



**Jagruti Shikshan Shastra Mahavidyalaya, Gadhinglaj**  
Annual Self Appraisal Report For Non Teaching Staff (ASAR)

Academic Year 2021-22

Name: <i>shri. vishal Basavraj Bawli</i>	Date of Joining: <i>01/08/2014</i>
Designation: <i>Sr. Clerk</i>	Date of Taking Over Duties
Department/ Section:	Grade Pay: Rs. <i>3050-4590</i>
Academic/Technical Qualification : <i>B.B.A.</i>	
Date of Educational Courses being pursued if any MS-CIT	
Any other information/Details of the present duties: <i>-</i>	

I have been briefed about my performance for the reporting year by my reporting officer and I am in agreement with his assessment.

Date:

*Bawli*

Signature of the Staff member

# FORM TO BE FILLED IN BY THE REPORTING OFFICER



Name : <u>Shri. Vishal Basavaraj Bhandi</u>		Year of Assessment: 2022					
Designation:	<u>Sr. Clerk</u>	Date of Appointment to the Post <u>01/08/2014</u>					
Pay Band Rs:		Grade Pay : Rs. <u>3050 - 4590</u>					
Department/Centre/ Section							
Category	Outstanding	Excellent	Very Good	Good	Satisfaction	Marginal	Poor
	10	9	8	6	5	4	2
<b>1. PROFESSIONAL COMPETENCE</b>				✓			
1.1 Knowledge of rules, regulation and procedure			✓				
1.2 Ability and organize work and carry it out			✓				
1.3 Ability and willingnesto take up additional load in times of exigencies			✓				
1.4 Creativity and innovation			✓				
1.5 Ability to learn and perform new duties			✓				
1.6 Capacity to supervise			✓				
<b>2 PERFORMANCE</b>							
2.1 Maintenece of Files/Records			✓				
2.2 Accurancy & Speed of work			✓				
2.3 Neatness & tidiness of work			✓				
2.4 Completion work on schedule			✓				
2.5 Diligence and sense of responsibility			✓				



3 PERSONAL CHARACTERISTICS	Outstanding	Excellent	Very Good	Good	Satisfaction	Marginal	Poor
3.1 Attendance			✓				
3.2 Punctuality			✓				
3.3 Discipline			✓				
3.4 Interaction with colleagues			✓				
3.5 Integrity & behaviour			✓				
3.6 Planning & Organisation			✓				

  
**PRINCIPAL**  
Jaypee Shiksha Shastri Mahavidyalaya,  
Gadhinolaj



**Jagruti Shikshan Shastra Mahavidyalaya, Gadhingla**  
Annual Self Appraisal Report For Non Teaching Staff (ASAR)

Academic Year 2021-22

Name: <i>Shri. Vikas Anand</i> <i>Burud</i>	Date of Joining: <i>02/10/2006</i>
Designation: <i>DEON</i>	Date of Taking Over Duties
Department/ Section:	Grade Pay: Rs. <i>2550-2660</i>
Academic/Technical Qualification : <i>10th</i>	
Date of Educational Courses being pursued if any MS-CIT	
Any other information/Details of the present duties:	

I have been briefed about my performance for the reporting year by my reporting officer and I am in agreement with his assessment.

Date:

*MB*  
Signature of the Staff member

## FORM TO BE FILLED IN BY THE REPORTING OFFICER



Name : <u>Shri. Vikas Anand Kumar Bhusal</u>		Year of Assessment: 2022					
Designation:	<u>PEON</u>	Date of Appointment to the Post <u>09/10/2005</u>					
Pay Band Rs:		Grade Pay : Rs. <u>2550 - 2660</u>					
Department/Centre/ Section							
Catagory	Outstanding	Excellent	Very Good	Good	Satisfac tion	Marg inal	Poor
	<b>10</b>	<b>9</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>2</b>
<b>1. PROFESSIONAL COMPETENCE</b>				✓			
1.1 Knowledge of rules, regulation and procedure			✓				
1.2 Ability and organize work and carry it out			✓				
1.3 Ability and willingnesto take up additional load in times of exigencies			✓				
1.4 Creativity and innovation			✓				
1.5 Ability to learn and perform new duties			✓				
1.6 Capacity to supervise			✓				
<b>2 PERFORMANCE</b>							
2.1 Maintenece of Files/Records			✓				
2.2 Accurancy & Speed of work			✓				
2.3 Neatness & tidiness of work			✓				
2.4 Completion work on schedule			✓				
2.5 Diligence and sense of responsibility			✓				



3 PERSONAL CHARACTERISTICS	Outstanding	Excellent	Very Good	Good	Satisfaction	Marginal	Poor
3.1 Attendance							
3.2 Punctuality			✓				
3.3 Discipline			✓				
3.4 Interaction with colleagues			✓				
3.5 Integrity & behaviour			✓				
3.6 Planning & Organisation			✓				

  
**PRINCIPAL**

Garhwal Shiksha Shashtra Mahavidyalaya  
Garhwal



**Jagruti Shikshan Shastra Mahavidyalaya, Gadhinglaj**  
**Annual Self Appraisal Report For Non Teaching Staff (ASAR)**  
**Academic Year 2021-22**

Name: <i>Shri. Anil Dhanappa Dhan</i>	Date of Joining: <i>01/12/2006</i>
Designation: <i>Head Clerk</i>	Date of Taking Over Duties
Department/ Section:	Grade Pay: Rs. <i>4500-7000</i>
Academic/Technical Qualification : <i>B.A.</i>	
Date of Educational Courses being pursued if any MS-CIT	
Any other information/Details of the present duties: <i>—</i>	

I have been briefed about my performance for the reporting year by my reporting officer and I am in agreement with his assessment.

Date:

*[Signature]*  
Signature of the Staff member

# FORM TO BE FILLED IN BY THE REPORTING OFFICER



Name : <u>Shri. Anil Dhanrajappa Dandoli</u>		Year of Assessment: 2022					
Designation:	<u>Head Clerk</u>	Date of Appointment to the Post <u>02/10/2006</u>					
Pay Band Rs:	<u>-</u>	Grade Pay : Rs. <u>2500-7000</u>					
Department/Centre/Section							
Category	Outstanding	Excellent	Very Good	Good	Satisfaction	Marginal	Poor
	10	9	8	6	5	4	2
<b>1. PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure			✓	✓			
1.2 Ability and organize work and carry it out			✓				
1.3 Ability and willingness to take up additional load in times of exigencies			✓				
1.4 Creativity and innovation			✓				
1.5 Ability to learn and perform new duties			✓				
1.6 Capacity to supervise			✓				
<b>2 PERFORMANCE</b>							
2.1 Maintenance of Files/Records			✓				
2.2 Accuracy & Speed of work			✓				
2.3 Neatness & tidiness of work			✓				
2.4 Completion work on schedule			✓				
2.5 Diligence and sense of responsibility			✓				





3 PERSONAL CHARACTERISTICS	Outstanding	Excellent	Very Good	Good	Satisfaction	Marginal	POOR
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity & behaviour							
3.6 Planning & Organisation							

  
**PRINCIPAL**  
Jagruti Shikshan Shastra Mahavidyalaya  
Gadhinglaj