

Supporting Documents

No. _____

MANIBEN NANAVATI WOMEN'S COLLEGE

Conducted By

Shree Chandulal Nanavati Women's Institute & Girls' High School
Vallabhbhai Road, Vile-Parle (West), Bombay 400 056.



Performance Appraisal of Teachers

Name _____

MANIBEN NANAVATI WOMEN'S COLLEGE

Conducted By :

SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL

VALLABHBHAI ROAD, VILE PARLE (WEST),
BOMBAY-400 056.



PERFORMANCE APPRAISAL OF TEACHERS

(AS ADOPTED BY THE UNIVERSITY GRANT COMMISSION)

Name : _____

Qualification : _____

Date of Joining : _____

Institution where
employed previously : _____

SELF APPRAISAL

A. General Information :

- (a) Name
- (b) Date of Birth
- (c) Address (Residential)
- (d) Designation
- (e) Department
- (f) Area of Specialization
- (g) Date of Appointment
 - (i) In the Institution
 - (ii) In the Present Post
- (h) Honours Conferred

Phone No. :

B. Teaching :

- (a) Classes Taught

<i>Class</i>	<i>Periods</i>		
	<i>Assigned per week</i> **L T/P	<i>Taught in the year</i> L T/P	<i>Steps taken for the teaching of periods missed during absence of leave</i>
	(1)	(2)	(3)
(i) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc., Hons.)			
(ii) P.G. (M.A./M.Sc., etc.)			
(iii) M.Phil.			
(iv) Any Other			

* To be filled at the end of every academic year.
 ** L = Lecture T = Tutorial P = Practical

- (b) Regularity and Punctuality
- (c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students (give details separately)
- (d) Details of participation in the following :
 - (i) University Evaluation
 - (ii) Internal Evaluation
 - (iii) Paper Setting
 - (iv) Assessment of Home Assignments
 - (v) Conduct of Examinations
 - (vi) Evaluation of Dissertation etc.

C. Details of Innovations/Contribution in Teaching, during the year :

- (a) Design of curriculum
- (b) Teaching methods
- (c) Laboratory experiments
- (d) Evaluation methods
- (e) Preparation of resource material including books, reading materials, laboratory manuals etc.
- (f) Remedial Teaching/Student Counselling (academic)
- (g) Any other

D. Improvement of Professional Competence :

- (a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D.
(If necessary give separate list)

E. Research contributions :

- (a) Number of students (M.Phil/Ph.D.)

	<i>At the beginning of the year</i>	<i>Registered during the year</i>	<i>Completed during the year</i>
M.Phil.			
Ph.D.			

- (b) No. of research papers published (please enclose list)

- (c) Research Projects

<i>Title of the Project</i>	<i>Name of the funding agency</i>	<i>Duration</i>

- (d) Details of Seminars, Conferences, Symposia organised

(e) Patents taken, if any, give a brief description

(f) Membership of Professional Bodies.
Editorship of Journals etc.

F. Extension Work/Community Service :

(a) Please give a short account of your contribution to :

(i) Community work such as values, of national integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

(ii) National Literacy Mission

(b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

(a) College/University/Institution

(b) Co-Curricular activities

(c) Enrichment of Campus Life (hostels, sports, games, cultural activities).

(d) Students Welfare and Discipline

(e) Membership/Participation in Bodies/Committees on Education and National Development.

(f) Professional Organizations of Teachers.

H. Assessment :

- (a) Steps taken by you for the evaluation of the course programme taught.

I. General Data :

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Signature of the Teacher

J. *Verification of factual data :

A. General Information

B. Teaching

C. Details of Innovations/Contribution
in Teaching, during the year

D. Improvement of Professional Competence

E. Research Contributions

F. Extension Work/Community Service

G. Participation in Corporate Life

Signature of the Person Authorised*

* By a person to be nominated by Principal/Vice-Chancellor

Confidential Assessment Report regarding ability and character

Name:

Period of Report:

Post or Posts held during the period of report:

Department/Office/Section:

Leave taken during the period E.L./C.L./Other Leave:

Performance Assessment

Sr. No.	Item	V. Good 5	Good 4	Fair 3	Average 2	Below Average 1
I.	Technical Adequacy-					
	1. Industry					
	2. Application					
	3. Initiative					
	4. Neatness					
	5. Accuracy					
	6. Punctuality in work					
	7. Methodical and systematic working.					
	8. Promptness in disposal					
	9. Regularity in attendance					
	10. Relations with Superiors					
	11. Relations with Colleagues					
	12. Relations with members of public.					
	13. Dependability					
	14. Capacity to get work done					
II.	General Impression-					
	1. General impression and grasp					
	2. Leadership qualities					
	3. Level of knowledge (related to the Section/ Department)					
	4. Tech. ability (wherever relevant).					
	5. Spl. Complementary aptitude qualities etc. other than job requirements.					

Sr. No.	Item	V. Good 5	Good 4	Fair 3	Average 2	Below Average 1
III.	Recommendation-					
	(a) Administrative ability including judgement, initiative, promptness and drive.					
	(b) Fitness to continue in the present post.					
	(c) Fitness for promotion					
	(d) Any other item not covered but which you would like to record. Please specify the aspect.					
	(e) Recommendation - observation of the Reporting Officer.					

Date: (Signature)

Place:

Note. - Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should stat in the column as NA (not applicable). Assessment has to be done in five points scale i.e. Very Good, Good, Fair, Average and Below Average.

Please mark ' ✓' in appropriate columns to arrive at final assessment.

Observation of the Reporting Officer

- 1. State whether the facts stated above are correct. If not, state the correct facts.
- 2. Do you agree that the self-assessment is honest and based on rational & impartial self-observation. If not, give reasons why you do not agree.
- 3. State whether the performance of Officer during the period of self-assessment can be rated as:
 - (1) Very Good, (2) Good, (3) Fair,
 - (4) Average, (5) Below Average.
- 4. Whether in your opinion the officer has -
 - (1) Potentiality to develop
 - (2) desire to develop
 - (3) Capability of making adequate efforts to develop.
- 5. Any other remarks

Date:

Place:

Signature

Name and Designation of the Reporting Officer.

Observation of Reviewing Office on the Report

(To be filled in by the Reviewing Officer)

.....

.....

.....

- 1. Length of service under Reviewing Officer during the period under report.
- 2. Do you agree with the Reporting Officer or do you wish to modify or add to his assessment ?
- 3. Observation of remarks to the employees and clarification from the reporting Officer sought, if any.
- 4. Communication of remarks to the employees and clarification from the reporting Officer sought, if any.

Date:

(Signature)

Place:

Name and Designation of the Reviewing Officer

Maniben Nanavati Women's College

FREE MEDICAL AID REQUEST FORM

Name		Date	
Department		Grade / Level	
Date of Joining		Confirmed	
Free Medical Aid Amount Applied For			
Reasons for Availing Free Medical Aid			
MEDICAL FINANCE AID SANCTION / APPROVAL			
Department Head	Signature	Approved / Rejected	
Head of Institute	Signature	Top Management	Signature
(To be filled in by the Employee after the Approval for the Finance Aid)			
<p>I hereby declare that I have availed Free Medical Aid of Rs. -----payable in ----- installments (not more than 24). The same may be deducted from my salary from ----- if I leave the Institution within one year once I received the Finance Aid.</p> <p>I agree to be bound by Free Medical Aid Policy of the Institute and be responsible for paying the entire Free Medical Aid amount availed by me before leaving the services of the within one year, failing which appropriate action (legal or otherwise) may be initiated against me by the Institute.</p>			
<p>_____</p> <p>(Date / Signature of the Staff)</p>			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Rs 1 Revenue Stamp</p> </div>
TO BE FILLED IN BY THE ACCOUNTS DEPARTMENT			
Date		Amount	
Finance Aid Sanctioned	Yes/No		
Head of Institute	Signature	Top Management	Signature
_____	_____	_____	_____



MANIBEN NANAVATI WOMEN'S COLLEGE

VALLABHBHAI ROAD, VILE PARLE (WEST), MUMBAI-400056.

Policy: - Free Medical Financial Aid (Staff Mediclaim)

Objective: To provide staff with financial assistance in medical emergency situations when a salary is not enough to cover emergency financial requirement/s

Eligibility Criteria:

- Medical Aid will be granted to the staff/s who is confirmed and who have completed a minimum of 2 years with the Institute from the submission date of Medical Aid Application.
- Staff can only avail up to a maximum of 1 Medical Aid after every 3 years.
- Medical Aid will be granted in the following case and at the decision of the Committee.
 - Medical Emergencies for Self / Spouse / Self Parents / Children
 - The basic criterion for eligibility is a genuine verifiable purpose for which the staff will apply for a Medical Aid.
 - The maximum amount to be sanctioned as Medical Aid will be INR 50,000/-
 - The Medical Aid amount application should be recommended by the Committee In charge and the Application must be submitted to the Principal (Head of Institute) for the approval.
 - After proper approval the application should be submitted to the Accounts Department for further process of Medical Aid amount.
 - Application for sanction amount will be subject to approval from the Principal. The sanction amount will depend on the sole discretion of the Principal.
 - The mode of payment will be issued only by cheque to the hospital.

Amount Details

- In case the staff **decides to leave** the institute within 12 months after taking the Free Medical Aid, the entire outstanding will become **due immediately**, and shall be **recovered from his / her full and final dues**. Relieving letter and formalities of clearance will not be completed unless all such dues are cleared. The Institute has the right to recover any legal costs spent in recovering this amount from the staff.

Process of Availing Staff Medical Aid


- The staff will have to fill in the Medical Aid Requisition Form and submit to the committee In charge.
- The Committee In charge must give his / her recommendations and forward to the Head of Institute.
- Head of Institute will thoroughly check his / her entitlement and same will be forwarded to Accounts Department for further process.
- The forms checked in all respects shall be submitted to the Accounts department through Committee In charge
- Along with the Medical Aid forms following documents are to be attached:
 - Relevant original documents (Dr. name, Hosp name, Admission Card/Case Paper Prescription, discharge Certificate, etc.)
 - Specify the reason for the same
 - The applicant must fill a Medical Aid application form (as per annexure). The duly filled form is thereafter forwarded to Accounts department with Committee In charges comments on it.
 - Committee In charge will forward the Form after check and verify the form details The sanction / rejection of Medical Aid is finally at the discretion of the Principal After the Medical Aid is sanctioned, an approval / advice is given by Head of Institute Medical Aid to process the payment.

General Guideline for Staff Medical Aid

- Management reserves the right to conduct the necessary due diligence prior to sanctioning of the Medical Aid. The Medical Aid will be approved at the discretion of the management/H.O.I and they will reserve the right of denial based on the outcome of the due diligence, Institute status etc.
- In case if the management observes that if any default/s or unauthentic in Medical Aid issue, management/H.O.I reserves the rights to reject or to take the legal action against the borrower.

Exception to Medical Aid Policy: All the exceptions to the above policy can only be made / reviewed / appended with the due approval of Management/ Head of Institute.




Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



MANIBEN NANAVATI WOMEN'S COLLEGE

VALLABHBHAI ROAD, VILE PARLE (WEST), MUMBAI-400056.

LOAN APPLICATION FORM

Name		Date	
Department		Grade/Level	
DOJ		Confirmed	
Section	Aided/ Unaided		
Loan Amount Applied For			
Reasons for Availing Loan			
LOAN SANCTION / APPROVAL			
Approved / Rejected			
Office Superintendent	Signature	Principal	Signature
(To be filled in by the Employee after the Approval for the loan)			
<p>I hereby declare that I have availed a loan of Rs. _____ payable in _____ installments (not more than 25). The same may be deducted from my salary from _____ 2020 to _____ 2022.</p> <p>I agree to be bound by Loan Policy of the Institute and be responsible for paying the entire loan amount availed by me before leaving the services of the company, failing which appropriate action (legal or otherwise) may be initiated against me.</p>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Rs 1 Revenue Stamp</div>			
(Signature of the Employee)			
TO BE FILLED IN BY THE ACCOUNTS DEPARTMENT			
Date		Amount	
Loan Sanctioned	Yes/No	Installments due	
Accounts Clerk	Signature		



MANIBEN NANAVATI WOMEN'S COLLEGE

VALLABHBHAI ROAD, VILE PARLE (WEST), MUMBAI-400056.

Policy: - Free Financial Aid (Staff Loan)

Objective: To provide employees with financial assistance in certain emergency situations when a salary advance is not sufficient to cover emergency financial requirements

Eligibility Criteria:

- Loans will be granted to employees who are confirmed and who have completed a minimum of 2 years with the Institute on the date of loan application.
- New loan will be sanctioned only after 100% of previous loan has been paid and there is a 3 months gap before availing the next loan. In addition, employees can only avail up to a maximum of 1 loan within a Two financial year.
- Loans will be granted in the following instances and at the discretion of the management.
 - Medical Emergencies for Self/Spouse/Parents/Children
 - Child Education
 - Marriage

Amount & Repayment Details

- Maximum eligible loan amount will be up to Rs 50,000 for all grades of the employees in the Institute.
- Loan recovery will be in 24 EMI's. This will be intimated to the employee at the time of approval.
- The repayment will be done by deducting the EMI's from the salary every month. Employees can close the loan by paying the entire outstanding during any time of the payment period. In case the employee decides to leave the Institute, the entire outstanding will become due immediately.
- The employee shall give an undertaking to the Institute that in case of his death/ in lieu of his leaving the service of the Institute, the College will be free to deduct his balance loan amount not only from his dues like salary/ any reimbursement including incentive, commission, performance bonus but also from his statutory dues like bonus, gratuity etc or has to issue a cheque in the favour of the Institute.
- In case of default in loan repayment amount or insufficient amount in his salary, the balance shall be recovered from the guarantor/witnesses.
- Relieving letter and formalities of clearance will not be completed unless all such dues are cleared. Institute has the right to recover any legal costs spent in recovering this amount from the employee.
- All taxes as per Govt. Law will be applicable and will have to be borne by the employee, including a perquisite tax, if applicable.

Process of Availing Staff Loan

- The employee will have to fill in the Loan Requisition Form and submit to the Committee and Principal.
- The Dept Head has to give his/her recommendations and forward to the Committee.
- Committee will check his/her entitlement and same will be forwarded to Acc Dept for process.
- The forms checked in all respects shall be submitted to the Committee.
- Along with the loan forms following documents are to be attached:
 - Pay slip
 - Specify the reason for the same
 - Documents for proof (Ration card/address proof/Pan card/One photograph)

General Guideline for Staff Loan

- Management reserves the right to conduct the necessary due diligence prior to sanctioning of the loan. The loan will be approved at the discretion of the management and they will reserve the right of denial based on the outcome of the due diligence, company status etc.
- In case of any defaults in repayment of loans, management reserves the rights to take legal action against the borrower.

Exception to Loan Policy: All the exceptions to the above policy can only be made / reviewed / appended with the due approval of Principal/Management.




Dr. (Mrs). Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.

ये.क्र.मु.--२५,००० पु. (२४ पानी)--१०-२०१८--एएलए४* (एच) ८७
G. I. P. and S. D. No. MIS-1275-23592-D, dt. 11-10-57.
शा. प., वि. वि. क्र. सेवापु.-१०८७/प्र. क्र. १/सेवा, ९, दि. १२-२-९२,
शा. परि., क्र. वि. वि., क्र. सेवापु.-१०८७/प्र. क्र. १/सेवा-९, दि. ५-८-९२.]

सर्वसा. २८० म.
Gen. 280 m.

सेवा पुस्तक

राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्यांकरिता

[शासकीय अधिसूचना, वित्त विभाग, क्र. २७०६-सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित), महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन]

(मूळ पुस्तक केवळ शासकीय वापरसाठी आहे)

[किंमत रु. २७=००]

(१) पूर्ण नाव -

(२) धर्म, जात (प्रवर्गासह)

(३) (अ) सध्याचा पत्ता -
(ब) घोषित केलेले स्वग्राम व पत्ता -

(४) वडिलांचे नाव व राहण्याचे ठिकाण -

(५) जन्मदिनांक नक्की करून तो खिस्ती सनाप्रमाणे
लिहिता येईल तेवढा अचूक लिहावा.

(६) तंतोतंत उंची -

(७) ओळखण्यासाठी अंगावरील खुणा -

(८) (अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता -
(ब) नियुक्तीनंतर प्राप्त केलेली शैक्षणिक अर्हता -

(९) शासकीय कर्मचाऱ्याची दिनांकित सही -

(१०) क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय
प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची
दिनांकित सही व पदनाम.

(११) वैद्यकीय तपासणीचा अहवाल :-

(एक) प्रमाणपत्र क्रमांक व दिनांक :-

(दोन) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम :-

टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात.

जो अराजपत्रित शासकीय कर्मचारी इंग्रजीत, हिंदीत किंवा मराठीत आपली सही करण्याइतपत साक्षर नसेल अशा कर्मचाऱ्यांच्या अंगठ्याचे व बोटांचे ठसे घ्यावेत.

टीप :- निवृत्तिवेतनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा पुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील, याची विशेष काळजी घ्यावी.

परिस्थिती

- (१) कायम कनिष्ठ कर्मचाऱ्याची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल.

रिक्त पदाचे स्वरूप कोणते? हे पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोंच कालावधी निवृत्तिवेतनासाठी हिशेबात घेत आहे?

सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :-

- (२) "स्थानापन्न"

वरीलप्रमाणे

- (३) "परिवीक्षाधीन"

हे विशेषतः नेमू दिलेली परिवीक्षाधीन नेमणूक आहे की, केवळ (२) बाबत प्रमाण आहे?

- (४) तात्पुरत्या नेमणुकीत स्थानापन्न

तात्पुरती नेमणूक सार काम करण्यात आली काय?

- (५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन

निलंबनाचा कालावधी त्याच निवृत्तिवेतना यासाठी हिशेबात घेण्याचे तोंच घेण्यात आले काय?

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक २०

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक २०

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक २०

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक २०

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

म. ना. से. (रजा) नियम, १९८१, नियम २५, नमुना २.

रजेच्या

शासकीय कर्मचाऱ्याचे नाव

जन्म दिनांक

संतत सेवा सुरु झाल्याचा दिनांक

स्थायी सेवेचा दिनांक

अर्जित रजा							अर्धवितनी रजा (परिवर्तित रजा व														
कॅलेंडर वर्षातील अर्धा वर्षात केलेल्या सेवेचा तपशील	पासून	पर्यंत	एका कॅलेंडर वर्षातील अर्धवर्षामध्ये केलेल्या सेवेचे पूर्ण महिने	अर्धवर्षाच्या प्रारंभी जमा करण्यात आलेली अर्जित रजा	मागील अर्धकॅलेंडर वर्षामध्ये उपभोगण्यात आलेल्या असाधारण रजेचे दिवस (स्लॉम ३६)	कपात करावयाची अर्जित रजा (स्लॉम ५ मधील कालावधीच्या १/१०)	एकूण जमा अर्जित रजा (दिवसांमध्ये) (स्लॉम ४ + ११ - ६)	उपभोगलेली रजा			रजेवरून परत आल्यानंतर शिल्लक असलेली अर्जित रजा (स्लॉम ७ - १०)	एका कॅलेंडर वर्षातील अर्धवर्षामध्ये केलेल्या सेवेचे पूर्ण महिने	अर्धवर्षाच्या प्रारंभी जमा करण्यात आलेली अर्धवितनी रजा	मागील अर्धकॅलेंडर वर्षामध्ये अकार्यविन म्हणून समजण्यात आलेले दिवस	कपात करावयाची अर्धवितनी रजा (स्लॉम १४ मधील कालावधीच्या १/१८)	एकूण जमा अर्धवितनी रजा (दिवसांमध्ये) (स्लॉम ३५ + १३ - १५)	उपभोगलेली				
								पासून	पर्यंत	दिवस							पासून	पर्यंत	दिवस		

टीपा. - (१) देय अर्जित रजा दिवसांमध्ये दर्शविण्यात यावी.

(२) ज्यावेळी शासकीय कर्मचाऱ्यांची नियुक्ती एका विशिष्ट कॅलेंडर वर्षाच्या अर्धवर्षामध्ये केली जाते, त्यावेळी त्याने पूर्ण केलेल्या सेवेच्या प्रत्येक कॅलेंडर महिन्यांकरिता $2\frac{1}{2}$ दिवस या दराने अर्जित रजा त्याच्या रजा खाती जमा करण्यात यावी व अपूर्णाकात येणारे दिवस नजीकच्या दिवसाशी पूर्णाकीत करण्यात यावेत.

हिशोबाचा नमुना

सेवा निवृत्तीचा / राजीनामा दिल्याचा दिनांक

अनर्जित रजा यासह वैद्यकीय प्रमाणपत्राच्या आधारे व वैयक्तिक कारणाकरिता मिळणारी)																		
रजा							उपभोगलेली अनर्जित रजा (संपूर्ण सेवेमध्ये ३६० दिवस एवढ्या मर्यादित)											
वैद्यकीय प्रमाणपत्राच्या आधारे पूर्ण वेतनी परिवर्तित रजा							अर्धवेतनी रजेमध्ये रूपांतरित केलेली परिवर्तित रजा (स्तंभ २२ व २५ च्या दुपट)	वैद्यकीय प्रमाणपत्राच्या आधारे			वैद्यकीय प्रमाणपत्रा- व्यतिरिक्त अन्य प्रकारे १८० दिवस या मर्यादित			एकूण अनर्जित रजा (स्तंभ २९ + ३२)	उपभोगलेली एकूण अर्धवेतनी रजा (स्तंभ १९ + २६ + ३३)	रजेवरून परत आल्यानंतर शिल्लक अर्धवेतनी रजा (स्तंभ १६ - ३४)	इतर प्रकारची घेतलेली रजा	थोरा
पासून २०	पर्यंत २१	दिवस २२	पासून २३	पर्यंत २४	दिवस २५	२६		पासून २७	पर्यंत २८	दिवस २९	पासून ३०	पर्यंत ३१	दिवस ३२					

(३) स्तंभ ६ मधील नोंदी पूर्ण दिवसात असाव्यात. अपूर्णाकातील दिवस नजीकच्या दिवसाशी पूर्णाकित करण्यात यावा.
(४) असाधारण रजेचा कालावधी लाल शाईने दर्शविण्यात यावा.

NON- TEACHING STAFF (Welfare/Career Development / Awards)



Staff Achievements(Sports / Cultural)



Cultural Events – 19.10.2019

1) Best Dancer: Anita, Divya & Suresh 2) Best Dress: Pranali & Anushka 3) Musical Chair Winners: Sakshi & Aarati 4) Woman of the Event: Anita



Sports – 23.12.2019

Ms. Supriya Dholam, Ms. Keyaa Mukherjee, Ms. Ujwala Padhye, Mr. Jayram Dhumal, Mr. Santosh Okate, Mr. Rajendra Rathod

Staff Achievements(Sports / Cultural)



Yoga Training to Admin Staff by Mr. Amol Shivade, Professional Physical Instructor at Madhuvan Farms, Alibag, 04.01.2020



Ms. Supriya Dholam, Ms. Keyaa Mukherjee, Ms. Ujwala Padhye, Mr. Jayram Dhumal, Mr. Santosh Okate, Mr. Rajendra Rathod



Sports Activity for Non-Teaching Staff conducted at Madhuvan Farms, Alibag, 04.01.2020

Staff Achievements (Felicitation by Management)



Award of Merit conferred upon Ms. Keyaa Mukherjee in appreciation of her outstanding work in Administration by Ms. Sucheta Shetty. Ms. Anuradha Pal was the Chief Guest, 24.01.2020



Award of Merit conferred upon Ms. Aarati Mahadik in appreciation of her outstanding work in Administration by Ms. Sucheta Shetty. Ms. Anuradha Pal was the Chief Guest, 24.01.2020



Award of Merit conferred upon Ms. Aarati Mahadik in appreciation of her outstanding work facilitated by Management

NON-TEACHING STAFF





MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org, www.mnwc-sndt.com

NAAC Reaccredited 'A' grade

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Ms.) Harshada Rathod

MNWC/2018-19/ 538

02/11/2018


To,
Dr. (Mrs.) Rekha Kaklotar
A/11(First Floor), Jai Bhavani So.,
A-G, Link Road, L.T.Nagar,
Sakinaka, Andheri - (E)
Mumbai -400 072

Dear Madam,

This is to inform you that the Scrutiny Committee which met on 30/08/2018 in the college to assess your CAS for the placement in the Promotional from **stage I to stage II**, to the Post of Assistant Professor of Economics Pay Band 15600-39100 with AGP at Rs. 7000/- Under new revision of VIth Pay Commission Scales had already conveyed it's decision to place you in the Promotional Post of **Assistant Professor of Rs. 15600 - 39100 + AGP 7000/- w. e. f. 10/07/2016.**

Thanking you.

Yours faithfully,


Principal
Dr. (Ms.) HARSHADA S. RATHOD
PRINCIPAL
Maniben Nanavati Women's College
Mumbai - 400 056.



MANIBEN NANAVATI WOMEN'S COLLEGE

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NAAC Reaccredited 'A' grade

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Ms.) Harshada Rathod

MNWC/2018-19/ 537

02/11/2018

To,
Mrs. Sheetal Govind Sawant
503, A - wing,
Siddheshwar Park,
Parsik Nagar, Kalwa (West),
Thane-400605

Dear Madam,

This is to inform you that the Scrutiny Committee which met on 30/08/2018 in the college to assess your CAS for the placement in the Promotional from **stage I to stage II**, to the Post of Librarian Pay Band 15600-39100 with AGP at Rs. 7000/- Under new revision of VIth Pay Commission Scales had already conveyed it's decision to place you in the Promotional Post of **Librarian** of Rs. **15600 - 39100 + AGP 7000/- w.e.f. 01/01/2017.**

Thanking you.

Yours faithfully,

Principal
Dr. (Ms.) **HARSHADA S. RATHOD**
PRINCIPAL

Maniben Nanavati Women's College,
Mumbai - 400 056.



Estd.: 1972

NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNDT Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

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Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

MNWC/2021-22/ 747

02/03/2022

To,
Dr. Rita Patil
511, Ekveera Apts,
Old Nagardas Road,
Andheri (East),
Mumbai - 400 069

Dear Madam,

This is to inform you that the Scrutiny Committee which met on 02/03/2022 in the college to assess your CAS for the placement in the Promotional from **Stage IV to Stage V**, to the Post of Professor of Food & Nutrition Pay Band - 37400-67000, Grade Pay - Rs. 10000/-, Pay Matrix - 1,44,200-2,18,200, Level - 14 Under new revision of VIIth Pay Commission Scales had already conveyed it's decision to place you in the Promotional Post of **Professor Pay Matrix - 1,44,200-2,18,200, Level - 14 w.e.f. 02/03/2022.**

Thanking you.

Yours faithfully,

Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNDT Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL

Vallabhbai Road, Vile Parle (West), Mumbai-400 066.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

MNWC/2022-23/ 242

09/06/2022

To,
Dr. (Mrs.) Rekha Kaklotar
A/302, Navkar CHS,
Plot Near the Road No. 9
Jawahar Nagar,
Goregaon (W)

Dear Madam,

This is to inform you that the Scrutiny Committee which met on 09/06/2022 in the college to assess your CAS for the placement in the Promotional from **Stage II to Stage III**, to the Post of Assistant Professor of Economics Pay Band 15600-39100 with AGP at Rs. 8000/- Under new revision of VIIth Pay Commission Scales had already conveyed it's decision to place you in the Promotional Post of **Assistant Professor** of Rs. 15600 - 39100 + AGP 8000/- Pay Matrix - 79,800 - 2,11,500, Level - 12 w. e. f. 10/07/2021.

Thanking you.

Yours faithfully,

Principal
Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

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Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

MNWC/2022-23/243

09/06/2022

To,
Ms. Rita Chandarana,
3/15, Hanuman Mandir,
AV Narayan Marg,
Vithalwadi (W),
Mumbai - 400002.

Dear Madam,

This is to inform you that the Scrutiny Committee which met on 09/06/2022 in the college to assess your CAS for the placement in the Promotional from **Stage I to Stage II**, to the Post of Assistant Professor of Economics Pay Band 15600-39100 with AGP at Rs. 7000/- Under new revision of VIIth Pay Commission Scales had already conveyed it's decision to place you in the Promotional Post of **Assistant Professor** of Rs. 15600 - 39100 + AGP 7000/- Pay Matrix - 68,900 - 2,05,500, Level - 11 w. e. f. 24/07/2019.

Thanking you.

Yours faithfully,

Principal
Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 066



Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S. N. D. T. Women's University)

BEST COLLEGE 2018–2019 Awarded by SNTD Women's University, Mumbai.

TAPIBEN CHHAGANLAL LAJI VALIA JUNIOR COLLEGE
DR. BHANUBEN NANAVATI CAREER DEVELOPMENT CENTRE

A Gujarati Linguistic Minority Institution



📍 Vallabhbai Road, Vile Parle (W), Mumbai - 400056.

☎ 022 26128840 / 022 26100679/ 022 26125941

✉ mnwcollege@hotmail.com

🌐 mnwc.edu.in

MANIBEN NANAVATI WOMEN'S COLLEGE

Affiliated to SNTD Women's University, Mumbai

BEST COLLEGE 2018-2019 Awarded by SNTD Women's University, Mumbai.

Vallabhbai Road, Vile Parle (West), Mumbai - 400 056

Gujarati Linguistic Minority Institute



Estd.: 1972

NAAC Reaccredited 'A' grade

FACULTY LOG BOOK

Name: Dr. Rekha A. Kulkarni

Stream: Arts / Commerce / Management Studies / Post Graduate Programme

Department: Economics

Academic Year: 2020-21

[Signature]
Teacher's Signature

[Signature]
Principal's Signature

Submitted on
26/4/23

"A teacher presents the past, reveals the present and creates the future"

S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

Academic/Research Score Proforma as per UGC Regulations-2018 dated 18th July, 2018 &
Government Resolution No. Misc-2018 /C.R.56/18/UN-1 Dt. 8th March 2019 and Corrigendum Dt.
10th May 2019

For
CAS promotions for Assistant Professor/ Associate Professor in Colleges

For
Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education
/ Commerce / Management & other related disciplines
(Level 10 to 11, 11 to 12, 12 to 13A)

Part A : General Information and Academic Background

1. Name (in Block Letters) :-
2. Name of College:-
3. Department:-
4. Current Designation & Grade Pay:-
5. Date of last Promotion:-
6. Which position and grade pay are you an applicant under CAS?
7. Date of eligibility for promotion :-
8. Address (With Pin Code) :-
- Telephone/Mobile No. :-
- Email :-
9. Research Degree(s)

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

10. Appointments held

Sr. No	Designation	Name of Employer	Date of		Reason of leaving, if any	Service on grantable or non-grantable basis
			Joining	leaving		

11. Orientation / Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programs'/ Faculty Development Programs of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course

Sr. No	Name of the Course	Place	Duration	Sponsoring Agency

12. Tick the appropriate stage your promotion (under CAS) and mentioned whether you fulfill the minimum eligibility requirements indicated therein:

Tick mark (✓) the academic level	Stages of promotion of Teachers through CAS	Eligibility	Eligible Yes/No
	Assistant Professor (Stage 1/ AGP Rs. 6000/- to Stage 2/AGP Rs. 7000/-) or (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M. Phil. / PG Degree in Professional Courses, such as LLM, M. Tech, M. V. Sc. and M.D., or six years of service in case of those without a Ph.D./M. Phil./ PG Degree in a Professional courses. ii) Attended one Orientation course of 21 days duration on teaching methodology; iii) Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Program and Faculty Development Program of at least one week (5 days) OR Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.	
	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-) Or (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. ii) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programs from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days)duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.	
	Assistant Professor (Stage 3/ AGP Rs. 8000/-) to Associate Professor (Stage 4/AGP Rs. 9000/-) or (Selection	i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. ii) A Ph. D. Degree in the subject concerned/allied/ relevant discipline. iii) Any one of the following during the last three years: completed one course / program from amongst the categories of Refresher Courses/ Methodology	

	Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Program/ Faculty Development Program of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.	
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Part B: Assessment Criteria

ASSESSMENT CRITERIA: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Sr. No.	Nature of Activity	Grading Criterion	Assessment Years					
			20-20	20-20	20-20	20-20	20-20	20-20
1	Teaching $\left(\frac{\text{Number of classes taught}}{\text{total classes assigned}} \times 100\%\right)$	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory						
2	Involvement in the University/ College students related activities/research activities	Good - Involved in at least 3 activities.						
	a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.							
	b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	Satisfactory - 1-2 activities.						
	c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	Not-satisfactory - Not involved / undertaken any of the activities						
d) Organizing seminars/ conferences/ workshops, other								

	college/university activities.							
	e) Evidence of actively involved in guiding Ph.D. students							
	f) Conducting minor or major research project sponsored by national or international agencies.							
	g) At least one single or joint publication in peer reviewed or UGC list of Journals.							
	h) Any other							
3	Overall Grading							

Note: Candidate should gets 'satisfactory' or 'good' grade in the assessment criterion of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

Overall Grading:

- Good: Good in teaching and satisfactory or good in activity at Sl.No.2.
- Or
- Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
- Not Satisfactory: If neither good nor satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Date of Ph. D. Degree Awarded:

Number of Publications:

- 1) During Assessment Period:
- 2) Entire Period:

No. of Ph. D. student Awarded:

Signature of the teacher

Chairman, IQAC committee
College/university

Forwarded through:

Head/Director/Principal

Note : This form not to be sent to University Academic / Research Score Committee.

Part C: Methodology for calculating Academic/Research Score

- ❖ Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,
- ❖ The candidate is qualified only if the research score is acquired in minimum of three categories out of following six categories/activities.

Academic/Research Activities:

(1) Research Papers in Peer-Reviewed or UGC listed Journals

- per paper-08 (for Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences)
- per paper-10 (for Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines)

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- Paper with impact factor >10 - 30 Points.

Sr. No	Title of the paper with page No.	Journal name with ISBN/ ISSN No	Peer Reviewed Or UGC listed Journals	Impact Factor, if any (to be determined as per Thomson Reuterslist	Number of total authors	First/ Principal/ Corresponding author s	Self appraisal Academic/ Research Score	Verified Academic/ Research Score by Committee
1.								

Note: If peer-reviewed, write the name of reviewer agency and review number.

Note: (a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the jointauthors.

(2) Publications (other than Research papers)

(a) Books authored which are published

- International publishers- 12; National Publishers- 10; Chapter in Edited Book -05; Editor of Book by International Publisher- 10; Editor of Book by National Publisher- 08.

Sr. No.	Title of The Book	Name of the Publisher with address	International/National/ Chapter in edited book/ of Book by International Publisher/ Editor of Book by National Publisher	Self appraisal ACADEMIC/ RESEARCH SCORE *	Verified ACADEMIC/ RESEARCH SCORE by Committee
Sub Total of 2(a)					

(b) Translation works in Indian and Foreign Languages by qualified faculties

- Chapter or Research paper- 03; Book -08.

Sr. No.	Title of the Book / Research paper	No of authors	Self appraisal ACADEMIC/ RESEARCH SCORE*	Verified ACADEMIC/ RESEARCH SCORE by Committee*
Sub Total of 2(b)				
Total of (2) ((a) + (b))				

(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

a) Development of Innovative pedagogy

Sr. No	Innovative pedagogy	Course for which it is applied	No of Innovators	Self appraisal ACADEMIC /RESEARCH SCORE *	Verified ACADEMIC/ RESEARCH SCORE by Committee *
Sub Total of (3) (a)					

b) Design of new curricula and courses

Sr. No	Title of curricula and courses designed	Name of the program	Self appraisal ACADEMIC/ RESEARCH SCORE*	Verified ACADEMIC/ RESEARCH SCORE by Committee*
Sub Total of 3(b)				

C) MOOCs

- Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/credit)-20
- MOOCs (developed in 4 quadrant) per module/lecture- 05
- Content writer/subject matter expert for each module of MOOCs (at least one quadrant)-02
- Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)-08

Sr. No	Title of the Massive open online Course(s)	No of credits	No of quadrants	Co-Coordinator/SME/Writer/Content Presenter	No of Modules	Self appraisal ACADEMIC/RESEARCH SCORE*	Verified ACADEMIC/RESEARCH SCORE by Committee*
Sub Total of 3 (c)							

*** MOOC Quadrants means: Quadrant 1: Video Lectures; Quadrant 2: E-content (supporting material like PPT, Pdf, animation etc); Quadrant 3: Discussion Forum (with Learners); Quadrant 4: Assessment (Objective/Descriptive tests, Quizzes etc)**

d) E-Content (E-Books/courses under E-PG-pathshala/animated courses etc)

- Development of e-Content in 4 quadrants for a complete course/e-book- 12
- e-Content (developed in 4 quadrants) per module 05
- Contribution to development of e-content module in complete course/subject/e-book (at least one quadrant)- 02
- Editor of e-content for complete course/ paper /e-book 10

Sr. No.	Title of the e-Content (s) /subject/e-book(s)	No of quadrants /complete courses	Writer/Editor	No. of Modules	Self appraisal ACADEMIC/RESEARCH SCORE	Verified ACADEMIC/RESEARCH SCORE by Committee
Sub Total of 3 (d)						
Total of 3 ((a) to (d))						

[4] a) Research guidance

- Ph. D. awarded per candidate 10; Ph. D. submitted per candidate 05; and M. Phil./P. G. dissertation 02 per degree awarded.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

Sr. No.	Ph.D. / M.Phil/ P.G dissertation	Degree awarded/ Thesis submitted	Guide/ co- guide	Self appraisal ACADEMIC/ RESEARCH SCORE	Verified ACADEMI C/RESEAR CH SCORE by Committee
Sub Total of 4 (a)					

b) Research Projects Completed

- More than 10 lakhs -10; Less than 10 lakhs- 05.
- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Sr. No.	Title of Project	Name of Sponsorig Agency	Period	Grant /Amount in Lakhs	Self appraisal ACADEMI C/RESEA RCH SCORE	Verified ACADEMIC/R ESEARCH SCORE by Committee
Sub Total of 4 (b)						

c) Research Projects Ongoing

- More than 10 lakhs – 05; Less than 10 lakhs- 02
- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Sr. No.	Title of Project	Name Sponsoring Agency	Period	Grant/Amo unt in Lakhs	Self appraisal ACADEMIC /R ESEARCH SCORES	Verified ACADEMIC/ RESEARCH SCORE by Committee
Sub Total of 4 (c)						

d) Consultancy- 03

- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Sr. No.	Type of consultancy	Name of consultancy seeking agency	Period	Self appraisal ACADEMIC/ RESEARCH SCORE	Verified ACADEMIC/ RESEARCH SCORE by Committee
Sub Total of 3 (d)					
Total of 4 ((a) to (d))					

(5) a) Patents

- a. International-10; National- 07

Sr. No.	Title of Patent	International/ National	Year	Patent/ Technology Transfers	Self appraisal ACADEMIC/ RESEARCH SCORE	Verified ACADEMIC/ RESEARCH SCORE by Committee
Sub Total of 5 (a)						

b) Awards/Fellowship

- International -07; National -05

Sr. No.	Name of the award /Fellowship	Name of the Academic Body/ Society/Association	International /National	Self appraisal ACADEMIC/ RESEARCH SCORE	Verified ACADEMIC/ RESEARCH SCORE by Committee
1					
Sub Total of 5 (b)					
Sub Total of 5 ((a) to(b))				5	

Total research score of activities (1) to (5)	60
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- (6) (a) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
 a. International -10; National -07; State -04

Sr. No.	Title of Document	International body/Central Government/State Government	Year	Self appraisal ACADEMIC/RESEARCH SCORE	Verified ACADEMIC/RESEARCH SCORE by Committee
Sub Total of 6 (a)					

- (b) * Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Note: Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)
- International (Abroad) -07; International (within country) -05; National -03; State/University -02

Sr. No.	Title of the Invited lecture/paper presentations/full paper in Conference Proceedings	Title of Conference/seminar	Organized by	Level International/National/State / University	Self appraisal ACADEMIC/RESEARCH SCORE	Verified ACADEMIC/RESEARCH SCORE by Committee
1						
Sub Total of 6 (b)						
Total of 6 ((a) to (b))						

Note: Paper presented if part of edited book or proceeding then it can be claimed only once.
 * For the purpose of calculating research score of the teacher, the combined research score from the categories of 6(a) Policy Document and 6(b). Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- ❖ Note that the candidate is qualified only if the research score is acquired in minimum of three categories out of six categories/activities.
- ❖ Minimum ACADEMIC/RESEARCH SCORE requirement for the promotion of teachers under CAS in colleges (UG & PG) as as given in following table:

Sr. No.	Category	Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs.8000/-) to Associate Professor (Stage4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Academic/ Research Score	20	50	70	110

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

Chairman, IQAC committee College/university

Principal



Estd.: 1972

Reaccredited 'A' Grade in the 3rd Cycle (2016-2021)

Maniben Nanavati Women's College

IQAC - Feedback Committee

Teacher Effectiveness _____

Name of the Faculty: _____

Subject Taught: _____

Class and Year: _____

Sr. No	Indicators	1 Very poor	2 Poor	3 Below Average	4 Average	5 Above Average	6 Good	7 Very Good
1	Teacher regularity and punctuality							
2	Teacher subject knowledge							
3	Teacher communication Skill							
4	Teacher explains topics nicely							
5	Gives enough reference material for exam preparations							
6	Teacher is prepared for class							
7	Teacher guides how to prepare for exam							
8	Teacher completes the syllabus on time							

9	Teacher motivates students to develop ideas, attitudes and values							
10	Teacher is willing to help students even. outside the class							
11	Teacher has good interpersonal skills and is respectful							
12	Teacher is fully present and attentive in classroom(i.e. does not use mobile devices)							
13	Teacher discusses the practical issues in the field							

14. Any suggestions for improving the teaching _____

Student Signature: _____

प्रसुती रजा संदर्भात सेवा कालावधीची अट
वगळण्याबाबत

महाराष्ट्र शासन

वित्त विभाग

शासन निर्णय क्रमांक : प्ररजा-२०१५/ प्र.क्र.२५/ सेवा-६

मंत्रालय, मुंबई-४०० ०३२

दिनांक :- १५ जानेवारी, २०१६.

- वाचा :** १) शासन निर्णय वित्त विभाग, क्र अरजा१४९०/१२/सेवा ९, दि. २८.०७.१९९५
२) शासन शुध्दीपत्र, वित्त विभाग, क्र अरजा१४९०/१२/सेवा ९, दि. २८.०७.१९९५
३) शासन निर्णय, वित्त विभाग क्र.अरजा-१४०१/प्र.क्र. ८/०९/सेवा-६, दि.२४.८.२००९

प्रस्तावना :

प्रसुती रजेसंदर्भातील तरतुदी महाराष्ट्र नागरी सेवा(रजा) नियम, १९८१ मधील नियम ७४ मध्ये करण्यात आल्या आहेत. सदर नियमातील नियम ७४ (२)(ए) नुसार कायम सेवेत नसलेल्या तथापि दोन वर्षे किंवा अधिक वर्षे सतत सेवा झालेल्या महिला शासकीय कर्मचाऱ्यांस नियम ७४(१) प्रमाणे प्रसुती रजा अनुज्ञेय आहे तसेच प्रसुती रजेच्या कालावधीत रजेवर जाण्याच्या लगतपूर्वी तिला जेवढे वेतन मिळत असेल तेवढेच रजा वेतन अनुज्ञेय आहे.

सदर नियमातील नियम ७४ (२)(बी) नुसार कायम सेवेत नसलेल्या एक वर्षापेक्षा अधिक परंतु दोन वर्षापेक्षा कमी सतत सेवा झालेल्या महिला शासकीय कर्मचाऱ्यांस नियम ७४(१) प्रमाणे प्रसुती रजा अनुज्ञेय आहे. प्रसुती रजेच्या कालावधीत रजेवर जाण्याच्या लगतपूर्वी तिला जेवढे वेतन मिळत असेल त्या रकमेच्या निम्मी रक्कम रजा वेतन म्हणून अनुज्ञेय आहे.

एक वर्षापेक्षा कमी सेवा झालेल्या शासकीय महिला कर्मचाऱ्यास प्रसुती रजा कालावधीत प्रसुती रजा अनुज्ञेय होत नाही व कोणत्याही प्रकारचे रजा वेतन अनुज्ञेय नाही. परंतु प्रसुतीच्या कारणास्तव (वैद्यकीय कारणास्तव) तिच्या खाती असलेली अनुज्ञेय रजा/ असाधारण रजा घेता येते. त्यामुळे शासन सेवेत भरतीच्या मान्यताप्राप्त माध्यमाने रुजू झालेल्या महिला कर्मचाऱ्यांकरीता पूर्णवेतनी प्रसुती रजा अनुज्ञेय होण्यासाठी सेवा कालावधीची अट रद्द करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :

महाराष्ट्र नागरी सेवा (रजा) नियम १९८१ मधील नियम ७४(२)(ए) व (बी) मधील किमान सेवेची अट रद्द करण्यात येत असून राज्य शासनाच्या सेवेत भरतीच्या मान्यताप्राप्त माध्यमाने रुजू झालेल्या शासकीय महिला कर्मचाऱ्यास संदर्भाधीन दि.२४.०८.२००९ च्या शासन निर्णयातील तरतुदीनुसार असलेली प्रसुती रजा अनुज्ञेय राहिल व प्रसुती रजेच्या कालावधीत रजेवर जाण्याच्या लगतपूर्वी तिला जेवढे वेतन मिळत असेल त्याप्रमाणे रजा वेतन अनुज्ञेय राहिल. अशी रजा, रजा खाती खर्ची टाकण्यात येणार नाही. तथापि, दोन वर्षापेक्षा कमी सेवा झालेल्या शासकीय महिला कर्मचाऱ्यास सदर प्रसुती रजा व रजा वेतन खालील शर्तीच्या अधीन राहून अनुज्ञेय राहिल:-

- १) प्रसुती रजा मंजूर करण्यापूर्वी ६ महिन्यांच्या वेतनाइतक्या रकमेचा बॉन्ड अशा शासकीय महिला कर्मचाऱ्याकडून घेण्यात यावा, तदनंतरच उपरोक्त नमुद केल्याप्रमाणे प्रसुती रजा व रजा वेतन अनुज्ञेय करण्यात यावे.
- २) अशा शासकीय महिला कर्मचाऱ्याने प्रसुती रजा संपवून शासन सेवेत रुजू झाल्यानंतर किमान दोन वर्षे राज्य शासनाची सेवा करणे बंधनकारक राहिल. सेवेचा दोन वर्षांचा कालावधी पूर्ण होण्यापूर्वी, प्रसुती रजा कालावधीत /प्रसुती रजेनंतर रुजू न होता /प्रसुती रजा संपवून रुजू झाल्यावर, राज्य शासनाव्यतिरिक्त /राज्याच्या एकत्रित निधीतून वेतनावरील खर्च भागविला जात नाही अशा इतर सेवेत जाण्याकरीता प्रकरणपरत्वे कार्यमुक्त व्हावयाचे झाल्यास/ राजीनामा द्यावयाचा झाल्यास अथवा अन्य कारणास्तव राजीनामा द्यावयाचा झाल्यास अशा शासकीय महिला कर्मचाऱ्याने घेतलेल्या प्रसुती रजा कालावधीत देय झालेल्या वेतनाइतके वेतन राज्य शासनास अदा केल्यानंतरच अशा शासकीय महिला कर्मचाऱ्यास राज्य शासनाच्या सेवेचा राजीनामा देता येईल किंवा कार्यमुक्त होता येईल.
२. या सुविधेचा लाभ आदेश निर्गमित झाल्याच्या दिनांकापासून लागू राहिल.
३. या शासन निर्णयातील तरतुदीपुरते महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ मधील यासंबंधीच्या विद्यमान तरतुदी सुधारण्यात आल्या आहेत, असे मानण्यात यावे. उपरोक्त नियमामध्ये रितसर सुधारणा यथावकाश करण्यात येईल.

४. सदर शासन निर्णय राज्य शासनाच्या www.maharashtra.gov.in या वेबसाईटवर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २०१६०११६११२८०९४६०५ असा आहे. हा शासन निर्णय डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,

**Vidya Hemant
Waghmare**

Digitally signed by Vidya Hemant Waghmare
DN: c=IN, o=Government Of Maharashtra,
ou=Under Secretary, postalCode=400032,
st=Maharashtra,
serialNumber=f93efe7b946bf26ff989d6e5e01e
1b122b9eb4e3e4e6799cb8e82b2d33d58dfc,
cn=Vidya Hemant Waghmare
Date: 2016.01.16 11:34:53 +05'30'

(विद्या वाघमारे)

अवर सचिव, महाराष्ट्र शासन

प्रति,

- १) राज्यपालांचे सचिव
- २) मुख्यमंत्र्यांचे प्रधान सचिव
- ३) उप मुख्यमंत्र्यांचे प्रधान सचिव
- ४) सर्व विधानमंडळ सदस्य, विधानभवन, मुंबई
- ५) सर्व मंत्री आणि राज्यमंत्री यांचे स्वीय सहायक
- ६) मंत्रालयीन सर्व विभाग
- ७) मंत्रालयाच्या सर्व विभागांखालील विभाग प्रमुख व प्रादेशिक विभाग प्रमुख
- ८) * प्रबंधक, उच्च न्यायालय (मूळ शाखा), मुंबई
- ९) * प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई
- १०) * सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई
- ११) * सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई
- १२) * प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई
- १३) * आयुक्त, राज्य माहिती आयोग, (सर्व)
- १४) * सचिव, राज्य निवडणूक आयोग, मुंबई
- १५) * प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई/नागपूर/औरंगाबाद
- १६) महालेखापाल-१ (लेखा परीक्षा), महाराष्ट्र, मुंबई.
- १७) महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई
- १८) महालेखापाल-२ (लेखा परीक्षा), महाराष्ट्र, नागपूर.
- १९) महालेखापाल-२ (लेखा व अनुज्ञेयता), महाराष्ट्र, नागपूर
- २०) सिनियर रिसर्च ऑफीसर, पे रिसर्च युनिट, भारत सरकार, वित्त मंत्रालय (व्यय विभाग), खोली
क्र.२६१, नॉर्थ ब्लॉक, नवी दिल्ली
- २१) सर्व विभागीय आयुक्त
- २२) सर्व जिल्हाधिकारी
- २३) सर्व मुख्य कार्यकारी अधिकारी, जिल्हा परिषदा
- २४) संचालक, लेखा व कोषागारे, मुंबई.

- २५) अधिदान व लेखा अधिकारी, मुंबई,
- २६) निवासी लेखा परीक्षा अधिकारी, मुंबई.
- २७) जिल्हा लेखा परीक्षा अधिकारी, स्थानिक निधी हिशोब,
- २८) सर्व जिल्हा कोषागार अधिकारी.
- २९) सर्व लेखाधिकारी, वेतन पडताळणी पथक,
- ३०) मुंबई/नागपूर/पुणे/औरंगाबाद.
- ३१) मुख्य अधिकारी, सर्व नगरपालिका
- ३२) कार्यकारी अधिकारी, कॅन्टोनमेंट बोर्ड, खडकी/देहूरोड/देवळाली/अहमदनगर
- ३३) बहुजन समाज पार्टी, डी-१ इन्सा हटमेंट, आझाद मैदान, मुंबई-१
- ३४) भारतीय जनता पार्टी, महाराष्ट्र प्रदेश, सी.डी.ओ., बॅरेक क्रमांक-१, योगक्षेम समोर, वसंतराव भागवत चौक, नरिमन पॉईंट, मुंबई-२०
- ३५) भारतीय कम्युनिस्ट पार्टी, महाराष्ट्र कमिटी, ३१४, राजभुवन, एस.व्ही. पटेल रोड, मुंबई-४
- ३६) भारतीय कम्युनिस्ट पार्टी, (मार्क्सवादी), महाराष्ट्र कमिटी, जनशक्ती हॉल, ग्लोब मिल पॅलेस, वरळी, मुंबई-१३
- ३७) इंडियन नॅशनल काँग्रेस, महाराष्ट्र प्रदेश काँग्रेस (आय)समिती, टिळक भवन, काकासाहेब गाडगीळ मार्ग, दादर, मुंबई-२५
- ३८) नॅशनलिस्ट काँग्रेस पार्टी, राष्ट्रवादी भवन, फ्री प्रेस जर्नल मार्ग, नरिमन पॉईंट, मुंबई-२१
- ३९) शिवसेना, शिवसेना भवन, गडकरी चौक, दादर, मुंबई-२८
- ४०) वित्त विभागातील सर्व कार्यासन
- ४१) निवड नस्ती, वित्त विभाग (सेवा-९)

* पत्राने

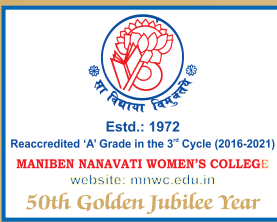
“A teacher affects eternity: he can never tell where his influence stops.”

– Henry Adams

GUIDELINES

1. The minimum working hours for a full time degree college teacher is atleast 5 hours daily.
2. Please note that P.G. teaching, Internship, Extension and Research Activities have to be done after 1.00 pm only.
3. If one needs to come late or leave early, prior special permission must be taken from the Head of Department (HOD) and Supervisor. In case the Supervisor is absent, permission has to be taken from the Principal.
4. It may be noted that the supervisor and Principal have the authority to refuse this permission.
5. Please note that teachers may be required to work beyond the official timings for college activities. If so, HODs and Teachers in-charge of committees are requested to inform their colleagues in advance.
6. A photo identification card is issued to all employees.
7. In June, the details of the investments one is going to make should be given in writing to the Principal.
8. At the end of March, one should submit proofs of the investment documents directly to the office Accountant.
9. A teacher is entitled to 15 days Casual Leave in a calendar year. Part time teachers are entitled to 7 days Casual Leave.
10. A teacher is entitled to maximum of 30 days of Duty Leave which includes on duty, seminar/conference participation, examination work or any assigned work by University as per UGC norms.
11. Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the supervisor (or Principal). Planned leave should be applied a week in advance.
12. The employee cannot take more than 3 days casual leave at a time.
13. Any teacher interested in attending a Seminar/Workshop/Talk/Any Event/Refresher Course/Orientation Course must obtain permission before hand from the Principal.
14. Make a note in the log book regarding all the details of your leave. The concerned HOD or Supervisor must be kept informed.
15. A report of the activity attended when DL is taken has to be submitted to the Supervisor within 2 days. A photo of the activity if possible should be given to IQAC co-ordinator.

16. LEAVE CARDS must be filled and signed by the concerned HOD and Supervisor within one week from the date of joining duty. The leave cards are kept with the supervisor. Kindly update your LEAVE CARDS immediately after re-joining.
17. Every teacher is entitled to 10 days SICK LEAVE every year. Teachers have to fill a sick leave form and a medical Certificate from a recognized, qualified medical practitioner must be attached to the form.
18. Rule for 'Duty Leave' – Actual Days of the Seminar/ Conference +2 days prior and 2 days after.
 - Written applications along with the Invitation Letter/ Acceptance of Paper etc. must be submitted to the PRINCIPAL, for approval of leave prior to attending the seminar, conference etc.
 - 1 International Seminar (3+4=7)
 - 1 National Seminar (2+4=6)
19. Copy of Invitation Letter, Acceptance of Paper, Details & Proof of Travel, Report (One Page) and Certificate to be submitted to the Supervisor within one week of re-joining.
20. On Duty Leave' means any work done for Department, College or University BOS/Academic Council/ Faculty Meeting, Paper Setting, Examination, Syllabus Workshops, Yuva Mahotsav, Vigilance, Tours & Visits/ Picnics, Ph.D. Viva, School initiative, Any other (discretion of the Principal).
21. Do not use Laptop & Mobile Phones for personal work during lectures.
22. Kindly avoid taking lectures during Recess timings.
23. Please take a written note and appointment letter from the student seeking tie concession for employment and/ or other personal reasons. If any student fails to submit a written note and appointment letter she will be considered as Defaulter Student.
24. Please inform other colleagues about any event organized especially if it involves student missing lectures.
25. For further details regarding rules kindly read the manual. (Kept with the Supervisor)
26. Three late mark (after 7.30 am) will considered by 1 CL.



VOL-12 | NOV. 2022

RESEARCH HORIZONS

PEER REVIEWED JOURNAL

MANIBEN NANAVATI WOMEN'S COLLEGE

Smt. Kantaben Shah Research Centre for Multidisciplinary Studies Publication

BEST COLLEGE 2018–2019 Awarded by SNTD Women's University, Mumbai

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TEACHING STAFF AWARDED BY MANAGEMENT



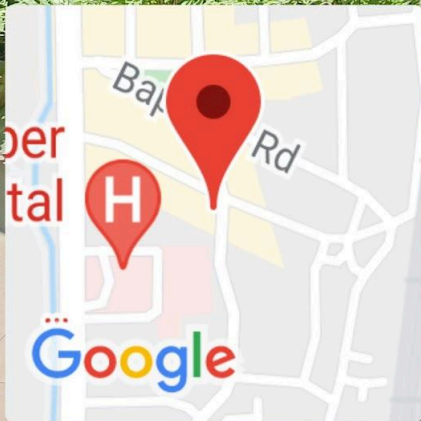
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