

SANDIPANI ACADEMY

PENDRI (MASTURI), BILASPUR (C.G.)

**Affiliated to Atal Bihari Vajpayee Vishwavidyalaya & Recognised by
NCTE**



6.3.5

**The Institution has a performance appraisal system for
teaching and non-teaching staff**

**PROFORMA USED FOR PERFORMANCE APPRAISAL
FOR TEACHING AND NON- TEACHING STAFF WITH
SEAL AND**

SIGNATURE OF THE PRICIPAL

Sandipani Academy, Pendri (Masturi), Distt. – Bilaspur (C.G.)

PROFORMA USED FOR PERFORMANCE APPRAISAL REPORT OF TEACHING STAFF



SANDIPANI ACADEMY
PENDRI (MASTURI), BILASPUR (C.G.)

Performance Management System
(For the Period From.....to.....)

Employee Name		Location/Division	
Designation		Date of Joining	
Qualification		Teacher Training	

S.No.	Particulare	Weightage 100%	Blow Average <60%	Averege 61<75%	Good 76-95%	Very Good 86-95%	Excellent>9 5%	Comments
1	Teaching Skill	20%						
2	Subject Knowledge	10%						
3	Initivate and Drive	10%						
4	Relationship with other employees	5%						
5	Present Ability	5%						
6	Parents and Students Concern	10%						
7	Commitment and Punctuality	10%						
8	Student's Academic Performance	15%						
9	Behavior	5%						
10	Latest Technology & IT Skill	5%						
11	Best Practive (Min 01)	5%						

Overall Competencies:.....

Reporting Manager Comments:

Signature of the Employee :

Reporting Manager :

Reviewing Authority Comments:

R Singh

Note: If required separeaata Sheet can be attached

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Reviewing Authority



SANDIPANI ACADEMY
PENDRI, MASTURI, BILASPUR(C.G.)

**PROFORMA USED FOR
PERFORMANCE APPRAISAL REPORT
OF NON-TEACHING STAFF**

Bilaspur Shivrinarayan Road, Pendri (Masturi), Bilaspur (C.G.)

R. Singh

Principal

Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)



NON-TEACHING STAFF ANNUAL PERFORMANCE APPRAISAL FORM (AssessmentYear-_____)

Instructions:

- The details shall be provided for the academic year 2022-23 only
- Non-teaching staff who have complete done years and on 30th June 2023 is eligible to fill the form
- Tick (✓) wherever applicable
- Details to be provided as – Font style Arial, 11size, Sentences justified, singles pace between wooliness
- The filled form along with documentary evidence shall be submitted as one PDF file through e-mail

I. General Information:

S.N.	Particulars	Information
1.	FullName	
2.	Date of Birth & Age (in Years):	Gender Male Female
3.	Name of Department:	
4.	Name of Constituent Institute:	
5.	Date of Joining thepresent Institute:	
6.	Number of year/s of continuous Service in Sandipani Academy.	
7.	Designation and Date of last Promotion,if any:	
8.	Current Designation:	
9.	MobileNo.:	
10.	E-mailld:	

II. Additional Educational Qualification/Advanced skill earn during the Assessment year:

Name of the program	Name of the Board/University	Date of Completion	Specialization/ Major Subject

The information provided in the above tables is true to the best of my knowledge.

Date:
Signature of Employee


Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)



Remarks of Principal

Sr.No.	Attributes	Poor	Fair	Good	Excellent
1	Discipline, Punctuality, Regularity, Sincerity				
2	Moral Values-Honesty, Integrity, Behavior, Respectful etc.				
3	Etiquettes and Manners				
4	Communication skills				
5	Inter-personal relationship with the fellow colleagues				
6	Knowledge of System, Procedures, Rules & Regulations				
7	Desire for work				
8	Ability to learn and grasp				
9	Flexibility / Adaptability towards the work as signed				
10	Amenable to change				
11	Accuracy and Quality of output				
12	Timely accomplishment				
13	Multi - tasking				
14	Achieving the goal				
15	Ability to take responsibilities				
16	Potential to grow in present job				

Specific Remarks, if any:

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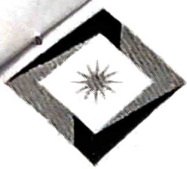
III. Recommendation (Yes/No)

For Increment	
For additional Increment	
For Incentive	
For No Increment	

Date and Signature of Principal: _____

2


Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)



Summary Sheet for
Non-Teaching staff Performance Appraisal Form
(Assessment Year_____)

Sr. No.	Name Of the Staff	Designation	Name of the Department / Section	Recommendation (Yes/No)				Specific Remarks, if any
				Increment	Additional Increment	Incentive	NoIncrement	

Date,Signature &S tamp of Principal:_____

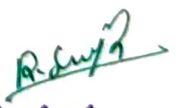
Note:

1. The summary sheet shall be filled by the Department / Section Head.
2. Please submit the hardcopy of summary sheet in a sealed envelope to the Office of Administrator, Sandipani Academy Pendri (Masturi), mentioning as 'Confidential' on the envelope.

For Office use only

Remarks of Principal:

Remarks of Administrator:


Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

SANDIPANI ACADEMY

PENDRI (MASTURI), BILASPUR (C.G.)

**Affiliated to Atal Bihari Vajpayee Vishwavidyalaya & Recognised by
NCTE**



6.3.5

**The Institution has a performance appraisal system for
teaching and non-teaching staff**

**PERFORMANCE APPRAISAL REPORT OF TEACHING
AND NON- TEACHING
STAFF WITH SEAL AND SIGNATURE**

Sandipani Academy, Pendri (Masturi), Distt. – Bilaspur (C.G.)

**PERFORMANCE APPRAISAL
REPORT OF TEACHING STAFF**

SANDIPANI ACADEMY
PENDRI (MASTURI), BILASPUR (C.G.)

Performance Management System
(For the Period From...01/07/2022...to...30/04/2023...)

Employee Name	Deepti Singh Rathore	Location/Division	Bilaspur
Designation	Asst. Prof.	Date of Joining	17/10/2016
Qualification	M.A. (Hindi), M.Ed.	Teacher Training	B.Ed.

S.No.	Particulare	Weightage 100%	Blow Average <60%	Average 61<75%	Good 76-95%	Very Good 86-95%	Excellent>9 5%	Comments
1	Teaching Skill	20%				✓		17.21
2	Subject Knowledge	10%			✓			7.6
3	Initivate and Drive	10%			✓			7.7
4	Relationship with other employees	5%				✓		11.3
5	Present Ability	5%		✓				3.0
6	Parents and Students Concern	10%				✓		8.6
7	Commitment and Punctuality	10%				✓		8.7
8	Student's Academic Performance	15%			✓			11.4
9	Behavior	5%				✓		11.3
10	Latest Technology & IT Skill	5%			✓			3.8
11	Best Practive (Min 01)	5%			✓			3.8

Overall Competencies: 80.6%

Reporting Manager Comments:	
Signature of the Employee :	Reporting Manager :
Reviewing Authority Comments:	

Note: If required separeaata Sheet can be attached

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Reviewing Authority

SANDIPANI ACADEMY
PENDRI (MASTURI), BILASPUR (C.G.)

Performance Management System
 (For the Period From...01/07/2022...to...30/04/2023..)

Employee Name	Tarakand Tiwari	Location/Division	Pendri Masturi
Designation	Ass. Prof.	Date of Joining	2/11/2016
Qualification	B.A. (Sec) M.A. Edu.	Teacher Training	Education (A)

S.No.	Particulare	Weightage 100%	Blow Average <60%	Average 61<75%	Good 76-95%	Very Good 86-95%	Excellent>9 5%	Comments
1	Teaching Skill	20%				✓		17.2
2	Subject Knowledge	10%				✓		8.7
3	Initivate and Drive	10%			✓			7.6
4	Relationship with other employees	5%				✓		4.35
5	Present Ability	5%			✓			3.8
6	Parents and Students Concern	10%			✓			7.7
7	Commitment and Punctuality	10%		✓				6.1
8	Student's Academic Performance	15%				✓		12.9
9	Behavior	5%				✓		4.3
10	Latest Technology & IT Skill	5%				✓		4.3
11	Best Practive (Min 01)	5%			✓			3.8

Overall Competencies:.....80.75%.....

Reporting Manager Comments:

Signature of the Employee :

Reporting Manager :

Reviewing Authority Comments:

Note: If required separeaanta Sheet can be attached

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Reviewing Authority

SANDIPANI ACADEMY
PENDRI (MASTURI), BILASPUR (C.G.)

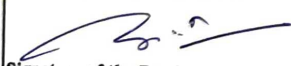
Performance Management System
(For the Period From...01/07/2022.....to...30/04/2023..)

Employee Name	SHRITI MAJUMDAR	Location/Division	PENDRI MASTURI
Designation	ASSTANT PROFESSOR	Date of Joining	30/08/2018
Qualification	M.ED, M. SC	Teacher Training	7 Years

S.No.	Particulare	Weightage 100%	Blow Average <60%	Average 61<75%	Good 76-95%	Very Good 86-95%	Excellent>9 5%	Comments
1	Teaching Skill	20%				✓		17.4
2	Subject Knowledge	10%				✓		8.6
3	Initivate and Drive	10%			✓			7.8
4	Relationship with other employees	5%			✓			3.95
5	Present Ability	5%				✓		4.45
6	Parents and Students Concern	10%				✓		8.7
7	Commitment and Punctuality	10%			✓			7.7
8	Student's Academic Performance	15%				✓		13.2
9	Behavior	5%				✓		4.45
10	Latest Technology & IT Skill	5%			✓			4
11	Best Practive (Min 01)	5%			✓			3.95

Overall Competencies:.....84.2%.....

Reporting Manager Comments:



Signature of the Employee :

Reporting Manager :

Reviewing Authority Comments:



Note: If required separeaata Sheet can be attached

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Reviewing Authority



SANDIPANI ACADEMY
PENDRI, MASTURI, BILASPUR(C.G.)

PERFORMANCE APPRAISAL REPORT OF NON-TEACHING STAFF

Bilaspur Shivrinarayan Road, Pendri (Masturi), Bilaspur (C.G.)

R. Singh

Principal

Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

NON-TEACHING STAFF ANNUAL PERFORMANCE APPRAISAL FORM

(Assessment Year- 2022-23)

Instructions:

- The details shall be provided for the academic year 2022-23 only
- Non-teaching staff who have complete done years and on 30th June 2023 is eligible to fill the form
- Tick (✓) wherever applicable
- Details to be provided as – Font style Arial, 11size, Sentences justified, singles pace between wooliness
- The filled form along with documentary evidence shall be submitted as one PDF file through e-mail

I. General Information:

S.N.	Particulars	Information		
1.	Full Name	Mrs. Sonali Das		
2.	Date of Birth & Age (in Years):	26/06/83 & 40	Gender	Male Female
3.	Name of Department:	Education		
4.	Name of Constituent Institute:	SANDIPANI ACADEMY		
5.	Date of Joining the present Institute:	18/10/2016		
6.	Number of year/s of continuous Service in Sandipani Academy.	7 Years		
7.	Designation and Date of last Promotion, if any:	Librarian		
8.	Current Designation:	Librarian		
9.	Mobile No.:	9009332644		
10.	E-mail Id:	sonalidas26061983@gmail.com		

II. Additional Educational Qualification/Advanced skill earn during the Assessment year:

Name of the program	Name of the Board/University	Date of Completion	Specialization/ Major Subject

The information provided in the above tables is true to the best of my knowledge.

Date:

Signature of Employee

Sonali

1

R. Singh

Principal

**Department of Education
Sandipani Academy**

Pendri (Masturi) Bilaspur (C.G.)

Remarks of Principal

Sr.No.	Attributes	Poor	Fair	Good	Excellent
1	Discipline, Punctuality, Regularity, Sincerity				✓
2	Moral Values-Honesty, Integrity, Behavior, Respectful etc.			✓	
3	Etiquettes and Manners				✓
4	Communication skills				✓
5	Inter-personal relationship with the fellow colleagues			✓	
6	Knowledge of System, Procedures, Rules & Regulations			✓	
7	Desire for work			✓	
8	Ability to learn and grasp				✓
9	Flexibility / Adaptability towards the work as signed				✓
10	Amenable to change			✓	
11	Accuracy and Quality of output			✓	
12	Timely accomplishment				✓
13	Multi - tasking			✓	
14	Achieving the goal				✓
15	Ability to take responsibilities			✓	
16	Potential to grow in present job			✓	

Specific Remarks, if any:

III. Recommendation (Yes/No)

For Increment	
For additional Increment	
For Incentive	
For No Increment	

Date and Signature of Principal: _____

Principal 2
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

NON-TEACHING STAFF ANNUAL PERFORMANCE APPRAISAL FORM

(Assessment Year-2022-23)

Instructions:

- The details shall be provided for the academic year 2022-23 only
- Non-teaching staff who have complete done years and on 30th June 2023 is eligible to fill the form
- Tick (✓) wherever applicable
- Details to be provided as – Font style Arial, 11size, Sentences justified, singles pace between wooliness
- The filled form along with documentary evidence shall be submitted as one PDF file through e-mail

I. General Information:

S.N.	Particulars	Information		
1.	Full Name	SITARAM JOMI		
2.	Date of Birth & Age (in Years):	09/06/1977	Gender	Male ✓ Female
3.	Name of Department:	Education,		
4.	Name of Constituent Institute:	SANDIPANI ACADEMY		
5.	Date of Joining the present Institute:	18-10-2016		
6.	Number of year/s of continuous Service in Sandipani Academy.			
7.	Designation and Date of last Promotion, if any:	Accountant		
8.	Current Designation:	Accountant		
9.	Mobile No.:	8109773380		
10.	E-mail Id:	SS7904@gmail.com.		

II. Additional Educational Qualification/Advanced skill earn during the Assessment year:

Name of the program	Name of the Board/University	Date of Completion	Specialization/ Major Subject
M. Com.	CSM.V. Bhubpur	2001	Direct Tax.

The information provided in the above tables is true to the best of my knowledge.

Date:

Signature of Employee

1

R. Singh

Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Remarks of Principal

Sr.No.	Attributes	Poor	Fair	Good	Excellent
1	Discipline, Punctuality, Regularity, Sincerity				✓
2	Moral Values-Honesty, Integrity, Behavior, Respectful etc.			✓	
3	Etiquettes and Manners			✓	
4	Communication skills				✓
5	Inter-personal relationship with the fellow colleagues			✓	
6	Knowledge of System, Procedures, Rules & Regulations			✓	
7	Desire for work			✓	
8	Ability to learn and grasp				✓
9	Flexibility / Adaptability towards the work as signed			✓	
10	Amenable to change			✓	
11	Accuracy and Quality of output			✓	
12	Timely accomplishment				✓
13	Multi - tasking			✓	
14	Achieving the goal			✓	
15	Ability to take responsibilities				✓
16	Potential to grow in present job			✓	

Specific Remarks, if any:

III. Recommendation (Yes/No)

For Increment	
For additional Increment	
For Incentive	
For No Increment	

Date and Signature of Principal: _____

R. Singh

Principal - 2
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

NON-TEACHING STAFF ANNUAL PERFORMANCE APPRAISAL FORM

(Assessment Year- 2022-23)

Instructions:

- The details shall be provided for the academic year 2022-23 only
- Non-teaching staff who have complete done years and on 30th June 2023 is eligible to fill the form
- Tick (✓) wherever applicable
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- The filled form along with documentary evidence shall be submitted as one PDF file through e-mail

I. General Information:

S.N.	Particulars	Information		
1.	Full Name	Kalpana Rathore		
2.	Date of Birth & Age (in Years):	10/10/1984	Gender	Male ☐ Female ☒
3.	Name of Department:	Education		
4.	Name of Constituent Institute:	SANDIPANI ACADEMY		
5.	Date of Joining the present Institute:	18-10-2016		
6.	Number of year/s of continuous Service in Sandipani Academy.			
7.	Designation and Date of last Promotion, if any:	office com Computer operator		
8.	Current Designation:	Office Com Computer operator		
9.	Mobile No.:	8103976765		
10.	E-mail Id:	rkalpama8510@gmail.com		

II. Additional Educational Qualification/Advanced skill earn during the Assessment year:

Name of the program	Name of the Board/University	Date of Completion	Specialization/ Major Subject
BSC. Biology	GGU BILASPUR	2005	Biology
PGDCA	GGU BILASPUR	2008	computer

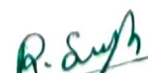
The information provided in the above tables is true to the best of my knowledge.

Date:

Signature of Employee



1



Principal
Department of Education
Sandipani Academy
Pendri (Masturi) Bilaspur (C.G.)

Remarks of Principal

Sr.No.	Attributes	Poor	Fair	Good	Excellent
1	Discipline, Punctuality, Regularity, Sincerity				✓
2	Moral Values-Honesty, Integrity, Behavior, Respectful etc.				✓
3	Etiquettes and Manners			✓	
4	Communication skills				✓
5	Inter-personal relationship with the fellow colleagues			✓	
6	Knowledge of System, Procedures, Rules & Regulations			✓	
7	Desire for work			✓	
8	Ability to learn and grasp				✓
9	Flexibility / Adaptability towards the work as signed			✓	
10	Amenable to change				✓
11	Accuracy and Quality of output			✓	
12	Timely accomplishment				✓
13	Multi - tasking			✓	
14	Achieving the goal				✓
15	Ability to take responsibilities			✓	
16	Potential to grow in present job				✓

Specific Remarks, if any:

III. Recommendation (Yes/No)

For Increment	
For additional Increment	
For Incentive	
For No Increment	

Date and Signature of Principal: _____


Principal
Department of Education
Sandipani Academy
Fendri (Masturi) Bilaspur (C.C.)