

## DISHA COLLEGE, RAIPUR

Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg, Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 E-mail: principal.dishacollege@dishamail.com Web site: www.dcindia.in Contact No.: 0771-4349400, 9630C-04411

### Performance Based Appraisal for Teaching Staff Session 2023-24

Date: 04-04-2024

G.						PERI	FORMANC	E RATING				1.
SL. NO.	NAME OF THE STAFF	DESIGNATION	'A'	'В'	,C,	٬D٬	E,	·F'	'G'	Н'	TOTAL	GRADE
	9		(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	GRADE
1	Dr. A. K. Tiwari	Professor	20	20	20	10	10	10	4,,	5	99	GRADE 1
2	Dr. Vandana Sharma	Assistant Professor	18	18	18	9	9	9	4	4	89	GRADE 2
3	Dr. Kamaljeet Kaur	Assistant Professor	18	16	16	9	≥ 9	9	4	3	84	GRADE 2
4	Mrs. A. Pooja Narayan	Assistant Professor	18	18	18	8	9	8	4	2	85	GRADE 2
5	Dr. Chandra Mohan Singh	Assistant Professor	18	18	18	8	8	9	5	0	84	GRADE 2
6	Mrs. Sarita Javwani Gehi	Assistant Professor	18	17	17	8	8	8	4	0	80	GRADE 2
7	Mr. Ashok Kumar Gupta	Assistant Professor	18	17	16	9	8	8	4	1	81	GRADE 2
8	Mrs. Vidya Nair	Assistant Professor	17	16	14	7	8	7	. 3	0	72	GRADE 3
9	Mrs. Ojal Agrey	Assistant Professor	16	× 16	15	7	7	8	4.	2	75	GRADE 3
10	Mrs. Ananya Sharma	Assistant Professor	17	16	16	7	8	8	4 .	2	78	GRADE 3
11	Mr. Sudhanshu Sekhar Gantayat	Assistant Professor	18	17	16	8	8	8 %	4	1	80	GRADE 2
12	Mr. Bhupati Sarpa	Assistant Professor	18	18	17	8	8	8	4	1	82	GRADE 2
13	Mrs. Anjali Bhaskar	Assistant Professor	16	17	18	8	7	7	4	2	79	GRADE 3
14	Mr. Md Shoaib Pasha	Assistant Professor	18	18	17	8	8	9	4	2	84	GRADE 2
15	Ms. Pragati Parganiha	Assistant Professor	18	17	18	8	8	9	4	2	84	GRADE 2
16	Ma. Sanskriti Chandrakar	Assistant Professor	18	16	13	6	6	5	4	1	69	GRADE 4



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SL. NO.	NAME OF THE STAFF	DESIGNATION	'A'	'В'	,С,	,D,	ъ- <b>'Е'</b>	'F'	'G'	H'	TOTAL	GRADE
	*-		(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	
17	Mr. Vimal Yadav	Assistant Professor	17	14	16	8	7	7	4	1	74	GRADE 3
18	Mr. Sudhanshu Dwivedi	Assistant Professor	17	15	16	6	7	7	4	0	72	GRADE 3
19	Ms. S. Elishiba Thomas	Assistant Professor	15	14	15	7	7	6	4	1	69	GRADE 4
20	Ms. Shivangi Dubey	Assistant Professor	18	14	14	7	7	8	4	1	73	GRADE 3
21	Ms. Harman Jot Kaur	Assistant Professor	15	15	16	7	8	7	4	2	74	GRADE 3
22	Mrs. Kajal Tripathi	Assistant Professor	18	16	14	7	6	8	4	1	74	- GRADE 3
23	Mr. Sidhant Balaiya	Assistant Professor	18	18	18	8	9	8	4 :	1	84	GRADE 2
24	Mrs. Seema Pathak	Assistant Professor	18	18	18	9	9	9	4	2	87	GRADE 2
25	Mrs. Rekha Singh	Assistant Professor	18	18	18	9	8	9	4	3	87	GRAĎE 2
26	Mrs. Rekha Awasthi	Assistant Professor	18	18	18	8	8	8	4	2	84	GRADE 2
27	Mr. Mahendra Kumar Soni	Assistant Professor	18	18	18	8	7	7	4	1	81	GRADE 2
28	Mrs. Amrita Sharma Rathod	Assistant Professor	18	18	18	8	7	9	3	1,	82	GRADE 2
29	Mrs. Barkha Raghuwanshi	Assistant Professor	18	18	18	9	7	7	4	1	82	GRADE 2
30	Mr. Ramakant Prasad	Assistant Professor	18	16	15	y 6	8	7	4	1	75	GRADE 3
31	Ms. Harsha Verma	Assistant Professor	18	18	18	8	8	8	4	1	83	GRADE 2
32	Mr. Lokesh Kumar Suryawanshi	Assistant Professor	17	16	18	8	7	7	4	1	78	GRADE 3



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Date: 04-04-2024

					- 62	PERI	FORMANC	E RATING				
SL. NO.	NAME OF THE STAFF	DESIGNATION	'A'	'В'	,C,	'D'	,Е,	۴ <b>۲</b> ٬	G,	H'	TOTAL	GRADE
			(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	
33	Mrs. Jagriti Sahu	Assistant Professor	18	15	14	7	7	7	4	2	74	GRADE 3
34	Ms. Chanchal Sahu	Assistant Professor	16	15	14	7	7	8	4	1	72	GRADE 3
35	Dr. Saummya Tiwari	Assistant Professor	18	18	18	9	8	8	4	1	84	GRADE 2
36	Dr. Yogita Jiwane	Assistant Professor	18	17	18	7	7	8	4	1	80	GRADE 2
37	Mis. Reecha Sno	Assistant Professor	17	17	18	7	8	7	4	1	79	GRADE 3
38	Mrs. Poonam Shukla	Assistant Professor	16	16	16	6	8	7	4	1	74	GRADE 3
39	Mrs. Hemlata Rathod	Assistant Professor	16	14	14	7	7	7	4	1	70	GRADE 3
40	Mrs. Archana Patel	Assistant Professor	16	16	16	9	7	7	3	0	74	GRADE 3
41	Mrs Sarita Sharma	Assistant Professor	16	16	16	8	6	6	4	1	73	GRADE 3
42	Ms. Parvati Khare	Assistant Professor	16	18	16	6	8	5	3	0	72	GRADE 3
43	Ms. Preeti Yadav	Assistant Professor	16	16	18	7	6	6	4	0	73	GRADE 3
44	Ms. Khushboo Raja	Assistant Professor	a 17	15	15	7	7	7	4	0	72	GRADE 3
45	Mr. Tejendra Khare	Assistant Professor	15	15	15	8	9	8	4 :	2	76	GRADE 3
46	Ms. Divya Patel	Assistant Professor	15 *	15	16	7	7	7	4	0	71	GRADE 3
47	Mr. Yugal Kishor Soni	Assistant Professor	17	16	16	8	6	6	4	0	73	GRADE 3
48	Dr. Prafulla Kumar Vyas	Assistant Professor	19	19	19	9	9	9	5	3	92	GRADE 1



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Date: 04-04-2024

						PERI	ORMANC	E RATING	i R	,		
SL. NO.	NAME OF THE STAFF	DESIGNATION	'A'	• "В,	'С'	'D'	'Е'	۴F,	G,	H'	TOTAL	GRADE
			(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	GRIDE
49	Mrs. Naziya Mirza	Assistant Professor	18	18	17	8	8	8	4	2	83	GRADE 2
50	Mrs. Richa Gupta	Assistant Professor	16	17	16	7	7	7	4	1	75	GRADE 3
51	Mr. Yogendra Kumar Sao	Assistant Professor	17	16	14	8	6	6	4	1	72	GRADE 3
52	Mr. Amit Singh Thakur	Assistant Professor	17	16	16	6	8	7	3	1	74	GRADE 3
53	Ms. Anjali Dewangan	Assistant Professor	18	15	14	7 ,	8	7	4	0	73	GRADE 3
54	Mrs. Ketki Permanand	Assistant Professor	17	18	18	8	9	8	4	1	83	GRADE 2
55	Mr. Nilamber Patel	Assistant Professor	14	13	16	8	9	7	4	1	72	GRADE 3
56	Dr. Shiv Kumar Sahoo	Assistant Professor	18	18	18	8	9	8	4	1	84	GRADE 2

#### ABBREVIATIONS:

' A ': COMMAND OVER SUBJECT

B': CLASSROOM CONTROL

C': WAY OF PRESENTATION/ TEACHING

' E ' : TIMELY SUBMISSION OF RECORD

'F': ENHANCEMENT OF KNOWLEDGE

'  ${\sf G}$  ' : OTHER CHARACTERSTICS

D': RATIO OF ACTIVE PARTICIPATION IN OTHER ACTIVI' 'H': RESEARCH ACTIVITIES

**GRADE SYSTEM:** 

GRADE 1: >=90%

GRADE 4: 60%-69%

GRADE 2: 80%-89% GRADE 3: 70%-79%

GRADE 5: 50%-59%

GRADE 6: <50%



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## Performance Based Appraisal for Non Teaching Staff Session 2023-24

Date: 04-04-2024

35 =						P	ERFORM	MANCE R	ATING			01012021
S. NO.	NAME OF THE STAFF	DESIGNATION	'A'	'B'	'C'	'D'	,Е,	·F'	'G'	H'	TOTAL	GRADE
			(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	
1	Mrs. Lovely Gupta	Librarian	18	17	18	8	7	8	3	3	82	GRADE 2
2	Mr. Vijay Chandra	Assistant Librarian	18	17	18	8	8	8	2	4	83	GRADE 2
3	Mrs. Arpana Dubey	Psychological Counsellor	17	13	15	. 7	8	8	3	4	75	GRADE 3
4	Mr. Anupam Upadhyay	Sports Instructor	17	16	15	6	7	6	1	2	70	GRADE 3
5	Mr. Dinesh Kumar Misar	Computer Operator	14	13	12	6	6	6	1	2	60	GRADE 4
6	Mr. Sandeep Kumar Sinha	Data Entry Operator	17	14	12	6	6	6	2	3	66	GRADE 4
7	Mr. Ashish Kumar Sahu	Office Assistant	18	18	18	8	8	8	1	3	82	GRADE 2
8	Mr. Krishna Kumar Soni	Lab Assistant Physics	15	14	13	7	6	5	0	2	62	GRADE 4
9	Mr. Pramod Upadhyay	System Administrator	-17	12	13	8	6	8	3	3	70	GRADE 3
10	Mr. Ajay Kumar Singh	Office Executive	17	· 15	14	6	6	7	3	4	72	GRADE 3
11	Mr. Prashant Botkawar	Office Executive	17	17	15	8	8	7	· 4	3	79	GRADE 3
12	Mr. Nokhram Sahu	Hardware Engineer	17	15	16	5	7	4	3	3	70	GRADE 3
13	Ms. Yamince Nishad	Receptionist	15	13	13	6	7	8	3	3	68	GRADE 4
14	Mrs. Kavita Sahu	Book Lifter	15	15	12	8	8	5	3	3	69	GRADE 4
15	Mr. Randhir Singh	Electrician	14	13	14	6	7	6	2	3	65	GRADE 4
16	Mr. Suresh Chaturvedi	Guard	10	10	11	5	5	6	0	3	50	GRADE 5
17	Mrs. Rama Nihal	Peon	11	12	10	5	6	5	2	3	54	GRADE 5
18	Mr. Jagdish Paul	Peon	11	12	11	6	5	6	3	3	57	GRADE 5



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						P	ERFORM	MANCE R	ATING			
S. NO.	NAME OF THE STAFF	DESIGNATION	'A'	'B'	'C'	'D'	'Е'	'F'	'G'	H'	TOTAL	GRADE
			(20)	(20)	(20)	(10)	(10)	(10)	(5)	(5)	(100)	GRADE
19	Mr. Bharat Singh Verma	Peon	14	12	11	6	6	6	3	3	61	GRADE 4
20	Mrs. Usha Sontake	Peon	11	12	11	6	5	5	2	3	55	GRADE 5
21	Mrs. Neetu Sahu	Peon	11	11	10	5	5	5 ×	0	3	50	GRADE 5
22	Mrs. Champa Sahu	Peon	10	10	11	5	5	5	2	3	51	GRADE 5
23	Mrs. Sulochana Soni	Peon	10	10	10	5	5	4	2	3	49	GRADE 6
24	Mr. Meriya Das Behra (Raja)	Sweeper	10	10	10	5	5	4	0	3	47	GRADE 6
25	Mr. Atma Ram	Sweeper	10	10	10	4	5	4	<sub>11</sub> 1	2	46	GRADE 6
26	Mrs. Vandana Bai Gajbhiye	Sweeper	10	10	10	4	4	4	1	2	45	GRADE 6

ABBREV	TATIONS:
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A ': JOB KNOWLEDGE AND SKILLS

'B': PRODUCTIVITY

'C': TEAMWORK AND COLLABORATION

D': ADAPTIBILITY

\* E \* ATTENDENCE & PUNCTUALITY

\*F \*: STAKE-HOLDER SERVICE ORIENTATION

\* G \* : PROFESSIONAL DEVLOPMENT

'H': ETHICAL CONDUCT

**GRADE SYSTEM:** 

GRADE 2: 80%-89%

GRADE 3: 70%-79%

GRADE 1: >=90%

GRADE 4: GRADE 5:

GRADE 6:

60%-69% 50%-59%

50%-595 <50%



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#### **ACTION TAKEN REPORT**

### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

	NAME OF THE	DESIGNATIO		Date : 16 May 2024
NO.	STAFF	N	GRADE	ACTION TAKEN
1	Dr. A. K. Tiwari	Professor	GRADE 1	
2	Dr. Vandana Sharma	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
3	Dr. Kamaljeet Kaur	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
4	Mrs. A. Pooja Narayan	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
5	Dr. Chandra Mohan Singh	Assistant Professor	GRADE 2	1) College always appreciates the teacher and suggest how to maintain its certainty. 2) The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
6	Mrs. Sarita Javwani Gehi	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.



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### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

Date: 16 May 2024

				Date : 16 May 2024
7	Mr. Ashok Kumar Gupta	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
8	Mrs. Vidya Nair	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
9	Mrs. Ojal Agrey	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
10	Mrs. Ananya Sharma	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.
11	Mr. Sudhanshu Sekhar Gantayat	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.



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Date: 16 May 2024

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12	Mr. Bhupati Sarpa	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
13	Mrs. Anjali Bhaskar	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are give by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
14	Mr. Md Shoaib Pasha	Assistant Professor	GRADE 2	1) College always appreciates the teacher and suggest how to maintain its certainty. 2) The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
15	Ms. Pragati Parganiha	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to rescarch Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
16	Ma. Sanskriti Chandrakar	Assistant Professor	GRADE 4	1)Random visits are made by HODs and Principal during class time to check the classroom control of teachers and guidance related to class room control is provided from time to time by the HODs and Principal.  2)Institute organizes FDP programs and different Skill and professional development seminar.  3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.





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				Date : 16 May 2024
17	Mr. Vimal Yadav	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
18	Mr. Sudhanshu Dwivedi	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
19	Ms. S. Elishíba Thomas	Assistant Professor	GRADE 4	1)Random visits are made by HODs and Principal during class time to check the classroom control of teachers and guidance related to class room control is provided from time to time by the HODs and Principal.  2)Institute organizes FDP programs and different Skill and professional development seminar.  3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.
20	Ms. Shivangi Dubey	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.

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### **ACTION TAKEN REPORT** (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

Date : 16 May 2024

				Date : 16 May 2024
21	Ms. Harman Jot Kaur	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
22	Mrs. Kajal Tripathi	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
23	Mr. Sidhant Balaiya	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
24	Mrs. Seema Pathak	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
25	Mrs. Rekha Singh	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.





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#### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

				Date : 16 May 2024
26	Mrs. Rekha Awasthi	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
27	Mr. Mahendra Kumar Soni	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
28	Mrs. Anurita Sharma Rathod	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
29	Mrs. Barkha Raghuwanshi	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
30	Mr. Ramakant Prasad	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.



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### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

Date : 16 May 2024

				Date : 16 May 2024	
31	Ms. Harsha Verma	Assislant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.	
32	Mr. Lokssh Kumar Suryawanshi	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trend 4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. throu official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journal.	
33	Mrs. Jagriti Sahu	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4)College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.	
34	Ms. Chanchal Sahu	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.	
35	5 Dr. Saummya Tiwari	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.	



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### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

Dato : 16 May 2024

				Date : 16 May 2024
36	Dr. Yogita Jiwane	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
37	Mis. Reecha Sno	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.
38	Mrs. Poonam Shukla	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
39	Mrs. Hemlata Rathod	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.

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### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR TEACHING STAFF) **SESSION 2023-24**

				Date : 16 May 202
40	Mrs. Archana Patel	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are give by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
41	Mrs Sarita Sharma	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are give by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
42	Ms. Parvati Khare	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are give by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through th official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.
43	Ms. Preeti Yadav	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6) College suggests its teachers to get papers published on National and international journals.



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enhancement of all its teachers.	46	Ms. Divya Patel	Assistant Professor	GRADE 3	enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.
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48 Dr. Prafulla Kumar Vyas Assistant Professor GRADE 1	48	Dr. Prafulla Kumar Vvas	Assistant Professor	GRADF 1	

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				Date : 16 May 2024
49	Mrs. Naziya Mirza	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty.  2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation.  3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.
50	Mrs. Richa Gupta	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers. 2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal. 3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4)College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
51	Mr. Yogendra Kumar Sao	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
52	Mr. Amit Singh Thakur	Assistant Professor	GRADE 3	1)The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2)From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4)College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6)College suggests its teachers to get papers published on National and international journals.



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				Date : 16 May 2024
53	Ms. Anjali Dewangan	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
54	Mrs. Ketki Permanand	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.
55	Mr. Nilamber Patel	Assistant Professor	GRADE 3	1) The institute has provided membership facility in the college library for the knowledge enhancement of all its teachers.  2) From time to time, all suggestions for improvement in teaching and presentation skills are given by the HODs and Principal.  3) College organizes seminar, FDP, workshop on concurrent topic related to research Trends.  4) College instructs its teachers to write at least one book chapters in each session.  5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it.  6) College suggests its teachers to get papers published on National and international journals.
56	Dr. Shiv Kumar Sahoo	Assistant Professor	GRADE 2	1)College always appreciates the teacher and suggest how to maintain its certainty. 2)The Principal appoints good performed faculty as heads/leaders of any committee or task as a matter of appreciation. 3)College organizes seminar, FDP, workshop on concurrent topic related to research Trends. 4) College instructs its teachers to write at least one book chapters in each session. 5) Also provides information about National and international seminar, workshop etc. through the official group from time to time to teachers to attend it. 6)College suggests its teachers to get papers published on National and international journals.



# DISHA COLLEGE, RAIPUR Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg, Behind NIT and Hotel Piccadilly, Ralpur (C.G.) 492010 E-mail: principal.dishacollege@dishamail.com Web site: www.dcindia.in Contact No.: 0771-4349400, 96300-04411

### ACTION TAKEN REPORT

### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR NON TEACHING STAFF) **SESSION 2022-23**

S. NO.	NAME OF THE STAFF	DESIGNATION	GRADE	ACTION TAKEN			
			CD4053	1)College always appreciates its well performer employees. Also motivates, encourage and sugg all employees to improve their job related knowledge and skills. 2)The Principal appoints good performed staff as heads/leaders of any committee or task or pron them as a matter of appreciation. 3)College organizes organizes professional development from time to time of its employees so their skills can develop.			
	Mrs. Lovely Gupta	Librarian	GRADE 2	I) College always appreciates its well performer employees. Also motivates, encourage and sugg all employees to improve their job related knowledge and skills.  2) The Principal appoints good performed staff as heads/leaders of any committee or task or pron them as a matter of appreciation.  3) College organizes organizes professional development from time to time of its employees so their skills can develop.			
2	Mr. Vijay Chandra	Assistant Librarian	GRADE 2	College organizes management development program and skill development program from tir to time of its employees so that their skills can develop.  2)To promote teamwork and collaboration in the workplace college ensure foster open			
3	Mrs. Arpana Dubey	Psychological Counsellor	GRADE 3	communication by encouraging active listening and creating an open environment.  1) College organizes management development program and skill development program from tit to time of its employees so that their skills can develop.  2) To promote teamwork and collaboration in the workplace college ensure foster open			
	Mr. Anupam Upadhyay  Mr. Dinesh Kumar Misar	Sports Instructor  Computer Operator	GRADE 3	communication by encouraging active listening and creating an open environment.  1)To improve productive work of its employees institute organizes professional development /administrative training program.  2)To promote learnwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  3)The Institute organizes management development program and skill development program fro time to time of its employees so that their skills can develop.			
	Mr. Sandeep Kumar Sinha	Data Entry Operator	GRADE 4	1)To improve productive work of its employees institute organizes professional development /administrative training program. 2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment. 3)The Institute organizes management development program and skill development program fro time to time of its employees so that their skills can develop.			
7	Mr. Ashish Kumar Sahu	Office Assistant	GRADE 2	1) College always appreciates its well performer employees. Also motivates, encourage and suggall employees to improve their job related knowledge and skills. 2) The Principal appoints good performed staff as heads/leaders of any committee or task or profitem as a matter of appreciation. 3) College organizes organizes professional development from time to time of its employees so their skills can develop.			
8	Mr., Krishna Kumar Soni	Lab Assistant Physics	GRADE 4	1)To improve productive work of its employees institute organizes professional development /administrative training program. 2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment. 3)The Institute organizes management development program and skill development program from to time to time of its employees so that their skills can develop.			
9	Mr. Pramod Upadhyay	System Administrator	GRADE 3	College organizes management development program and skill development program from tit to time of its employees so that their skills can develop.  2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.			
10	Mr. Ajay Kumar Singh	Office Executive	GRADE 3	1)College organizes management development program and skill development program from the time of its employees so that their skills can develop. 2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  1)College organizes management development program and skill development program from the time of its employees so that their skills can develop.			
11	Mr. Prashant Botkawar	Office Executive	GRADE 3	2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  1)College organizes management development program and skill development program from tire.			
12	Mr. Nokhram Sahu	Hardware Engineer	GRADE 3	to time of its employees so that their skills can develop.  2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  1)To improve productive work of its employees institute organizes professional development			
				/administrative training program.  2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  3)The Institute organizes management development program and skill development program fro			
13	Ms. Yamince Nishad	Receptionist	GRADE 4	time to time of its employees so that their skills can develop.			



# DISHA COLLEGE, RAIPUR Disha Park, Bullding 1, First Floor, Ram Nagar-Kota Marg, Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 E-mail: principal.dishacollege@dishamail.com Web site: www.dcindia.in Contact No.: 0771-4349400, 96300-04411

#### ACTION TAKEN REPORT

#### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR NON TEACHING STAFF) **SESSION 2022-23**

			Date : 16 May 202
14 Mrs. Kavita Sahu	Book Lifter	GRADE 4	1)To improve productive work of its employees institute organizes professional development /administrative training program.  2)To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.  3)The Institute organizes management development program and skill development program fror time to time of its employees so that their skills can develop.
14 Mrs. Kavna Samu	Book Lines	GRADE 4	1)To improve productive work of its employees institute organizes professional development /administrative training program.  2)To promote teamwork and collaboration in the workplace college ensure foster open
ar M. Bardhi-Sinah	Electrician	CRADE 4	communication by encouraging active listening and creating an open environment.  3)The Institute organizes management development program and skill development program from time to time of its employees so that their skills can develop.
15 Mr. Randhir Singh	Electrician	GRADE 4	1)To enhance adaptability in employees college always encourage to improve problem solving sk learn new things and push out of their comfort zone.  2) Guidance related to work management is provided from time to time by the HODs and Princip 3) College always highlights the ethics of each task and also give instruction to follow it.  4)College have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc.  5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
16 Mr. Suresh Chaturvedi	Guard	GRADE 5	×
			1)To enhance adaptability in employees college always encourage to improve problem solving ski learn new things and push out of their comfort zone. 2) Guidance related to work management is provided from time to time by the HODs and Princip; 3) College always highlights the ethics of each task and also give instruction to follow it. 4)Collge have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc. 5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
17 Mrs. Rama Nihal	Peon	GRADE 5	1)To enhance adaptability in employees college always encourage to improve problem solving ski
			learn new things and push out of their comfort zone.  2) Guidance related to work management is provided from time to time by the HODs and Princip 3) College always highlights the ethics of each task and also give instruction to follow it.  4)Collge have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc.  5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
18 Mr. Jagdish Paul	Peon	GRADE 5	
19 Mr. Bharat Singh Verma	Peon	GRADE 4	3) College always highlights the ethics of each task and also give instruction to follow it.  1)To enhance adaptability in employees college always encourage to improve problem solving ski learn now things and push out of their comfort zone.  2) Guidance related to work management is provided from time to time by the HODs and Principe 3) College always highlights the ethics of each task and also give instruction to follow it.  4)College have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc.  5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
20 Mrs. Usha Sontake	Peon	GRADE 5	
			1)To enhance adaptability in employees college always encourage to improve problem solving ski learn new things and push out of their comfort zone.  2) Guidance related to work management is provided from time to time by the HODs and Principi 3) College always highlights the ethics of each task and also give instruction to follow it.  4)Collge have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc.  5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
21 Mrs. Neetu Sahu	Pcon	GRADE 5	
			1)To enhance adaptability in employees college always encourage to improve problem solving ski learn new things and push out of their comfort zone.  2) Guidance related to work management is provided from time to time by the HODs and Principa 3) College always highlights the ethics of each task and also give instruction to follow it.  4)College have rules and regulation to maintain punctuality of their employee like to fill attendance on daily basis, without prior information leave are not allowed etc.  5) To promote teamwork and collaboration in the workplace college ensure foster open communication by encouraging active listening and creating an open environment.
22 Mrs. Champa Sahu	Peon	GRADE 5	
ZZ IVITS: CHAITIPA SAITU	Ti con	OUWDS 3	



# DISHA COLLEGE, RAIPUR Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg, Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010 Email: principal.dishacollege@dishamail.com Web site: www.dcindia.in Contact No.: 0771-4349400, 96300-04411

### ACTION TAKEN REPORT

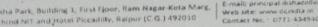
### (BASED ON PERFORMANCE BASED APPRAISAL FORM FOR NON TEACHING STAFF) **SESSION 2022-23**

Date: 16 May 2024

			Date : 10 May 2
			1)The college promotes adaptability by encouraging critical thinking, continuous learning, and
			stepping out of comfort zones.
			2)HODs and the Principal provide regular work management guidance.
			3)Ethical practices are emphasized, with clear instructions to follow them.
1			4)Policies like daily attendance and pre-approved leave ensure punctuality.
	1		5)Open communication and active listening foster teamwork and collaboration
23 Mrs. Sulochana Soni	Peon	GRADE 6	*:
			1)The college promotes adaptability by encouraging critical thinking, continuous learning, and
	A		stepping out of comfort zones.
			2)HODs and the Principal provide regular work management guidance.
			3)Ethical practices are emphasized, with clear instructions to follow them.
			4)Policies like daily attendance and pre-approved leave ensure punctuality.
24 Mr. Meriya Das Behra (Raja)	Sweeper	GRADE 6	5)Open communication and active listening foster teamwork and collaboration
			1)The college promotes adaptability by encouraging critical thinking, continuous learning, and
			stepping out of comfort zones.
			2)HODs and the Principal provide regular work management guidance.
	1		3)Ethical practices are emphasized, with clear instructions to follow them.
			4)Policies like daily attendance and pre-approved leave ensure punctuality.
25 Mr. Atma Ram	Sweeper	GRADE 6	5)Open communication and active listening foster teamwork and collaboration
			The college promotes adaptability by encouraging critical thinking, continuous learning, an stepping out of comfort zones.
			1, 5
			2)HODs and the Principal provide regular work management guidance.  3)Ethical practices are emphasized, with clear instructions to follow them.
			17
			4)Policies like daily attendance and pre-approved leave ensure punctuality
26 Mrs. Vandana Bai Gajbhiye	Sweeper	GRADE 6	5)Open communication and active listening foster teamwork and collaboration



## DISHA COLLEGE, RAIPUR





Annual Self Performance Based Appraisal Form (PBAF)
(Teaching Staff)
Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### PERSONAL INFORMATION

1. Name: Ameita Sharma Roshod

3. Designation: ASST. PROJ.

5. Mobile No.: 9827984511

2. Department: computer Science

4. Date of Joining:

6. E-Mail: anxita120086@ gmail. 6

### TATEGORY A: COMMAND OVER SUBJECT (20)

S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Are you completed entire syllabus within the time	yes	4
2.	Are you providing proper notes for the subject	yes	4
3.	The curriculum is supported with practical /field work/ Project/seminar / workshop	yes	3
4.	Are you follow standard reference books	yes	4
5.	Are you organizing Routine test (Unit test/ Internals/Mid-term Exam/Pre-University test)	yes	3

CATEGORY B: CLASSROOM CONTROL (20)

S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Provide clear and appropriate Instruction	yes	4
2.	Maintain Student Interest and Attention	yes	4
3.	Motivate &engages student actively in Developing Knowledge	yes	4
4.	Are your behavior and activity Consistent and Positive	yes	3
5.	Are you show dynamism and enthusiasm and handles the class environment conducive for learning	yes	3

CATEGORY C: WAY OF PRESENTATION/ TEACHING (20)

S.No	Types Of Activities	Yes/ No	Score (By Head / Principal)
1.	Appropriate use of different teaching aids -chalkboard, projector, modern teaching aids (ICT enabled), ppt, web resources etc.	yes	4
2	Utilize Notebook and/or other guides effectively	yes	4
3.	Uses Logical, Purposeful & thought-provoking questions	yes	3
4.	Make Clear. Practical Demonstration of Topics	yes	4
5.	Provides guidance/counseling in academic and other external issues to student	yes	3

CATEGORY D: RATIO OF ACTIVE PARTICIPATION IN OTHER ACTIVITIES (10)

S.No	Type of Activities	Yes/No	Score (By Head / Principal)
1.	Involvement in different committee and clubs in the college	yes	3
2.	Participation of management task (Admission/Induction Program/Marketing/Software Enhancement/Website updating etc.) of college	yes	3
.3.	Involvement in co-curricular activities (Indoor-Outdoor) in college like Fresher Party, Annual function, Tour, Picnic, Alumni meet, NSS etc.	yes	2

CATECORY E. TIMELY	SUBMISSION OF RECORD (10)
--------------------	---------------------------

S. No	Type of Activities	Yes/No	Score (By Head / Principal)
1	Submission of test record (Unit test, Internal Exams, Mid-term Exam, Pre-University test etc.).	y es	3
2	Submission of daily diary/Attendance Record/ Presentation Record/ Lab record/ Mentor-Mentee Record etc.	yes	2
3.	Submission of other records (Personal Record/ University Practical Exam Record/ University Final Exam Record etc.)	yes	2_

CATEGORY F: ENHANCEMENT OF KNOWLEDGE (10)

S. No	Type of Activities	Yes/No	Score (By Head / Principal)
1	Attended Workshops, Seminar etc.	yes	2
2	Attended Faculty Development Program	yes	土
3	Join any Add-on courses/ short term courses	yes	2
4	Participation in SWAYAM / NPTEL	yes	2
5.	Time spent in library	yes	2

CATEGORY G: OTHER CHARACTERSTICS (5)

S. No	Type of characteristics	Yes/No	Score (By Head / Principal)
1.	Punctuality	yes	1
2	Accountability	No	0
3.	Time management	yes	1
4.	Teamwork	NO	0
5.	Multitasker / Creativity/ Focus on growth	yes	T

CATEGORY H: RESEARCH ACTIVITIES (5)

S.No	Type of Activities	Yes/No	Score (By Head /Principal)
1	Publication of Research Papers.	No	0
2.	Full Papers in conferences Proceedings	No	0 .
3.	Certifications on courses	yes	1
4.	Acquired any membership of professional body/society	No	0
5	Contribution in Projects at National level/ International level events.	No	0

Grand Total

A	B	C	D	E	F	G	H	Total (Max-100)
13	1.10	10	4/5	ч	a	7	1	00
12	18	JA	77	+		1 2	1	0 4

I certify that the information provided here is correct.

Sign of Faculty with Designation and Date

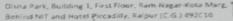
1

Sign of Principal



150 9001:2015

### DISHA COLLEGE, RAIPUR



E-mail: principal dishacollege@dishamat.co Web site: www.dondio.in Contact No.: 0771-1349400, 96300 04411



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# Annual Self Performance Based Appraisal Form (PBAF) (Teaching Staff)

Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

1. Name 3. Desig	NAL INFORMATION  SVDHANSU SEKHAR GANTAVAT  nation: Asst. Prof.  le No.: 7008848856	4 Date	of Joining: 2nd Aug. 2019 ail: Sudhaneu, gardayut Og
	ORY A: COMMAND OVER SUBJECT (20)		
S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Are you completed entire syllabus within the time	Yes	4
2.	Are you providing proper notes for the subject	Yes	4
3.	The curriculum is supported with practical /field work/ Project/seminar / workshop	Yes	3
4.	Are you follow standard reference books	yes	3
5.	Are you organizing Routine test (Unit test/ Internals/Mid-term Exam/Pre-University test)	Yes	4
CATEG	ORY B: CLASSROOM CONTROL (20)		
S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Provide clear and appropriate Instruction	Yel	- 4
2.	Maintain Student Interest and Attention	Yel	3
3	Motivate &engages student actively in Developing Knowledge	Yes	4
4.	Are your behavior and activity Consistent and Positive	Yel	3
5.	Are you show dynamism and enthusiasm and handles the class environment conducive for learning	Yes	3
CATEG	ORY C: WAY OF PRESENTATION/ TEACHING (20)		
S.No	Types Of Activities	Yes/ No	Score (By Head / Principal)
1.	Appropriate use of different teaching aids -chalkboard, projector, modern teaching aids (ICT enabled), ppt, web resources etc.	Yes	4
2.	Utilize Notebook and/or other guides effectively	Yes Yes	3
3.	Uses Logical, Purposeful & thought-provoking questions	721	3
4.	Make Clear, Practical Demonstration of Topics	14	- 5
5.	Provides guidance/counseling in academic and other external issues to student	Yes	3
CATEC	GORY D: RATIO OF ACTIVE PARTICIPATION IN OTHE	RACTIV	ITIES (10)
S.No	Type of Activities	Yes/No	Score (By Head / Principal)
1.	Involvement in different committee and clubs in the college	Yes	5
2.	Participation of management task (Admission/Induction Program/Marketing/Software Enhancement/Website updating etc.)	Yes	3
3.	Involvement in co-curricular activities (Indoor-Outdoor) in college like-Fresher Party, Annual function, Tour, Pionic, Alumni meet,	Yes	2 1

Principal Disha College, Ram Nagar CATEGORY E: TIMELY SUBMISSION OF RECORD (10)

S. No	Type of Activities	Yes/No	Score (By Head / Principal)
1.	Submission of test record (Unit test. Internal Exams, Mid-term Exam, Pre-University test etc.).	· Yes	2,
2.	Submission of daily diary/Attendance Record/ Presentation Record/ Lab record/ Mentor-Mentee Record etc.	Yes	3
3.	Submission of other records (Personal Record/ University Practical Exam Record/ University Final Exam Record etc.)	Yes	3

CATEGORY F: ENHANCEMENT OF KNOWLEDGE (10)

S. No	Type of Activities	Yes/No Score (By Head / Principa
1.	Attended Workshops, Seminar etc.	yes 2
2.	Attended Faculty Development Program	561 1
3.	Join any Add-on courses/ short term courses	Voi 2
4.	Participation in SWAYAM / NPTEL	Vol 0
5.	Time spent in library	Non 4

CATEGORY G: OTHER CHARACTERSTICS (5)

S. No Type of characteristics Yes/No Score (By Head / Principal)

1. Punctuality Yes T

2. Accountability Yes T

3. Time management No o

4. Teamwork Yes T

5. Multitasker / Creativity/ Focus on growth Yes T

CATEGORY H: RESEARCH ACTIVITIES (5)

S.No	Type of Activities	Yes/No	Score (By Head /Principal)
1.	Publication of Research Papers.	YOU	1
2	Full Papers in conferences Proceedings	120	1
3.	Certifications on courses	NO.	0
4.	Acquired any membership of professional body/society	No	0
5.	Contribution in Projects at National level/ International level events.	NO	0
rand T		NO	0

A	В	C	D	E	F	C	LI	T . 1
10	14	11	0	Δ	0	1.	11	Total (Max-100)

I certify that the information provided here is correct.

Sign of HOD...

Sign of Principal

Sign of Faculty with Designation and Date





Annual Self Performance Based Appraisal Form (PBAF) (Teaching Staff) Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### PERSONAL INFORMATION

1. Name: Haziya Hirza
3. Designation: Asott · Professor

5. Mobile No.: 7000874413

2. Department: Science

4. Date of Joining: 10 09 2010.

6. E-Mail: nagiyamizao7@gnail.lon

### CATEGORY A: COMMAND OVER SUBJECT (20)

S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Are you completed entire syllabus within the time	Yes	4
2.	Are you providing proper notes for the subject	408	4
3.	The curriculum is supported with practical /field work/ Project/seminar / workshop	409	3
4.	Are you follow standard reference books	Yes	3
5.	Are you organizing Routine test (Unit test/ Internals/Mid-term Exam/Pre-University test)	Yes	9

CATEGORY B: CLASSROOM CONTROL (20)

S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
1.	Provide clear and appropriate Instruction	Yes.	4
2.	Maintain Student Interest and Attention	408	3
3.	Motivate & engages student actively in Developing Knowledge	Yes	4
4.	Are your behavior and activity Consistent and Positive	409	4
5.	Are you show dynamism and enthusiasm and handles the class environment conducive for learning	409	3

CATEGORY C: WAY OF PRESENTATION/ TEACHING (20)

S.No	Types Of Activities	Yes/ No	Score (By Head / Principal)
1.	Appropriate use of different teaching aids -chalkboard, projector, modern teaching aids (ICT enabled), ppt, web resources etc.	Yes	4
2	Utilize Notebook and/or other guides effectively	408	3
3	Uses Logical, Purposeful & thought-provoking questions	Yes Yes	3
4	Make Clear, Practical Demonstration of Topics	Yes	3
5.	Provides guidance/counseling in academic and other external issues to student	4ंध	4

CATEGORY D: RATIO OF ACTIVE PARTICIPATION IN OTHER ACTIVITIES (10)

S.No	Type of Activities	Yes/No	Score (By Head / Principal		
1.	Involvement in different committee and clubs in the college	468	3		
2.	Participation of management task (Admission/Induction Program/Marketing/Software Enhancement/Website updating etc.) of college	Yes	3		
3.	Involvement in co-curricular activities (Indoor-Outdoor) in college like-Fresher Party, Annual function, Tour, Picnic, Alumni meet, NSS etc.	449_	2	Principal	

Disha Cottage, Ram Nagar Kota Marg, Raipur (C.G.)

	Type of Activities	Yes/No	Score (By Head / Principal)
S. No	Submission of test record (Unit test, Internal Exams, Mid-term Exam, Pre-University test etc.).	409	4
2.	Submission of daily diary/Attendance Record/ Presentation Record/ Lab record/ Mentor-Mentee Record etc.	409	2
	Submission of other records (Personal Record/ University	403	2

	ORY F: ENHANCEMENT OF KNOWLEDGE (10)  Type of Activities	Yes/No	Score (By Head / Principal)
S. No	A STATE OF THE PARTY OF THE PAR	403	2
	Attended Workshops, Seminar etc.	400	1
	Attended Faculty Development Program	Yes	1
	Join any Add-on courses/ short term courses		-
4.	Participation in SWAYAM / NPTEL	40	2
4	Time spent in library	40	2

	ORY G: OTHER CHARACTERSTICS (5)  Type of characteristics	Yes/No	Score (By Head / Principal
S. No		Meg	1
1-	Punctuality	NO	0
2	Accountability	403	1
3.	Time management		1
4.	Teamwork	403	1
5.	Multitasker / Creativity/ Focus on growth	403	1

ivities Yes/No S	Score (By Head /Principal)
1 1846	1
460	Y
, ,	4,
No	0
onal body/society MD	0
vel/ International level events. IND.	0
	No

Grand Total							
	6	D	E	F	G	H	Total (Max-100)
A B	H	B	g	8	4	2	83

I certify that the information provided here is correct.

Sign of Faculty with Designation and Date

Sign of HOD Pyty

Sign of Principal

N



DISHA COLLEGE, RAIPUR

Oisha Park, Building 1, First Floor, Ram Nagar-Kota Marg. Web site: Web site

E-mail: principal dishacollegee dishanan con Web site: www dcindia in Contact No.: 0771 4349400, 96300 04411



Annual Self Performance Based Appraisal Form (PBAF)
(Teaching Staff)
Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### PERSONAL INFORMATION

1. Name: Md Shocib Pasha

3. Designation: Assistant Pablessor

5. Mobile No.: 74181 56847

2. Department: Management

4. Date of Joining: 21.09.2021

6. E-Mail: shoaib Porta @ grait roo

### CATEGORY A: COMMAND OVER SUBJECT (20)

C No	Types of Activities	Yes/No	Score (By Head / Principal)
S.No.	Are you completed entire syllabus within the time	L94	4
7	Are you providing proper notes for the subject	res	4
3.	The curriculum is supported with practical /field work/	40	3
4.	Project/seminar / workshop Are you follow standard reference books	400	3
5.	Are you organizing Routine test (Unit test/ Internals/Mid-term Exam/Pre-University test)	467	4

CATECORY R. CLASSROOM CONTROL (20)

S.No.	Types of Activities	Yes/No	Score (By Head / Principal)
3.110.	Provide clear and appropriate Instruction	Yes	4
2.	Maintain Student Interest and Attention	40	3
3.	Motivate &engages student actively in Developing Knowledge	40	4
4.	Are your behavior and activity Consistent and Positive	44	3
5.	Are you show dynamism and enthusiasm and handles the class environment conducive for learning	467	4.

CATEGORY C: WAY OF PRESENTATION/ TEACHING (20)

S.No	Types Of Activities	Yes/ No	Score (By Head / Principal)
1.	Appropriate use of different leaching aids -chalkboard, projector, modern teaching aids (ICT enabled), ppt, web resources etc.	Yes	4
2	Utilize Notebook and/or other guides effectively	489	3
3.	Uses Logical, Purposeful & thought-provoking questions	400	3
4.	Make Clear, Practical Demonstration of Topics	49	4
5.	Provides guidance/counseling in academic and other external issues to student	400	3

CATEGORY D: RATIO OF ACTIVE PARTICIPATION IN OTHER ACTIVITIES (10)

S.No	Type of Activities	Yes/No	Score (By Head / Principal)
1.	Involvement in different committee and clubs in the college	Yes	2
2.	Participation of management task (Admission/Induction Program/Marketing/Software Enhancement/Website updating etc.)	Yes	3
3 .	Involvement in co-curricular activities (Indoor-Outdoor) in college like-Fresher Party. Annual function, Tour, Picnic, Alumni meet, NSS etc.	Yes	3 Principal

CATEGORY E: TIMELY SUBMISSION OF RECORD (10)

photographic or the	Type of Activities	Yes/No	Score (By Head / Principal)
S. No	Submission of test record (Unit test, Internal Exams, Mid-term Exam, Pre-University test etc.).	yes.	2
2	Submission of daily diary/Attendance Record/ Presentation Record/ Lab record/ Mentor-Mentee Record etc.	Yes	3
3.	Submission of other records (Personal Record/ University Practical Exam Record/ University Final Exam Record etc.)	74	3

CATEGORY F: ENHANCEMENT OF KNOWLEDGE (10)

ALLO	Type of Activities	Yes/No	Score (By Head / Principal)
S. No		Ves	2
1.	Attended Workshops, Seminar etc.	467	0
7	Attended Faculty Development Program		4
3	Join any Add-on courses/ short term courses	403	2,
3.	Participation in SWAYAM / NPTEL	yes	2
4.		Yes	1
5.	Time spent in library		

CATEGORY G: OTHER CHARACTERSTICS (5)

ATEG	ORY G: OTHER CHARACTERSTICS (5)	Yes/No	Score (By Head / Principal)
S. No	Type of characteristics	481	1
1.	Punctuality	(6)	
2	Accountability	705	J.
2	Time management	No	0
3.		421	1
4.	Teamwork	1100	+
5.	Multitasker / Creativity/ Focus on growth	40	1

CATEGORY H: RESEARCH ACTIVITIES (5)

	Type of Activities	Yes/No	Score (By Head /Principal)
S.No		40	7
1.	Publication of Research Papers.		0 :
2.	Full Papers in conferences Proceedings	No	0
3.	Certifications on courses	Ma	0
4.	Acquired any membership of professional body/society	No	0
5	Contribution in Projects at National level/ International level events.	ye!	j_

Grand Total

Olano Lou								
-	D	1 6	D	E	F	G	H	Total (Max-100)
A	D	14	Ö	Ø.	9	11	2	84
1 6	LK	1-	0	0			The state of the s	0

I certify that the information provided here is correct.

Sign of Faculty with Designation and Date

Sign of HOD.

Sign of Principal.

Principal
Disha College, Ram Nagar

Kota Marg, Raipur (C.G.)



# DISHA COLLEGE, RAIPUR



## Annual Self Performance Based Appraisal Form (PBAF) वार्षिक स्व-प्रदर्शन आधारित मूल्यांकन प्रपत्र

(Non-Teaching Staff)

Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### व्यक्तिगत जानकारी

- 1 TH: AJAY KOMAR SINGH 2 TESTAR OFFICE ASSISTANT
- शामित होने की तिथि 01-06-2013 4 मोबाइत नं: 9109120056
- 5 \$- Ha: Singh . Cigayaman & Smileon

### CATEGORY A: कार्य ज्ञान और कौशत (20):

क्र.सं.	गतिविधियों के प्रकार	हा/नहीं	》(By Head/Principal)
1	कार्य को व्यवस्थित करने और उसे क्रियान्वित करने की क्षमता।	428	5
2.	प्रबंधन क्षमता	yes	4
3.	-नोकरी के नियम, नियमन और प्रक्रिया का ज्ञान।	400	4
4.	आपातकाल के समय अतिरिक्त भार उठाने की क्षमता और इच्छा।	408	4

### CATEGORY B: उत्पादकता (20)

क्र.सं	गतिविधियों के प्रकार	हांनहीं	(By Head/Principal)
L	दरदर्शिता और योजना	408	5
2.	कर्तयों की व्याख्या और जिम्मेदारी	yes	4
. 3.	दरदर्शिता एवं वैचारिक क्षमता	· yes	3
4.	उच्च उत्तरदायित्व संभातने की योग्यता।	1 408	3

### CATEGORY C: टीमवर्क और सहयोग (20)

क्र.सं	गतिविधियों के प्रकार	हां/नही	後 (By Head/Principal)
1.	सहकर्मियों के साथ बातचीत	yes	4
2.	अपने सहकर्मियों से सहयोग	903	3
3.	अपने सहकर्मियों के साथ पारस्परिक प्रेरणा	408	3
4.	टीम भावना से कार्य का निष्पादन	70	4

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### CATEGORY D; अनुकृतन क्षमता (10)

क.सं	गतिविधियों के प्रकार	हां/नही	ওঁক (By Head/Principal)
1.	नये कौशल सीखने की क्षमता	yes	2
2	सटीकता, कार्य की गति .	405	2.
1	कार्य की साफ-सफाई एवं सुटयवस्था	405	2

### CATEGORY E: उपस्थिति और समय की पाबंदी (10)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	্রাক (By Head/Principal)
-	समय की पाबंदी।	yes	2
5	बिना स्चना के अनुपस्थिति	Ves	2
3.	तय समय पर काम पूरा करना	408	2

## CATEGORY F: हितधारक सेवा अभिविन्यास (10)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	अंक (By Head/Principal)
1	छात्रों / अभिभावकों / आगंतुकों आदि के साथ सहायक बातचीत।	yes	2
2.	छात्रों । अभिभावकों । आगंतुकों आदि की आवश्यकताओं के अनुसार	Yes	3
3.	छात्र / अभिभावक / आगंतुक की सेवा फ़ाइलों / अभिलेखों का रखरखाव।	yes	2

### CATEGORY G: व्यावसायिक विकास (5)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	अंक (By Head/Principal)	
1	कार्यशालाओं / सेमिनार में भाग लिया।	yes	3	
2	व्यावसायिक विकास कार्यक्रम / प्रशासनिक प्रशिक्षण कार्यक्रम/ ऐड-ऑन पाठ्यक्रम / अल्पाविध पाठ्यक्रम से जुड़ें।	428	土	

### CATEGORY H: नैतिक आचरण (5)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	ওঁক (By Head/Principal)
	अन्य स्टाफ सदस्यों के साथ सहायक और सहयोगात्मक।	Yes	2
1	अन्य स्टाक संदर्भा के तान तरिन	yes	9 .
2.	गोपनीयता । ईमानदारी । भरोसेमंद '	190)	

### Grand Total

A	В	C	D	E	E	G	H	Total(Max-100)
11	15	14	6	6	7	3	4	72

में प्रमाणित करता हूं कि यहां दी गई जानकारी सही है।

0821ce ASSistant ANSinge 18-03.2024

Sign of Principal......

Principal
Disha College, Ram Nagar
Kota Marg, Ralpur (C.G.)

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Annual Self Performance Based Appraisal Form (PBAF) वार्षिक स्व-प्रदर्शन आधारित मूल्यांकन प्रपत्र

> (Non-Teaching Staff) Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### व्यक्तिगत जानकारी

I THE : VITAY CHANDRA

उ शामिल होने की लिए 22/01/2002 । मोबाइल नं : 9893391580 उ ई.मेल Vixay Chaucha CB71 Q until 'CCM

### CATEGORY A: कार्य ज्ञान और कौशल (20):

क्र.सं.	गतिविधियों के प्रकार	हो/नहीं	अंक (By Head/Principal )
1.	कार्य को व्यवस्थित करने और उसे क्रियान्वित करने की क्षमता।		5
2.	प्रबंधन क्षमता	~	4
3.	नौकरी के नियम, नियमन और प्रक्रियां का ज्ञान।	1	4
4.	आपातकाल के समय अतिरिक्त भार उठाने की क्षमता और इन्छा।	~	5

### CATEGORY B: उत्पादकता (20)

क्र.सं	गतिविधियों के प्रकार	हां/नहीं	. अंक (By Head/Principal)
1.	द्रदर्शिता और योजना	~	3
2.	कर्तव्यों की व्याख्या और जिम्मेदारी	~	4
3.	दुरदर्शिता एवं वैचारिक क्षमता	~	5
4.	उच्च उत्तरदायित्व संभालने की योग्यता।	~	5

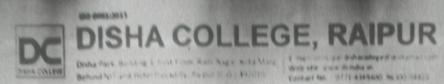
### CATEGORY C: टीमवर्क और सहयोग (20)

क्र.सं	गतिविधियों के प्रकार	हां/नहीं	3(क (By Head/Principal)
1.	सहकर्मियों के साथ बातचीत		5
2.	अपने सहकर्मियाँ से सहयोग	/	4
3.	अपने सहकर्मियों के साथ पारस्परिक प्रेरणा	V.	4
4.	टीम भावना से कार्य का निष्पादन	V	5

Principal Disha College, Ram Nagar Kota Marg, Ralpur (C.G.)

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क्र.सं		ग	विविधियों	के प्रकार			हां/नही	अंक
1.	नये कौशल सी	A (	Avenue					(By Head/Principal)
2	सटीकता, कार्य						1	. 3
3							V .	2
	कार्य की साफ						1	3
ATEGORY E: उपस्थिति और समय की पाबंदी (10)				10)				
क.सं.		1	गतिविधियो	के प्रकार			हां/नडी	अंक
1	समय की पाबं	-A.					,1	(By Head/Principal)
2.	बिना सूचना	-	नियानि				~	2
3.	तय समय प					25000 VI	-	2
2.2000		WHEN THE REAL PROPERTY.						4
	ORY F: हिता							
क्र.सं.			गतिविधिय				हो/नहीं	अंक (By Head/Principal)
1.	छात्रों अभिभ	विको । उ	भागंतुकों आ	दि के साथ	सहायक ब	ातचीत।	~	3
	छात्रों / अभिभ उचित दिशा उ	विका । उ भौर सझा	भागतुका आ व प्रदान करे	ाद का आ रैं।	वश्यकताअ	के अनुसार		2
3.	छात्र / अभिभा रखरखाव।	वक / अ	गंतुक की र	सेवा फ़ाइल	ाँ / अभिलेख	ों का	V	3
CATE	GORY G: व्या	वसायिव	ह विकास (	(5)		1989		
क्र.सं.			गतिविधिय	यों के प्रका	₹		हां/नहीं	अंक
		-25						(By Head/Principal)
1,	कार्यशालाओं व्यावसायिक				गणिक्षण क	nien.		7.
	ऐड-ऑन पार					14977)	~	1
CATE	GORY H: नी	तेक आच	वरण (5)					0
क्र.स			गतिविधि	यों के प्रक	ार		हां/नहीं	अंक (By Head/Principal)
1.	COLUMN TOWNS OF THE PARTY OF TH	अन्य स्टाफ सदस्यों के साथ सहायक और सहयोगात्मक।						2
2.	गोपनीयता /	ईमानदा	रा / भरासम	द		MARKET !	1	2
A DESIGNATION OF THE PERSON OF	d Total							
A		c	D	E	F	G	Н	Total(Max-100)
78	17	78	8	8	8	2	4	83
में प्रम	णित करता हूं कि	यहां दी	गई जानका	री सही है।		Deet.	LTRDA	provide
								RIAN (A) 31/3/202
						पदनाम अ	रि दिनांक सा	हेत हस्ताक्षर करें
61	of Principal							
Sign	O. L. Lillenpan							
						V		
								Scanned with ACE Sca





### Annual Self Performance Based Appraisal Form (PBAF) वार्षिक स्व-प्रदर्शन आधारित मूल्यांकन प्रपत्र

(Non-Teaching Staff)

Session Year 2023-24

(To be Completed and Submitted at the end of each academic year)

### व्यक्तिगत जानकारी

नाम : oguot ogrant सोनी 2 पदकानामः office Assistant

शामिल होने की तिथि 04.01. 2006 4 मोबाइल नं: 8827116107

5 \$-ATT: Sonikfraripur 1960@ganil.com

### CATEGORY A: कार्य ज्ञान और कौशल (20):

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	अंक (By Head/Principal)
1.	कार्य को व्यवस्थित करने और उसे क्रियान्वित करने की क्षमता।	13	4
2.	प्रबंधन क्षमता	-81	3
3	नौकरी के नियम, नियमन और प्रक्रिया का ज्ञान।	51.	3
4.	आपातकाल के समय अतिरिक्त भार उठाने की क्षमता और इच्छा।	FI	5

#### CATEGORY B: उत्पादकता (20)

क्र.सं	गतिविधियों के प्रकार	हां/नहीं	. अंक (By Head/Principal)
1.	द्रदर्शिता और योजना	हा	4
2.	कर्तव्यों की व्याख्या और जिम्मेदारी	हा	5
3.	द्रदर्शिता एवं वैचारिक क्षमता	13	5
4.	उच्च उत्तरदायित्व संभालने की योग्यता।	13	3

### CATEGORY C: टीमवर्क और सहयोग (20)

क्र.सं	गतिविधियों के प्रकार	हां/नहीं	ওাঁক (By Head/Principal)
1.	सहकर्मियों के साथ बातचीत	हा	3
2.	अपने सहकर्मियाँ से सहयोग	क	4
3.	अपने सहकर्मियों के साथ पारस्परिक प्रेरणा	5	3
4.	टीम भावना से कार्य का निष्पादन	क्रा	3

Principal

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### CATEGORY D: अनुक्लन क्षमता (10)

क्र.सं	गतिविधियों के प्रकार	हां/नही	अंक (By Head Principal)
1.	नये कौशल सीखने की क्षमता	कं	3
2.	सटीकता, कार्य की गति	की	-2
3.	कार्य की साफ-सफाई एवं स्ट्यवस्था	न्ध	2

### CATEGORY E: उपस्थिति और समय की पाबंदी (10)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	अंक (By Head Principal) 2	
1	समय की पाबंदी।	प्र		
2	बिना स्चना के अनुपस्थिति	की	2	
3.	तय समय पर काम पूरा करना	क्री	2	

## CATEGORY F: हितधारक सेवा अभिविन्यास (10)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	अंक (By Head/Principal)	
1.	छात्रों ) अभिभावकों / आगंतुकों आदि के साथ सहायक बातचीत।	737	2	
2.	छात्रों / अभिभावकों / आगंतुकों आदि की आवश्यकताओं के अनुसार उचित दिशा और सझाव प्रदान करें।	ाह्रा	2	
3.	छात्र / अभिभावक / आगंतुक की सेवा फ़ाइलों / अभिलेखों का रखरखाव।	नंत	工	

### CATEGORY G: व्यावसायिक विकास (5)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	हां/नहीं अंक (By Head/Principal	
1.	कार्यशालाओं / सेमिनार में भाग तिया।	H5	0	
2.	व्यावसायिक विकास कार्यक्रम / प्रशासनिक प्रशिक्षण कार्यक्रम/ ऐड-ऑन पाठ्यक्रम / अल्पावधि पाठ्यक्रम से जुड़ें।	निर्धा	0	

### CATEGORY H: नैतिक आचरण (5)

क्र.सं.	गतिविधियों के प्रकार	हां/नहीं	ওকৈ (By Head/Principal)	
1.	अन्य स्टाफ सदस्यों के साथ सहायक और सहयोगात्मक।	क्र	1	
2.	गोपनीयता / ईमानदारी / भरोसेमंद	न्त	T	

### Grand Total

1	A	В	C	D	E	F	· G	H	Total(Max-100)
1	15	14	13	7	6	5	0	2	62

में प्रमाणित करता हूं कि यहां दी गई जानकारी सही है।

पदनाम और दिनांक सहित हस्ताक्षर करें

Sign of Principal....

Principal
Disha College, Ram Nagar
Kota Marg, Ralpur (C.G.)

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