



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



K. B. Hidayatullah Road, Camp,
Pune - 411001. (MS), India



+91-20-2645 4240 / 2644 6319.



www.poonacollege.edu.in
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Professor (Dr.) Aftab Anwar Shaikh

M.Com, Ph.D (Busi. Admin.)

PRINCIPAL



+91 98226 21579



dranwarshaikh@gmail.com

CRITERION- VI

KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO.	6.3.5

- **Institutions Performance Appraisal System for teaching and non-teaching staff**

CAREER ADVANCEMENT FORMS FOR NON-TEACHING STAFF

(SAMPLE DOCUMENTS)



1970 - 2020

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Ref: PC/SC/Non-Teaching/Promotion/1015/2020-21

Date: 28-07-2021

To,

Hon. Hani Ahmed Farid,

General Secretary,

Y&M, Anjuman Khairul Islam,

Mumbai - 400 008.

Subject: Promotion of Non-Teaching staff – Request for Approval.

Respected Sir,

I would like to inform you that there are some posts of non-teaching staff like Registrar, Office Superintendent, Head Clerk, Sr. Clerk & Lab. Assistant are lying vacant since long back. Some non-teaching staff are due for promotion since November 2016. Except Registrar post all these posts can be filled by promotion only. After 10-11 years we are now eligible for Office Superintendent post.

Government may grant permission for recruitment in aided section in near future. At that time we can fill only 50% vacant posts of non-teaching staff. Before recruitment (if permitted) we may promote 50% menial staff to Jr. Clerk, Lab. Assistant & Lab./Lib. Attendant (in various phases) as per prevailing norms of the government.

I am forwarding herewith the details of the non-teaching staff to be promoted in **first phase** and request you to kindly approve the same and oblige.

Thanking you,

Yours faithfully,

(Dr. Aftab Anwar Shaikh)

PRINCIPAL

Pooona College of Arts, Science & Commerce
Camp. Pune-411001.
Establishment Section



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Ref: PC/SC/Non-Teaching/Promotion/1016/2020-21

Date: 28-07-2021

To,

Hon. Hani Ahmed Farid,
General Secretary,
Y&M, Anjuman Khairul Islam,
Mumbai – 400 008.

**Subject: Promotion of Non-Teaching staff in Phase 2 – Asking for individual consent.
- Request for approval.**

Respected Sir,

With continuation to our letter no. 1015 I would like to inform you that we intend to collect the consent from non-teaching staff in respect of their promotion in phase 2.

In second phase we would like to promote the staff who have been appointed between 2005-06 and 2012-13.

After getting approval to the promotion of second phase from Joint Director, Higher Education, Pune Region, Pune we will initiate the process of promotion in phase 3 which will include the staff appointed after 2013-14.

Hence, I request you to kindly grant us permission to obtain the consent from non-teaching staff eligible for promotion in phase 2.

Thanking you,

Yours faithfully,

(Dr. Aftab Anwar Shaikh)
PRINCIPAL

Pooona College of Arts, Science & Commerce
Camp, Pune-411001.
Establishment Section

2019 - 2020

FURN. NO. 0 (See Rule - 12)

University of College A. K. I.'s - POONA COLLEGE OF ARTS, SCIENCE & COMMERCE, PUNE-1.

Confidential Assessment and Self-Assessment Reports of
Non-Teaching / Non-Technical / Technical Employees

Serial No. _____

Year ending 31st March, 2020

File No. _____

Name: Shri / Smt. / Kamari Ismail Peerpasha Sayyed

Department or Office (including Section) Administrative office

PERSONAL INFORMATION

(To be filled in by the employee concern)

Name Ismail Father's Name Peerpasha Surname Sayyed

Date of Birth as recorded in the Service Book /
S. S. C. Certificate / School Leaving Certificate. 05/05/1973

Place of Birth

<u>Pune</u>				
Village	Town	Taluka	District	State
<u>Islam</u>				

Nationality and Religion Indian

Whether belongs to Scheduled Castes / Scheduled
Tribes/Nomadic Tribes/Other Back-ward Classes etc.

Home Town
(with Residential Address)

Pune
S. NO. 601, Sambhagar
Kandhwa Road

Permanent Address (Local)

Pune. 411040

Date of joining College, Services and Designation
at the time of first appointment

22/02/1998 Unaided sec. Junior
01/05/2005 Aided sec. clerk

Intermediary positions held between initial
appointment and present position if any

Positions	Period from
(i) Junior clerk	<u>22/02/1998</u> <u>Unaided sec.</u>
(ii) Junior clerk	<u>01/05/2005</u> <u>Aided section</u>
(iii)	<u>Under</u>

Mother Tongue

Marathi, Hindi English Urdu

Language known

M. COM, LLB.

Qualifications and Degrees

University of Pune

University

1999

Year

[P. T. O.]

Name Ismail Peerpasha Sayyid
 Period of Report : 2019-2020
 Post or Posts held during the period of Report : Junior Clerk
 Department / Office / Section : Administrative office
 Leave taken during the period E. L. / C. L. : —
 Other Leave :

PERFORMANCE ASSESSMENT

Sr. No.	Item	V. Good A	Good B	Fair C	Average D	Below Average E
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 knowlege (Related to the Section/Department) ..	✓				
4.	Tech. ability (wherever relevant) ..	✓				
5.	Spl. complementary aptitude qualities etc. other than job requirements. ..	✓				

Gen
Date :
Place :

RECOMMENDATION :

- 1) Administrative ability including judgement, initiative, promptness and drive.
- 2) Fitness to continue in the present post.
- 3) Fitness for promotion
- 4) Any other item not covered but which you would like to record. Please specify the aspect.
- 5) Recommendation-observation of the Reporting Officer.

Very Good

yes

yes

Recommended

General Remark :

Very responsive & prompt.

Signature of the Registrar

31/03/20

Pune

(Signature)

PRINCIPAL
Name and Designation of the
Peona College of Arts, Science & Commerce
Camp, Pune-411001
(Establishment Section)

[P. T. O.]

OBSERVATION OF REVIEWING OFFICE ON THE REPORT

(To be filled in by the Reviewing Officer)

Overall performance is Very
good.

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 classification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and classification from the Reporting Officer sought, if any.

22 yrs

Yes

-
-

PRINCIPAL
Poona College of Arts, Science & Comm
Camp, Pune-411004
Establishment Section

Name and Designation of
Reviewing Officer

Date: 31/03/20

Place: Pune