

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-accreditated College

• DST - FIST Funded College



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



+91-20-2645 4240 / 2644 6319.



www.poonacollege.edu.in principal@poonacollege.edu.in

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)



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Professor (Dr.) Aftab Anwar Shaikh M.Com, Ph.D (Busi. Admin.) PRINCIPAL

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



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dranwarshaikh@gmail.com

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 <u>first</u> <u>phase</u> and request you to kindly approve the same and oblige.

Thanking you,

Yours withfully,

(Dr. Aftab Anwar Shaikh)

PRINCIPAL

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



Anjuman Khairul Islam's

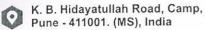
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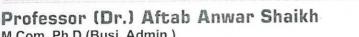
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Date: 28-07-2021



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

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 nonteaching staff eligible for promotion in phase 2.

Thanking you,

Yours faithfully,

(Dr. Aftab A nwar Shaikh)

Poona College of Arts, Science & Commerce Camp, Pune-411001.

Establishment Section

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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, 199 2020
File No.	
Name: Shri/Spr./Komari 1307ail	eerpasha Sayyed
Department or Office (including Section)	ministrative Office
PERSONAL IN	FORMATION
(To be filled in by the	e employee concern)
Name /SMail Father's Name Por	expasha surname Sayyed
Date of Birth as recorded in the Service Book / S. S. C. Certificate / School Leaving Certificate.	05/05/1973
Place of Birth	Village Town Taluka District State
Nationality and Religion Indian	1stam
Whether belongs to Scheduled Castes / Scheduled Tribes/Nomadic Tribes/Other Back-ward Classes etc. Home Town (with Residential Address) Permanent Address (Local) Date of joining College, Services and Designation at the time of first appointment Intermediary positions held between initial appointment and present position if any	Pune Sond Santanagar - Kundhwa Road June 411040 - 27/07/1998 Unwicled sec. Junious of 105/2005 Arched sec. Clark Positions Period from (i) Junious Clark - 27/07/1998 Unwiched sec. (ii) Junious Clark - 01/05/2005
	Undu
Mother Tongue	Marathi, Hindi English Indu
Language known	M. CON LLB.
Qualifications and Degrees	Millorite of Puno
University	10109
Year	[P. T. O.

Gei

Date:

Place:

Name Ismuil Peerpasha	Sayyrd
Period of Report :	2019-2020
Post or Posts held during the period of Report:	Juniour (leik.)
Department / Office / Section :	Administrative office
Leave taken during the period E. L. / C. L.	
Other Leave :	

PERFORMANCE ASSESSMENT

Sr. No.	ftem		V. Good A	Good B	Fair C	'Average D	Average E
I. TE	ECHNICAL ADEQUACTY:				*		
1.	Industry		V				124
2.	Application		V				
3.	Initiative	23.4		W			
4.	Neatness		~				
5.	Accuracy						
6.	Punctuality in work			non rad			
7.	Methodical and Systematic working		~	<u></u>			
8.	Promptness in disposal	••					
9.	Regularity in attendance	••					
10.	Relations with Superiors	••	~				
II.	Relations with Colleagues					1112 - 11	
12.	Relations with members of public						
13.	Dependability						
14.	Capacity to get work done		~				
. GEI	NERAL IMPRESSION:		.				
1.	General impression and grasp			~		ŀ	
2.	Leadership qualities		~		3		
3.	Level of knowlege (Related to the Section/Department		~				
4.	Tech. ability (wherever relevant)		~				
5.	Spl. complementary aptitude qualities etc. other than job requirements.		~				
		- 1	102	317	1	•	

ECOMMENDATION:

) Administrative ability including judgement, initiative, promptness and ... drive. Very Good

) Fitness to continue in the present ... post.

Yes

) Fitness for promotion

Ves

1) Any other item not covered but which you would like to record. Please specify the aspect.

) Recommendation-observation of the Reporting Officer.

ral Remark :

Very responsine a prompt.

Signature of the Registrar

PRINCIPAL

Name and Passentience & Commerce

College of Aris, Science & Commerce

Calify, Panella 49001

(Establish papert Seation

(Signature

21.103 12C

[P. T. O.

OBSERVATION OF REVIEWING OFFICE ON THE REPORT

(To be filled in by the Reviewing Officer)

Overall performance is Very

- 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 years

718

PRINCIPAL
Poena College of Arts Science & Commo Camp, Pune 111001 (incipal)
Establishment Section

Name and Designa of Reviewing Officer

Date: 31/03/20