		परिवहन उपआयुक्त (व.श्रे.)
४		परिवहन सह आयुक्त
५		परिवहन अपर आयुक्त

६	अधिक्षक, राज्य उत्पादन शुल्क	अधिक्षक, राज्य उत्पादन शुल्क
७		उप आयुक्त, (क.श्रे.), रा.उ.शु.
८		उप आयुक्त (व.श्रे.), रा.उ.शु.
९		विभागीय उप आयुक्त, रा.उ.शु.
१०		सह आयुक्त, रा.उ.शु.
११		अपर आयुक्त, रा.उ.शु.
१२	पोलीस उपअधिक्षक/ सहायक पोलीस आयुक्त	पोलीस उपअधिक्षक/ सहायक पोलीस आयुक्त
१३		पोलीस अधिक्षक/पोलीस उप आयुक्त/ अपर पोलीस आयुक्त
१४	उपनिबंधक, सहकारी संस्था	उपनिबंधक, सहकारी संस्था
१५		सहनिबंधक, सहकारी संस्था
१६		अपर निबंधक, सहकारी संस्था
१७		अपर आयुक्त व विशेष निबंधक / पणन संचालक
१८	अवर सचिव	अवर सचिव
१९		उप सचिव
२०		सह सचिव
२१	सहायक विक्रीकर आयुक्त	सहायक विक्रीकर आयुक्त
२२		विक्रीकर उपआयुक्त
२३		विक्रीकर सहआयुक्त
२४		अपर विक्रीकर आयुक्त
२५	सहायक संचालक, महाराष्ट्र वित्त व लेखा सेवा	सहायक संचालक, महाराष्ट्र वित्त व लेखा सेवा
२६		उप संचालक, महाराष्ट्र वित्त व लेखा सेवा
२७		सह संचालक, महाराष्ट्र वित्त व लेखा सेवा
२८		संचालक, महाराष्ट्र वित्त व लेखा सेवा
२९	उपजिल्हाधिकारी	उपजिल्हाधिकारी
३०		उपजिल्हाधिकारी (नि.श्रे.)
३१		अपर जिल्हाधिकारी
३२		अपर जिल्हाधिकारी (नि.श्रे.)
३३	जिल्हा अधिक्षक भूमी अभिलेख	जिल्हा अधिक्षक भूमी अभिलेख
३४		उपसंचालक, भूमी अभिलेख
३५	सहायक वनसंरक्षक	सहायक वनसंरक्षक
३६		विभागीय वन अधिकारी
३७	शिक्षणाधिकारी	शिक्षणाधिकारी
३८		उपसंचालक, शिक्षण
३९		सहसंचालक, शिक्षण
४०		संचालक, शिक्षण

४१	उपमुख्य कार्यकारी अधिकारी / गटविकास अधिकारी	उपमुख्य कार्यकारी अधिकारी / गटविकास अधिकारी
४२		उपमुख्य कार्यकारी अधिकारी (निवडश्रेणी) / गटविकास अधिकारी (निवडश्रेणी)
४३		अतिरीक्त मुख्य कार्यकारी अधिकारी
४४		अतिरीक्त मुख्य कार्यकारी अधिकारी (निवडश्रेणी)

३. “गट-अ” संवर्गातील अन्य अधिकाऱ्यांसाठी सदर “कार्यमूल्यमापन अहवाल” सोबतच्या “परिशिष्ट-अ” मधील नमुन्यात प्रचलित पद्धतीनुसार लिहिण्यात येतील.

४. “गट-अ” संवर्गातील अधिकाऱ्यांचे “कार्यमूल्यमापन अहवाल” लिहिण्याबाबतच्या मार्गदर्शक सुचना सोबतच्या “परिशिष्ट-ब” मध्ये जोडल्या आहेत.

४. “गट-ब” व “गट-क” मधील अधिकारी व कर्मचारी यांचे गोपनीय अहवाल पूर्वीप्रमाणेच शासन निर्णय, दि. १.११.२०११ अन्वये विहित केलेल्या नमुन्यात आणि प्रचलित पद्धतीनुसार लिहिण्यात यावेत.

५. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संगणक सांकेतांक २०१७०२०२१६२१३१६२०७ असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(मुकेश खुल्लर)

प्रधान सचिव (सेवा), सामान्य प्रशासन विभाग

प्रति,

१. मा.राज्यपालांचे सचिव, राजभवन, मलबार हिल, मुंबई,
२. मा.मुख्यमंत्री यांचे प्रधान सचिव,
३. सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (पत्राने)
४. *प्रबंधक, मूळ न्याय शाखा, उच्च न्यायालय, मुंबई, (पत्राने)
५. *प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई / नागपूर/औरंगाबाद खंडपीठ
६. *प्रबंधक, लोक आयुक्त व उपलोक आयुक्त यांचे कार्यालय, मुंबई / नागपूर/औरंगाबाद खंडपीठ
७. मा.अध्यक्ष, महाराष्ट्र विधानसभा यांचे सचिव
८. मा.सभापती, महाराष्ट्र विधानपरिषद यांचे सचिव.
९. सर्व विधान सभा/विधान परिषद सदस्य, महाराष्ट्र विधानमंडळ

१०. सर्व मंत्रालयीन विभागांचे अपर मुख्य सचिव / प्रधान सचिव / सचिव.
११. *सचिव, महाराष्ट्र विधानमंडळ सचिवालय (विधानसभा) मुंबई.
१२. पोलीस महासंचालक, महाराष्ट्र राज्य, मुंबई
१३. विभागीय आयुक्त (सर्व)/जिल्हाधिकारी (सर्व जिल्हे)
१४. मुख्य कार्यकारी अधिकारी, जिल्हा परिषद (सर्व)
१५. विधानमंडळ ग्रंथालय, विधान भवन, मुंबई.
१६. सर्व मंत्रालयीन विभागाच्या नियंत्रणाखालील सर्व विभागप्रमुख/ प्रादेशिक विभाग प्रमुख/
कार्यालय प्रमुख
१७. सर्व मंत्रालयीन विभाग (आस्थापना)
१८. महासंचालक, माहिती व जनसंपर्क महासंचालनालय, मुंबई-४०००३२.
१९. निवडनस्ती, कार्यासन-१३, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई-४०००३२.

* पत्राने

शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : सीएफआर-१२११/प्र.क्र.२५७/तेरा, दि. ०२.०२.२०१७ सोबतचे
परिशिष्ट-अ

गट "अ" मधील शासकीय अधिकारी यांच्यासाठी कार्यमूल्यमापन अहवाल
Performance Appraisal report for Group -A Government Officers

मूल्यमापन अहवालाचा कालावधि - पासून पर्यंत
(Appraisal report for the period from to)

भाग १ (Section -१)

आस्थापना शाखेने भरावयाची माहिती (To be filled in by Establishment section)

१. प्रतिवेदन करावयाच्या शासकीय अधिकाऱ्याचे नाव (Name of the officer reported upon)	
२. संवर्ग (Cadre)	
३. जन्म दिनांक (Date of Birth)	
४ . सध्याचे पद (Present Post)	
५. सध्याच्या पदावर नियुक्तीचा दिनांक (Date of appointment to present post)	
४ . प्रशासकीय विभाग/ कार्यालय (Administrative Department / office)	

५. प्रतिवेदन अधिकारी व पुनर्विलोकन अधिकारी यांचा तपशील (Details of Reporting and Reviewing officers)

	नाव (Name)	पदनाम (Designation)	कालावधि (Period)
क) प्रतिवेदन अधिकारी (Reporting officer)			
ख) पुनर्विलोकन अधिकारी (Reviewing officer)			

६. प्रतिवेदन काळातील रजा आणि इतर अनुपस्थितीचा तपशील (Details of leave and absence due to other reasons during period under report) -

	कालावधि (Period)	प्रकार (Type)	Remarks (शेरा)
क) रजा (Leave)			
ख) इतर कारणे (विशद करा) जसे की, विनापरवानगी गैरहजेरी /फरार. (Other reasons (specify) such as absconding, unauthorized absence, etc.)			

७. प्रतिवेदन काळात घेतलेल्या प्रशिक्षणाचा तपशील (Details of training undergone during period under report)

अ. क्र.	कालावधि (Period) पासून (from) पर्यंत (to)	संस्था (Institute)	विषय (Subject)
१.			
२.			
३.			

८. संबंधित अधिकाऱ्याने मूल्यमापनाच्या मागील वर्षापर्यंत प्रतिवेदन / पुनर्विलोकन अधिकारी म्हणून न लिहिलेल्या गोपनीय/मूल्यमापन अहवालाचा तपशील (Details of Confidential/Assessment Reports not Written/ Reviewed, as Reporting/ Reviewing officer, by officer under report upto previous assessment year)

अ.क्र.	कालावधि (Period) पासून (from) - पर्यंत (to)	प्रतिवेदन/पुनर्विलोकन (Reporting/Review)	अधिकारी/कर्मचारी यांचे नाव व पदनाम (Name and Designation of officer/employee)
१.			
२.			
३.			

९. मागील वर्षाच्या दि. ३१ मार्च अखेरचे वार्षिक मालमत्ता विवरणपत्र संबंधित प्राधिकाऱ्याकडे सादर केल्याचा दिनांक (Date of filing Assets and Liability statement of previous year to concerned authority.)

दिनांक (Date) :-

ठिकाण (Place):-

आस्थापना/संस्करण अधिकारी यांचे नाव, पदनाम व स्वाक्षरी
Name, Designation and signature of Establishment /processing officer

भाग - २ (Section-2)

स्वयंमूल्यनिर्धारण अहवाल (Self-Appraisal Report)

(ज्यांचे प्रतिवेदन व पुनर्विलोकन होईल त्या अधिकारी/कर्मचारी यांनी भरावयाची माहिती)

(To be filled in by officer/ employee reported upon and reviewed)

१. धारण केलेल्या पदावरून करणे अपेक्षित असलेल्या कामाचे थोडक्यात विवरण (Brief description of tasks required to be performed while holding the post) (५० शब्द)

२. वार्षिक/ प्रतिवेदनाच्या कालावधिकरिता कार्य नियोजन आणि कार्यसिद्धी (Work plan and output during the year or period reported upon) :-

अ.क्र. (Sr. No.)	करावयाचे काम (Task to be performed)	प्रदेये (Deliverables)		प्रत्यक्ष पूर्ण केलेले उद्दीष्ट (Actual Achievement)
		सुरुवातीची (Initials)	मध्य-वर्ष (Mid Year)	
१.				
२.				
३.				

३. वर्षभरात / सदर कालावधित पार पाडलेल्या ४-५ महत्वाच्या व उल्लेखनीय कामांचे संक्षिप्त वर्णन (List 4-5 important and noteworthy works done during the period) (१०० शब्दात)

४. जे उद्दीष्टे पूर्ण होऊ शकली नाहीत, त्याकरीता आलेल्या अडचणी (Difficulties faced in not achieving certain targets)

५. कार्यक्षमता वाढविण्याकरीता स्वतःस आवश्यक वाटते असे प्रशिक्षणाचे क्षेत्र (Mention areas of required training which you feel necessary for higher efficiency)	
लगतच्या सेवाकालावधिसाठी (for near future in service period)	
दीर्घकालीन सेवाकालावधिसाठी (for long term service period)	
६. आपण प्रतिवेदन अधिकारी असलेल्या अधिकाऱ्यांकरीता/कर्मचाऱ्यांकरीता वार्षिक कार्यनियोजन तयार केले आहे काय? :- होय / नाही (Have you prepared Annual Work Plan for officers /employees for whom you are reporting officer ? :- Yes / No)	
७. मागील वर्षाच्या दि. ३१ मार्च अखेरचे वार्षिक मालमत्ता विवरणपत्र संबंधित प्राधिकाऱ्याकडे सादर केले आहे काय ? होय / नाही, सादर केले असल्यास दिनांक) (Whether Assets and Liability statement of previous year, submitted to concerned authority? - Yes / No, Date of submission, if submitted)	

ठिकाण (Place)

दिनांक (Date)

अधिकाऱ्याची सही, नाव व पदनाम

Signature, Name and Designation of officer

भाग ३ (Section 3)

प्रतिवेदन अधिकाऱ्याने लिहावयाचा मूल्यमापन अहवाल

Performance Appraisal Report prepared by reporting officer

१. भाग २ मध्ये नमूद करण्यात आलेल्या स्वयंमूल्यनिर्धारण अहवालाशी आपण सहमत आहात काय? नसल्यास, वस्तुस्थितीदर्शक अभिप्राय द्यावेत. (Whether you agree with self-assessment recorded in part two? If not, then state factual position)

२. प्रतिवेदन कालावधित पार पाडलेल्या महत्त्वपूर्ण व उल्लेखनीय कामांसंदर्भात आपले स्पष्ट अभिप्राय दयावेत. (Offer your remarks on important and noteworthy works mentioned in self-assessment report)

३. प्रतिवेदित अधिकारी/कर्मचारी यांचे त्यांच्या कामाच्या संदर्भात लक्षणीय अपयश निदर्शनास आले असल्यास वस्तुस्थितीदर्शक अभिप्राय द्यावेत. (Has the officer/employee reported upon met with significant failures in respect of his work ? If yes, please furnish factual details)

४. संबंधित अधिकाऱ्यांनी कार्यक्षमता वाढविण्याकरीता आवश्यक असलेल्या प्रशिक्षणाचे क्षेत्रास सहमत आहात काय ? (Do you agree with the skill up-gradation needs as identified by the officer ?)

५. अधिकारी/कर्मचारी यांची कार्यपूरतता, कार्यक्षमता व वैयक्तिक गुणवैशिष्ट्ये याबाबतचे गुणांकन. (Gradaation on works completed, efficiency and personal attributes by officers/ employees) { १-१० या मर्यादित गुणांकन देण्यात यावे. } {Grade should be 1 - 10 }

अ) कार्यपूर्तता (Work completion) (भारांक ४० %)(weightage 40 %)

अ.क्र. Sr.No.	मुद्दे Points	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (Review Officer)	पुनर्विलोकन अधिकाऱ्यांची स्वाक्षरी (Signature of Review Officer)
१	उद्दिष्टानुसार नेमून दिलेल्या कार्याची पूर्तता (Accomplishment of planned work)			
२	केलेल्या कामाचा दर्जा (Quality of Output)			
३	केलेली उल्लेखनीय/ वैशिष्ट्यपूर्ण कामे (Accomplishment of exceptional work /unforeseen tasks performed)			
	कार्यपूर्तता या घटकाचे सरासरी गुणांकन (Average gradation on Work completion)			

ब) वैयक्तिक गुणवैशिष्ट्ये (Personal attributes) (भारांक ३० %)(weightage 30 %)

अ.क्र. Sr.No.	मुद्दे Items	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (Review Officer)	पुनर्विलोकन अधिकाऱ्यांची स्वाक्षरी (Signature of Review Officer)
१	कामाबाबतचा दृष्टीकोन (Attitude to work)			
२	जबाबदारीची जाणीव (Sense of responsibility)			
३	सर्वसाधारण वर्तणूक व व्यक्तिमत्व (Overall bearing and Personality)			
४	भावनात्मक संतुलन (Emotional stability)			
५	संवाद कौशल्य (Communication Skills)			
६	नैतिक धैर्य आणि व्यावहारीक भूमिका घेण्याचा कल (Moral Courage and willingness to take professional stand)			
७	नेतृत्वगुण (Leadership qualities)			

८	विहित कालमर्यादेत काम करण्याची क्षमता (Capacity to work in time limit)			
	वैयक्तिक गुणवैशिष्ट्ये या घटकाचे सरासरी गुणांकन (Average gradation on Personal Attributes)			

क) कार्यक्षमता (Efficiency) (भारंकर ३० %)(weightage 30 %)

अ.क्र. Sr.No.	मुद्दे (items)	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (Review Officer)	पुनर्विलोकन अधिकार्यांची स्वाक्षरी (Signature of Review Officer)
१	संबंधित कायदे, नियम व प्रचलित कार्यपद्धती, माहिती तंत्रज्ञान आणि संबंधित क्षेत्रातील स्थानिक पद्धती याबाबतचे ज्ञान (Knowledge of relevant Acts/ Rules/procedures/IT Skill and awareness of local norms in the relevant area)			
२	कौशल्यपूर्ण नियोजनाची क्षमता (Strategic planning ability)			
३	स्वतः निर्णय घेऊन काम करण्याची क्षमता (Decision making ability)			
४	उपक्रमशीलता (Initiative)			
५	आपल्या कामांशी संबंध येणाऱ्या इतर शासकीय यंत्रणेशी समन्वय साधण्याची क्षमता (Ability to co-ordinate with other government agencies in relation to work.)			
६	हाताखालील कर्मचाऱ्यांना प्रेरणा देणे आणि त्यांच्या विकसनाची क्षमता (Ability to motivate and develop subordinates/work in a team)			
	कार्यक्षमता या घटकाचे सरासरी गुणांकन (Average gradation on Work efficiency)			

५. संबंधित कर्मचाऱ्याच्या सचोटी व चारित्र्याबाबत आपले स्वयंस्पष्ट अभिप्राय दयावेत (प्रतिकूल अभिप्राय असल्यास सोबत त्याबाबतची उदाहरणे नमूद करावीत) (Offer your remarks on character and integrity (if remarks are negative, then mention instances))

६. अधिकारी/कर्मचारी यांचे एकंदरीत मुल्यमापन (जास्तीत जास्त १०० शब्द) (Overall Assessment of officer/employee (Maximum 100 words))

यामध्ये संबंधित अधिकाऱ्याची बलस्थाने, उणीवा आणि दिव्यांग व्यक्ती, महिला व मागासवर्गीयांबाबतचा दृष्टीकोन यांचा समावेश असावा. (Include Strengths and lesser strengths and his attitude towards disabled persons, women and Backward classes)

७. पुढील नियुक्तीसाठी कार्यक्षेत्राबाबत शिफारशी (कमीत कमी ४) (Recommendations relating to domain assignment (At least 4))

१.	२.
३.	४.

८. एकंदरीत गुणांकन (Overall Gradation)

ठिकाण (Place)

दिनांक (Date)

प्रतिवेदन अधिकाऱ्याची सही, नाव व पदनाम
Signature, Name & Designation of Reporting Officer

भाग -४-अ (Section 4-A)

जिल्हाधिकारी/विभागीय आयुक्त यांचे मूल्यमापन (Assessment by Collector/Divisional Commissioner)

१. अधिकाऱ्याचे नाव -

२. पदनाम -

३. विभाग -

४. मुल्यांकन कालावधी -

५. महसूली विभाग आणि जिल्हा स्तरावरील गट "अ" मधील अधिकाऱ्यांचे, शासनाच्या योजना / कार्यक्रम अंमलबजावणीमधील कार्याचे मूल्यमापन -

* (जिल्हाधिकारी आणि विभागीय आयुक्त यांच्याकडे अंमलबजावणी/ पर्यवेक्षण/ समन्वय किंवा सनियंत्रणासाठी सुपूर्द केलेल्या योजना/ कार्यक्रम यांच्याशी संबंधित)

५. Assessment of revenue division and district level Group "A" officers in relation to the implementation of schemes/programs of Government

६. एकंदरीत गुणांकन (Overall Gradation) -

{ १-१० या मर्यादेत गुणांकन देण्यात यावे. }

ठिकाण (Place) -

दिनांक (Date) -

जिल्हाधिकारी/विभागीय आयुक्त यांची सही व नाव
Signature & Name of Collector/Divisional Commissioner

भाग ४-ब (Section 4-B)

पुनर्विलोकन (Review)

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय (Remarks of Reviewing Officer)

१. आपण प्रतिवेदन अधिकाऱ्याने, संबंधित अधिकाऱ्याच्या कार्यपूरता, कार्यक्षमता, वैयक्तिक गुणवैशिष्ट्ये यासंबंधाने भाग ३ मधील मुद्दांच्या सहाय्याने केलेल्या मूल्यनिर्धारणाशी सहमत आहात काय? (Do you agree with assessment of Reporting Officer on work done, efficiency, personal attributes in part ३ of concerned officer?)

होय (Yes)	नाही (No)
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२. सहमत नसल्यास, तपशिल व कारणे द्यावीत (In case of difference of opinion details and reasons for the same may be given)

३. अधिकाऱ्याचे एकंदरीत मूल्यमापन (जास्तीत जास्त १०० शब्द) (Overall Assessment of officer (Maximum 100 words)

यामध्ये संबंधित अधिकाऱ्याची बलस्थाने, उणीवा आणि दिव्यांग व्यक्ती, महिला व मागासवर्गीयांबाबतचा दृष्टीकोन यांचा समावेश असावा. (Include Strengths and lesser strengths and his attitude towards disabled persons, women and Backward classes)

४. गट "अ" मधील अधिकाऱ्यांचे, शासनाच्या योजना / कार्यक्रम अंमलबजावणीमधील कार्याचे जिल्हाधिकारी/विभागीय आयुक्त यांनी केलेले मूल्यमापन विचारात घेण्यात आले (Considered assessment of Group "A" officers in relation to the implementation of schemes/programs of Government by collector/Divisional Commissioner)

होय (Yes)	नाही (No)	लागू नाही (Not Applicable)
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५. पुढील नियुक्तीसाठी कार्यक्षेत्राबाबत शिफारशी (कमीत कमी ४)(Recommendations relating to domain assignment(At least 4))

१.	२.
३.	४.

४. एकंदरीत गुणांकन (Overall Gradation) -
{१-१० या मर्यादेत गुणांकन देण्यात यावे. }

ठिकाण (Place) -

दिनांक (Date) -

पुनर्विलोकन अधिकाऱ्याची सही, नाव व पदनाम

Signature, Name & Designation of Reviewing Officer

गोपनीय अहवालाची छायांकित प्रत समक्ष मिळाली, संबंधित अधिकारी/कर्मचारी यांचे नाव व दिनांकित स्वाक्षरी	गोपनीय अहवालाची छायांकित प्रत संबंधित अधिकारी/कर्मचारी यांना डाकेने पाठविल्यास पत्र क्र. - दिनांक - संस्करण अधिकारी यांचे नाव, पदनाम व स्वाक्षरी
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शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : सीएफआर-१२११/प्र.क्र.२५७/तेरा, दि. ०२.०२.२०१७ सोबतचे
“परिशिष्ट-ब”

राज्य शासकीय अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल लिहिण्यासाठी सर्वसाधारण सूचना

१. प्रस्तावना

- १.१ राज्य शासकीय अधिकाऱ्यांचा कार्यमूल्यमापन अहवाल हा महत्त्वाचा दस्ताऐवज आहे. कार्यमूल्यमापन अहवालावरून अधिकाऱ्यांच्या पुढील विकासासाठी मूलभूत आणि महत्त्वपूर्ण माहिती उपलब्ध होते. त्यामुळे संबंधित अधिकारी, प्रतिवेदन अधिकारी आणि पुनर्विलोकन अधिकारी यांनी अतिशय जबाबदारीने कार्यमूल्यमापन अहवाल लिहिणे आवश्यक आहे.
- १.२ कार्यमूल्यमापन अहवाल लिहिणे हा केवळ मुल्यमापन प्रक्रिया नसून अधिकाऱ्यांच्या क्षमता व प्रशिक्षण यांचे नियोजन करण्यासाठी उपयुक्त साधन म्हणून त्याचा वापर झाला पाहिजे. प्रतिवेदन अधिकाऱ्यांनी ही गोष्ट लक्षात घेतली पाहिजे की, कार्यमूल्यमापन अहवालाचा मुळ उद्देश हा अधिकाऱ्यांना विकसित करणे असा असून जेणेकरून स्वतःच्या खऱ्याखुऱ्या क्षमता त्यांना ज्ञात होतील. कार्यमूल्यमापन अहवाल हा अधिकाऱ्यांमधील वैगुण्य निदर्शनास आणण्यासाठी नसून ते अधिकाऱ्यांना विकसित करण्याचे माध्यम आहे. तथापि, प्रतिवेदन अधिकारी आणि पुनर्विलोकन अधिकारी यांनी त्यांच्या हाताखालील अधिकाऱ्यांचे कार्यमूल्यमापन अहवाल लिहिताना त्यांच्या कामगिरीमधील, वागण्यामधील किंवा एकंदरीत व्यक्तिमत्त्वामधील त्रुटींचा देखिल उल्लेख करणे अपेक्षित आहे.
- १.३ कार्यमूल्यमापन अहवालाच्या सर्व रकान्यांमधील माहिती ही अतिशय काळजीपूर्वक भरावी व त्यासाठी पुरसा वेळ काढावा. कार्यमूल्यमापन अहवालामधील माहिती ही निष्काळजीपणे व वरवरच्या पद्धतीने भरण्यात आल्यास ते वरिष्ठांच्या सहज निदर्शनास येईल.
- १.४ कार्यमूल्यमापन अहवाल हा वर्षाच्या शेवटी पूर्ण करावयाची प्रक्रिया असली तरी त्यायोगे संबंधित अधिकाऱ्यांच्या क्षमतांचे नियोजन व आवश्यक ते प्रशिक्षण देण्यासाठी तसेच मानव संसाधन विकसनासाठी त्याचा वापर करता यावा, म्हणून प्रतिवेदन अधिकाऱ्यांनी त्यांच्या हाताखालील अधिकाऱ्यांच्या कामकाजाचा आढावा घेण्यासाठी आणि त्यामध्ये आवश्यक त्या सुधारणा करण्यासाठी वर्षभरात ठराविक कालावधीनंतर प्रत्यक्ष संवाद साधणे आवश्यक आहे.

२. भाग-१

- २.१ या परिशिष्टामधील माहिती ही प्रशासकीय विभाग/कार्यालयाच्या संस्करण अधिकाऱ्यांनी भरावयाची आहे. कार्यमूल्यमापनाचा कालावधी संपूर्ण प्रतिवेदन वर्ष म्हणजेच १ एप्रिल ते ३१ मार्च किंवा वर्षातील काही महिन्यांचा (तीन महिन्यांपेक्षा अधिक) असू शकेल. जेव्हा प्रतिवेदन कालावधी हा संपूर्ण वर्षभराचा असेल तेव्हा तो पुढीलप्रमाणे नमूद करावा; उदा.२००७-२००८. जेव्हा प्रतिवेदनाचा कालावधी हा एक वर्षापेक्षा कमी असेल तेव्हा प्रतिवेदन सुरु झाल्याचे व संपल्याचे दिनांक नमूद करावेत, उदा. दि.१० सप्टेंबर, २००७ ते ३१ मार्च, २००८.

- २.२ सध्या कार्यरत असलेल्या पदाची वेतनश्रेणी आणि धारण केलेले पद (पदनाम आणि कार्यालय) आणि ज्या दिनांकापासून तो/ती, त्याचे/तिचे पद धारण करत आहे तो दिनांक नमूद करणे आवश्यक आहे.
- २.३ प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांशी संबंधित माहितीच्या रकान्यामध्ये प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांचे नाव आणि पदनाम नमूद करण्यात यावे. त्यामुळे कार्यमूल्यमापन करण्यात येत असलेल्या अधिकाऱ्यांना तो कोणाला सादर करावयाचा आहे ते समजेल.
- २.४ रजा, प्रशिक्षण आणि इतर कारणांमुळे गैरहजेरीबाबतचा कालावधी देखील या भागामधील रकान्यांमध्ये नमूद करणे आवश्यक आहे. संबंधित अधिकाऱ्यांनी घेतलेले प्रशिक्षण, मालमत्ता विवरणपत्र भरल्याची तारीख आणि त्याच्या/तिच्या हाताखालील सर्व अधिकाऱ्यांच्या/कर्मचाऱ्यांच्या मागील वर्षाच्या कार्यमूल्यमापन अहवालाचे प्रतिवेदन/पुनर्विलोकन केले आहे किंवा कसे याबाबतची माहिती यासाठीच्या रकान्यांमध्ये भरण्यात यावी.

३. भाग - २

- ३.१ स्वयंमूल्यनिर्धारण अहवाल भरून देणाऱ्या अधिकाऱ्यांनी सर्वप्रथम त्याची/तिची कर्तव्ये आणि जबाबदाऱ्या याबाबतची संक्षिप्त माहिती सर्वसाधारणपणे १०० पेक्षा कमी शब्दांमध्ये दयावी. ही माहिती मुद्देसूद असावी. (Bullet Form)
- ३.२ सर्व अधिकाऱ्यांनी आगामी संपूर्ण वर्षातील नियोजित त्यांच्या कामाचे विवरणपत्र (Work Plan) प्रतिवेदन अधिकाऱ्यांच्या सहमतीने तयार करावे. या विवरणपत्रामध्ये प्रतिवेदन वर्षभरामध्ये करावयाच्या कामांचा (नियोजित अर्थसंकल्पीय कामकाजासह) समावेश असावा. ही सर्व कार्यवाही वर्षाच्या सुरुवातीस (दि. १ जानेवारी) सुरु करावी आणि जास्तीत जास्त दि. ३० एप्रिल पर्यंत अंतिम करावी. वर्षभरामध्ये प्रतिवेदन अधिकारी बदलल्यास आधीच्या प्रतिवेदन अधिकाऱ्यांनी सहमत केलेले कार्य विवरणपत्र वापरावे. वर्षाच्या सुरुवातीस संमत केलेल्या कार्य विवरणपत्राचे वर्षाच्या मध्यावधीस म्हणजे सप्टेंबर/ऑक्टोबर महिन्यामध्ये पुनर्विलोकन करावे. पुनर्विलोकनानंतर मूळ विवरणपत्रामध्ये काही बदल असल्यास या बदलासह दि. ३१ ऑक्टोबर पर्यंत हे विवरणपत्र अंतिम करावे.
- ३.३ कामाचे विवरणपत्र तयार केल्यानंतर, मूल्यमापन करावयाच्या संबंधित अधिकाऱ्यांची (ज्यांचे मूल्यमापन करण्यात येत आहे) बदली होवू शकते. तथापि, एका पदास प्रत्येक वर्षासाठी एकापेक्षा अधिक कार्य विवरणपत्राची आवश्यकता नाही. अधिकाऱ्यांचा वर्षामधील कार्यकाल आणि त्यांचा कामामधील सहभाग याचे कार्य विवरणपत्राच्या अनुषंगाने मूल्यमापन करण्यात यावे. मध्यावधी बदलीच्या प्रकरणामध्ये कामाचे मूल्यमापन, पहिल्या तिमाहीमधील सातत्य आणि Lower Performance Profile विचारात घेणे आवश्यक आहे.
- ३.४ संबंधित अधिकाऱ्यांनी, प्रतिवेदन अधिकाऱ्यांच्या सहमतीने तयार केलेले कार्य विवरणपत्र पुनर्विलोकन अधिकाऱ्यास त्याच्या/तिच्या अवलोकनार्थ आणि ताब्यात ठेवण्यासाठी सादर करावे. कार्यमूल्यमापन अहवाल, वर्षाच्या सुरुवातीस सहमत केलेल्या आणि मध्यावधीस

पुनर्विलोकन केलेल्या कार्य विवरणपत्राच्या आधारे साध्यांचे (Accomplishments) मूल्यमापन करतो. यासाठी मूल्यमापन करावयाच्या संबंधित अधिकाऱ्यांनी भाग-२ मधील संबंधित रकान्यामधील माहिती भरणे आवश्यक आहे.

- ३.५ कार्यविवरणपत्र हे संपूर्णपणे संख्यात्मक स्वरूपाचे असण्याची आवश्यकता नाही. क्षेत्रीय कार्यालयांमधील पदांसाठी कार्य विवरणपत्रामध्ये संख्यात्मक लक्ष्यांचा (Targets) समावेश असू शकेल, परंतु मंत्रालयीन पदांसाठी साध्य करावयाच्या धोरणात्मक लक्ष्यांचा यामध्ये समावेश असू शकेल.
- ३.६ भाग-२ हा अधिकाऱ्यांना त्याची/तिची वर्षभरातील कामगिरी प्रतिबिंबित करण्याची संधी देतो आणि त्याच्या /तिच्या मते त्याने/तिने वर्षभरात एखादया कामामध्ये दिलेले लक्षणीय योगदान दर्शवितो. कोणत्याही अधिकाऱ्यास सर्वसाधारण कामामध्ये देखील स्वतःचे लक्षणीय योगदान नोंदविणे नेहमीच शक्य आहे. उदा. कुंभमेळयासारख्या एखादया मोठया कार्यक्रमाचे यशस्वी आयोजन करणे, किंवा दीर्घकाळ चालणाऱ्या एखादया कामाची यशस्वीरित्या सांगता करणे, किंवा आपत्कालीन परिस्थितीची कुशलतेने हाताळणी करणे (उदा. मोठा भूकंप/पूर) इत्यादि प्रसंगी निश्चितच अपवादात्मक योगदान नोंदविता येते.
- ३.७ मूल्यमापन करावयाच्या संबंधित अधिकाऱ्याने त्याला/तिला ज्या विशिष्ट क्षेत्रामधील कौशल्यांमध्ये सुधारणा करण्याची आणि प्रशिक्षण घेण्याची आवश्यकता वाटते, ती नमूद करणे आवश्यक आहे. अशा विशिष्ट क्षेत्रातील कौशल्य वाढविण्यासाठी त्याने/तिने अवलंबलेली किंवा प्रस्तावित केलेली विशिष्ट कार्यपद्धती (Steps) सुध्दा त्याने/तिने नमूद करणे आवश्यक आहे.
- ३.८ नवीन कार्यमूल्यमापन अहवालातील कारकीर्द प्रगती (Career Progression) पद्धतीत कार्यक्षमतेची बांधणी करण्यावर अधिक भर देण्यात आला असल्यामुळे वाढीव कार्यक्षमता आणि कौशल्ये ही उपकारक असू शकतात. त्यामुळे अधिकाऱ्यांना असे सुचविण्यात येते की, पाच वर्षांतून किमान एकदा संवर्ग नियंत्रण अधिकाऱ्यास, ते ज्या शैक्षणिक आणि प्रशिक्षण कार्यक्रमास उपस्थित राहिले आहेत, त्या कार्यक्रमांमध्ये मिळालेले गुण/श्रेणी, प्रकाशित केलेले व्यावसायिक लेख याबाबतची माहिती भाग-२ मधील टिप्पणीन्वये उपलब्ध करून दिल्यास सदर माहिती त्यांच्या भविष्यातील कारकीर्द प्रगतीसाठी विचारात घेता येईल.
- ३.९ मूल्यमापन करावयाच्या अधिकाऱ्याने आपले मत्ता व दायित्वे विवरणपत्र सादर केल्याचे आणि ते/ती ज्या अधिकाऱ्यांचे प्रतिवेदन अधिकारी आहेत, त्यांचे वार्षिक कार्य विवरणपत्र तयार केल्याचे प्रमाणपत्र देणे, या भागात आवश्यक आहे.

४. भाग-३

- ४.१ भाग-३ मध्ये प्रतिवेदन अधिकाऱ्यांनी, भाग-२ मध्ये संबंधित अधिकाऱ्यांनी लिहिलेल्या स्वयंमूल्यनिर्धारण अहवालावर अभिप्राय देणे आणि विशेषतः या अहवालात नमूद केलेल्या साध्यांशी (Accomplishments) सहमत आहेत किंवा कसे, हे नमूद करणे अपेक्षित आहे. प्रतिवेदन अधिकारी असहमत असल्यास ते/ती ज्या विशिष्ट मुद्दांशी असहमत आहेत ते विशेषत्वाने नमूद करावेत आणि असहमतीची कारणे देखील नमूद करावीत.

- ४.२ नंतर, या रकान्यामध्ये प्रतिवेदन अधिकाऱ्याने, संबंधित अधिकाऱ्याने नमूद केलेल्या कौशल्य सुधारणेच्या गरजेबाबत अभिप्राय नमूद करणे आवश्यक आहे.
- ४.३ त्यानंतर, संबंधित अधिकाऱ्याची कार्य विवरणपत्र आणि अचानक उद्धवलेल्या परिस्थितीतील कामे या अनुषंगाने कार्यपूर्तता विचारात घेऊन प्रतिवेदन अधिकारी सांख्यिकीय गुणांकन (Numerical Grade) नमूद करेल. सदर गुणांकन हे कामाच्या गुणवत्तेच्या अनुषंगाने देखील असावे. प्रतिवेदन अधिकाऱ्याने विवक्षित काम पूर्ण करण्यासाठी झालेला खर्च, (संबंधित अधिकारी काटकसरीने खर्च करतात का) कामासाठी लागलेला वेळ आणि घालून दिलेले नियम/कार्यपद्धती काम पूर्ण करताना अवलंबली गेली आहे का, हे देखील विचारात घेणे आवश्यक आहे.
- ४.४ प्रतिवेदन अधिकाऱ्याने कामाची परिपूर्णता, वैयक्तिक गुणवैशिष्ट्ये आणि कार्यक्षमता यासंदर्भात देखील गुणांकन नमूद करावे.
- ४.५ प्रतिवेदन अधिकाऱ्याने संबंधित अधिकाऱ्याच्या सचोटीबाबत आपले मत रकाना ३ मध्ये नमूद करावे. सचोटीबाबत अभिप्राय नमूद करताना त्याने/तिने केवळ त्याला/तिला आर्थिक सचोटीपुरते सिमीत न ठेवता नैतिकता देखील विचारात घ्यावी. सचोटीशी संबंधित रकाना भरताना खालील कार्यपद्धती अवलंबण्यात यावी.
- i) अधिकाऱ्यांची सचोटी “संशयातीत” असल्यास त्याप्रमाणे नमूद करावे.
- ii) परंतु यामध्ये काही संशय असल्यास, सदर रकाना कोरा ठेवण्यात यावा आणि खालीलप्रमाणे कार्यपद्धती अवलंबण्यात यावी.
- a) वेगळी गुप्त टिप्पणी ठेवण्यात यावी आणि त्यानुसार पाठपुरावा करण्यात यावा. सदर टिप्पणीची प्रत वरिष्ठ अधिकाऱ्यांकडे वार्षिक कार्यमूल्यमापन अहवालासोबत पाठविण्यात यावी. जेणेकरून पाठपुराव्याची कार्यवाही शीघ्रगतीने करण्यात आली आहे याबाबत त्यांची खात्री होईल. ज्या प्रकरणी सचोटी प्रमाणित करणे किंवा गुप्त टिप्पणी ठेवणे शक्य नसेल, अशा प्रकरणी प्रतिवेदन अधिकाऱ्यांनी निश्चित मत व्यक्त करण्याएवढ्या पुरेशा कालावधीसाठी अधिकाऱ्यांचे काम पाहिलेले नाही किंवा संबंधित अधिकाऱ्यांच्या विरुद्ध काहीही ऐकलेले नाही, असे प्रकरणपरत्वे नमूद करावे.
- b) पाठपुराव्याच्या निष्कर्षानंतर, संशय दूर झाल्यास अधिकाऱ्यांची सचोटी प्रमाणित करावी आणि त्याप्रमाणे कार्यमूल्यमापन अहवालामध्ये नोंद घेण्यात यावी.
- c) जर सचोटी संशयास्पद असल्याची खात्री झाल्यास त्याची नोंद घेण्यात यावी आणि याबाबत संबंधित अधिकाऱ्यांना कळविण्यात यावे.
- d) पाठपुराव्याच्या निष्कर्षानंतर जर संशय दूर झाला नाही किंवा पक्काही झाली नाही तर, अधिकाऱ्यांचे वर्तनावर पुढील कालावधीसाठी लक्ष ठेवावे आणि त्यानंतर वरील (b) आणि (c) मध्ये नमूद केल्यानुसार कार्यवाही करावी.
- ४.६ प्रतिवेदन अधिकाऱ्याने, संबंधित अधिकाऱ्याचा सर्वांगीण दर्जा आणि अपंग व्यक्ती, महिला व मागासवर्गीयाबाबतचा दृष्टीकोन याबाबतचे वर्णनात्मक अभिप्राय नमूद करावेत. हे अभिप्राय १००

शब्दापेक्षा अधिक नसावेत आणि यामध्ये संबंधित अधिकाऱ्याची बलस्थाने आणि उणीवांसह सर्वांगीण गुणांचा उल्लेख करण्याचा प्रयत्न करावा. वर्णन (pen-picture) म्हणजे या भागात पूर्वी केलेल्या संख्यात्मक मूल्यमापनास पुष्टि देणारी पुरवणी होय.

- ४.७ प्रतिवेदन अधिकाऱ्याने त्यानंतर संबंधित अधिकाऱ्याच्या भावी कार्यक्षेत्राबाबत शिफारशी करावयाच्या आहेत. कार्यक्षेत्राबाबतची उदाहरणे परिच्छेद १० मध्ये नमूद करण्यात आली आहेत.
- ४.८ सगळ्यात शेवटी, प्रतिवेदन अधिकाऱ्याने १ ते १० या मर्यादेत सर्वसाधारण गुणांकन नमूद करावयाचे आहे, १ हे न्यूनतम गुणांकन आणि १० हे अधिकतम गुणांकन दर्शविते.

५. भाग ४-अ

- ५.१ हा रकाना जिल्हाधिकारी/विभागीय आयुक्त यांनी जेथे लागू असेल तेथे भरावा. जिल्हाधिकारी/विभागीय आयुक्त यांनी नमूद केलेले सर्वसाधारण गुणांकन पुनर्विलोकन अधिकाऱ्यांनी त्याचे/तिचे मूल्यमापन नमूद करताना विचारात घ्यावे.

६. भाग ४-ब

- ६.१ हा रकाना पुनर्विलोकन अधिकाऱ्याने भरावयाचा आहे. प्रतिवेदन अधिकाऱ्याने केलेल्या मूल्यमापनाशी सहमत आहे किंवा कसे याबाबत नमूद करणे अपेक्षित आहे. पुनर्विलोकन अधिकारी, प्रतिवेदन अधिकाऱ्यांशी असहमत असल्यास, कार्यपूर्तता किंवा अन्य कोणत्याही मुद्द्याच्या अनुषंगाने वेगळे मूल्यमापन करू शकेल. सहमत असल्यास, कोणत्याही मुद्द्यांच्या अनुषंगाने विवरणपत्रातील स्तंभामध्ये माहिती भरण्याची आवश्यकता नाही. शेवटी, पुनर्विलोकन अधिकाऱ्याने १ ते १० या मर्यादेत सर्वसाधारण गुणांकन नमूद करावयाचे आहे.

७. सांख्यिकीय गुणांकन

- ७.१ प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांनी बऱ्याच ठिकाणी गुणांकन (Numerical Grade) प्रदान करावयाचे आहेत. हे १ ते १० च्या मर्यादेत असावे. १ हे न्यूनतम गुणांकन आणि १० हे अधिकतम गुणांकन दर्शविते. असे अपेक्षित आहे की, १ किंवा २ हे गुणांकन (कार्य पूर्तता किंवा गुणवैशिष्ट्ये किंवा सर्वसाधारण गुणांकन) द्यावयाचे झाल्यास, वर्णनात्मक अभिप्रायांमध्ये, विशिष्ट अपयशाच्या अनुषंगाने त्याचे समर्थन करावे त्याचप्रमाणे १० किंवा ९ या गुणांकनाच्या बाबतीत देखील विशिष्ट साध्यांच्या अनुषंगाने समर्थन करणे आवश्यक आहे. १-२ किंवा ९-१० हे गुणांकन दुर्मिळ स्वरूपात अपेक्षित असल्याने त्यास समर्थन आवश्यक आहे. सांख्यिकीय गुणांकन प्रदान करताना प्रतिवेदन, पुनर्विलोकन अधिकाऱ्यांनी त्यांच्या हाताखाली सध्या काम करीत असलेल्या किंवा यापूर्वी काम केलेल्या आणि संबंधित अधिकाऱ्यांना समकक्ष असलेल्या अन्य अधिकाऱ्यांशी तुलना करून मूल्यमापन करावे.
- ७.२ सर्वसाधारण गुणांकन १ आणि २ हे “क” समजण्यात यावे, ३ ते ५ हे “ब” समजण्यात यावे, ६ ते ८ हे “अ” समजण्यात यावे आणि ९ आणि १० हे गुणांकन “अ+” समजण्यात यावे.

७.३ भारांक (Weightage) आणि सरासरी (Mean)

कार्यपूर्तता, वैयक्तिक गुणवैशिष्ट्ये आणि कार्यक्षमता या गटांना भारांक देण्यात आले आहेत. सर्वसाधारण गुणांकन हे प्रत्येक गटाच्या भारांकाच्या प्रमाणात असलेल्या सरासरीच्या बेरजेवर आधारित आहे. “सर्वसाधारण गुणांकन” परिगणीत करण्याचे सुत्र पुढीलप्रमाणे असेल.

$$(\text{कार्यपूर्तता या गटाचे सर्वसाधारण गुणांकन} \times ४) + (\text{वैयक्तिक गुणवैशिष्ट्ये या गटाचे सर्वसाधारण गुणांकन} \times ३) + (\text{कार्यक्षमता या गटाचे सर्वसाधारण गुणांकन} \times ३)$$

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८. प्रकटन (Disclosure) -

८.१ मूल्यमापनाच्या कार्यपध्दतीमध्ये अधिक खुलेपणा हवा. कार्यमूल्यमापन अहवाल अंतिम झाल्यानंतर, त्यामध्ये नमूद केलेल्या सर्वसाधारण गुणांकन आणि सचोटीबाबतच्या अभिप्रायांसह संबंधित अधिकाऱ्यांस कळविण्यात यावा.

८.२ अभिवेदन (Representation) -

कार्यमूल्यमापन अहवालातील पदोन्नतीच्या पात्रतेपर्यंत न येणाऱ्या श्रेण्याविरुद्ध (गुणांकन) अभिवेदन देण्याचा विकल्प संबंधित अधिकाऱ्यांस देण्यात यावा. अशी निवेदने कार्यमूल्यमापन अहवालातमधील कार्यपूर्तता, वैयक्तिक गुणवैशिष्ट्ये, कार्यक्षमता आणि सर्वसाधारण गुणांकन याबाबतच्या विशिष्ट वास्तविक निरीक्षणे ज्याआधारे अधिकाऱ्यांचे मूल्यमापन करण्यात आले आहे यापुरतीच मर्यादित असावीत. संस्करण अधिकाऱ्यांने प्राप्त झालेल्या अभिवेदनावर संबंधित प्रतिवेदन आणि पुनर्विलोकन अधिकारी, सेवेत कार्यरत असतील तर त्यांचे अभिप्राय मागविणे आवश्यक आहे. प्रतिवेदन आणि/किंवा पुनर्विलोकन अधिकाऱ्यांचे अभिप्राय सक्षम प्राधिकार्यापुढे ठेवण्यात यावेत. सक्षम प्राधिकारी अभिवेदनावर स्पष्ट निष्कर्ष नोंदवून बाधित मुद्द्यांच्या अनुषंगाने सर्वसाधारण गुणांकनासह कार्यमूल्यमापन अहवाल अंतिम निर्णय घेतील. जर गुणांकन उंचावण्यात किंवा कमी करण्यात आले तर याबाबतच्या निर्णयाची कारणांसह कार्यमूल्यमापन अहवाल नस्तीत नोंद घेण्यात यावी आणि याबाबत संबंधित अधिकाऱ्यास कळविण्यात यावे. सक्षम प्राधिकार्याने घेतलेला निर्णय अंतिम असेल.

९. कार्यमूल्यमापन अहवाल पूर्ण करण्याचे वेळापत्रक

९.१ खालील वेळापत्रक काटेकोरपणे पाळण्यात यावे :-

प्रतिवेदन वर्ष - आर्थिक वर्ष

कार्य	अंतिम तारीख
विभाग/कार्यालयाच्या संस्करण अधिकाऱ्यांनी प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांचे नावे नमूद करून कोरा कार्यमूल्यमापन अहवालाचा नमुना अधिकाऱ्यांना देणे.	मार्च महिन्याचा शेवटचा आठवडा ते १ एप्रिल
स्वयंमूल्यनिर्धारण	१५ एप्रिल
प्रतिवेदन अधिकाऱ्यांचे मूल्यमापन	३० एप्रिल
पुनर्विलोकन अधिकाऱ्यांचे मूल्यमापन	१५ मे
संबंधित अधिकाऱ्यास प्रत उपलब्ध करून देणे	३० जून

- ९.२ संवर्ग नियंत्रण अधिकाऱ्यांने प्राप्त न झालेल्या कार्यमूल्यमापन अहवालाची यादी बनवावी आणि प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांकडे त्याबाबत पाठपुरावा करावा.
- ९.३ प्रतिवेदन वर्षाचा कार्यमूल्यमापन अहवाल हा ज्या आर्थिक वर्षात लिहिण्यात येत आहे त्या वर्षाच्या ३१ डिसेंबर पर्यंत लिहिण्यात आला नाही तर त्यानंतर अभिप्राय नमूद करण्यात येवू नयेत. जर अधिकाऱ्यांने स्वयंमूल्यनिर्धारण वेळेत दिले असेल आणि प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांनी उक्त परिच्छेद ९.१ मधील वेळापत्रकानुसार कार्यमूल्यमापन अहवाल पूर्ण केले नसतील तर संपूर्ण अभिलेख आणि संबंधित अधिकाऱ्याचा स्वयंमूल्यनिर्धारण अहवाल याच्या आधारे संबंधित अधिकाऱ्यांचे कार्यमूल्यमापन करण्यात यावे.
- ९.४ स्वयंमूल्यनिर्धारण अहवाल प्रतिवेदन अधिकाऱ्यांना पाठविताना अधिकाऱ्यांने त्याची एक प्रत संवर्ग नियंत्रण अधिकारी/संस्करण अधिकाऱ्यांना पाठवावी आणि संबंधित अधिकाऱ्यांने स्वयंमूल्यनिर्धारण अहवाल विहित मुदतीत सादर केल्याचा पुरावा म्हणून सादर अभिलेख स्वतःजवळ ठेवावा.
- ९.५ प्रतिवेदन अधिकाऱ्यांने वार्षिक कार्यमूल्यमापन अहवालामध्ये आपले अभिप्राय विहित कालावधीत नमूद करावेत आणि तो पुनर्विलोकन अधिकाऱ्यांना पाठवून त्याची प्रत संवर्ग नियंत्रण अधिकारी/संस्करण अधिकाऱ्यास पाठवावी.
- ९.६ जर प्रतिवेदन अधिकारी कार्यमूल्यमापन अहवाल संवर्ग नियंत्रण अधिकारी/संस्करण अधिकाऱ्यास कळवून पुनर्विलोकन अधिकाऱ्यास विहित मुदतीत सादर करू शकले नाहीत, तर संस्करण अधिकारी स्वयंमूल्यनिर्धारण अहवालाची प्रत थेट पुनर्विलोकन अधिकाऱ्यांकडे पाठविल आणि त्यांना कार्यमूल्यमापन अहवाल लिहिण्याचे अधिकार प्रदान करील. प्रतिवेदन अधिकारी त्यांच्या अधिनस्त कर्मचाऱ्यांचे कार्यमूल्यमापन अहवाल विहित मुदतीत अभिप्रायासह सादर करू न शकल्याची नोंद संस्करण अधिकारी, सादर प्रतिवेदन अधिकाऱ्यांच्या कार्यमूल्यमापन अहवालात नोंद घेण्यास्तव ठेवेल.
- ९.७ परिच्छेद ९.१ येथील विवरणपत्रामध्ये दिलेल्या तारखांनुसार प्रतिवेदन आणि पुनर्विलोकन अधिकारी न चुकता त्यांचे अभिप्राय नोंदवतील यासाठी संस्करण अधिकारी योग्य कार्यपद्धती विकसित/विहित करेल.

१०. कार्यक्षेत्र

- १०.१ प्रतिवेदन आणि पुनर्विलोकन अधिकाऱ्यांनी संबंधित अधिकाऱ्यांच्या कार्यक्षेत्राच्या अनुषंगाने शिफारशी नमूद करणे आवश्यक आहे.

खाली काही कार्यक्षेत्राबाबतची उदाहरणे देण्यात आली आहेत.

१) महसूल आणि वन विभाग

- १) महसूल
- २) वन
 - a. वन्य जीव
 - b. वन संवर्धन
- ३) मदत व पुनर्वसन
- ४) भूसंपादन

- ५) भूमी अभिलेख
- ६) नोंदणी
- II) **सर्वसाधारण**
 - १) आस्थापना/सेवा
 - २) अर्थसंकल्प
 - ३) योजना
 - ४) विधी
 - ५) समन्वय
- III) **वित्त विभाग**
 - १) कराधान
 - २) अंमलबजावणी
 - ३) अपिले

**Government Resolution, General Administration Department, No.: CFR-1211/C.R. 257/XIII,
dated 02.02.2017**

“Annexure-B”

General Guidelines for writing Performance Appraisal Reports of State Government Officers

1 Introduction

- 1.1 The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority and Reviewing Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.
- 1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority and the Reviewing Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
- 1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

- 2.1 This Section should be filled up by the processing officer in the Administrative Deptt./office. Period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 - 31st March 2008.
- 2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.
- 2.3 In the table relating to reporting and reviewing authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.
- 2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

3. Section-II

- 3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.
- 3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31st October. Based on this review the work plan may undergo some changes from that originally prepared.
- 3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.
- 3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.
- 3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for Mantralaya level posts it would consist of policy objectives to be achieved etc.
- 3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.
- 3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.
- 3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill up-gradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

- 3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns and setting up of annual work plan for whom he/she would be the reporting authority.

4. Section-III

- 4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
- 4.2 This Section then requires the reporting authority to comment on the skill up-gradation needs as identified by the officer.
- 4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the work completion of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.
- 4.4 The reporting authority is also required to record a numerical grade in respect of work completion, personal attributes and efficiency.
- 4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:
- (1) If the Officer's integrity is beyond doubt, it may be stated.
 - (2) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgment or that he/she has heard nothing against the officer, as the case may be.
 - b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.
 - c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

- 4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards disabled persons, women and backward classes. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.
- 4.7 Reporting authority is then required to make recommendations relating to domain assignment. The examples of domains is at para 10.
- 4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section IV-A

- 5.1 This Section is to be filled by collector/ divisional commissioner, wherever applicable. The overall gradation recorded by collector/divisional commissioner should be taken into consideration by the review authority while recording his/her assessment in the report.

6. Section IV-B

- 6.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

7. Numerical Grades

- 7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.
- 7.2 Overall Gradation of 1 and 2 would be treated as "C", Overall Gradation of 3 to 5 would be treated as "B", Overall Gradation of 6 to 8 would be treated as "A" and Overall Gradation of 9 and 10 would be treated as "A+".

7.3 Weightage & Mean

Weights have been assigned to work output, personal attributes and efficiency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned. The formulae for the calculation of "Overall Gradation" will be as follows –

(Avg. Grad. on Work Completion * 4) + (Avg. Grad. on Personal Attributes * 3) + (Avg. Grad. on Efficiency * 3)

10

8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized.

8.2. Representation

The officer reported upon may have the option to give his representation against the below benchmark gradation recorded in the PAR. Such representation may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency, output and overall gradation. If representation is submitted, the comments of concerned Reporting and Reviewing Authority, if are in service, needs to be sought by processing officer. The views of the Reporting and/or Reviewing Authority would be put forth before competent authority. The competent authority shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down-graded with, reasons for same may be recorded in the PAR dossier and the same communicated to the officer reported upon. The decision of the competent authority shall be final.

9. Schedule for completion of PARs

9.1 The following schedule should be strictly followed: -

Reporting Year – Financial Year

Activity	Cut-off Date
Blank PAR form to be given to the officer reported upon by the Processing officer of Administrative Deptt or office, specifying the reporting officer and reviewing authority	In the last week of March month upto 1 st April
Self-appraisal	15 th April
Appraisal by reporting authority	30 th April
Appraisal by reviewing authority	15 th May
Disclosure to the officer reported upon	30 th June

9.2 The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Reporting and Review Authorities.

9.3 If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The Officer will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority and Reviewing Authority have not completed the PAR according to the time schedule given in para 9.1.

9.4 The officer reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the cadre controlling authority/processing officer and keep a record of the same as evidence that he had submitted the same in time.

- 9.5 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the cadre controlling authority/processing officer.
- 9.6 In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the cadre controlling authority/processing officer, the processing officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The processing officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authority.
- 9.7 The processing officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing authorities are recorded without fail by the dates given in the schedule below Para 9.1.

10. Domain Assignment

- 10.1 Reporting and Review Authority is required to mention recommendations relating to domain assignment for the officer reported upon. Following are some of the examples of domains –

- I) **Revenue and Forest Department**
- 1) Revenue
 - 2) Forest
 - i) Wildlife
 - ii) Forest Conservation
 - 3) Relief and Rehabilitation
 - 4) Acquisition
 - 5) Land Records
 - 6) Registration
- II) **General**
- 1) Establishment / Service
 - 2) Budget
 - 3) Policy
 - 4) Legal
 - 5) Coordination
- II) **Finance Department**
- 1) Taxation
 - 2) Enforcement
 - 3) Appeals

Revision of Pay Scales of Teachers in Non- Agricultural Universities, National Law universities Affiliated Colleges, Government Colleges/Institutions as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in Higher Education 2018.

**GOVERNMENT OF MAHARASHTRA
Higher & Technical Education Department
Corrigendum No : Misc-2018/C.R.56/18/UNI-1
Mantralaya Annex, Mumbai- 400 032.
Dated – 10 May, 2019.**

- Read:**
1. Government Resolution, Higher and Technical Education Department No. NGC-2009/ (243/09)-Uni.1, dated 12th August, 2009.
 2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2nd November, 2017
 3. Government of India MHRD letter No. Corrigendum F.No.1- 7/2015-U.II (1), dated 8th November, 2017.
 4. Government of India MHRD letter No. Corrigendum F.No.1 7/2015-U.II (1), dated 8th November, 2017.
 5. UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018
 6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18th July, 2018
 7. The Maharashtra Public University Act, 2016
 8. Government Resolution, Higher and Technical Education Department No. MISC-2018/C.R.56/18/UNI-1 dated 08 March, 2019

Government has implemented 7th pay revision vide Resolution referred 8. The following amendments and additions are being issued.

Para	Particulars in G.R. dated 8.3.2019	Amendment
Preamble	University Grants Commission vide its letter dated 31st January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2nd November 2017 regarding revision of 7 th Pay of teachers and equivalent <u>orders</u> in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.	University Grants Commission vide its letter dated 31st January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2nd November 2017 regarding revision of 7 th Pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges

<p>6.1 V</p>	<p>There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution. The selection committee shall be as per the guidelines prescribed by the State Government in the Official Gazette.</p>	<p>There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the College/Institution. The selection committee shall be as under:</p> <ul style="list-style-type: none"> i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee. ii) The Principal of the College. iii) Head of the Department/Teacher-incharge of the subject concerned in the College. iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert. v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
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		<p>vi) An academican representing SC/ST/ OBC/Minority/ Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.</p> <p>vii) The Joint Director, Higher Education of the region or his nominee not below the rank of Associate Professor, if the post is on grant-in aid basis.</p> <p>(b) The quorum for the meeting shall be five members, of whom at least two shall be from out of three subject expert and Joint Director, Higher Education or his/her nominee.</p>
<p>6.1 VI</p>	<p>There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as per the guidelines prescribed by the State Government in the Official Gazette</p>	<p>There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as under:</p> <p>i) Chairperson of the Governing Body to be the Chairperson.</p> <p>ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.</p> <p>iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor o the affiliation university of whom one should be a subject expert.</p> <p>iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (or be nominated by the</p>

		<p>Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).</p> <p>v) An academician representing SC/ST/OBC/ Minority/ Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.</p> <p>vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.</p> <p>vii) The Director, Higher Education or his nominee not below the rank of Professor/Principal, in Case of post is on grant-in-aid basis;</p> <p>(b) The quorum for the meeting shall be five members, of whom at least two shall be from out of three experts and Director, Higher Education or his/her nominee.</p>
6.1.VII	Selection Committees for the Posts of Directors of Sports and Physical Education, Deputy Directors, Assistant Directors of Physical Education and Sports, Director, Knowledge Resource Center, Deputy Librarians and Assistant	Selection Committees for the Posts of Directors of Sports and Physical Education, Deputy Directors, Assistant Directors of Physical Education and Sports, Director, Knowledge Resource Center, Deputy Librarians and Assistant Librarians in universities shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in

	<p>Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be shall be associated with the Selection Committee as one of the subject experts.</p>	<p>Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be shall be associated with the Selection Committee as one of the subject experts.</p> <p>Selection committee for the post of college Librarian & College Director of Physical Education & Sports shall be the same as that of Assistant Professor in colleges, Except that in Library & Physical Education & Sports respectively practicing librarian /Director Physical Education & Sports, as the case may be, shall be associated with the selection committee as one of the subject experts.</p>
<p>7.2.</p>	<p>The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges under Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018.</p>	<p>The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges, including private and constituent Colleges through Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018. In addition Government nominee shall be member of these committees.</p> <p>The quorum for these committees in all categories shall be three which will include one subject expert/university nominee and Government nominee.</p>
<p>7.3. VI. i.</p>	<p>If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.</p>	<p>If a candidate applies for promotion from Level 10 to Level 11 and Level 11 to Level 12 on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility for both Colleges and Universities.</p> <p>If a candidate applies for promotion from <u>level 12 to 13 A and Level 13A to Level 14</u> on completion of the minimum eligibility period and is successful, the date of promotion shall be the date of selection by CAS for both Colleges and Universities.</p> <p>If a candidate applies for promotion from Level 14 to Level 15 in Universities on completion of the minimum eligibility</p>

		period and is successful, the date of promotion shall be the date of selection by CAS.
7.3. VIII.	The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31 st December, 2018.	The date for requirement of Orientation course and Refresher course for promotions due under the CAS <u>shall not be</u> extended up to 31 st December, 2018.
9.0. g)	<p>For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.</p> <p>If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.</p>	<p>For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.</p>

10.0.I.	The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.9,000/- per month.	The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with a special allowance of Rs.9,000/- per month.
10.0. II.	The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with the existing special allowance of Rs.11, 250/- per month.	The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with a special allowance of Rs.11, 250/- per month.
11.0.(i)	The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with the existing special allowance of Rs. 4,500/- per month.	The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with a special allowance of Rs. 4,500/- per month.
11.0. (ii)	The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with the existing special allowance of Rs. 6,750/- per month.	The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with a special allowance of Rs. 6,750/- per month.
12.0.	The incentive structure is built-in in the pay structure itself, wherein those having Ph.D/M.Phil/ PG Degree in Professional Courses will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining these degrees.	The incentive structure is built-in in the pay structure itself, wherein those having Ph.D/M.Phil/ PG Degree in Professional Courses will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining these degrees with effect from 1.1.2016.
16.0.	Study leave, maternity leave, casual leave, medical leave shall be admissible to the teachers at par with the state government employees.	Study leave, maternity leave and casual leave, shall be admissible to the teachers at par with the state government employees.

25.0. i.	<p>As per the provisions of the Maharashtra University Act 2016, Universities are primarily responsible for ensuring equitable and quality education in their jurisdiction by adopting all possible measures especially proper selection and appointment of lecturers etc. In view of above, Universities shall fix the revised pay of all the teachers and equivalent cadres under their jurisdiction as per this scheme and further certify that.</p> <p>“ All the teachers have been lawfully appointed,</p> <p>“ The pay of each teacher has been properly fixed as per this scheme and</p> <p>“In case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the Universities and Colleges”.</p>	<p>As per the provisions of the Maharashtra University Act 2016, Universities are primarily responsible for ensuring equitable and quality education in their jurisdiction by adopting all possible measures especially proper selection and appointment of lecturers etc. In view of above, Universities shall fix the revised pay of all the teachers and equivalent cadres under their jurisdiction as per this scheme and further certify that.</p> <p>“ The pay of each teacher has been properly fixed as per this scheme” and</p> <p>“In case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the Universities and Colleges”.</p>
Illustration 5	<p>An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:</p>	<p>An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:</p>

	<p>1.Existing Basic Pay (Pay in Basic PB+AGP) = Rs 53,820 2.2.57 x Basic Pay = Rs 138317.40 3. Rounding off the resultant figure to= Rs 1,38,400 the nearest Rs 100= 4.level corresponding to AGP Rs 9000 = Level 13 A 5.Revised Pay in Pay Matric (Eigher = Rs 1,39,400 Equal to or next cell higher to Rs 138400)</p>	<p>1.Existing Basic Pay (Pay in Basic PB+AGP) = Rs 53,820 2.2.57 x Basic Pay = Rs 138317.40 3. Rounding off the resultant figure to= Rs 1,38,300 the nearest Rs 100= 4.level corresponding to AGP Rs 9000 = Level 13 A 5.Revised Pay in Pay Matric (Either = Rs 1,39,400 Equal to or next cell higher to Rs 138400)</p>
	<p>He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 43,600/- He is eligible for promotion under CAS (AGP Rs. 9,000 to AGP Rs. 10,000/ Level 13A to Level 14) on 10.12.2018. On promotion, he shall be re-designated as Professor, he shall be given a notional increment in Level 13A and his basic pay would be Rs. 1,56,900/-. Locating this figure Rs. 1,56,900 in Academic level 14, a cell identical to Rs. 1,56,900 or next higher cell in level 14 is cell no.4 with entry Rs. 1,57,600/- His revised basic pay as on 10.12.2018 shall be Rs. 1, 57,600/- and the date of increment shall be 1st July, 2019, and pay after increment is Rs. 1, 62,300/-</p>	<p>He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs.1,43,600/-</p>
<p>Illustration 7</p>	<p>1.Existing Basic Pay (Pay in Basic PB+AGP) = Rs 75, 420 2.2.57 x Basic Pay = Rs 1,93,829.40 3. Rounding off the resultant figure to the nearest Rs. 100 = Rs 1,93,900 4.level corresponding to AGP Rs 10,000 = Level 15</p>	<p>1.Existing Basic Pay (Pay in Basic PB+AGP) = Rs 75, 420 2.2.57 x Basic Pay = Rs 1,93,829.40 3. Rounding off the resultant figure to the nearest Rs. 100 = Rs 1,93,800 4.level corresponding to AGP Rs 10,000 = Level 15 5.Revised Pay in Pay Matric (Eigher = Rs 1,99,100 Equal to or next cell higher to Rs 1,93,800)</p>

	5.Revised Pay in Pay Matric (Eigher = Rs 1,99,100 Equal to or next cell higher to Rs 1,93,900)	
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2. This Government Corrigendum of Maharashtra Government is available at the website www.maharashtra.gov.in. Reference no. for this is 201905101154016508. This corrigendum has been signed digitally.

By order and in the name of the Governor of Maharashtra.

(Vijay E. Sable)
Under Secretary to Government

To,

1. The Secretary to the Governor Raj Bhavan, Malabar Hill, Mumbai,
2. The principal Secretary to the Chief Minister,
3. The Secretary to the Government of India, MHRD (Department of Education New Delhi),
4. The Secretary to University Grant Commission, New Delhi,
5. The Private Secretary to the Minister, Higher and Technical Education,
6. The Director, Higher Education, Maharashtra State, Pune,
7. All Regional Joint Director of Higher Education,
8. The Registrar of all Non-Agricultural Universities,
9. The Account General (Accounts) Maharashtra-I and II, Mumbai and Nagpur,
10. The Account General (audit), Maharashtra-I and II, Mumbai and Nagpur,
11. The pay and Account Officer Mumbai,
12. All District Treasury Officer,
13. The planning Department, Mantralaya, Mumbai,
14. The Finance Department, Mantralaya, Mumbai,
15. The personal Assistant to the Chief Secretary,
16. All Desk Officer , Higher and Technical Education Department,
17. The Director General of Information & Publicity, Mumbai (with request to issue a suitable press note and send 25 copies to the Department)
18. Select file UNI-1.

GONDWANA UNIVERSITY, GADCHIROLI

**GOVINDRAO WARJUKAR ARTS & COMMERCE
COLLEGE, NAGBHID
Dist. Chandrapur**

ACADEMIC PERFORMANCE INDECATORS(API)

Session 2021-22

Submitted by

Dr. Vijay Bankar

**GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE, NAGBHID
Dist. Chandrapur**

Nishu
Co-Ordinator
F IQAC
G. W. College
Nagbhid

[Signature]
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205


GENERAL INFORMATION


1. Name (in Block Letters) : DR. VIJAY ARJUN BANKAR
2. Father's/Husband's Name : ARJUN TANBA BANKAR
3. Department : COMMERCE
4. Current Designation & Grade Pay : ~~Assistant professor~~ (AGP-8000)
5. Date of last Promotion : 1st 9.11.2015 & 2nd 9.11.2020
6. Address for correspondence (with Pin code) : G. W. College Nagbhid - 441205
7. Permanent Address (with Pin code) : At-Po. Bhiwapur Ward No. 2 Near BSNL
Office Tah, Bhiwapur Dist. Nagpur
(441201)
8. Email : vijaybankar68@gmail.com
9. Whether acquired any degrees or fresh academic qualifications during the year : Nil
10. Academic Staff College Orientation / Refresher Course attended during the year :

Sr. No.	Name of the course	Place	Duration	Sponsoring Agency
1	One week Online Faculty Development Program (FDP)	Bhubaneswar, (Orissa)	25.10.2021 To 29.10.2021	Birla School of Commerce, Birla Global University, Bhubaneswar, (Orissa)
2	Online Short Term Course	Jabalpur (MP)	20.12.2021 To 25.12.2021	UGC – HRDC Rani Durgawati University, Jabalpur (MP)

Date : 17/05/2022

Nishu
Co-Ordinator
F IQAC
G. W. College
Nagbhid


Signature of teacher


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205

ACADEMIC PERFORMANCE INDECATORS

CATEGORY : I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) DIRECT TEACHING:

Lectures/ Tutorials/Practicals/Project Supervision/Field Work:

Sr.No	Course / Paper	Mode of teaching*	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/ scrutiny committee
1	F/AC	Lecture, question & answer method, notes, use of blackboard	138	18.40	Diary	
2	COR/AC	----"-----	138	18.40	Diary	
3	B/Eco	----"-----	125	16.66	Diary	
4	C/LAW	----"-----	125	16.66	Diary	
Total Score Claimed			523	70.12		70.12
Maximum Marks: Assistant Prof: 70, Associate Prof: 60, Professor: 60						70.00

*Lectures/ Tutorials/Practicals/Project Supervision/Field Work

(b) EXAMINATION DUTIES:

Question Paper Setting, Question Paper Moderation Invigilation, Evaluation of Answer

Scripts::

Sr.No.	Type of Examination Duties	Duties Assigned	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/ scrutiny committee
1	Paper Setting	By University	70	7.0	Diary	
2	Paper Invigilation	By College	60	6.0	Diary	
Total Score Claimed			130	13.00		13
Maximum Marks: Assistant Prof: 20, Associate Prof: 20, Professor: 10						13.00

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 IQAC
 G. W. College,
 Nagbhid

Govindrao
Principal
 Govindrao Warjekar
 Arts & Com. College
 NAGBHID-441205

(c) INNOVATIVE TEACHING:

Learning Methodologies, Updating of Subject, Contents/Courses, Mentoring, etc.:

Sr.No.	Short Description	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/scrutiny committee
1	Updating course/contents Online Notes, Video Clips	60	6.0	Diary	
2	Mentoring students	20	2.0	Diary	
Total Score Claimed		80	8.00		08
Maximum Marks: Assistant Prof: 10, Associate Prof: 15, Professor: 20					8.00

SCORE FOR CATEGORY – I	
	API SCORE
(a) : DIRECT TEACHING	70.12
(b) : EXAMINATION DUTIES	13.00
(c) : INNOVATIVE TEACHING	08.00
TOTAL SCORE OF CATEGORY- I	91.12



Signature of Teacher

Verified and found correct :



Co-Ordinator
IQAC



Signature of V.C./H.O.D./Principal

Principal
Govindrao Wairaj
Arts & Com. College
NAGBHID-441205

Final Score approved by the Screening / Selection Committee : (For Category : I)

G. W. College
Nagbhid

Signature of Chairman

Screening/Selection Committee

CATEGORY :II- PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES.


(a) Student related Co-Curricular, Extension and Field based Activities:

Discipline related Co-Curricular Activities (e.g. Remedial Classes, Career Counseling, Study Visits, Student Seminars and Others):

Sr.No.	Short Description	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/scrutiny committee
1	Member of Admission Committee	85	8.5	Diary	
2	Member of Cultural Committee	35	3.5	Diary	
3	Member of Magazine Committee	30	3.0	Diary	
4	Member of Student welfare & Development Committee	15	1.5	Diary	
5	Co-ordinator of alumni & parent Association Committee	25	2.5	Diary	
Total Score Claimed		190	19.0		19
Maximum Marks: 15					15

(b) Contribution to Corporate Life and Management of the Department and Institution through Participation in Academic, Administrative responsibilities (including as Dean/Principal/Chairperson/convener/ Teacher-in-Charge/Similar Other)

SN	Short Description	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/scrutiny committee
1	Member of BOS (Business Administration & management)	20	02	-----	
2	Guidance at NSS Special Camp	15	1.5	-----	
3	Preparation of research paper	40	4.0	-----	
Total Score Claimed		65	6.5	-----	6.5
Maximum Marks: 15					6.5


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 Nagbhid


Principal
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(c) Professional Development Activities:

Participation in Seminars, Conferences, Short Term Courses, Industrial Experience, Talks, Lectures in Refresher/Orientation Courses.

Sr.No.	Short Description	Actual Hours per Academic Year	API Score Claimed	Annexure No.	API Score Verified by screening/scrutiny committee
1	One week Online Faculty Development Program (FDP)	75	7.5		
2	Online Short Term Course	75	7.5		
Total Score Claimed		150	15.0		15
Maximum Marks: 15					15

SCORE FOR CATEGORY - II	
	API SCORE
(a) : Student Related Co-Curricular Activities	15
(b) : Corporate Life and Management	6.5
(c) : Professional Development Activities	15
TOTAL SCORE OF CATEGORY- II	36.5



Signature of Teacher

Mishra
Co-Ordinator
IQAC
G. W. College
Nagbhid

Verified and found correct :

A. H. S.
Signature of V.C./H.O.D./Principal
Principal
Govindrao Wanjekar
Arts & Com. College
NAGBHID-441205

Final Score approved by the Screening / Selection Committee : (For Category - II)

Signature of Chairman

Screening/Selection Committee

CATEGORY :III- RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) RESEARCH PAPERS/ARTICLES PUBLISHED IN JOURNALS:

(i) Published Papers in Refereed/Non-Refereed Journals:

Sr. No.	Title of Paper with page nos.	Name of Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor, if any.	No. of co-authors	Whether you are the main author	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.	स्त्री शिक्षणाच्या आणि स्त्रीमुक्तीच्या आद्यप्रवर्तक क्रांतीज्योती सावित्रीबाई फुले	B Aadhar Multidisciplinary Research Journal	2278-9308	8.575 (SJIF)	Nil	Yes	25	----	Verified
2.	Impact of advertisement on computer buyers in Nagpur city	B Aadhar Multidisciplinary Research Journal	2278-9308	8.575 (SJIF)	Nil	Yes	25	----	Verified

B) PUBLICATION OF BOOKS/CHAPTERS IN BOOKS:

(i) Text/Reference Books Published:

Sr. No	Title of Book	Name & Address of the publisher & Year of Publication	ISSN/ ISBN No.	Level of Publication: International/ National	No. of co-authors	Whether you are the main author	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

(ii) Articles/Chapters Published in Books:

Sr. No	Title of Article / Chapter	Title of Book, Name of the Editor & publisher & Date of Publication	ISSN / ISBN No.	Level of Publication: International/National	No. of co-authors	Whether you are the main author	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

Nishu

Co-Ordinator
P IQAC
G. W. College
Nagbhid

Govindrao
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205

(C) RESEARCH PROJECTS :

(i) Ongoing Research Projects:

Sr. No	Title of Project	Period	Funded by	Major / Minor	Principal Investigator or Co-PI	Grant/ Amount Mobilized (Rs. in Lakhs)	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

(ii) Ongoing Consultancy Projects:

Sr. No	Title of Project	Period	Funded by	Major / Minor	Principal Investigator or Co-PI	Grant/ Amount Mobilized (Rs. in Lakhs)	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

(iii) Completed Research/ Consultancy Projects:

Sr. No	Title of Project	Period	Funded by	Major / Minor	Date of Completion	Grant/ Amount Mobilized (Rs. in Lakhs)	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

(iv) Project Outcome / Outputs:

Sr. No	Title of Project	Period	Funded by	Grant/ Amount Mobilized (Rs. in Lakhs)	Date of Completion	Output in Policy Document & Level of Output	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/ scrutiny committee
1.									

Wishu
Co-Ordinator
F IQAC
G. W. College
Nagbhid

Shel
Principal
Govindrao Warjuka
Arts & Com. College
NAGBHID-441205

(D) RESEARCH GUIDANCE:

Sr. No	Course	Number of Students Enrolled	Number of Thesis Submitted	Number of Degrees Awarded	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/scrutiny committee
1.							
2.							

(E) AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED/PAPERS PRESENTED IN CONFERENCES AND SEMINARS :**(i) Details of Fellowships and Awards:**

Sr. No	Name of the Fellowship/Awards	Year	International/National/State/University Level	Name of the Fellowship/Awards Conferring Academic Body	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/scrutiny committee
1.							

(ii) Invited Lectures:

S.N	Subject of the Invite Lecture	Level International/National/State/University	Date of Event	Invited/Organized by	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/scrutiny committee
1.							
6.							

(iii) Papers Presented :

Sr. No	Title of Paper Presented	Title of Conference /Seminar	Level of Conference / Seminar, etc.	Invited/Organized by	Date of the Event	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/scrutiny committee

Mishra
Co-Ordinator
 IQAC
 F. G. W. College
 Nagbhid

[Signature]
Principal
 Govindrao Warjekar
 Arts & Com. College
 NAGBHID-441205

(E) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIALS :

Sr. No	Title of E-Learning Module	Target Audience	Level of Conference /Seminar, etc.	Year	Remarks, if Any	API Score Claimed	Annexure No. or Proof Enclosed	API Score Verified by screening/scrutiny committee
1.								

LIST OF ENCLOSURES :

Sr. No.	Annexure No.	Details
1		Paper Valuation, Setting Letter
2		BOS Meeting letter
3		Research paper

DECLARATION

I certify that the information provided by me is correct as per records available with me/college/institute/University and/or documents enclosed along with this filled in proforma.

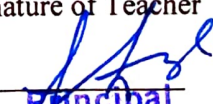
SCORE FOR CATEGORY - III		
	API SCORE	API Score Verified by screening/scrutiny committee
(A): RESEARCH PUBLICATION IN JOURNALS	50	
(B): BOOK PUBLICATION OR CHAPTERS IN BOOKS		
(C) : RESEARCH PROJECTS		
(D) : RESEARCH GUIDANCE		
(E) : AWARDS, FELLOWSHIPS, PAPERS, LECTURES		
(F) : DEVELOPMENT OF E-LEARNING MATERIAL		
TOTAL SCORE OF CATEGORY- III	50	



Signature of Teacher

Verified and Found Correct:

Nishu
Co-Ordinator
IQAC
G. W. College
Nagbhid


Principal
Signature of V. Govindrao Wanjekar
Principal, H.O.D.
Arts & Com. College
NAGBHID-441205

Signature of Chairman

Screening/Selection Committee

SUMMARY OF API- 2021-22

CATEGORY	CRITERIA	API CLAIMED	API Score Verified by screening/scrutiny committee
I	DIRECT TEACHING	70.12	
I	EXAMINATION DUTIES	13.00	
I	INNOVATIVE TEACHING	08.00	
TOTAL SCORE OF CATEGORY- I		91.12	
II	STUDENT RELATED CO-CURRICULAR ACTIVITIES	15	
II	CORPORATE LIFE MANAGEMENT	6.5	
II	PROFESSIONAL DEVELOPMENT ACTIVITIES	15	
TOTAL SCORE OF CATEGORY- II		36.5	
III	RESEARCH PUBLICATION IN JOURNALS	50	
III	BOOK PUBLICATION OR CHAPTERS IN BOOKS		
III	RESEARCH PROJECTS		
III	RESEARCH GUIDANCE		
III	AWARDS, FELLOWSHIPS, PAPERS, LECTURES		
III	DEVELOPMENT OF E-LEARNING MATERIAL		
TOTAL SCORE OF CATEGORY- III		50	

Mishra
Co-Ordinator
 IQAC
 G. W. College
 Nagbhid

Verified and Found Correct:

[Signature]

Signature of Teacher


[Signature]

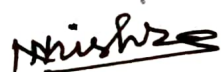
Signature of V. C. / Principal
 Govindrao Wajunihal O.D.
 Arts & Com. College
 NAGBHID-441205


Signature of Chairman
 Screening/Selection Committee

RESULT ANALYSIS

SEM	SUBJECT	TOTAL STUDENTS	APPEARED	PASSED	PASS %
I	F/AC	74	69	64	95.83%
II	F/AC	58	56	54	96.42%
III	CORP/AC	64	63	62	98.44%
III	O/B	64	64	64	100%
IV	CORP/AC	60	60	59	98.33%
V	I/ECO	39	39	39	100%
V	C/LAW	39	39	39	100%
VI	CORP/LAW	38	38	35	92.11%


(Dr. V. A. Bankar)
Signature of Teacher


Co-Ordinator
F IQAC
G. W. College
Nagbhid


Principal
Jovindrao Warjekar
Arts & Com. College
NAGBHID-441205

गोविंदराव वारजुकर कला-वाणिज्य महाविद्यालय

नागभीड - ४४१२०५ जि. चंद्रपूर
Website: www.gwcollegenagbhid.com

स्थापना : १९८६
कार्यालय : (०७१७९) २४००६१
☎ : (०७१७९) २४१०८५
प्रमणध्वनी : ९४२३७७९२३४
फॅक्स क्र. : (०७१७९) २४००६१
E-mail : princ_gwcn@rediffmail.com

डॉ. एस. आर. सिंग
प्राचार्य

एम. ए. (इंग्रजी), पी.एच.डी

mail: sanjayrsingh2007@rediffmail.com



(नेक द्वारा 'ब' पूनर्मानांकन प्राप्त)

संदर्भ : गो.वा.म.ना./

दिनांक :

दैनदिन कामकाज नियोजन

महाविद्यालयाच्या एकूण कामकाजाचा विचार करता पुढिलप्रमाणे दैनदिन कार्यालयीन कामकाजाची पुनर्रचना करून कामाचे वितरण करण्यात येत आहे. आपण तात्काळ कार्यभार स्विकारून वितरणाप्रमाणे काम करावे.

१. श्री.पी.एन.चौधरी (मुख्य लिपीक)

अ. क्र	कामाचा विभाग	कामाचे स्वरूप
१	सर्वसाधारण प्रशासन	कार्यालयीन कामकाज देखरेख, शिक्षकेत्तर कर्मचारी कामावर नियंत्रण, कार्यालय प्रमुख म्हणून येणाऱ्या जबाबदाऱ्या.
२	आस्थापना व जनरल आणि अकाँट विभाग प्रमुख	यु.जी.सी. पत्रव्यवहार, सर्व रजा अर्जावर शीरे, सर्व सेवक वैयक्तिक फाईल, सेवा पुस्तके, वेतन निश्चिती, संस्था, शासन, युजीसी-विद्यापीठ यांचेकडील अकाँटसंबंधी पत्रव्यवहार, अंदाजपत्रके, ऑडीट रिपोर्ट पूर्तता, खरेदी दरपत्रके, अकाँटविभागप्रमुख म्हणून येणाऱ्या सर्व जबाबदाऱ्या, जमा पावती, जमाखर्च पत्रके, बँक चेकचे व्यवहार, विनियोग प्रमाणपत्र व इतर आनुषंगिक कामे. विद्यापीठातील सर्व प्रकारचा पत्रव्यवहार, माहिती, संलग्नीकरण, शिक्षक मान्यता, कॉलेज कार्यभार, शासन पत्रव्यवहार.

२. श्री.डब्ल्यु टी. निहिते (वरिष्ठ लिपीक)

अ. क्र.	कामाचा विभाग	कामाचे स्वरूप
१	शिष्यवृत्ती	शिष्यवृत्तीबाबत श्रीमती पूजा कोरे कनिष्ठ लिपीक यांना मदत करणे
२	प्रवेश व इतर फी जमा पावती	विद्यार्थी प्रवेश व प्रवेश पावती, प्रवेशाच्या वेळी अपूर्ण बाबींची पूर्तता, इतर फी जमा पावती, दैनंदिन फी जमा रजिस्टर, दैनंदिन रोख जमा रक्कम हस्तांतरण, प्रवेशित विद्यार्थीसंख्या शासन व विद्यापीठास कळविणे, कॉस्ट कॅटेगरी नुसार प्रवेशित विद्यार्थ्यांची माहिती विद्यापीठास पाठविणे. प्रसंगानुरूप ऑडिट व मुदतीची कामे प्राचार्य व मुख्य लिपीक यांच्या आदेश व नियोजनानुसार. वरील सर्व कामे श्रीमती पुजा कोरे यांच्या सहकार्यानि व त्यांच्या अनुपस्थितीत कार्य सांभाळणे तसेच वेळेवेळी मदत करणे. हिवाळी २०१५ पासून गोंडवाना विद्यापीठ परीक्षा अर्ज स्विकारणे तसेच महाविद्यालयातील विद्यापीठ परीक्षा केंद्रावर लिपीकिय कार्य करणे.
३.	अकाउंटबाबत	वेतन व वेतनविषयक कामे, वेतन लेखा, डिसीपीएस, सांभाळणे व तदनुषंगाने कामे करणे. भविष्य निर्वाह निधी रजिस्टर नोंदणी व हिशेब व वेतन विषयक इतर कामे वरिष्ठांच्या आदेशानुसार.
४.	राष्ट्रीय सेवा योजना व स्टेशनरी आणि इतर	एनएसएस विषयक कामे (कॅश बुक, पास बुक, चेक बुक इत्यादी), स्टेशनरी स्टॉक रजिस्टर, पुढिल शैक्षणिक वर्षासाठी आवश्यक स्टेशनरी, पावती पुस्तक, विविध फार्म छपाई करून घेणे, सत्यप्रती तपासणे, प्रसंगानुरूप ऑडिट व मुदतीची कामे प्राचार्य व वरिष्ठांच्या आदेश व नियोजनानुसार.

३. श्रीमती पुजा अश्विन कोरे (कनिष्ठ लिपीक)

अ. क्र.	कामाचा विभाग	कामाचे स्वरूप
१	शिष्यवृत्ती	सर्व प्रकारच्या विभागाकडील शिष्यवृत्ती, फी सवलत अर्ज स्विकारणे, प्रस्ताव, बिले, त्यासंबंधीचा सर्व पत्रव्यवहार, शिष्यवृत्ती कीर्द, खतावणी, बँक, पीएलए व्यवहार, सर्व शिष्यवृत्ती तपशील व पूर्तता.
२	प्रवेश व इतर फी जमा पावती	विद्यार्थी प्रवेश व प्रवेश पावती, प्रवेशाच्या वेळी अपूर्ण बाबींची पूर्तता, इतर फी जमा पावती, दैनंदिन फी जमा रजिस्टर, दैनंदिन रोख जमा रक्कम हस्तांतरण, प्रवेशित विद्यार्थीसंख्या शासन व विद्यापीठास कळविणे, कॉस्ट कॅटेगरी नुसार प्रवेशित विद्यार्थ्यांची माहिती विद्यापीठास पाठविणे. गोंडवाना विद्यापीठ ई-सुविधा, नामांकन, एम कॉर्ड, परीक्षा फार्म भरून घेणे, कॉलेज अंतर्गत परीक्षा, कॉलेज प्रवेश पूर्तता, गुणपत्रक वाटप, विद्यापीठ परीक्षा कामकाज नियोजन व त्यासंबंधीचा सर्व पत्रव्यवहार. प्रसंगानुरूप ऑडिट व मुदतीची कामे प्राचार्यांच्या व मुख्य लिपीक यांच्या आदेश व नियोजनानुसार. तसेच इतर अनुषंगिक कामे व इतर कोणत्याही टेबलवरील संगणकीय टंकलेखनाची कामे
३	अकाउंटबाबत	Non-Salary A/76

४. श्री.डब्ल्यू.व्ही.माथनकर(प्रं.प.)

अ. क्र	कामाचा विभाग	कामाचे स्वरूप
१	जनरल	पत्रांची आवक-जावक, कॉलेज दाखले (बोनाफाईड), टीसी, जनरल रजिस्टर पूर्तता, जनरल रजिस्टर पूर्ततेनंतर प्रवेशअर्ज, दाखले फायलिंग करणे, बस पास प्रमाणपत्र, सत्यप्रति तपासणे, ओळखपत्र तपासणे, अंतर्गत परिक्षा कामकाज, प्रवेशित विद्यार्थ्यांची संगणकात डाटा एंट्री व प्रवेशित विद्यार्थी अर्ज वर्गवार सांभाळणे. इतर प्रासंगिक कामे प्रसंगानुरूप ऑडिट व मुदतीची कामे प्राचार्यांच्या आदेश व नियोजनानुसार, सुट्ट्यांचे व इतर नोटीस, स्वातंत्र्य दिन व गणराज्य दिन समारंभाचे पाहुणे(समारंभ समितीच्या सहकार्याने) शोधून पत्रव्यवहार करणे, Data Entry.
२	मस्टर व रजा	कर्मचारी हजेरी रजिस्टर, शिल्लक सुट्ट्यांचे रिमाक्स व सुट्ट्यांचे रजिस्टर भरणे. तसेच इतर आनुषंगिक कामे.

(डॉ.संजय सिंग)

प्राचार्य

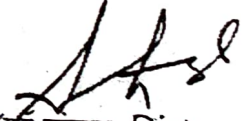
गो.वा.महाविद्यालय, नागभीड.
कला-वाणिज्य महाविद्यालय
नागभीड-४४५२०५

कामकाजाबाबत सूचना:-

१. आपणास नेमून दिलेले काम नियमितपणे व वक्तशिरपणे करावे.
२. आपल्या टेबलची कामे नियोजनपूर्वक पूर्ण करावयाची असून दैनंदिन कामे वेळच्या वेळी मुदतीत करावयाची आहेत.
३. वेगवेगळ्या विभागाची माहिती एकत्रितरित्या तयार करावयाची असल्यास त्यावेळी आवश्यक ते सहकार्य एकमेकांस करावयाचे आहे.
४. आपण नेमून दिलेल्या कामास स्वतः जबाबदार राहाल. सर्व धोरणात्मक व इतर कामकाजाबाबत प्राचार्यांशी व मुख्य लिपीक यांचेशी विचारविनीमय करून व त्यांच्या मान्यतेने निर्णय घ्यावेत.
५. आपले इंग्रजी-मराठी संगणक कामकाज स्वतः करावयाचे आहे. संबंधीत व्यक्तीने पत्रव्यवहार, कामकाज केल्याबद्दल आपली स्वाक्षरी केली पाहिजे.
६. रजेवर जाण्यापूर्वी आपल्या कामाची आपल्याला नेमून दिलेल्या पर्यायी व्यक्तीकडे व्यवस्था करून व त्याची रजा अर्जावर सही घेऊन रजेवर जावे.
७. कामकाजाचे नियोजन दैनंदिन कामकाज सोईसाठी असून प्रसंगानुरूप परीक्षा, ऑडीट, प्रवेश किंवा मुदतीची कामे प्राचार्य किंवा मुख्य लिपीक यांच्या आदेश व नियोजना- नुसार करावयाचे आहे.
८. ठरलेल्या तारखानुसार कागदपत्रे न सादर केल्यास, कामचुकार केल्यास व चुकीची माहिती सादर केल्यास जर महाविद्यालयावर कारवाई झाल्यास, याची संपुर्ण जबाबदारी आपली स्वःताची राहिल व त्यानुसार आपल्यावर कारवाई करण्यात येईल याची नोंद घ्यावी.

कार्यालयीन महत्वाच्या बाबी

१. कर्मचाऱ्यांनी कार्यालयात येण्याच्या निश्चित केलेल्या वेळेच्या १० मिनीटे अगोदर उपस्थित राहावे. विहित वेळेच्या नंतर जर कर्मचारी येणार असेल तर त्यांनी परस्पर महाविद्यालयात न कळवता प्राचार्य किंवा मुख्य लिपीक यांचेकडे उशिरा येण्याचे कारण देवून कळवावे.
२. कार्यालय सोडण्यापूर्वी पूर्वपरवानगी घेणे हे प्रत्येक कर्मचाऱ्याचे कर्तव्य आहे.
३. पूर्वपरवानगी न घेता अनुपस्थित राहणे अपरिहार्य असेल तर कर्मचाऱ्याने प्रत्येक दिवशी मध्यान्हापूर्वी कार्यालयात किंवा प्राचार्यांना किंवा मुख्य लिपीक यांना कळवून अनुपस्थितीचे कारण कळविले पाहिजे.
४. कार्यालयात कर्मचाऱ्यांची संख्या कमी होणार नाही या दृष्टीने रजेची प्रकरणे हाताळण्यात येतील.


(डॉ.संजय सिंग)

प्राचार्य

गो.वा.सर्वज्ञानलक्ष्मीनगराधीड.
कला-वाणिज्य महाविद्यालय
नागभीड-४४५२०५

गोविंदराव वारजुकर कला-वाणिज्य महाविद्यालय

नागभीड - ४४१ २०५ जि. चंद्रपूर

Website: www.gwcollegenagbhid.ac.in

पांडुरंग चौधरी

मुख्य लिपीक

Email: pncgwen1986@gmail.com



स्थापना : १९८६

कार्यालय: (०७१७९) २९५४०२

भ्रमणध्वनी : ९४२१७२१५०७

E-mail : princ_gwen@rediffmail.com

ACCREDITED BY NAAC WITH 'B++' GRADE (Third Cycle) - CGPA : 2.91

संदर्भ : गो.वा.म.ना./

दिनांक:

-: प्रमाणपत्र :-

प्रमाणित करण्यात येते की, माझ्या अधिपत्याखाली काम करणारे महाविद्यालयातील प्रशासकीय कर्मचारी (1) श्री. वामन तेजराम निहीटे (वरीष्ठ लिपीक) व (2) श्रीमती पुजा अश्विन कोरे (कनिष्ठ लिपीक) यांना सन 2021 -22 या सत्रात नेमुन देण्यात आलेली सर्व कामे जबाबदारीने आणि कालमर्यादेत पूर्ण केलेली आहेत.

(पांडुरंग चौधरी)

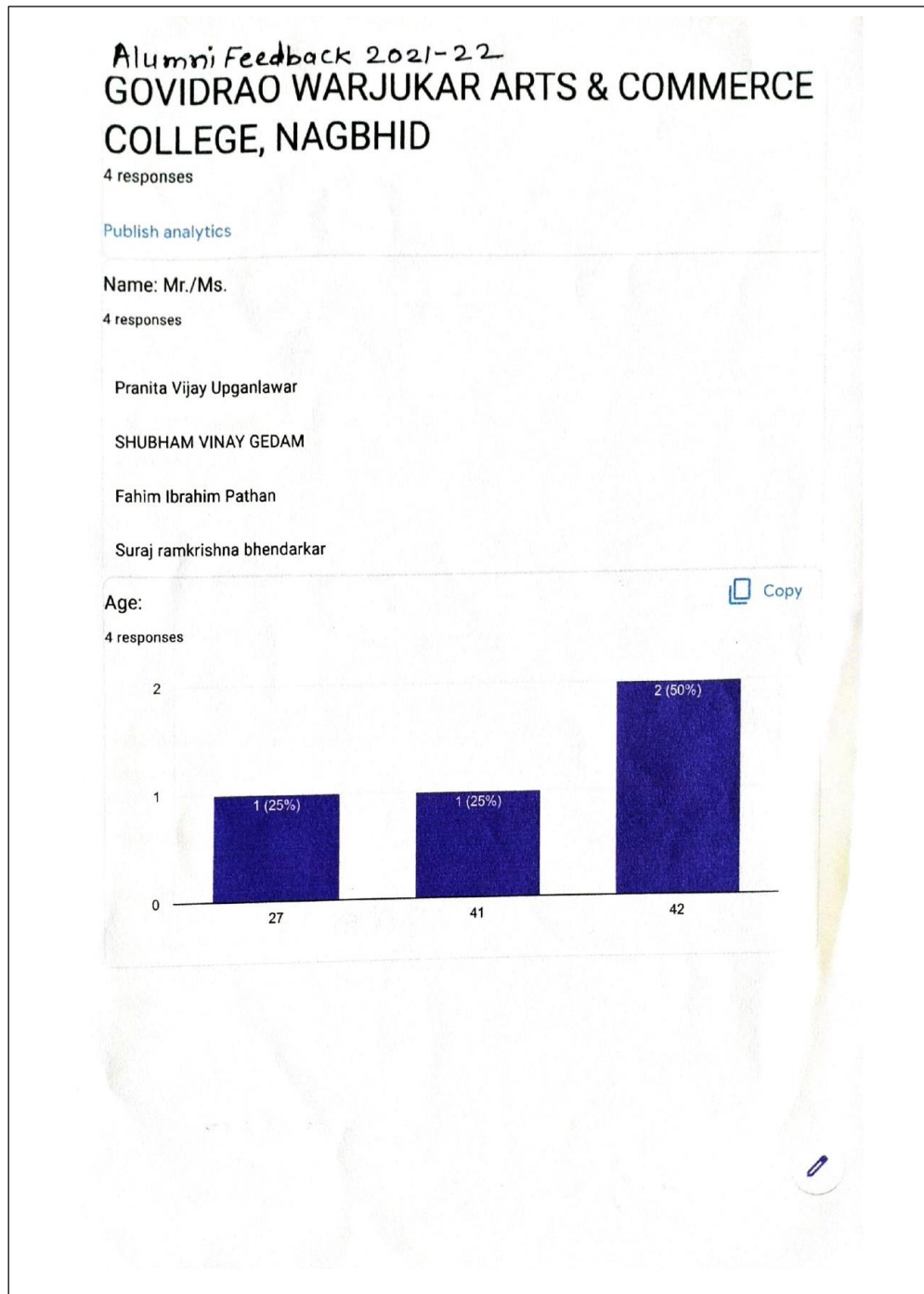
मुख्य लिपीक

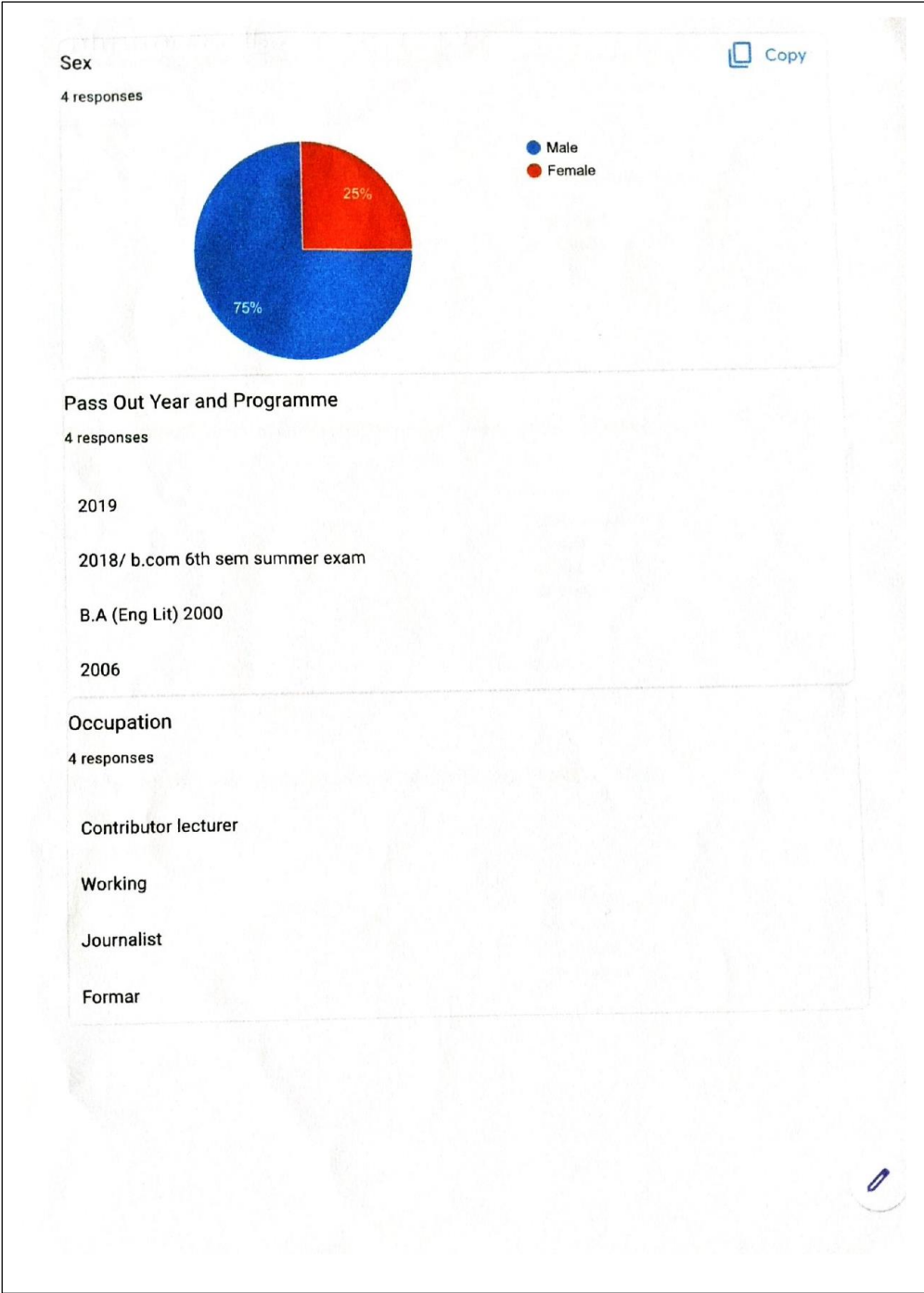
गो. वा. महाविद्यालय

नागभीड - ४४१२०५

Achievements as per the Perspective Plan

Feedback taken from the Stakeholders every years. One of the sample is given below:

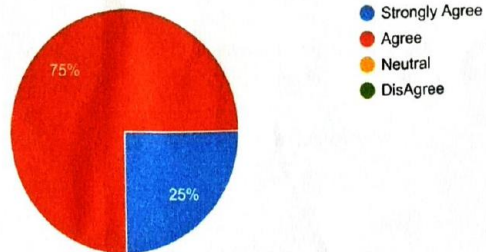




4. The executive body of Alumni Association along with the college should take initiatives to efficiently enroll and strengthen the Alumni Association

 Copy

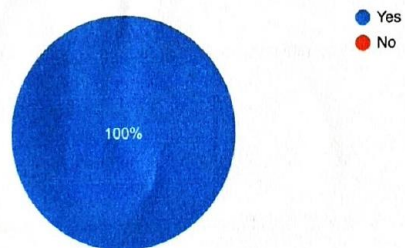
4 responses



5. Are you willing to contribute to the development of the college

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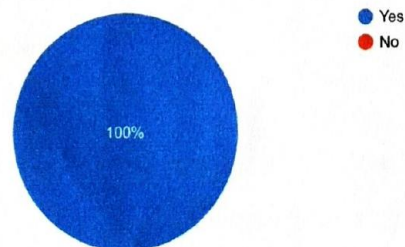
4 responses



6. If you are invited to deliver a guest lecture/ training or motivational session in the college, will you be interested

 Copy

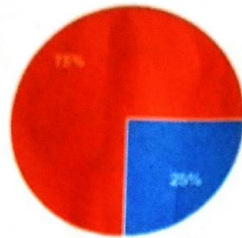
4 responses



1. The learning experience I had at GWCN has been useful in my career and present life

 Copy

4 responses

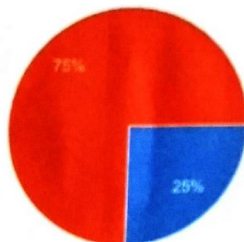


-  Strongly Agree
-  Agree
-  Neutral
-  Disagree

2. The developments at GWCN in the recent years are appreciative

 Copy

4 responses

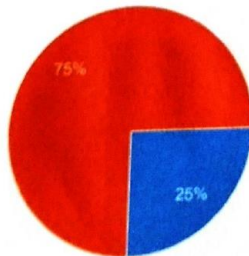






-  Strongly Agree
-  Agree
-  Neutral
-  Disagree

3. The alumni should play a positive role in the development of the college

 Copy

4 responses



-  Strongly agree
-  Agree
-  Neutral
-  Disagree

If you are invited to deliver a guest lecture/ training or motivational session in the college, will you be interested. If 'Yes', mention the skills you possess:

4 responses

Yes

I cannot say that I will give motivational speech. But I'm trying to help students for PG education like MBA, MCA etc. along with whole process of admission.

Personality Development, Public Speaking, Career Guidance

Game

7. Most Memorable moment in the college as a student

4 responses

No

There's several memories..but i like to specify my last year farewell program.

When awarded by "Ideal Student Award"

College vatchal program

8. Suggestions for improvement of the college as well as the Alumni Association

4 responses

No

Please add some extra classes for Group discussion, personal interview sessions.

keep it up good work...

Game and

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Govindrao Warjekar
Arts & Com. College
NAGBHID-441205

Govindrao Warjekar Arts & Commerce College, Nagbhid – 2021-22

3 responses

Publish analytics

Name

3 responses

Anuja Kotia

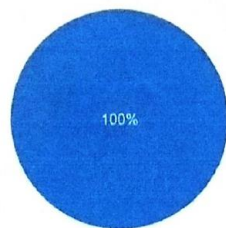
Dr.Rajan Jaiswal

Dr Sanjay Singh


1. The objectives of the programme taught in our college are clear and reflected in the syllabus

 Copy

3 responses



- Strongly Agree
- Agree
- Neutral
- Disagree

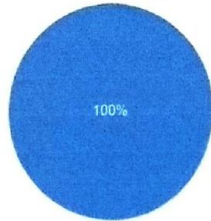

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G. W. College
Nagbhid


Principal
Govindrao Warjekar
Arts & Com. College
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2. The programmes enable to build students future and transaction of curriculum by the teachers is effective.

 Copy

3 responses

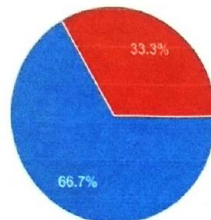


● Strongly Agree
● Agree
● Neutral
● Disagree

3. The curriculum is well organized (e.g teaching hours. Content flow etc.)

 Copy

3 responses

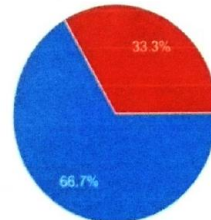


● Strongly Agree
● Agree
● Neutral
● Disagree

4. There is sufficient emphasis on fundamentals, coverage of modern / advanced topics, good balance between theory and practical

 Copy

3 responses



● Strongly Agree
● Agree
● Neutral
● Disagree

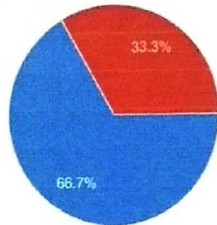

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Arts & Com. College
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5. Curriculum is well-structured to achieve the learning outcomes.

 Copy

3 responses

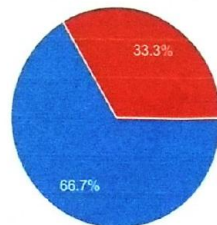


● Strongly Agree
● Agree
● Neutral
● Disagree

6. The Course /syllabus taught in our college enable the teachers to update knowledge and perspective in the subject area.

 Copy

3 responses

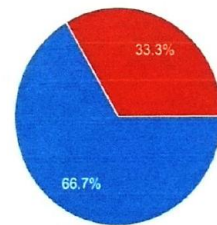


● Strongly Agree
● Agree
● Neutral
● Disagree


7. Assessments and instructional activities in our college are aligned to the learning and teaching objectives.

 Copy

3 responses



● Strongly Agree
● Agree
● Neutral
● Disagree


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G. W. College
Nagbhid


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Govindrao Warjekar Arts and Commerce College, Nagbhid

Teachers Feedback Analysis

Suggestions

2021-22

1. New programmes in Arts and Commerce faculty having curriculum that can help students in building their career need to be introduced. New short-term courses on competitive exam
2. The syllabus should be designed as per the local needs and demands.
3. Before framing the syllabus, university should take the suggestion or feedback from the teachers.

Teachers Feedback Analysis

Action Taken Report

2021-22

The suggestions received from the teachers were forwarded to the faculties of our college working as chairman/members of various Board of Studies Gondwana University, Gadchiroli.



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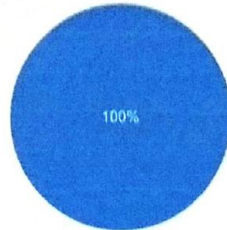


Principal
Govindrao Warjekar
Arts & Com. College
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The representation of our college teacher on BOS is satisfactory.

 Copy

3 responses



- Strongly Agree
- Agree
- Neutral
- Disagree

Suggestion

3 responses

Institution is doing very well.....no suggestions from me

Aims and objectives should be followed as mentioned in the vision and mission statement of the college.

Skill based courses that can help the students to develop their employability need to be started

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Govindrao Warjekar Arts and Commerce College, Nagbhid

SSS Feedback Analysis

Suggestions

2021-22

1. The procedure of filling forms in the office is very time consuming.
2. Boys hostel should be started in the college.
3. More books should be made available.

SSS Feedback Analysis

Action taken Report

2021-22

1. The concerned staff members were apprised.
2. Government hostels are available so the demand is unfeasible.
3. The librarian of the college appeals all faculty to invit list of required books.



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Govindrao Warjekar Arts and Commerce College, Nagbhid

Alumni Feedback Analysis

Suggestions

2021-22

Extra classes for group discussion, personal interview sessions should be added


Alumni Feedback Analysis

Action taken Report

2021-22

Students were motivated for group discussion & personal interview.


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**Various Practices done every year
as per perspective plan**

Various Practices done every year as per perspective plan. Sample document attach below.

Annual Calendar

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE, NAGBHID
ANNUAL CALENDAR (2022-23)

1. Admission Process & Enrolment of Students	Immediately after declaration of H.S.C. exam results.
2. Commencement of Session and Regular Classes	16 th July, 2022
3. Enrolment for the NSS Unit	As per University notification
4. Fresher's Day	Second week of October, 2022
5. Student's Felicitation Programme	05 September, 2022
6. Blood Donation & Blood Grouping Camp to mark the NSS Day.	24 th September 2022
7. Celebration of Mahatma Gandhi Jayanti	2 nd October 2022
8. Death Anniversary of Late Govindrao Warjekar	17 th October 2022
9. Diwali / Winter Vacation	20 th Oct. 2022 to 19 th Nov. 2022
10. Dr. Ambedkar Memorial Lecture to mark the <i>Mahaparivan Din</i>	06 th December 2022
11. World Geography Day Function	14 th January 2023
12. College Alumni / Parent Meet	January 2023
13. Republic Day Function	26 th January 2023
14. Excursion Tour	Second week of March, 2023
15. NSS Special Camp	Last week of Feb., 2023
16. Annual Cultural & Sports Festival	First week of March, 2023
17. Late Prof. Suple Memorial Lecture	First week of March, 2023
18. Farewell Function	First week of April, 2023

Activities of the Subject Clubs will be arranged on the 2nd & 4th Saturday of every month.

- Note :-** 1) This Academic Calendar 2022-2023 has been prepared by presuming that the situation created due to Covid-19 will be sorted out. But if the situation degrades further due to COVID-19 then this Calendar schedule may be change and shall be notified time to time.
- 2) Commencement of Next Academic Session for this batch shall be 01.07.2023

Annual Teaching Plan

Govindrao Warjekar Arts & Commerce College
Nagbhid Dist- Chadrapur

TEACHING PLAN
Subject : Geography
Session – 2022-23

Class	Sem	Subject
B.A. I	I	Introduction of Geography
B.A. I	II	Climatology
B.A. II	III	Geomorphology
B.A.II	IV	Oceanography
B.A.III	V	Geography of Maharashtra
B.A.III	VI	India – A Geographical Analysis

Teacher Name
Dr. R.R.Randive

Govindrao Warjekar Arts and Commerce College, Nagbhid

Teaching Plan (Academic Session 2022-23)

Class - B.A. I (Sem -I)

Sub- Geography

UNIT	TOPICS	REQ LEC.	Planned Duration Date		Teaching Method/Aids	Principal's Remark
			From	To		
Unit - I	The Nature of Geography - Meaning, Definition, Scope, Approach, Objectives, Relevance and Development of Geography; Branches of Geography.	25	16/07/2022	17/8/2022	Explanation and Dictation.	
Unit - II	The Physical Dimension in Geography; The Universe; The Solar System; Earth as an Unique Planet; Phases of Moon; The Earth's Motion; Shape of the Earth; Latitudes; Longitudes, Time zones and time calculation.	25	18/8/2022	19/9/2022	Explanation and used Projecter method Que- Ans Method	
Unit - III	Geography as a study of environment; Man-Environment relationship; Ecology and Ecosystem; Recent Trends in Geography with special reference to India; Imperatives for the future; Career Opportunities for Geographers.	25	20/9/2022	19/10/2022	Explanation and used Projecter method Que- Ans Method	
Unit - IV	World Geography- Continents of the world, Major rivers, oceans, deserts and mountains of the world, Soil, climate and natural vegetation of the world.	15	20/11/2022	12-09-2022	Explanation and used Projecter method Que- Ans Method	


Principal
 Govindrao Warjekar
 Arts & Com. College
 NAGBHID-441205


 Signature

Result Analysis Report

Govindrao Warjekar Arts and Commerce College, Nagbhid

Dist – Chandrapur

Result Analysis and Improvement Committee

Report

2022-23

Name of Coordinator – Dr. Vishakha Kayande

S.N	Class	Student Appeared	Student Pass	Pass %
1	B.A.III	80	19	23.75
2	B.Com III	54	21	38.89
3	M.A II (Soc)	15	10	66.67
4	M.A.II (Mar)	18	15	83.33
5	M.Com	32	17	53.13


Result Improvement and
Analysis Committee


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

**Achievements as per the Perspective Plan
2018-19**


Fresher's Day Function



Workshops, Seminars, Training Programmes for Students





 **GPS Map Camera**

Nagbhir, Maharashtra, India

**G.W. Arts & Commerce College, Tahsil Road, Nagbhid, Nagbhir, Maharashtra 441205,
India**

Lat 20.580769° Long 79.67006°

12/09/18 10:26 AM GMT +05:30





Faulty Development Programme on Revised Quality Framework introduce by the NAAC



A guidance session on “Filling up of newly introduced PBAS form”



**Achievements as per the Perspective
Plan in the session
2019-20**

List of Research Papers Published by faculty in the Session

Sl. No.	Name of the teacher	Title of the paper	Title of the proceedings of the conference	Name of the conference	ISBN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
1	Dr. Nikita Mishra	0	0	0	Nil	Gondwana University, Gadchiroli	Orient Blackswan Private Limited
2	Dr. Vijay Bankar	Banking and Insurance Sector: Issues and Challenges	Innovations, Entrepreneurship & Sustainable Development	71st All India Commerce Conference of ICA		Department of Commerce, Osmanabad University, Hyderabad	
3	Dr. Vijay Bankar	The Role of Globalisation on Entrepreneurship Development	Innovations, Entrepreneurship & Sustainable Development	72nd All India Commerce Conference of ICA		Department of Commerce, Osmanabad University, Hyderabad	
4	Dr. Vijay Bankar	Jagtikarnachya Bhartiy Arthvevasthetil Uplabhdhi va Maryada	Vidarbha Arthshashtra Parishad	Vidarbha Arthshashtra Parishad		Bhiwapur Mahavidyalaya, Bhiwapur	Arthvedh
5	Dr. Nikita Mishra	<i>Role of Literature in Promotion of Tourists places</i>	Towards Development of Tourism in Maharashtra State	Towards Development of Tourism in Maharashtra State	2319-9318	Yashwantrao Chawhan Arts, Commerce & Science College, Lakhandur	Vidyawarta
6	Dr. Ashok Salotkar	Vyasnadhinta Ek Samajik Samassya	Drug Addiction- A Main Problem of Indian Society in Current Scenario	0	2394-8426	Mahila Mahavidyalaya, Gadchiroli	Gurukul International Multidisciplinary Research Journal, Pune
7	Dr. Vishakha Kayande	Adolescent Nutrition Issues	Diet Concep	Diet Concep	2348-7143	0	Prashant Publication, Jalgaon
8	Dr. Anmol Shende	0	0	0	0	0	Sugava
9	Dr. Anmol Shende	0	0	0	0	0	Kavshalya Prakashan

Fresher Day Programme



Social Commitment and Responsibility







● ○ REDMI NOTE 6 PRO
MI DUAL CAMERA

College provided a Hostel Building as a Quarantine and Vaccination Centre in COVID-19 Pandemic.



Student Participate “Karate Training Workshop” at N. H. College
Bramhapuri.



Student Seminar



NAAC sponsored National Seminar on "QUALITY ENHANCEMENT FOR COLLEGES IN RURAL AREAS; CHALLENGES, PROBLEMS AND SOLUTIONS UNDER RAF OF NAAC"

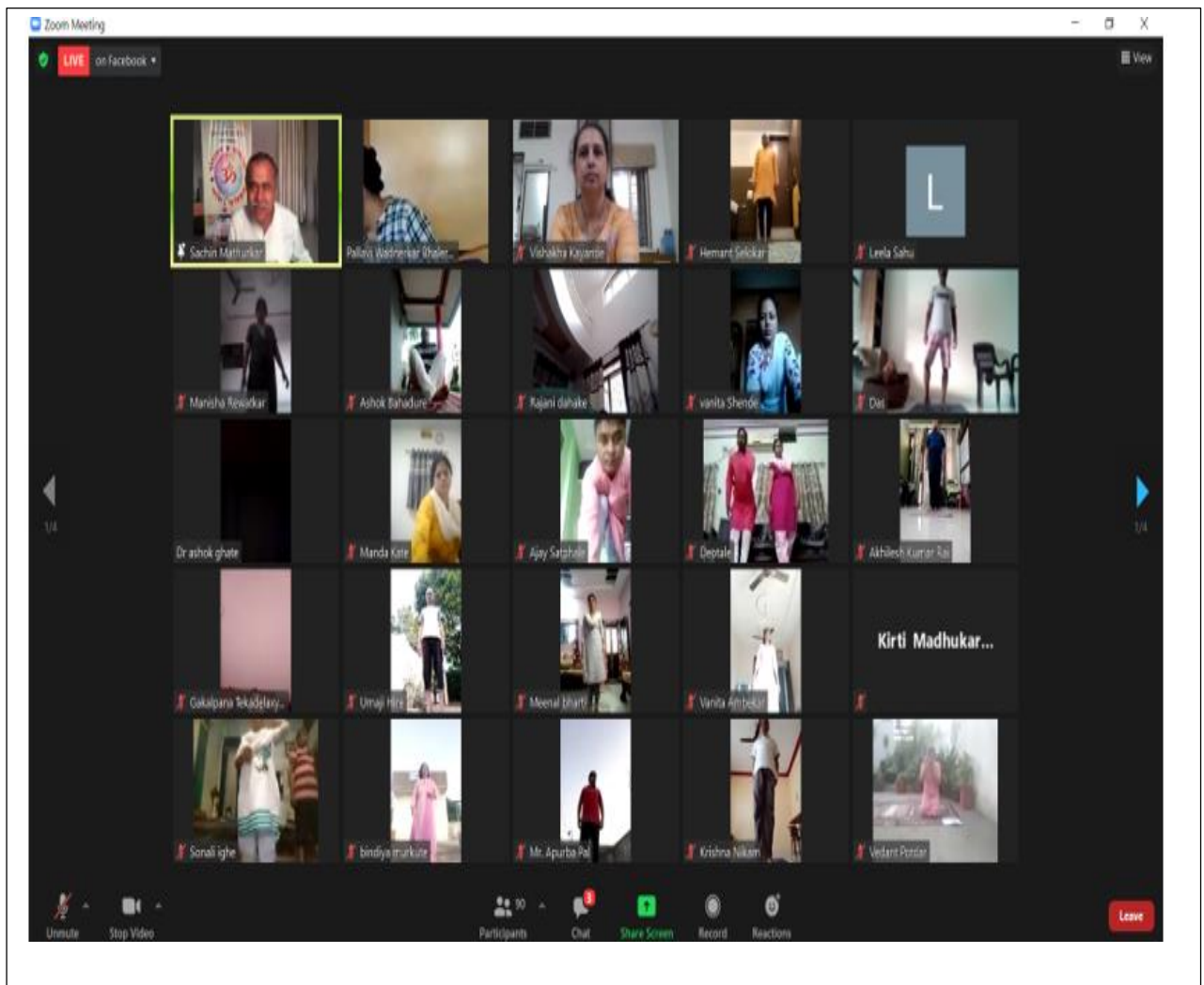


**Achievements as per the Perspective
Plan in the session
2020-21**

As per the directions of State Government the NSS unit of the college conducted “My Family- My Responsibility”.

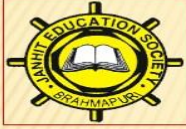


Five Day National Online workshop on “Yoga at home-Yoga with family”



Faculty Training Programme

Govindrao Warjekar Arts & Commerce College,
Nagbhid Dist.Chandrapur



FACULTY TRAINING PROGRAMME

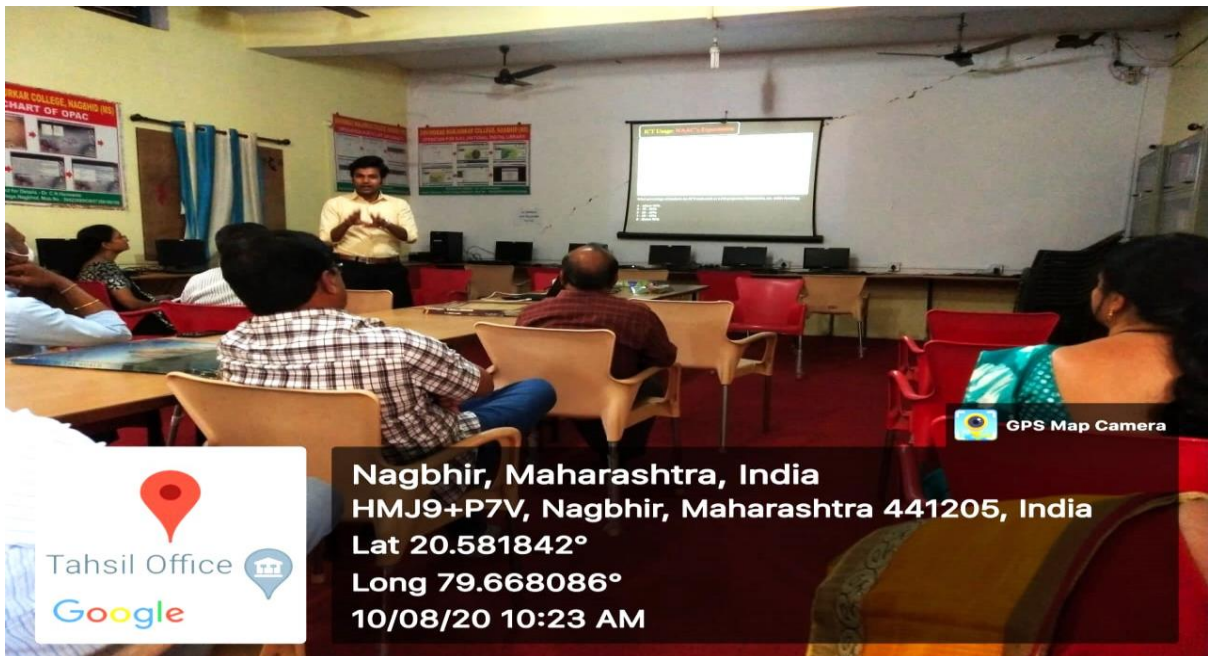


USE OF ICT TOOLS FOR TEACHING-LEARNING DURING THE COVID PANDEMIC SITUATION

Resource Person : **Priyadarshan Sham Ganvir**
Assistant Professor (Geology)
M.G.College, Armori

Organised by
IQAC

10th Aug.2020



Nagbhid, Maharashtra, India
HMJ9+P7V, Nagbhid, Maharashtra 441205, India
Lat 20.581842°
Long 79.668086°
10/08/20 10:23 AM


GPS Map Camera

International Webinar on Eastern Philosophy and the West on 14 June 2020


Webinar Schedule

14 June 2020
7:30 P.M.


Speaker Persons



Casey J. Hughes
Founder of KMunity, LLC
Malibu, California



Prof. Carolyn Heising
Department of IMSE
Iowa State University (USA)

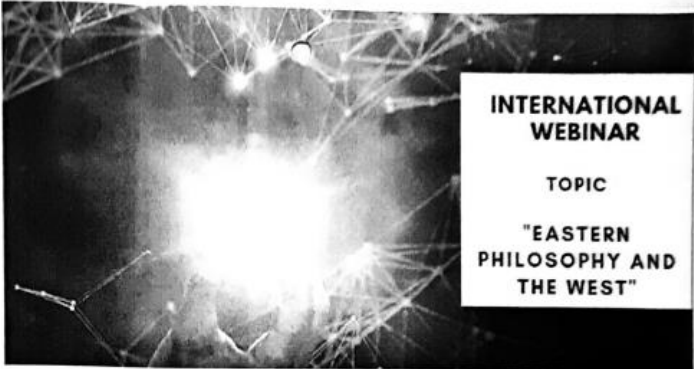


Dr. Ram Sharma
Department of English
J.V. College, Baghpat,UP

Join Zoom Meeting Id

Webinar ID: 841 2770 5883
Password: 587295

The participants will be awarded an E -Certificate




INTERNATIONAL WEBINAR


TOPIC

"EASTERN PHILOSOPHY AND THE WEST"


Organizing by




Dr. A. V. Peshwe
Principal
Dharampeth M.P. Deo Memorial Science College, Nagpur



Dr. D. V. Naik
Principal
Dr. M.K. Umathe College, Nagpur



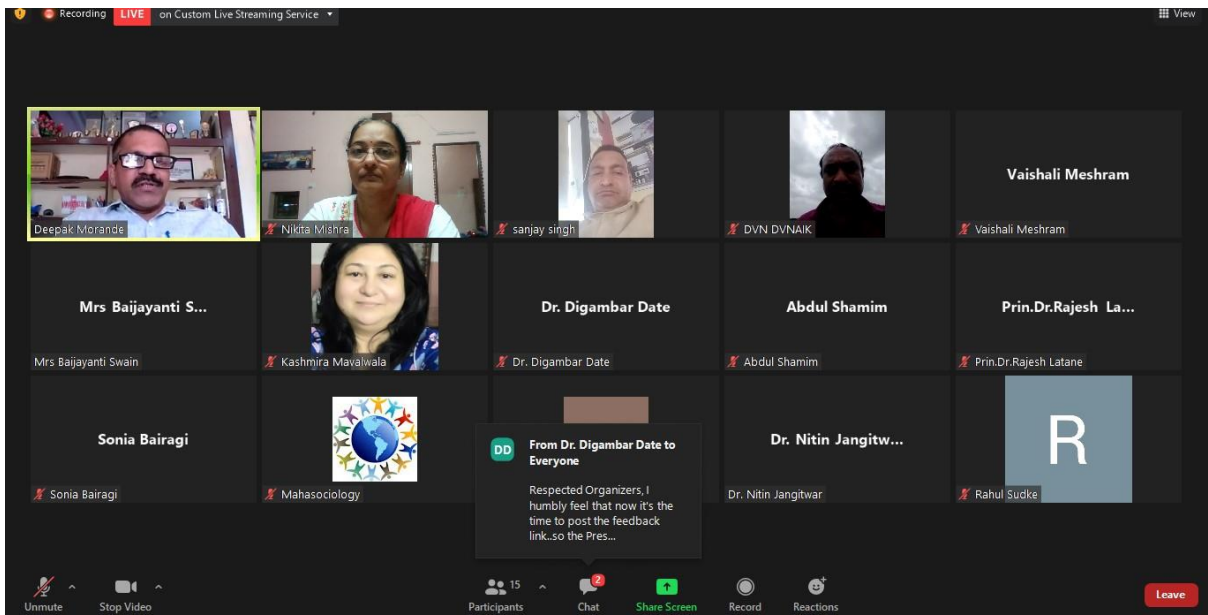
Dr. Ramkrishna Tale
Principal
Bar. Sheshrao Wankhede Arts and Commerce College, Khaperkheda.



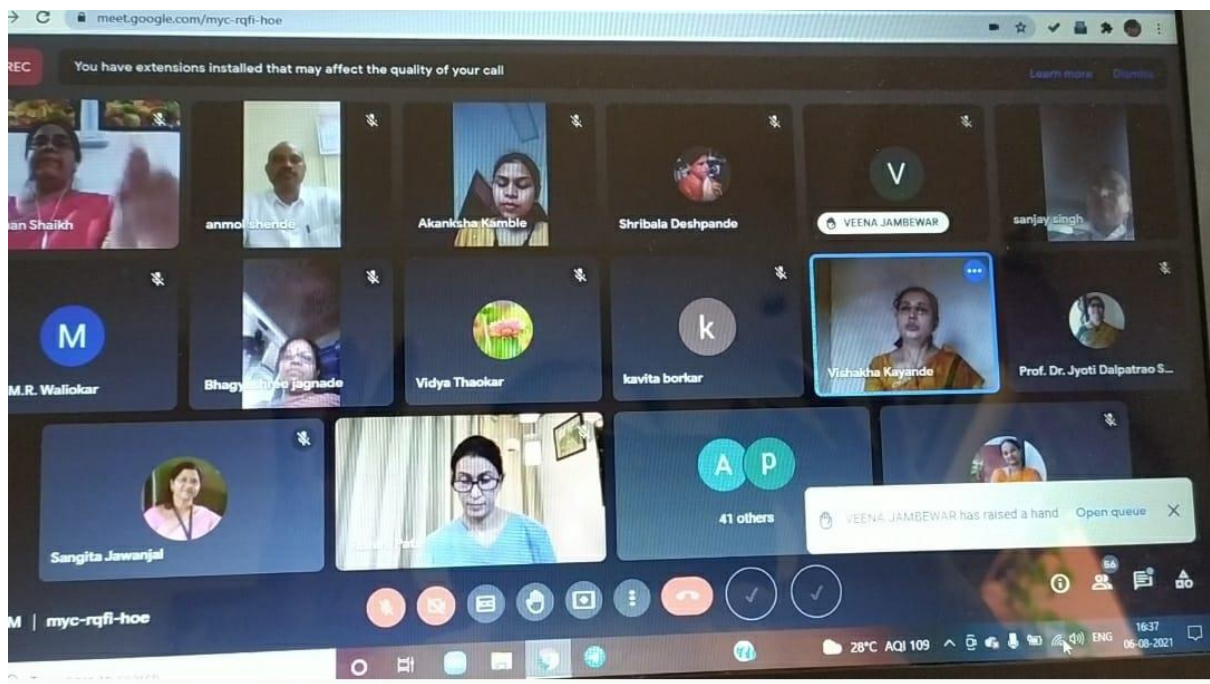
Dr. Sanjay Singh
Principal
Govindrao Warjurkar College, Nagbhid

Dharampeth M.P. Deo Memorial Science College, Nagpur, Dr. M. K. Umathe College, Nagpur, Bar. Sheshrao Wankhede Arts and Commerce College, Khaperkheda and Govindrao Warjurkar College, Nagbhid are organising a joint International Webinar on "Eastern philosophy and the west"

National Level Webinar



State level conference on the occasion of “World Breast Feeding Week” on 6 August 2021



Webinars for students,

UPSC | MPSC

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Subject

CAREER IN COMPETITIVE EXAM FOR STUDENTS

SPEAKER - SHARAD PATIL

WEDNESDAY, 07th OCTOBER @ 11:00 AM

CONVENER DR. SANJAY SINGH (Principal)

CO-ORDINATOR DR. DEEPAK MORANDE

CONTACT 9823683344 | 7774932732 | 8275400394

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Acknowledgement

This is to acknowledge that the
GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE
NAGBHID, DIST - CHANDRAPUR

College/Institution had tied up with The Unique Academy to conduct a workshop for its students to guide them for UPSC/MPSC competitive exams preparation. On

Mr/Ms **SHARAD PATIL**

a senior faculty from The Unique Academy, shared valuable insights on preparation for the exam with the students.

Mr/Ms **DR. SANJAY SINGH, PRINCIPAL**

was the convener and

Mr/Ms **DR. DEEPAK MORANDE, DR. MS. NIKITA MISHRA**

was the coordinator of the programme. **100** students availed guidance in the programme.

We look forward to such future collaborations with

THE UNIQUE ACADEMY, PUNE

College/Institution.

Malhar Patil
Director

Tukaram Jadhav
Director



G. W. ARTS AND COMMERCE COLLEGE, NAGBHID DIST CHANDRAPUR

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Type your comment here...

11:07 05-12-2020

**Achievements as per the Perspective
Plan in the session
2021-22**

Seminar Workshop For Students



डॉ. बाबासाहेब आंबेडकर महापरिनिर्वाण दिन निमित्त,
गोविंदराव वारजूकर कला-वाणिज्य महाविद्यालय
नागभीड, जि. चंद्रपूर



द युनिक अॅकॅडमी, पुणे

यांचे संयुक्त विद्यमाने ऑनलाईन



FREE WEBINAR

सोमवार, 06 डिसेंबर, 2021 सकाळी 11:00 वा.

विषय

**HOW TO PREPARE FOR BANKING/SSC/
INSURANCE EXAM DURING GRADUATION**

मार्गदर्शक - मयुरी सावंत (द युनिक अॅकॅडमी)

CONVENER

प्राचार्य डॉ. संजय सिंग
(गो. वा. महाविद्यालय)

CO-ORDINATOR

डॉ. दीपक मोरंडे | डॉ. निकिता मिश्रा
(समन्वयक रोजगार मार्गदर्शक केंद्र गो. वा. महाविद्यालय)

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गो. वा. महाविद्यालयात ऑनलाईन वेबिनार

देशोन्नती वृत्तसंकलन...

नागभीड ■ गोविंदराव वारजुकर कला व वाणिज्य महाविद्यालय, नागभीड येथे महाविद्यालयातील करियर गाईडंस सेलच्या बतीने डॉ. बाबासाहेब आंबेडकर यांच्या महापारिनिर्वाण दिनाचे औचित्य साधून स्पर्धापरीक्षा विषयक मार्गदर्शनाचा ऑनलाईन कार्यक्रम घेण्यात आला. पुणे येथील युनिक अकॅडमीच्या मयुरी सावंत ह्या या वेबिनारच्या मार्गदर्शक होत्या. यु.पी.एस.सी., एम.पी.एस.सी., बँकिंग, रेल्वे, इन्शुरन्स अशा अनेक विषयांच्या तयारीबद्दल मयुरी सावंत यांनी विद्यार्थ्यांना सखोल असे मार्गदर्शन केले. अभ्यासातील सातत्य, चिक्वटी, जिद्द आणि



आत्मविश्वासाच्या जोरावर स्पर्धा परीक्षेत निश्चित यश प्राप्त करता येते अशा प्रकारचा उपदेश करून पूर्व परीक्षा, मुख्य परीक्षा आणि मुलाखतीतील काही महत्वाचे बारकावेही त्यांनी विद्यार्थ्यांना समजावून सांगितले.

या ऑनलाईन वेबिनारला महाविद्यालयाचे प्राचार्य डॉ. संजय सिंग विशेषरूपाने उपस्थित होते. कार्यक्रमाचे सूत्रसंचालन तथा

पाहुण्यांचे परिचय करियर गाईडंस सेलचे सदस्य डॉ. दीपक मोरांडे यांनी करून दिला. करियर गायडंस सेलच्या समन्वयक डॉ. निकीता मिश्रा यांनी आभार मानले. या ऑनलाईन वेबिनारमध्ये महाविद्यालयातील प्राध्यापकांनी सहभाग घेतलेला असून जवळपास ११५ विद्यार्थी या ऑनलाईन वेबिनारमध्ये उपस्थित होते. (ता.प्र.)



Thu, 09 December 2021

<https://deshonnati.digitaledition.in/c/64847098>



Guidance Session on Employability Skill 16 March 2022



CAREER KATTA, a guidance session was arranged by Knowledge Commandos Club and Career Guidance Cell.



Campus Placement Drive



**Achievements as per the Perspective
Plan in the session
2022-23**

Library Orientation Programme



Student felicitation programme





HMJ9+WCJ, Tahsil Road, Nagbhid, Nagbhir, Maharashtra 441205, India

Nagbhir
Maharashtra
India

30°C
86°F

2022-09-17(Sat) 01:40(PM)



Students Guidance

One day seminar on the MPC UPSC exam preparation organized on 7th October 2022 in collaboration with Unique Academy Nagpur



Seminar on COMPETITIVE EXAM in collaboration with NARAYANA IAS ACADEMY, NAGPUR





Camp organized for students on “How to Create Academic Bank Credit ID”



Various competition organized For Students during the year.

Elocution competition organized on the 8 October 2022 by Marathi language club.



Dance Competition organized on Annual Day



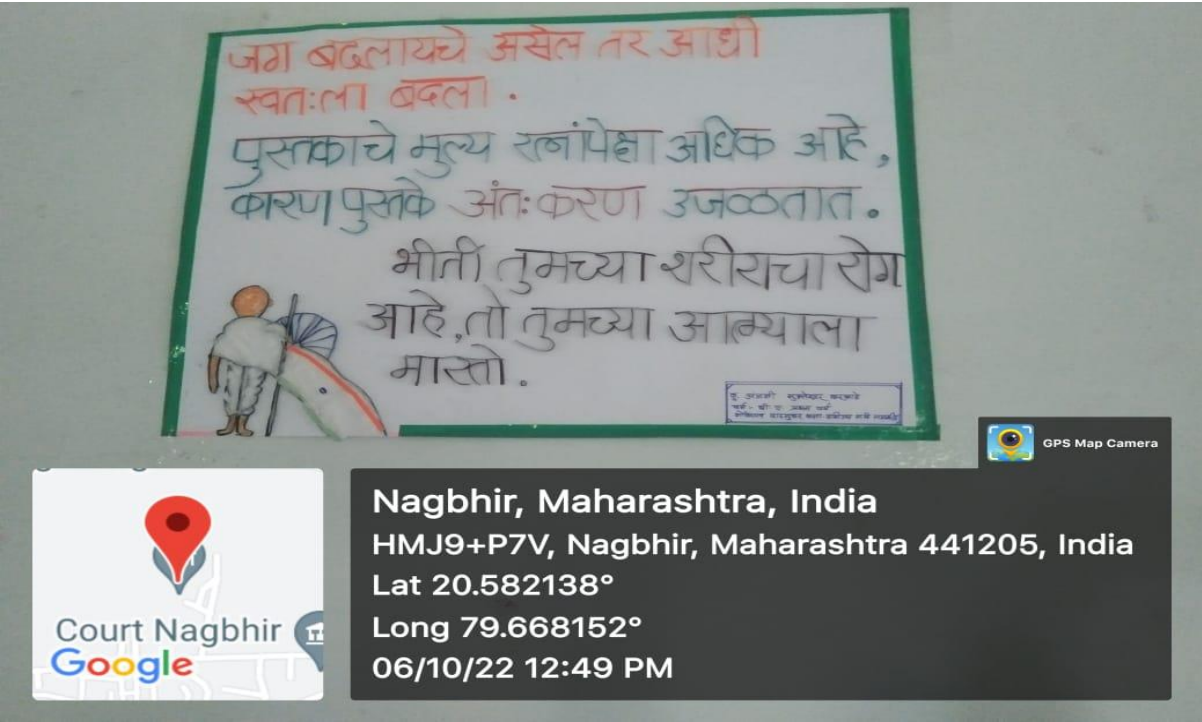
Drama Competition organized on Annual day



Rangoli Competition organized on Annual Day

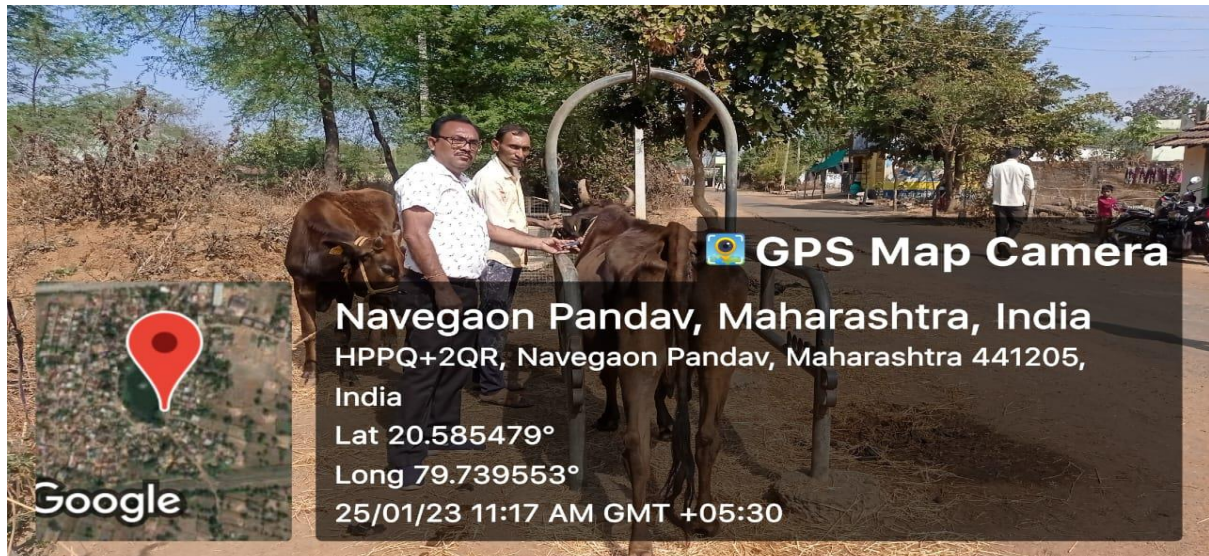


Poster Competition organized on Mahatma Gandhi Birth Anniversary Week.



Seven Days Special NSS camp organized at village Kordha on 22th January to 28th January 2023.

Cattle Check-up Camp



Cleanness Drive



Industrial visit and Study Tour

Department of Commerce visit "B Kar Production" firm on
27/02/2023



Warade Farm Visit at Khapari (Bhuyar, Dist. Bhandara)



Teacher Training Programme

Training program on “How to use Excel sheet” on 18th April 2023

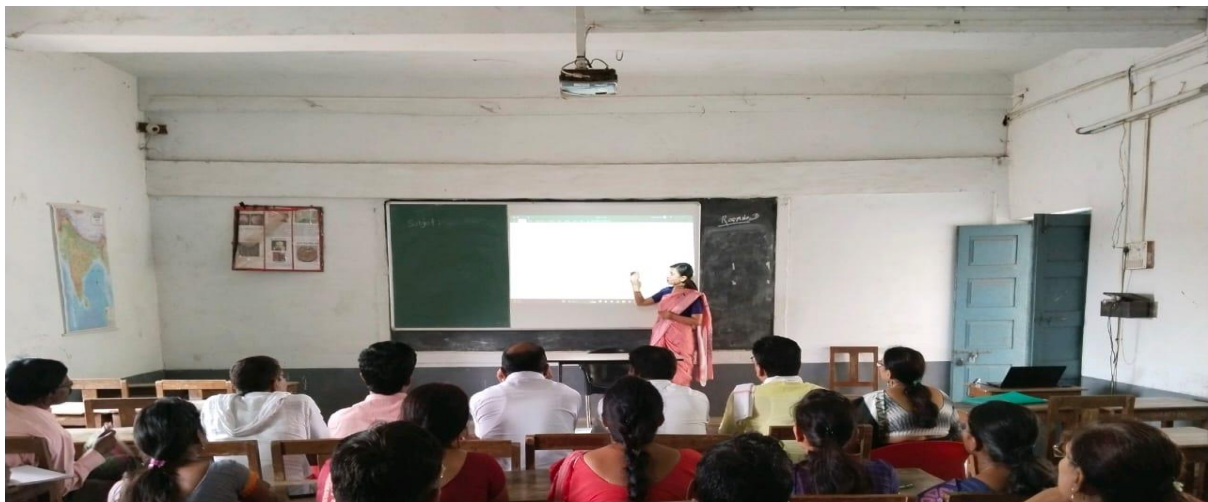


HMJ9+P7V, Nagbhir, Maharashtra 441205, India

Nagbhir
Maharashtra
India

2023-04-18(Tue) 01:00(PM)

42°C
108°F



HMJ9+P7V, Nagbhir, Maharashtra 441205, India

Nagbhir
Maharashtra
India

2023-04-18(Tue) 01:05(PM)

42°C
108°F

A workshop on “Understanding Metrics key indicators with relevance to NAAC received accreditation Framework” on 02nd January 2023



Investment Opportunities for financial Improvement



Proposal send for starting NCC to the NCC Group Headquarter Nagpur on
14/06/2023

Janahit Shikshan Sanstha, Bramhapuri Reg. No. Maha. 70/84 (Cha.) 1886 (Cha.)

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

Website: _____ Estd. 1976

Dr. S. R. Singh
Principal
M.A. (Eng.) Ph.D.
Email: sanjayrsingh2007@rediffmail.com

14/06/23

RECEIVED No. GWCN/581/23

To,
Major
Training Officer
NCC Group Headquarters
R. S. Shukla Road,
Civil Lines,
Nagpur

Subject : Raising of NCC Units in your college.

Ref 1) Your letter No. 4018/G/Org. Dated 18th Feb '93
2) Our Letter No. GWCN/NCC/374/93 dated 11.03.93
3) Our Reminder Letter No. GWCN/NCC/7251/96 Dated 10.01.1996

Sir,
With reference to our above cited letter we have already send the required information regarding senior division NCC Unit for our College.
Kindly sanction NCC Unit in this backward area of the state and oblige. Expecting an early action.

Thanking you

Yours faithfully

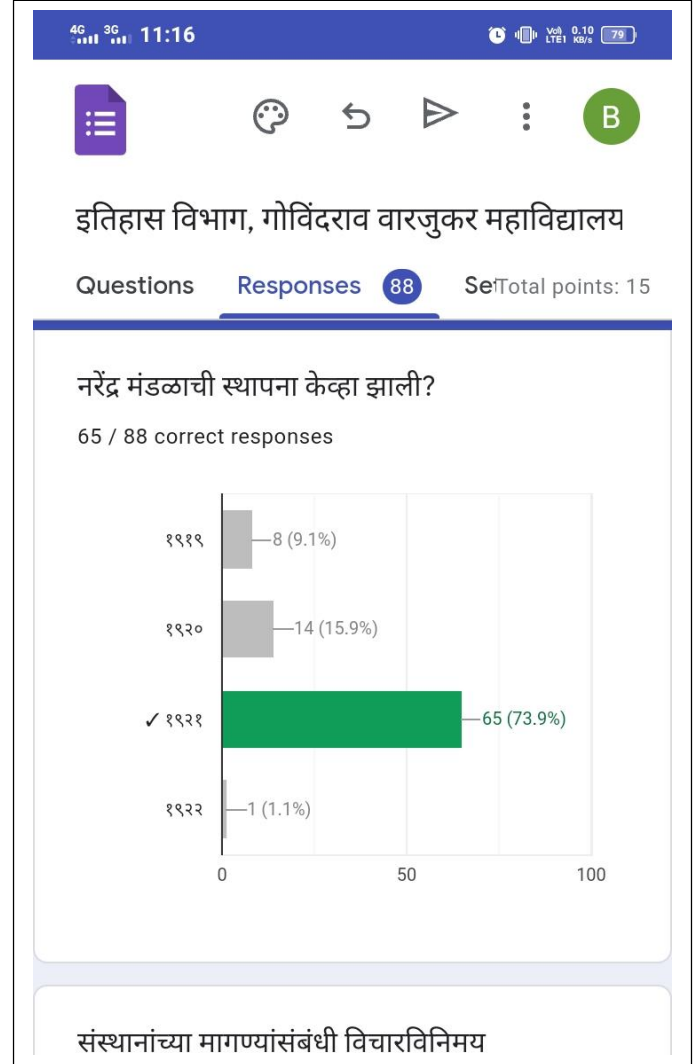
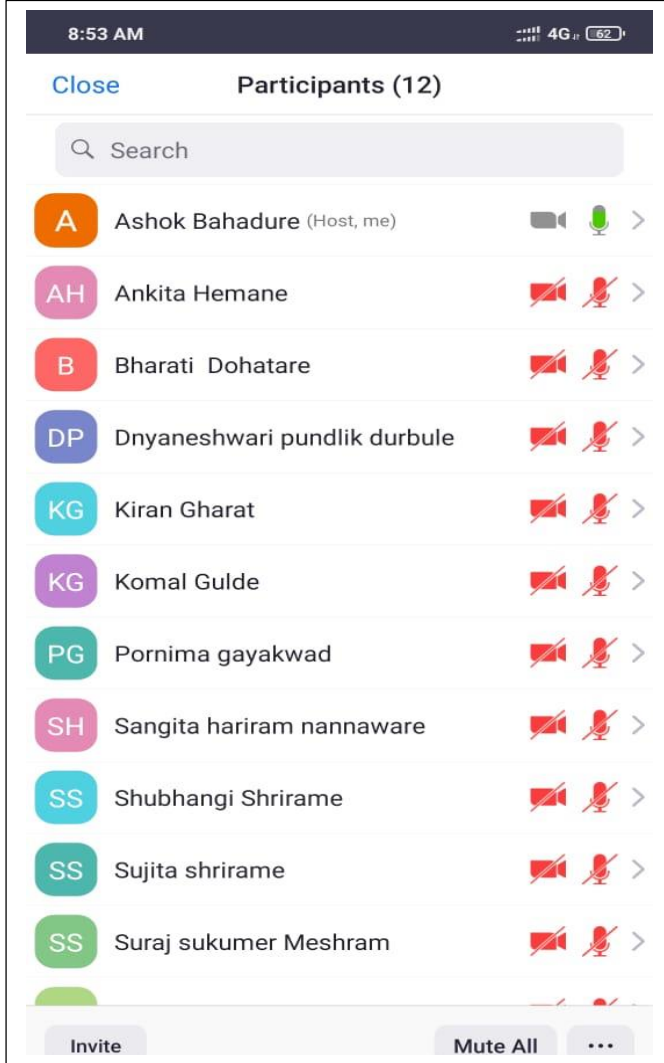
Prishva
Co-Ordinator
IQAC
G. W. College
Nagbhid

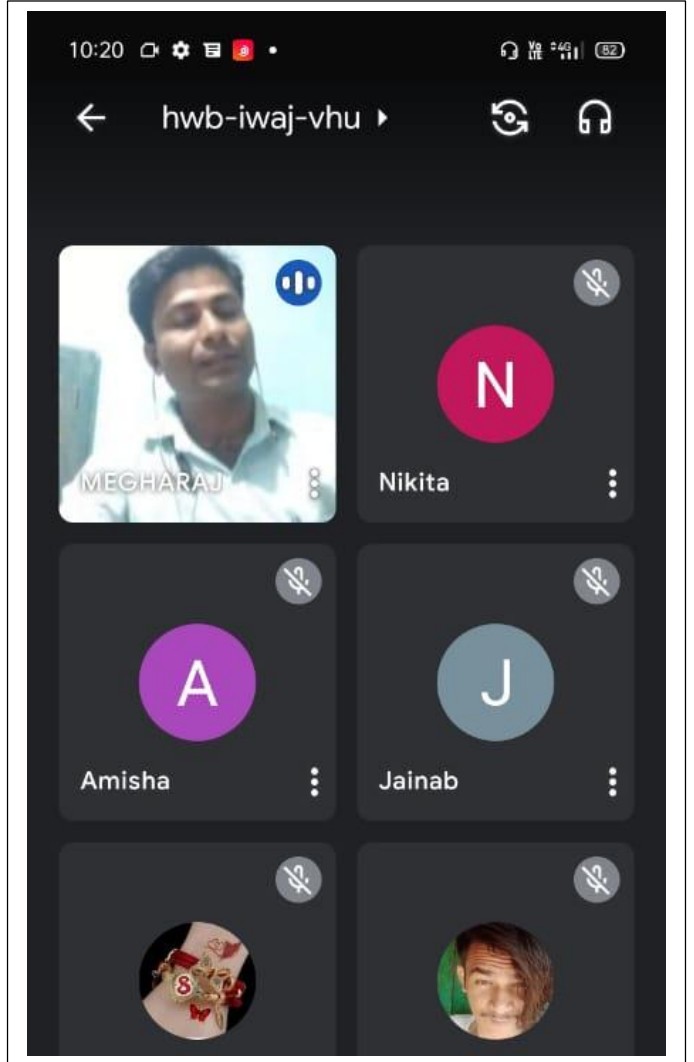
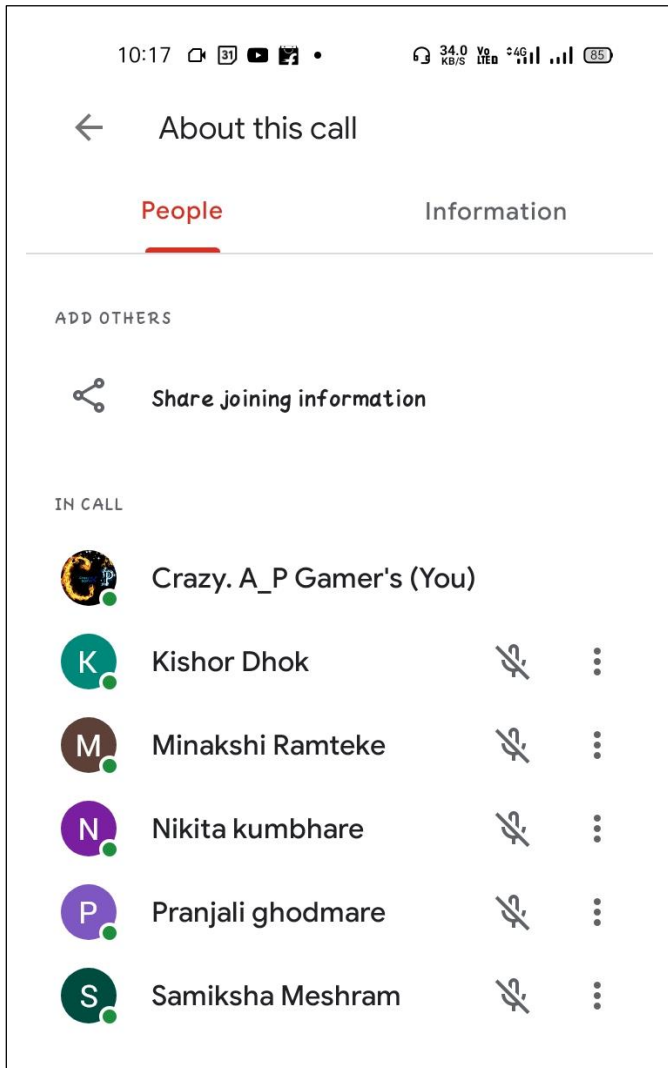
Prishva
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

Prishva
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206

**E-content was developed by every
teacher and uses ICT tools in
Teaching Process during the last
five year**

E-content was developed by every teacher and uploaded on YouTube college channel; Subject WhatsApp groups; Continuous Internal Evaluation through online classes and WhatsApp groups.





meet.google.com/zyu-ibxx-din?pli=1&authuser=0

Meeting details

People (13)

Add people

Deepak Morande (You)

Ankita Ambade

Ashwini Evnathe

BHUSHAN MULE

Laxmi Chacharkar

Laxmi Terare

Nikita Gorpude

Nirasha Fating

Nitu Pandav

Pallavi Borkute

sharad kamdi

N

P

S

N

P

Meeting details

Turn on captions

Present now

Type here to search

10:22 21-10-2020

Zoom Meeting

Participants (7)

VK Vishakha Kayande (Host, me)

D Dnyanu

PK Pornima khobragde

S Sidhanta

TB Tejaswini bhoyar

S Shubham

RD Rohini Devidas khokale

Sidhanta

Vishakha Kayande

Tejaswini bhoyar

Dnyanu

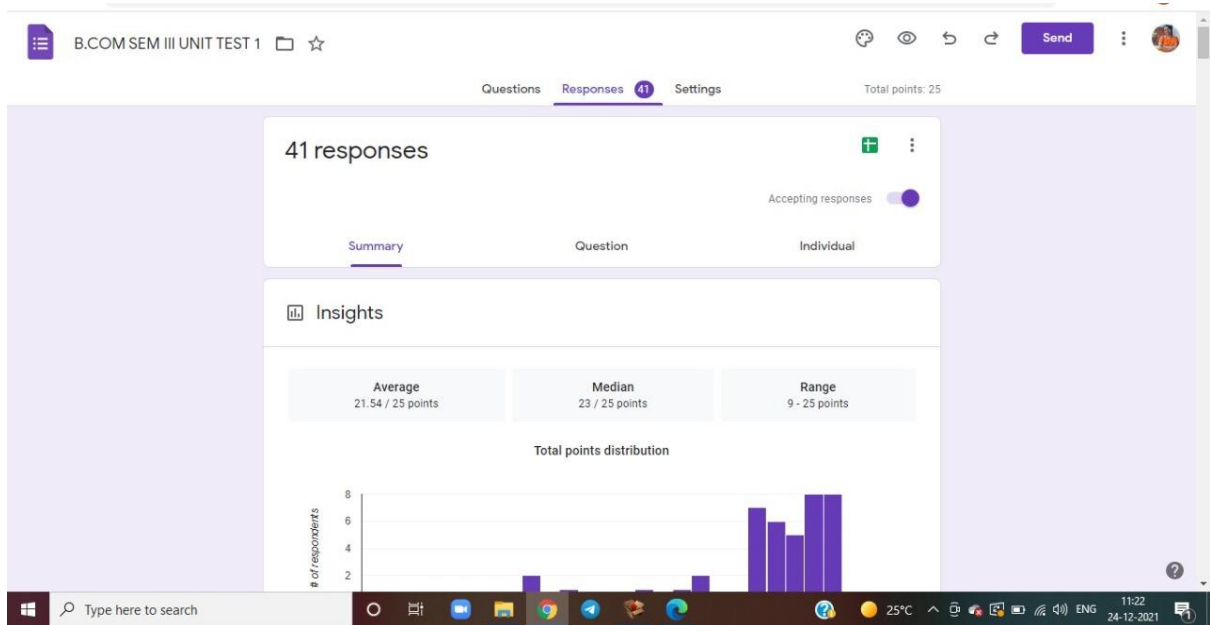
Shubham

Rohini Devidas...

Pornima khobra...

Invite

Mute All



11:51

24.3KB/s 4G LTE 3G 66

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GWCollege

SUBSCRIBE

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More about this channel >


Videos

Whose herds with milk, whose fields

When I consider how my light is



11:52 13.2KB/s 4G LTE 3G 66



BA.II ECONOMICS 23-24

Group · 29 participants

Audio Video Search


[Add group description](#)
Created on 21/08/2022

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Customize the privacy options for each contact/group separately

Hide Contact Name

Security
OFF

11:52 18.3KB/s 4G LTE 3G 66



Economics I 2023-24

Group · 29 participants

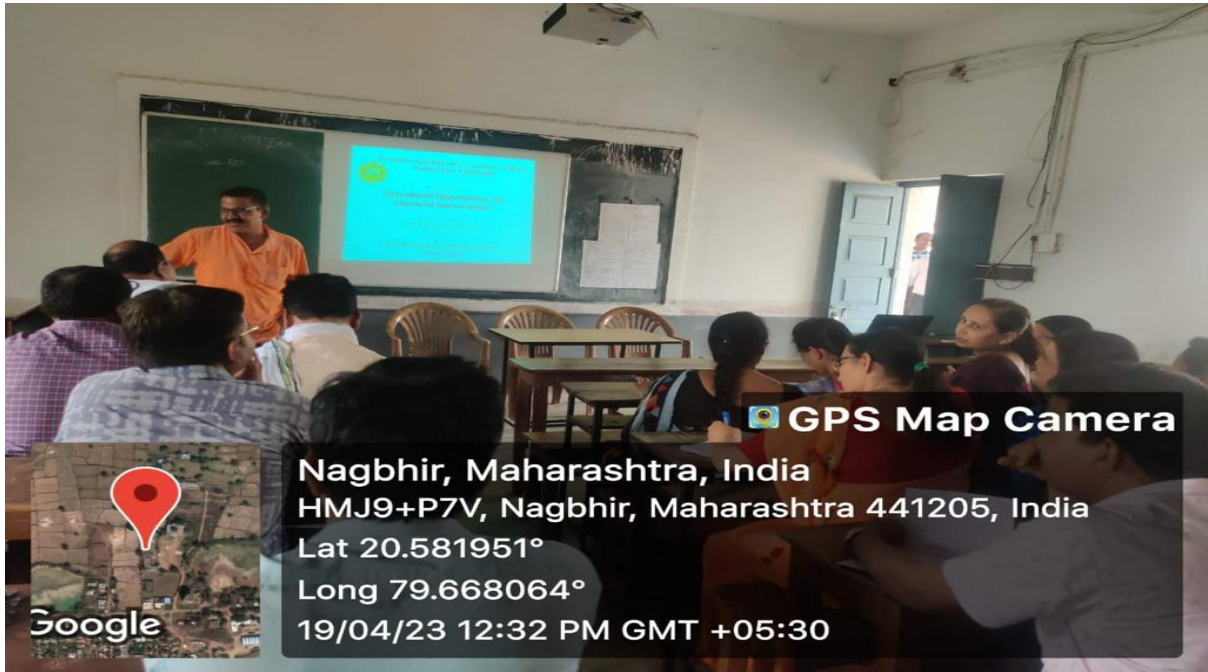
Audio Video Add Search

[Add group description](#)
Created by You, 30/06/2023

Custom Privacy
Customize the privacy options for each contact/group separately

Hide Contact Name

Security
OFF



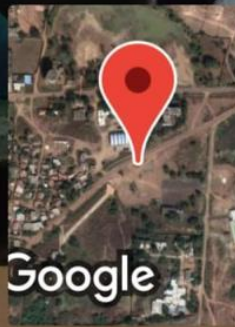
 **GPS Map Camera**

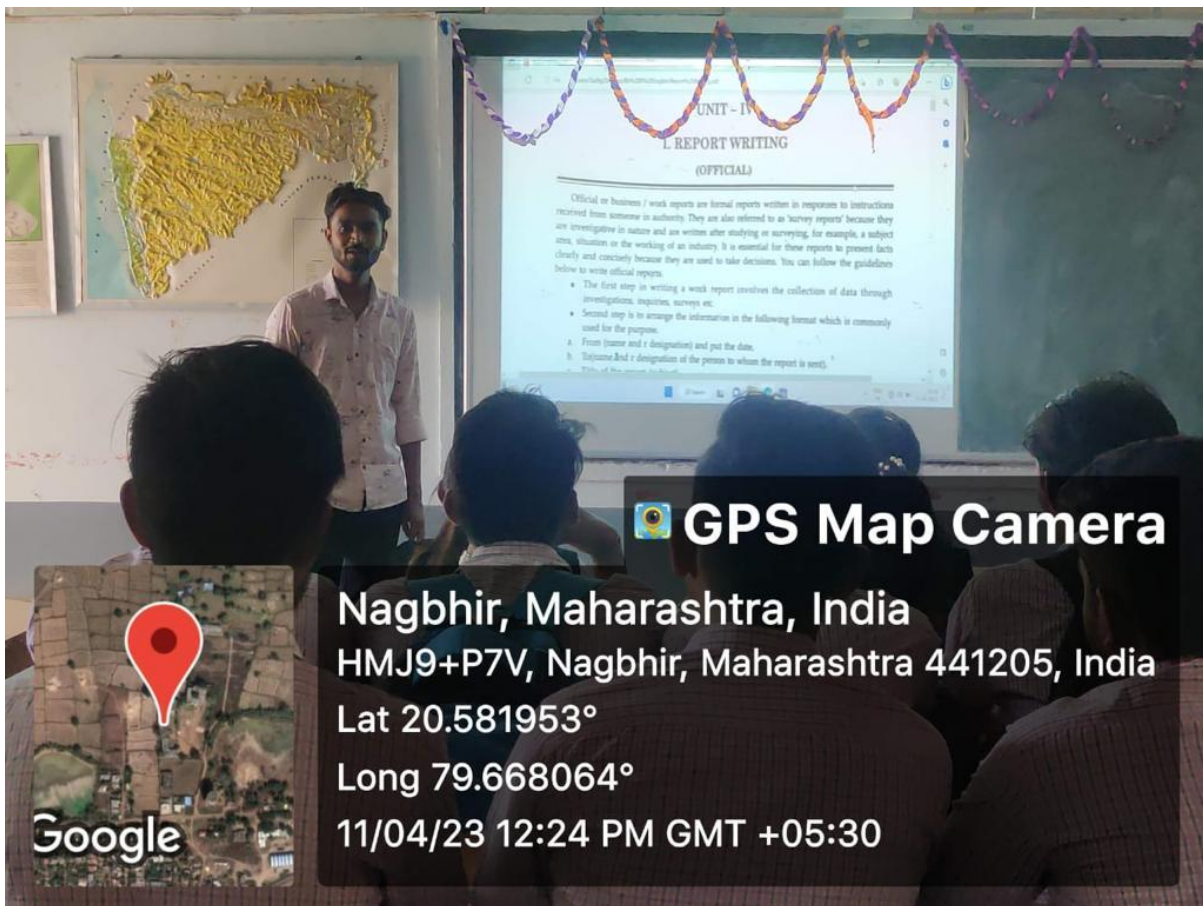
Nagbhir, Maharashtra, India
HMJ9+P7V, Nagbhir, Maharashtra 441205, India
Lat 20.581951°
Long 79.668064°
19/04/23 12:32 PM GMT +05:30




 **GPS Map Camera**

Nagbhir, Maharashtra, India
Nagbhid Main Bus Stand, Near Tahsil Office, Gose Khurd
Colony Rd, Nagbhir, Maharashtra 441205, India
Lat 20.57973°
Long 79.670043°
13/04/23 09:53 AM GMT +05:30

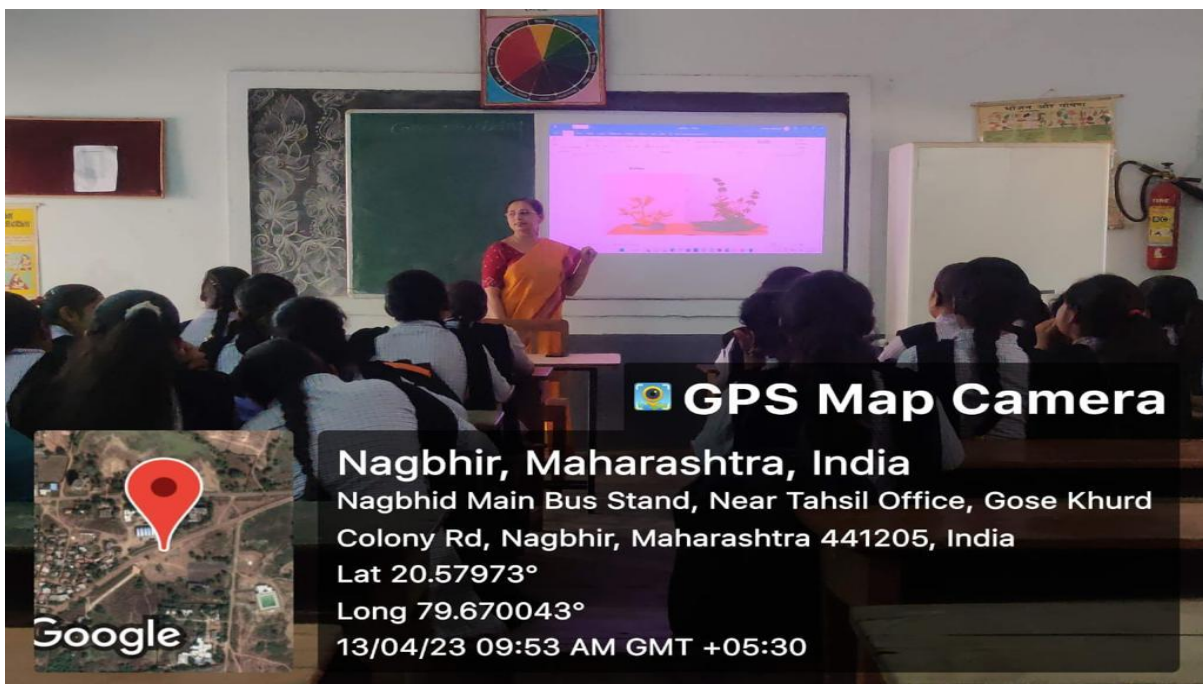




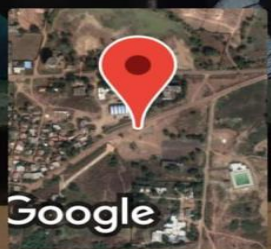
 **GPS Map Camera**



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HMJ9+P7V, Nagbhir, Maharashtra 441205, India
Lat 20.581953°
Long 79.668064°
11/04/23 12:24 PM GMT +05:30



 **GPS Map Camera**



Nagbhir, Maharashtra, India
Nagbhid Main Bus Stand, Near Tahsil Office, Gose Khurd
Colony Rd, Nagbhir, Maharashtra 441205, India
Lat 20.57973°
Long 79.670043°
13/04/23 09:53 AM GMT +05:30

**Collaboration
With Other Institution duration the
last five year**

**Collaboration
With Other Institution duration the
last five year**

List of Functional MoUs/Linkage/Collaborations Activity-Wise and Year-Wise

Sl. No.	Activities	Name of the collaborating agency / institution / industry / corporate house with whom the MoU / collaboration / linkage is made, with contact details	Year of signing MoU / collaboration / linkage
2022-2023			
1	Research	N.H. College, Bramhapuri	2019
2	Research	Dr. Babasaheb Ambedkar College, Bramhapuri	2021
3	Research	Sharadrao Pawar College, Gadchandur	2020
4	Research	Anand Niketan College, Warora	2020
5	Research	Rashtasant Tukdoji College, Chimur	2020
6	Research	Mahila Mahavidyalaya, Gadchiroli	2020
7	Student Placements	Ravindra Traders, Bramhapuri	2016
8	Student Placements	Shri GajananFood Industries, Navegaon (Makta)	2014
9	Student Placements	Shri Sai Prasad Rice Mill, Bramhapuri	2015
10	Student Placements	Shree Mahalaxmi Weaving and Spinning Mill, Pvt.Ltd	2021
11	Faculty Exchange	Narayan IAS Academy, Atulya Shiksha Foundation, Nagpur	2023
2021-2022			
1	Research	N.H. College, Bramhapuri	2019
2	Research	Dr. Babasaheb Ambedkar College, Bramhapuri	2021
3	Research	Sharadrao Pawar College, Gadchandur	2020
4	Research	Anand Niketan College, Warora	2020
5	Research	Rashtasant Tukdoji College, Chimur	2020
6	Research	Mahila Mahavidyalaya, Gadchiroli	2020
7	Student Placements	Ravindra Traders, Bramhapuri	2016
8	Student Placements	Shri GajananFood Industries, Navegaon (Makta)	2014
9	Student Placements	Shri Sai Prasad Rice Mill, Bramhapuri	2015
10	Student Placements	Shree Mahalaxmi Weaving and Spinning Mill, Pvt.Ltd	2021
2020-2021			
1	Research	N.H. College, Bramhapuri	2019
2	Research	Dr. Babasaheb Ambedkar College, Bramhapuri	2016
3	Research	Sharadrao Pawar College, Gadchandur	2020
4	Research	Anand Niketan College, Warora	2020
5	Research	Rashtasant Tukdoji College, Chimur	2020
6	Student Placements	Ravindra Traders, Bramhapuri	2016
7	Student Placements	Ravindra Automobiles, Bramhapuri	2016
8	Student Placements	Shri Gajanan Rice Mill,Navegaon (Makta)	2014
9	Student Placements	Shri GajananFood Industries, Navegaon (Makta)	2014
10	Student Placements	Shri Sai Rice Mill, Bramhapuri	2015
11	Student Placements	Shri Sai Prasad Rice Mill, Bramhapuri	2015
12	Student Placements	Shri Sai Agro Exports, Kharbi	2015
13	Student Placements	Swabhimani Marts, Ichalkaranji	2017

2019-2020			
1	Student Placements	Nirmala Computer Education, Nagbhid	2019
2	Student Placements	Shriram Foods Ltd. Moradi	2015
3	Student Placements	Shri Gajanan Rice Mill, Navegaon (Makta)	2014
4	Student Placements	Shri Sai Agro Exports, Bramhapuri	2015
5	Student Placements	Great Energy Pvt.Ltd.,Mul	2015
2018-2019			
1	Research	Dr. Babasaheb Ambedkar College, Bramhapuri	2016
2	Student Placements	Shri Gajanan Rice Mill,Navegaon (Makta)	2014
3	Student Placements	Sai Rice Industries, Kharbi	2012
4	Student Placements	Ramdevbaba Solvent, Bramhapuri	2012

MEMORANDUM OF UNDERSTANDING FOR QUALITY ENHANCEMENT OF HIGHER EDUCATIONAL INSTITUTIONS

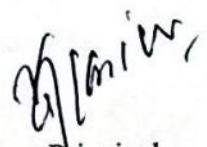
We, the Principals of Dr. Babasaheb Ambedkar Mahavidyalaya, Bramhpuri Dist. Chandrapur and Govindrao Warjekar Mahavidyalaya, Nagbhid Maharashtra State, do hereby execute a formal agreement/understanding from the Academic Session 2021-22 for five years for student exchange/Faculty exchange or conducting of Research with resource sharing on dated 13/08/2021. This agreement/understanding is executed as per the guidelines of University Grants Commission and National Assessment and Accreditation Council, Bangalore to collaborate with other stakeholders of Higher Education for quality evaluation, promotion and sustenance of Higher Education.

The core areas of collaboration

1. Establish collaboration for student exchange and faculty exchange.
2. Conducting of Research with resource sharing.
3. Ensure the sharing of Library Resources.

Note :

In case of any loss or damage to any property, the institution concerned will compensate the same.


Principal
Dr. Babasaheb Ambedkar Colle
Bramhpuri
Off. Principal
Dr. Babasaheb Ambedkar College of Arts
Commerce and Science, Bramhapuri




Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID 206.

MEMORANDUM OF UNDERSTANDING FOR QUALITY ENHANCEMENT OF HIGHER EDUCATIONAL INSTITUTIONS

Note :Given below is the MOU that will be entered into between Nevjabai Hitkarini College, Bramhapuria partner Institute and Govindrao Wajukar Arts & Commerce College, Nagbhid Dist. Chandrapur

Memorandum of Understanding between Nevjabai Hitkarini College, Bramhapuri Dist. Chandrapur(MS) the partner Institute and Govindrao Wajukar Arts & Commerce College, Nagbhid Dist. Chandrapur for conserving and update the teaching learning skills and to impart training and skill up gradation of students geared towards holistic development of the student and Quality enhancement.

This Memorandum of Understanding (MOU) is entered by our college on 17th day of June 2019 with the Nevjabai Hitkarini College, Bramhapuri Dist. Chandrapur (MS) (First Party) is an organization of education with all modern facilities functioning at Bramhapuri Dist. Chandrapur since 62 YEARS. This is an acknowledged Institution in this part of the country. It is currently focusing on to provide skill based and quality education to students for the holistic development of rural student as per the eligibility norms and placement/self employed skill.

The parties has decided to agree to establish academic – research collaboration in areas of mutual interest and in accordance with the terms and condition set forth in this Memorandum of Understanding agree on following activities.

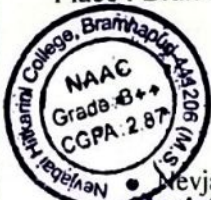
- 1) Both parties. will provide support to their faculties and students for sharing their knowledge and experience by the way of taking sessions, seminars, practical's and other academic activities.
- 2) Both Parties will be offering faculty and student exchange at their workplace so that student get hands-on experience and to get practical exposure.
- 3) Both Parties will facilitate their faculties / students for collaborative research project with or without sharing their resources.
- 4) Both Parties. will allow their student/faculties to use infrastructure facilities i.e. Laboratory, Library, IT, Sports etc.
- 5) Both parties will organize and allow their faculties/students for participation in major events like state/national level Seminars/Conferences/Workshops/Lecture Series/Literacy Movements/Rural Development Programs/NSS Special Camps/Placement Drives/Grooming Session.

Each party shall appoint one nodal officer to review periodically and identifies strengthening cooperation between them.

It will take effect from the date it is signed by representatives of the parties. It will remain valid for five years and may be continued there after suitable review and agreement. Nevjabai Hitkarini College, Bramhapuri Dist. Chandrapur (MS) and Govindrao Wajukar Arts & Commerce College, Nagbhidensure all activities in progress are allowed to complete successfully.

Date :

Place : Bramhpuri




Principal
Nevjabai Hitkarini College
Bramhapuri
Bramhapuri - 441206




Principal
Govindrao Wajukar
Arts & Com College
NAGBHID-441205



MEMORANDUM OF UNDERSTANDING FOR QUALITY ENHANCEMENT OF HIGHER EDUCATIONAL INSTITUTION

We the principle of Sharadrao Pawar Arts & Comm. College Gadchandur District Chandrapur and Govindrao Wajurkar Mahavidyalaya Nagbhid Maharashtra state, do hereby execute a formal agreement / understanding from the academic session 2021- 22 for five years for student exchange/ faculty exchange or conduction of research with resource sharing on date 30.12.2021 this agreement/ understanding is execute as per the guideline of university grant commission and national assessment and accreditation council Bangalore to collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance of higher education

The core areas of collaboration

Established collaboration for student exchange and faculty exchange

1. Conduction of research with resource sharing
2. Ensure the sharing of library resource

Note:-

In case of any loss or damage to any property, the institution concerned will Compensate the same.



Sharadrao Pawar Art and commerce College
PRINCIPAL
Sharadrao Pawar Arts & Commerce College
Gadchandur, Ta. Korpana, Dist. Chandrapur



Principal
Govindrao Wajurkar
Govindrao Wajurkar Mahavidyalaya
Arts & Comm College
NAGBHID-441205
Nagbhid



Memorandum of Understanding for Quality Enhancement of Higher Educational Institutions


We the principals of Anand Niketan College, Warora Dist. Chandrapur and Govindrao Warjekar Mahavidyalaya Nagbhid Maharashtra State, do here by Execute a formal agreement / understanding from the academic section 2020-2021 for five years for student exchange / faculty exchange or conduction of Research with Resource sharing on dated 30.08.2020. This agreement / understanding is a execute as per the Guidelines of University Grant Commission and National Assessment and Accreditation Council, Bangalore to Collaborate with the Stake holders of the higher education for quality evaluation, Promotion and Sustenance of higher education.


The Core areas of Collaboration

1. Establish collaboration for student exchange and faculty exchange.
2. Conduction of Research with resource sharing.
3. Ensure of sharing of library resources.

Note -

In Case of any loss of damage to any property, the institution concerned will compensate the same.


Principal
Govindrao Warjekar
Govindrao Warjekar College, Nagbhid
NAGBHID-441205


Principal
Anand Niketan College, Warora
Principal
Anand Niketan College
Warora



Memorandum of Understanding for Quality Enhancement of Higher Educational Institutions

We, the Principals of Rashtrasant Tukdoji College, Chimur Dist Chandrapur and Govindrao Warjurkar Mahavidyalaya Nagbhid, Maharashtra State, do hereby execute a formal agreement / understanding from the academic section 2020-2021 for five years for student exchange / faculty exchange or conduction of research with resource sharing on dated 24.08.2020. This agreement / understanding is an execute as per the Guidelines of University Grant Commission and National Assessment and Accreditation Council, Bangalore to Collaborate with the Stakeholders of the higher education for quality evaluation, promotion and sustenance of higher education.

The Core areas of Collaboration

1. Establish collaboration for student exchange and faculty exchange.
2. Conduction of research with resource sharing.
3. Ensure of sharing of library resources.

Note -

In case of any loss of damage to any property, the institution concerned will compensate the same.


Principal
Govindrao Warjurkar,
Arts & Com. College
NAGBHID-441206.




Off. Principal
Rashtrasant Tukdoji College,
Chimur, Dist.- Chandrapur



Memorandum of Understanding For Quality Enhancement of Higher Educational Institution

We the principal of Mahila Mahavidyalaya, Gadchiroli District Gadchiroli and Govindrao Warjekar Arts and Commerce College, Nagbhid Maharashtra State, do hereby execute a formal agreement / understanding from the academic session 2021-22 for five years for student exchange / faculty exchange or conduction of research with resource sharing on date ~~28.2.2020~~ this agreement / understanding is execute as per the guideline of university grant commission and national assessment and accreditation Council Bangalore to collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance of higher education.

The core areas of collaboration

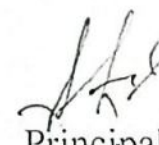
Established collaboration for student exchange and faculty exchange

1. Conduction of research with resource sharing
2. Ensure the sharing of library resource

Note:-

In case of any loss or damage to any property, the institution concerned will Compensate the same.


Officiating Principal
Mahila Mahavidyalaya
Gadchiroli
Mahila Mahavidyalaya
Gadchiroli


Principal
Govindrao Warjekar
Arts & Com College
NAGBHID-441205
Commerce College, Nagbhid

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Dist. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M. A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



e/c

Ref. No. : GWCN/ 213/2019

Date : 13/05/2019

(NAAC RE-ACCREDITATED 'B' GRADE)

To,


Gajanan Rice Mill, Navegaon (Makta)
Taluka Bramhapuri, Dist. Chandrapur.

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205.



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID, DIST. CHANDRAPUR

AND

GAJANAN RICE MILL, NAVEGAON (MAKTA)

TALUKA BRAHMAPURI DIST. CHANDRAPUR

We,

**Dr. Sanjay Singh, Principal of Govindrao Warjekar College,
Nagbhid (called hereafter as GWCN)**

and

**Mr. Deepak Urade, Managing Director, Gajanan Rice Mill,
Navegaon (Makta) (called hereafter as GRM)**


here by execute a formal agreement on **08 September 2014** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka. The agreement shall be valid for a period of five years from the signing of this document.

The areas of agreement are:

1. GRM would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. GRM would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.

- E**
3. The HRD personnel of GRM would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
 4. GWCN would try to cater to the demands of GRM regarding filling up of vacancies in the company.
 5. The above stated joint venture would be undertaken by both GWCN and GRM as part of social responsibility with no consideration of any monetary profit

We put below our seals and signatures in token of agreement stated above


(Dr. Sanjay Singh)
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

For, Shri Gajanan Rice Mill

(Mr. Deepak Ufade)
Proprietor

Shree Gajanan Rice Mill

President

SWARN YUG

BRAND STONELESS RICE

Manufacturers of : SUPERFINE STONELESS RICE

NAVEGAON (MAKTA)

Ta. Bramhapuri, Dist. Chandrapur (M.S.)

STD : 07177, Off.: 272273, 272836 Mill : 272411, 273950 Resi. : 272117 Mob. 94221-35813

Date : 22.8.2014

Ref. No.

To,

The Principal

Govindrao Warjekar College

Nagbhid

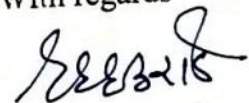
Reference: Your letter No.213/2014 dated 13.8.2014

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

With regards



For, Shri Gajanan Rice Mill

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

Janhit Education Society Bramhapuri Reg. No. Maha. 70/84 (Cha.)

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



c/c

Ref. No. : GWCN/ 377 / 2015

Date : 10.7.2015

(NAAC RE-ACCREDITATED 'B' GRADE)

To,

Shri Saiprasad Rice Mill

Bramhapuri

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205



SU-PRABHAT

BRAND STONELESS RICE



Shri Saiprasad Rice Mill

Manufacturers of : SUPERFINE STONELESS RICE

Date 30.7.2015

To,
The Principal
Govindrao Warjekar College
Nagbhid

Reference: Your letter No. GWCN/377/2015 dated 10-7-2015

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

N. J. Vade

With regards
For, **Shri Sai Prasad Rice Mill**

Proprietor

Fact. : At Post : KHARBI. Tq. Bramhapuri-441206. Dist. Chandrapur
STD : 07177, Fact. : 273339, 273792 Off. : 272029, 272939 Res. 272279
Tin No. : VATTIN : 27500348582 V, 672 TIN : 27500348582 C



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID

AND

SHRI SAI PRASAD RICE MILL, BRAMHAPURI

We,

Dr. Sanjay Singh,

**Principal of Govindrao Warjukur College, Nagbhid (Called hereafter
as GWCN)**

And

Mr. NITIN URADE

PROPRIETOR, SHRI SAI RICE MILL, (called hereafter as SSPRM)
here by execute a formal agreement on **16TH AUGUST 2015** for the
mutual benefits ranging from dissemination of information about the
employing requirements of industries to training and facilitating
placement of employable youth in rural areas of Nagbhid taluka.

The areas of agreement are:

1. SSPRM would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. SSPRM would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.

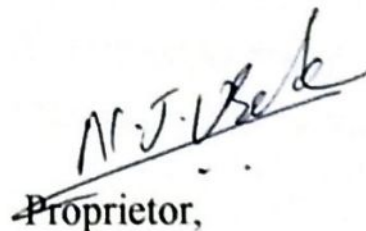
3. The HRD personnel of SSPRM would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of SSPRM regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and SSPRM as part of social responsibility with no consideration of any monetary profit

We put below our signature in token of agreement stated above



Dr. Sanjay Singh

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.



Proprietor,

Shri Sai Prasad Rice Mill, Bramhapuri

For, ~~Shri Sai Prasad Rice Mill~~

Proprietor

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M. A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



Ref. No. : GWCN/ 433/2012

(NAAC RE-ACCREDITATED 'B' GRADE)

Date : 14/07/2012

To,

Ramdeobaba Solvents,

Brahmapuri Dist. Chandrapur

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205.



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID, DIST. CHANDRAPUR

AND

RAMDEOBABA SOLVENTS, BRAHMAPURI

DIST. CHANDRAPUR

We,

**Dr. Sanjay Singh, Principal of Govindrao Warjukur College,
Nagbhid (called hereafter as GWCN)**

and

**Mr. Nilesh Mohota, Managing Director, Ramdeobaba Solvents,
Brahmapuri (called hereafter as RSB)**

here by execute a formal agreement on **10 August 2012** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka. The agreement shall be valid for a period of five years from the signing of this document.

The areas of agreement are:

1. RSB would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. RSB would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.

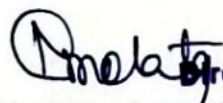
3. The HRD personnel of RSB would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of RSB regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and RSB as part of social responsibility with no consideration of any monetary profit

We put below our seals and signatures in token of agreement stated above


(Dr. Sanjay Singh)

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

Ramdeb Baba Solvent Pvt. Ltd.


Director
(Mr. Nilesh Mohota)



Corp. Office: Bhalya Building
Anaj Bazar, Itwari, Nagpur - 440 002
Works : Bargaon Road
Bramhapuri - 441206
Dist. Chandrapur

RBS

To,
The Principal
Govindrao Warjekar College
Nagbhid

Reference: Your letter No. *gwen/433/2012* dated *14/7/2012*

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

With regards



Ramdevbaba Solvent Pvt. Ltd.

(Signature)

Director

RAMDEVBABA
SOLVENT PVT. LTD.

Mob. 9422824020, 8390121565 Phone : 0712-2737712
Email: rbspl_bramhapuri@yahoo.in | ramdevbabasolvent@gmail.com
website : www.tulsirbo.com | CIN - U01112MH2008PTC188449

प्रती,

माननीय प्राचार्य सर,

गोविंदराव वारजूरकर कला व वाणिज्य महाविद्यालय नागभीड.

माननीय प्राचार्य मोहोदय, कला व वाणिज्य महाविद्यालय नागभीड यांना पत्रा द्वारे कडउ इच्छितो कि, आमच्या निर्मला कॉम्प्युटर एजुकेशन ने समन्वित पत्रा द्वारे माहिती दिल्यावर आपण निर्मला कॉम्प्युटर ला विद्यार्थी प्रशिक्षण घेण्या करिता पाठवल्या प्रकरणी सहकार्य केल्या बद्दल आपले खूप-खूप महाविद्यालयाचे आभार व्यक्त करतो. आपल्या महाविद्यालयातील विद्यार्थी निर्मला कॉम्प्युटर मध्ये विविध प्रकारच्या संगणक प्रशिक्षण पूर्ण करून पास झालेले आहेत तरी संगणक प्रशिक्षण पूर्ण झालेले विद्यार्थ्यांची यादी खालील प्रमाणे पाटवीत आहे.

SR. NO.	COURSE NAME	COURSE NAME	COURSE DURATION	MONTH
1	NIKESH DILIP GAJPURE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	NOV. TO APR. 2019	6 MONTH
2	AJAY UMAJI BHOYAR	MS-CIT, TALLY, TYPING ENGLISH 30 WPM	NOV. TO APR. 2019	6 MONTH
3	SNEHAL BHASHKAR HARSHE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	NOV. TO APR. 2019	6 MONTH
4	PRITAM DEVIDAS MARBATE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	DEC. TO MAY 2019	6 MONTH
5	VAIBHAV CHANDRABHAN PACHARE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	DEC. TO MAY 2019	6 MONTH
6	SNEHA SHEKHAR SHENDE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	SUP. TO FEB. 2019	6 MONTH
7	SWETA VINAYAK ANWALE	MS-CIT, TALLY, TYPING ENGLISH 30WPM	MAR. TO AUG. 2019	6 MONTH
8	RAJAT KAMALAKAR SHENDE	MS-CIT, TYPING ENG.30, TYPING MAR 30	MAR. TO JUN 2019	4 MONTH
9	MAYURI KISHOR DHOK	MS-CIT, TALLY, TYPING ENGLISH 30WPM	MAR. TO MAY 2019	3 MONTH
10	MAYURI PANDURANG GIRADKAR	TYPING ENG.30, TYPING MAR30WPM	MAR. TO JUN 2019	4 MONTH
11	BRIJESH RAJENDRA PANSE	MS-CIT	MAR. TO APR. 2019	2 MONTH
12	NISHA SHEKHAR SHENDE	TYPING ENG.30, TYPING MAR30 WPM	MAR. TO APR. 2019	4 MONTH

Date :- 19/10/2019

Place :- Nagbhid



Umesh
Nirmala Computer
Education, Nagbhid
Prop. : Umesh A. Warjurkar
Mob. 9021326441

NCEN

Nirmala Computer Education Nagbhid

Nirmala Computer Education Tahashil Road, Near By Ragishtar Office, Nagbhid Pin – 441205

E-mail : 34210218@mkcl.org , uwarjurkar@gmail.com , www.nirmalacomputereducation.in

Website : www.mkcl.org Mo No : 09021326441, 07021299713

Janahit Shikshan Sanstha, Bramhapuri Reg. No. Maha.70/84 (Cha.) F-886 (Cha.)
GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE
NAGBHID -441205, DIST. CHANDRAPUR

Dr. S. R. Singh

Principal

M.A (Eng.) Ph.D.

Email: sanjaysingh2007@rediffmail.com

princ_gwcn@rediffmail.com



Estd. : 1986
(O) : (07179) 240061
(O) : (07179) 241085
Mob. : 9423771234
Fax No. : (07179) 240061

Web address: gwcollegenagbhid.ac.in
ACCREDITED BY NAAC WITH 'B++' GRADE (THIRD CYCLE)
CGPA: 2.91

Date: 13/06/2019

No. GWCN/1201/2019.

To,

MR. Umesh A. Warjekar

Coordinator

Nirmala Computer Education

Nagbhid

Subject: - Consent for linkage.

Reference: - Your Letter Dated 09 August 2019

Sir,

With reference to above I am pleased to grant consent to establish linkage of G.W. College, Nagbhid with your Nirmal Computers Education, Nagbhid on the terms and conditions as stated in your letter dated on 09 August 2019.

I hope the linkage would be beneficial for skill development of our students and also help in the development of the potential of your institution.


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID -441205

Nirmala

Computer Education Nagbhid

प्रती,

माननीय प्राचार्य सर,

गोविंदराव वारजुरकर कला व वाणिज्य महाविद्यालय नागभीड

विषय :- गोविंदराव वारजुरकर महाविद्यालय सोबत सौलाग्मित करण्याबाबत.

अर्जदार :- निर्मला कम्प्युटर एजुकेशन नागभीड

(उमेश अरुण वारजुरकर) मो नं ९०२१३२६४४१

पत्ता - अशोक सम्राट नगर, तहशील रोड नागभीड.

महोदय,

सविनय विनंती याप्रमाणे आहे कि, मी नामे उमेश अ वारजुरकर निर्मला कॅम्प्युटर एजुकेशन नागभीड येथील को-ऑर्डिनेटर असून वरील विषय अनुसंगे आपल्या गोविंदराव वारजुरकर महाविद्यालया शी सौलाग्मित झाल्यावर गोविंदराव वारजुरकर कला व वाणिज्य महाविद्यालयातील विद्यार्थ्यांना विविध प्रकारच्या कॅम्प्युटर कोर्स मधील फीस मध्ये सवलत व ऑनलाईन अप्लिकेशन मध्ये सुट देण्यात येईल तसेच सरकारी योजने अंतर्गत आलेले संगणक प्रशिक्षण महाविद्यालयातील विद्यार्थ्यांना महाविद्यालयामध्ये सूचित करून विद्यार्थ्यांना मोफत प्रवेश देण्यात येईल.

तरी गोविंदराव वारजुरकर कला व वाणिज्य महाविद्यालयाने निर्मला कम्प्युटर एजुकेशन नागभीड सोबत सौलाग्मित होण्याकरिता अनुमती देण्यात यावी. करिता सबब विनंती अर्ज सदर करित आहे. करिता विनंती अर्ज सादर.

ठिकाण :- नागभीड

दिनांक :- ०९/०८/१९

Received
09-8-19



अर्जदार

Nirmala Computer
Education, Nagbhid
Prop. : Umesh A. Warjurkar
Mob. 9021328441

NCEN

Nirmala Computer Education Nagbhid

Nirmala Computer Education Tahashil Road, Near By Rajishtar Office, Nagbhid Pin - 441205

Mo No : 09021326441, 07021299713 www.nirmalacomputereducation.in

F-mail : 34210218@mkcl.org .uwariurkar@gmail.com. Website : www.mkcl.org

Nirmala

Computer Education Nagbhid

प्रती,

माननीय प्राचार्य सर,

गोविंदराव वारजुरकर कला व वाणिज्य महाविद्यालय नागभीड

विषय : - संगणक प्रशिक्षणा बद्दल ची माहिती विद्यार्थाना देण्या बाबत.

अर्जदार :- निर्मला कम्प्युटर एजुकेशन नागभीड

(उमेश अरुण वारजुरकर) मो नं ९०२१३२६४४१

पत्ता - अशोक सम्राट नगर, तहशील रोड नागभीड.

महोदय,

सविनय विनंती याप्रमाणे आहे कि, नि नामे निर्मला कॉम्प्युटर एजुकेशन नागभीड येथील को-ऑर्डिनेटर असून आपल्या महाविद्यालयातील विद्यार्थाना कॉम्प्युटर कोर्स बद्दल माहिती विद्यार्थाना सांगावयाची आहे, तरी मला कमीत कमी वेळाची अनुमती देण्यात यावी.

करिता विनंती अर्ज सादर.

ठिकाण :- नागभीड

दिनांक :- ०९/०८/२०१९



अर्जदार

Nirmala Computer
Education, Nagbhid
Prop. : Umesh A. Warjurkar
Mob. 9021326441

NCEN

Nirmala Computer Education Nagbhid

Nirmala Computer Education Tahashil Road, Near By Rajishtar Office, Nagbhid Pin – 441205

Mo No : 09021326441, 07021299713 www.nirmalacomputereducation.in

E-mail : 34210218@mkcl.org, uwarjurkar@gmail.com, Website : www.mkcl.org

Janhit Education Society Bramhapuri Reg No Maha. 70/84 (Cha.)

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Dist. Chandrapur

Website : www.gwcollegenagbhid.com

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(O) : (07179) 241085

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E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A. (Eng.), Ph. D.

E-mail : sanjaysingh2007@rediffmail.com



Ref. No. : GWCN/ 273/ 2015

(NAAC RE-ACCREDITED 'B' GRADE)

Date : 30/7/2015

To,

Shriram Food Industry (P) LTD
Moradi Ta - Mohada, Dist - Nagpur

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.



SHRIRAM FOOD INDUSTRY (P) LTD

Corporate Off #42 A, 2nd Floor, Bheemanna Mudali Garden Road, Abhiramapuram
Chennai - 600 018. Ph# +91-44-24662991 | Fax# +91-44-42352313 | info@greta.in

CIN: U15118MH2014PTC252387

To,

The Principal

Govindrao Warjekar College

Nagbhid

Reference: GWCN/273/2015

Dated 30/7/2015

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.



With regards



SHRIRAM FOOD INDUSTRY (P) LTD

Corporate Off #42 A, 2nd Floor, Bheemanna Mudali Garden Road, Abhirampuram
Chennai - 600 018. Ph# +91-44-24662991 | Fax# +91-44-42352313 | info@greta.in
CIN: U15118MH2014PTC252387



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID, DIST. CHANDRAPUR

AND

SHRIRAM FOODS PRIVATE LIMITED, MORADI

TALUKA MOHADA, DIST. NAGPUR

We,

**Dr. Sanjay Singh, Principal of Govindrao Warjukar College,
Nagbhid (called hereafter as GWCN)**

and

**Mr. Anup Goyal, Managing Director, Shriram Foods Private Ltd.
(called hereafter as SFPL)**

here by execute a formal agreement on **10 August 2015** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.

The areas of agreement are:

1. SFPL would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. SFPL would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.
3. The HRD personnel of SFPL would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.



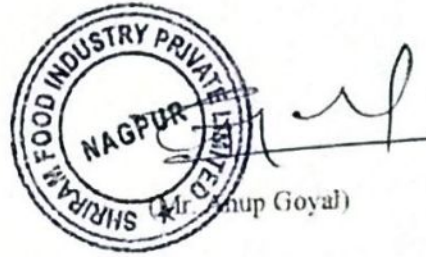
SHRIRAM FOOD INDUSTRY (P) LTD

Corporate Off #42 A, 2nd Floor, Bheemanna Mudali Garden Road, Abhiramapuram
Chennai - 600 018. Ph# +91-44-24662991 | Fax# +91-44-42352313 | info@greta.in
CIN: U15118MH2014PTC252387

4. GWCN would try to cater to the demands of SFPL regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and SFPL as part of social responsibility with no consideration of any monetary profit

We put below our seals and signatures in token of agreement stated above

(Dr. Sanjay Singh)
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.



(Mr. Anup Goyal)

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



o/c

Ref. No. : GWCN/ 379/2015

Date : 10.7.2015

(NAAC RE-ACCREDITATED 'B' GRADE)

To,

Shri Sai Agro Exports

Brahmapuri

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.

Shri
Principal

Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

shri sai agro exports



SU-PRABHAT
BRAND SORTEX RICE

Manufacturers of : **BÜHLER SORTEX RICE**
H.O. : N.I.T. Nivas H. 701, Near Shivaji Nagar, Hill Road, NAGPUR.
Fact. : At Post : KHARBI, Tq. Bramhapuri-441206. Dist. Chandrapur,
STD : 07177, Fact. : 273339, 273792 Off. : 272029, 272799 Resi. : 272279
Mob. : 9422135803, 9422135820

VAT TIN : 27500348582 V
CST TIN : 27500348582 C

Date 22/07/2015

To,
The Principal
Govindrao Warjekar College
Nagbhid

Reference: Your letter No. lgwcn/379/2015 dated 10/7/2015

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

P.P. Usde
For, Shri Sai Agro Exports

Principal

Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID

AND

SHRI SAI AGRO EXPORTS, BRAMHAPURI

We,

Dr. Sanjay Singh,

Principal of Govindrao Warjekar College, Nagbhid (Called hereafter as GWCN)

And

Mrs PUJA URADE

PROPRIETOR, SHRI SAI AGRO EXPORTS, (called hereafter as SSAE) here by execute a formal agreement on 16TH AUGUST 2015 for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.

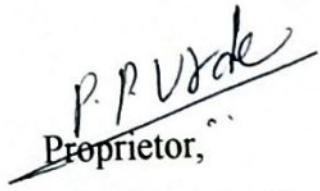
The areas of agreement are:

1. SSAE would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. SSAE would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.
3. The HRD personnel of SSAE would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.

4. GWCN would try to cater to the demands of SSAE regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and SSAE as part of social responsibility with no consideration of any monetary profit

We put below our signature in token of agreement stated above


Dr. Santay Singh
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.


Proprietor,
Shri Sai Agro Exports, Bramhapuri
For, Shri Sai Agro Exports

Proprietor

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A. (Eng.), Ph. D.

E-mail : sanjaysingh2007@rediffmail.com



Ref. No. : GWCN/ 272/2015

(NAAC RE-ACCREDITED 'B' GRADE)

Date : 30/7/2015

To,

Goeta Energy Private Limited

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.



GRETA ENERGY LTD

Reg. & Corporate Off #42 A, 2nd Floor, Bheemanna Mudali Garden Road, Abhiramapuram
Chennai - 600 018. Ph# +91-44-24662991 | Fax# +91-44-42352313 | info@greta.in
CIN: U40103TN2008PLC095471

To,

The Principal

Govindrao Warjukar College

Nagbhid

Reference: *GWCN/272/2015*

Dated *30/7/2015*

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.


with regards



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE, NAGBHID

AND

GRETA ENERGY PRIVATE LIMITED



We,

Dr. Sanjay Singh,

Principal of Govindrao Warjekar College, Nagbhid (Called hereafter as GWCN)

and

Mr Anup Goyal, Managing Director, Greta Energy Private Ltd. (called hereafter as GEPL)

here by execute a formal agreement on **21st August 2015** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.

The areas of agreement are:

1. GEPL would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. GRPL would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.




GRETA ENERGY LTD

Reg. & Corporate Off #42 A, 2nd Floor, Bheemanna Mudali Garden Road, Abhiramapuram
Chennai - 600 018. Ph# +91-44-24662991 | Fax# +91-44-42352313 | ✉ info@greta.in
CIN: U40103TN2008PLC095471

3. The HRD personnel of GEPL would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of GEPL regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and GEPL as part of social responsibility with no consideration of any monetary profit

We put below our signature in token of agreement stated above


Dr. Sanjay Singh

Principal
Govindrao Warfekar
Arts & Com. College
NAGBHID-441206.


Managing Director

Greta Energy Ltd

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID -441205, Dist. Chandrapur

Website: www.gwcollegenagbhid.ac.in

Estd. : 1986

(O): (07179) 298402

Mob. : 9423771234

E-mail: princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A (Eng.) Ph.D.

Email: sanjayrsingh2007@rediffmail.com



ACCREDITED BY NAAC WITH 'B++' GRADE (THIRD CYCLE)
CGPA : 2.91

Ref. No. : GWCN/410/17

Date : 23-2-2017

To,

Ravindra Traders
.....
Armor Road, Bramhapuri
.....

Dear Sir,

Ours college runs B.A. and B.Com. Programmes at undergraduate level and M.A. (SOC), M.A. (MAR) and M.Com programmes at postgraduate level in the rural and backward area of Nagbhid Taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social science and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance session on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thanking You.

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205



Memorandum of Understanding Between
Govindrao Warjekar Arts and Commerce College, Nagbhid
and
RAVINDRA TRADERS, BRAMHAPURI

We,

Dr Sanjay Singh,

Principal of Govindrao Warjekar College, Nagbhid (Called hereafter as GWCN)

and

Mr. Ravindra Ashtikar

PROPRITER, Ravindra Traders, Bramhapuri (called hereafter as RT)

Here by execute a formal agreement on August 2016 for the mutual benefits from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.

The Areas of Agreement are:

1. RT would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. RT would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.
3. The HRD personnel of RT would, whenever the GWCN proposes, visits the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of RT regarding filling up vacancies in the company.
5. The above stated joint ventures would be undertaken by both GWCN and RT as part of social responsibility with no consideration of any monetary profit.

We put below our signatures in token of agreement stated above.

Dr. Sanjay Singh
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205

Ravindra Traders
२७-१६-३०६८
Proprietor
Proprietor,

रविंद्र ट्रेडर्स

आरमोरी रोड, ब्रम्हपुरी
जि. चंद्रपूर (महा.) 441206

07177-295555

E-mail- ravindraashtekar198@gmail.com

To,
The Principal
Govindrao Warjekar College,
Nagbhid

Reference: Your letter No.410.../23..... Dated ...23...2...2017

Dear Sir,

With reference to above, I am please to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed to grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefits on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

With regards



रविंद्र ट्रेडर्स
आरमोरी रोड, ब्रम्हपुरी-441206
जि. चंद्रपूर (Ph.:07177-295555)



Supreme
People who know plastics best
Total Piping Solution



GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Estd. : 1986

Website : www.gwcollegenagbhid.com

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M. A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



o/c

Ref. No. : GWCNI 212/2014

(NAAC RE-ACCREDITED 'B' GRADE)

Date : 13/8/2014

To,

Gajanan Food Industries, Navegaon (Marga)


Taluka Brahmapuri Dist. Chandrapur

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID, DIST. CHANDRAPUR

AND

GAJANAN FOOD INDUSTRIES, NAVEGAON (MAKTA)

TALUKA BRAHMAPURI DIST. CHANDRAPUR

We,

**Dr. Sanjay Singh, Principal of Govindrao Warjekar College,
Nagbhid (called hereafter as GWCN)**

and

**Mr. Sharad Urade, Managing Director, Gajanan Food Industries,
Navegaon (Makta) (called hereafter as GFIN)**


here by execute a formal agreement on **08 September 2014** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka. The agreement shall be valid for a period of five years from the signing of this document.

The areas of agreement are:

1. GFIN would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. GFIN would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.

3. The HRD personnel of GFIN would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of GFIN regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and GFIN as part of social responsibility with no consideration of any monetary profit

We put below our seals and signatures in token of agreement stated above


(Dr. Sanjay Singh)
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

Fer, Star Cajanan Food Industries

Proprietor
(Mr. Sharad Urade)

Shree Gajanan Food Industries

Manufacturers of : SUPERFINE STONELESS RICE

NAVEGAON (MAKTA)

Ta Bramhapuri, Dist. Chandrapur (M.S.)

STD : 07177, Off.: 272273, 272836 Mill : 272411, 273950 Resi. : 272117 Mob. 94221-35839

President

SWARN YUG

BRAND STONELESS RICE

Ref. No. Date :

Date 22.8.2014

To,
The Principal
Govindrao Warjekar College
Nagbhid

Reference: Your letter No. 2/2/2014 dated 13.8.2014

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

With regards



For, Shree Gajanan Food Industries

Proprietor

Janhit Education Society Bramhapuri Reg. No. Maha. 70/84 (Cha)

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID - 441205, Distt. Chandrapur

Website : www.gwcollegenagbhid.com

Estd. : 1986

(O) : (07179) 240061

{(O) : (07179) 241085

(R) : (07177) 272323

Fax No. : (07179) 240061

E-mail : princ_gwcn@rediffmail.com

Dr. S. R. Singh

Principal

M.A. (Eng.), Ph. D.

E-mail : sanjayrsingh2007@rediffmail.com



o/c

Ref. No. : GWCN/ 378/2015

Date : 10/7/2015

(NAAC RE-ACCREDITED 'B' GRADE)

To,

Shri Sai Rice Mill

Brahmapuri

Dear Sir,

Ours college runs B.A. and B.Com. programmes at undergraduate level and M.A. (SOC) and M.A. (MAR) programmes at postgraduate level in the rural and backward area of Nagbhid taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social sciences and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance sessions on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thank you.

Shri S. R. Singh
Principal

Govindrao Warjekar
Arts & Com. College
NAGBHID-441205.



SU-PRABHAT
DABANGG
BRAND SORTEX RICE

SHRI SAI

Rice Mill

Manufacturers of : **BUHLER** SORTEX RICE

Date 25/07/2015

To,
The Principal
Govindrao Warjekar College
Nagbhid

Reference: Your letter No. GWCN/378/2015 dated 10/07/2015

Dear Sir,

With reference to above, I am pleased to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed at grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefit on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

D.S. Wade
For, **Shri Sai Rice Mill**
with regards

Proprietor

H.O. : N. I. T. Nivas H. 701, Near Shivaji Nagar, Hill Road, NAGPUR.
Fact. : At Post : KHARBI. Tq. Bramhapuri-441206. Dist. Chandrapur
STD : 07177, Fact. : 273339,273792 Off. : 272029, 272939 Res. 272279
Cell : 9422135803, 9422135820
Tin No. : VAT TIN : 27880333629 V, CST TIN : 27880333629 C



Memorandum of Understanding Between

GOVINDRAO WARJUKAR ARTS & COMMRECE COLLEGE,

NAGBHID

AND

SHRI SAI RICE MILL, BRAMHAPURI

We,

Dr. Sanjay Singh,

Principal of Govindrao Warjukur College, Nagbhid (Called hereafter as GWCN)

And



Mr. J.S.URADE

PROPRIETOR, SHRI SAI RICE MILL, (called hereafter as SSRM)

here by execute a formal agreement on **16TH AUGUST 2015** for the mutual benefits ranging from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.

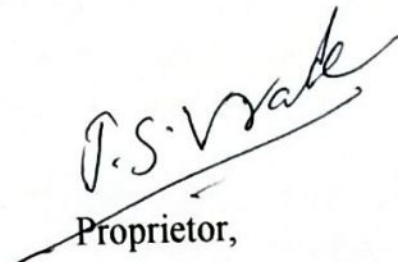
The areas of agreement are:

1. SSRM would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. SSRM would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.

3. The HRD personnel of SSRM would, whenever the GWCN proposes, visit the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of SSRM regarding filling up of vacancies in the company.
5. The above stated joint venture would be undertaken by both GWCN and SSRM as part of social responsibility with no consideration of any monetary profit

We put below our signature in token of agreement stated above


Dr. Sanjay Singh
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.


Proprietor,
Shri Sai Rice Mill, Bramhapuri
For, Shri Sai Rice Mill
Proprietor

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHID -441205, Dist. Chandrapur

Website: www.gwcollegenagbhid.ac.in

Dr. S. R. Singh

Principal

M.A (Eng.) Ph.D.

Email: sanjayrsingh2007@rediffmail.com



Estd. : 1986

(O): (07179) 298402

Mob. : 9423771234

E-mail: princ_gwcn@rediffmail.com

ACCREDITED BY NAAC WITH 'B++' GRADE (THIRD CYCLE)
CGPA : 2.91

Ref. No. : GWCN/724/21

Date : 23-10-21

To,

Shri. Mahalaxmi Weaving & Spinning Mills Pvt Ltd.
Yadav

Dear Sir,

Ours college runs B.A. and B.Com. Programmes at undergraduate level and M.A. (SOC), M.A. (MAR) and M.Com programmes at postgraduate level in the rural and backward area of Nagbhid Taluka. We work with a vision to provide quality higher education facilities in the faculties of arts, social science and commerce to the youth of Nagbhid region.

Considering creation of employable youth as one of the objectives of higher education, we wish to establish a linkage with your firm/company so as to be able to train and shape our students as useful members of the society. Our association with you would enable us to undertake activities like industrial visits, field training and guidance session on the requirements of neighbourhood industry for our students in a more effective and fruitful manner. Hence we, hereby, request you to consider our proposal and to convey your response stating the terms and conditions for the establishment of linkage.

Thanking You.

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205



Memorandum of Understanding Between
Govindrao Warjekar Arts and Commerce College, Nagbhid
and
MAHALAXMI WEAVING AND SPINNING MILLS, YADRAB

We,

Dr Sanjay Singh,

Principal of Govindrao Warjekar College, Nagbhid (Called hereafter as GWCN)

and

Mr.Pramod Dilip Patil

PROPRITER, Mahalaxmi Weaving and Spinning Mills, Yadrav (called hereafter as MWSM)

Here by execute a formal agreement on August 2021 for the mutual benefits from dissemination of information about the employing requirements of industries to training and facilitating placement of employable youth in rural areas of Nagbhid taluka.


The Areas of Agreement are:

1. MWSM would extend whole-hearted support to GWCN for conducting human resource development sessions for the students of the college.
2. MWSM would facilitate all the study tours/industrial visits and hands-on trainings arranged by GWCN for its students.
3. The HRD personnel of MWSM would, whenever the GWCN proposes, visits the college for guiding the students about the updated requirements of the industry.
4. GWCN would try to cater to the demands of MWSM regarding filling up vacancies in the company.
5. The above stated joint ventures would be undertaken by both GWCN and MWSM as part of social responsibility with no consideration of any monetary profit.

We put below our signatures in token of agreement stated above.


Dr. Sanjay Singh
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205




Proprietor,

Shri Mahalaxmi Weaving And Spinning Mills Pvt. Ltd;

Parvati Co. Op. Industrial Estate Ltd., Gat No. 60, Plot No. 24 to 27,
Sector-N, Phase-VI Yadrav Tal., Shirol, Dist., Kolhapur (MS) 416 101

Ph No. (02322) 252541 Fax No.: (02322) 252542

E-mail-dilipatil500@yahoo.com

Ref No. -

Date :

To,
The Principal
Govindrao Warjekar College,
Nagbhid

Reference: Your letter No. 724/21..... Dated 23-10-21

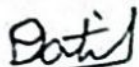
Dear Sir,

With reference to above, I am please to convey my consent for establishing a linkage with your institution. My firm/company will readily provide all the support and assistance to the activities of your college that are aimed to grooming your students as useful social beings and employable graduates.

I agree to the establishment of this linkage as an act of fulfilling social responsibility and wish to state in clear terms that this association would be beyond the considerations of monetary benefits on the part of both of us. Hereafter, it would be the privilege of your institution seek our assistance on matters already determined and in this regard I only expect that the proposal for any activity from you should be conveyed to us at least 15 days prior to the actual schedule of the decided activity.

With regards

Shri Mahalaxmi Weaving & Spinning Mills Pvt. Ltd.,



Director

Shri Mahalaxmi Weaving & Spinning Mills Pvt. Ltd.
Parvati Co-op. Ind. Estate Ltd;
Plot 24 to 27, Sector N, Phase VI,
YADRAV. Tal. Shirol, Dist. Kolhapur.

Shri Mahalaxmi Weaving & Spinning Mills Pvt. Ltd.
Parvati Co-op. Ind. Estate Ltd;
Plot 24 to 27, Sector N, Phase VI,
YADRAV. Tal. Shirol, Dist. Kolhapur.



Regd.No.Nagpur/0000296/2019

ATULYA SHIKSHA FOUNDATION

Regd off. : Near Jaiswal High School, Sai Nagar, Wadi - Dabha, Nagpur - 440023

Contact : 8275299182, 9850349687

Atul N. Parshuramkar
President

Shreyas S. Badiye
Vice - President

Virendra A. Parshuramkar
Treasurer

Amol A. Gabhane
Secretary

Dispatch No. 1042

Date : 25/01/23

To,
The principal
Govindrao Warjekar Arts & Commerce College, Nagbhid, Dist. Chandrapur,
Maharashtra

Subject: Organizing Scholarship Exam for free coaching & career counselling seminar individually in all colleges of society.

Respected Sir/Madam,

I would like to introduce myself as "Dr. Atul Narayan Parshuramkar," and am running an institute named "NARAYANA IAS ACADEMY" under "ATULYA SHIKSHA FOUNDATION". We are specialised for providing the fundamental knowledge and complete Exam Guidance to the students aspiring for MPSC, UPSC & Other Competitive exams.

We provide free coaching to 100 students for UPSC/MPSC coaching every year. Hence, we wish to offer entrance exam in your college for **free coaching first 3 students** and career counselling seminar for students in respective colleges of "Gondia Education Society" under "Atulya Shiksha Foundation".

Features of NARAYANA IAS ACADEMY is

- #We work on no profit base
- #Providing coaching till selection
- #Special Batches for undergraduate students.
- #Free coaching to economically weaker sections.

We are ready for MOU with your colleges. That will help for NAAC. MOU Format is attached.

Kindly permit us to hold this Scholarship Exam & Seminar at the your colleges premises, on any available day. Please convey your terms and conditions, if any. Above overall session will be of 1 hour 30 minutes.
Hoping a positive response from you.

Thanking you in anticipation,

Yours Faithfully,


Dr. Atul Narayan Parshuramkar

Contact No.: 8275299182

Memorandum of Understanding Between Govindrao Warjekar Arts &
Commerce College, Nagbhid

And

Sahishnu Foundation, Bramhapuri signed on 18/04/2022

We, Dr. Sanjay Singh

Principal Govindrao Warjekar Arts & Commerce College, Nagbhid
(GWCN)

And

President Dr. Amit Wasudevrao Bhandarkar

Sahishnu Foundation, Bramhapuri.


Here by execute a formal agreement on 18/04/2022 to improve the
educational and other imprudent of the students of GWCN.

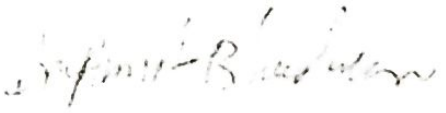
The Areas of Agreement:

1. Sahishnu Foundation would hand over a cheque of Rs. 50000/- in the
name of Principal, G. W. College, Nagbhid
2. The amount would be used for Late Dr. W. R. Bhandarkar Memorial
Scholarship to be awarded to Needy Students of the Colllege.
3. A part of the amount would be used directly for awarding the
scholarship in cash.
4. A part of the amount would be utilized by GWCN for the formalities
regarding the scholarship.
5. The amount remaining, if any would be carried forward to next year so
that more students are benefited under this scheme.
6. GWCN would submit yearly utilization of the amount given to
Sahishnu Foundation, Bramhapuri.

We put below our signatures in taken of agreement stated above.

Date: 18/04/2022


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.


President
Sahishnu Foundation

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE

NAGBHIDU 441205, Dist. Chandrapur

Dr. S. R. Singh

Principal

MA (Eng.) Ph.D.

Website: www.gwcollegenagbhid.ac.in

Estd. : 1986

(O) : (07179) 240061

(O) : (07179) 241085

Mob. : 9423771234



O/C

ACCREDITED BY NAAC WITH 'B++' GRADE (THIRD CYCLE)
CGPA: 2.91

Ref. No. : GWCN/ 651 / 23

Date : 02/06/2022

प्रति,

मा. अध्यक्ष,

सहिष्णू फाऊंडेशन, ब्रम्हपूरी.

विषय: आभार पत्र

महोदय,

आपण आमच्या महाविद्यालयातील आर्थिक दुर्बल, मागासवर्गीय तसेच शैक्षणिक वाटचालीत गुणानुक्रमे उत्कृष्ट कारकीर्द असलेल्या विद्यार्थ्यांसाठी सत्र २०२२-२३ करिता रु. ५००००/ शिष्यवृत्ती दिली आहे. या करिता आपल्या तर्फे HDFC बँकेचा (दिनांक २६/०२/२०२२ क्र. ०१०) चेक धनादेश महाविद्यालयाला प्राप्त झाला आहे. शिष्यवृत्तीच्या रकमेतून ज्या विद्यार्थ्यांना शिष्यवृत्ती दिली आहे त्यांची यादी या पत्रासोबत जोडलेली आहे.

आपण दिलेल्या शिष्यवृत्ती मुळे शैक्षणिक दृष्टीने मागास विद्यार्थ्यांना पुढील शिक्षणाकरिता प्रोत्साहन मिळेल. आपल्या पुढील वाटचालीत शैक्षणिक, सामाजिक व जनआरोग्य क्षेत्रात भरीव योगदान देत राहाल, हिच अपेक्षा. आपण दिलेल्या योगदानाबद्दल आपले मनःपूर्वक आभार

प्रमुख

गोविंदराव वारजुकर

कला-शास्त्र प्रशासक

ब्रम्हपूरी ४४

GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE, NAGBHID

In Linkage with


SAHISHNU FOUNDATION BRAMHAPURI

Late Dr. Wasudeorao Bhandarkar Memorial Annual Scholarship for U. G. Students

Statement of Disbursement of Scholarship Amount (2022-2023)

S.N.	NAME OF AWARDEE	CLASS	SCHOLARSHIP CATEGORY	Amount	Signature
1	Ramadip Ramdas Navghade	B. Com. I	Academic Excellence	3000/-	Ram Navghade
2	Monali Kevairam Bhakare	B. Com. II	Academic Excellence	3000/-	M.K. Bhakare
3	Lokesh Bhauroo Gajapure	B. Com. II	Academic Excellence	3000/-	Lokesh Gajapure
4	Payal Someshwar Urkude	B. A. I	Academic Excellence	3000/-	P.S. Urkude
5	Omkareshwar Tirtharaj Meshram	B. A. III	Academic Excellence	3000/-	O.T. Meshram
6	Saurav Dinkar Parchake	B. A. I	Academic Excellence	3000/-	S. Dinkar Parchake
7	Vivek Ramesh Borkar	B. Com. III	Academic Excellence	3000/-	V. R. Borkar
8	Neha Ramesh Borkar	B. Com I	Academic Excellence	3000/-	N.R. Borkar
9	Lokesh Ashok Kapgate	B. Com. II	Antodaya	3000/-	L. A. Kapgate
10	Aaditya Gurudev Nannaware	B. A. I	Antodaya	3000/-	A. G. Nannaware
11	Karishma Ratiram Thaware	B. Com. III	Antodaya	3000/-	K. R. Thaware
12	Samir Dnyaneshwar Fule	B. A. I	Antodaya	3000/-	S. D. Fule


(Dr. D. N. Morande)
Co-ordinator


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-411205