

FORM No. 6
(See. Rule 12)

11/4/2020 to 21/3/2021

University or College : **New Arts Commerce & Science College, Shevgaon Dist-
Ahmendagar**

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

Serial No Year ending 31st march 2021

File No.

Name : Shri/ Smt/ Kumari **Gaikwad Ambalal Kachum**

Department or Office(Including section) **office (Affiliation section)**

INSTRUCTIONS

1. Report Should be submitted annually and for the period ending 31 st march 2021
2. Report should be signed in full and dated by the Reporting Officer, His name and designation should be typed or written legible below his signature.
3. Report Should as far as possible be written in manuscript written the report is typed for typed for good and sufficient reasons a certificate to that effect by the Reporting officers should be added to the Report.
4. If the employee has served under the reporting authority for less than Six months, the officer's under whom he as previously served should be consulted and their opinions in the report., indicating how for on reports of other officers.
5. Anything specially meritorious or advise to the employee should be mentioned, even if not specifically provided for.
6. Sevier notice will be taken of prefatory, cryptic and incomplete and prejudicial reports.
7. All adverse/ outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification or remarks from the reporting officer.

Personal Information

(To be filled in by the employee concerned)

Name Ambadas.....Father's Name Kachary.....Surname Gaikwad.....
 Date of Birth as recorded in the
 Service Books/S.S.C. Certificate 01/06/1975.....
 School Leaving Certificate
 Place of Birth Avhane Kdii Tal- Shergaon Dist- Ahmednagar
 Village/Town /Taluka/District/State
 Nationality and Religion Indians.....
 Whether belongs to the Scheduled V.J. (Hindi - Kalkadi)
 Casts/Scheduled Tribes/
 Nomadic Tribes/Other Backward
 Classes etc. VJ
 Home Town Avhane Kdii
 (with residential address) Tal- Shergaon Dist- Ahmednagar
 Permanent Address Local 414502
as above
 Date of Joining University /College 20/06/2003
 Services and Designation at the time
 of first appointment. Lib. clerk
 Intermediary positions held between
 Initial appointment & Present
 position if any.
 Position period from
 (i) Lib. clerk 20/6/2003 to 30/6/2003
 (ii) Sr. clerk 1/7/2006 to 5/5/2010
 (iii) Head clerk 6/5/2010 to 28/2/2017
O.S. 1/3/2017 up to this date
 Mother Tongue Marathi
 Language Known Marathi, Hindi, English
 Qualification & Designation M.A. B. Lib. & S.S.C.
 University Savitribai Phule University of Pune
 Year of Passing M.A. - 28/7/2003
 Place:- Shergaon -
 Date:- 31/3/2021
B Lib & S.C. - 1999
MS CIT - 2014
 Signature AK
 (A.K. Gaikwad)

Confidential Assessment Report

Ability and character

Name - Arbada Kachary Gadhwal -Period of Report - 1/4/2013 to 2/3/2014

Post or posts held during the

Period of Report office SuperintendentDepartment/Office/ Section Affiliation Section

Leave taken during the period

E.L./C.L./ Other Leave CL - 08, EL - 29 days

Performance assessment

| Sr. No. | Item | V | | | | Below Average E |
|---------|-----------------------------------|--------|--------|--------|-----------|-----------------|
| | | Good A | Good B | Fair C | Average A | |
| 1 | Technical Adequacy : | ✓ | | | | |
| 1. | Industry | ✓ | | | | |
| 2. | Application | ... | ✓ | | | |
| 3. | Initiative | ... | ✓ | | | |
| 4. | Neatness | ... | ✓ | | | |
| 5. | Accuracy | ✓ | | | | |
| 6. | Punctuality in the work | ✓ | | | | |
| 7. | Methodical and Systematic Working | ✓ | | | | |
| 8. | Promptness in disposal | ... | ✓ | | | |
| 9. | Regularity and Attendance | ✓ | | | | |
| 10. | Relation with Superiors | ✓ | | | | |
| 11. | Relation with colleagues | ✓ | | | | |
| 12. | Relations with members of Public. | ✓ | | | | |
| 13. | Dependability | ✓ | | | | |
| 14. | Capacity to work don | ✓ | | | | |

(4)

| Sr. No. | Item | V Good A | Good B | Fair C | Average A | Below Average E |
|-----------------------------------|---|----------|--------|--------|-----------|-----------------|
| II. General Impressions :- | | | | | | |
| 1. | General Impression and grasp | ..✓..... | | | | |
| 2. | Leadership qualities | | ✓ | | | |
| 3. | Level of knowledge (related to to the section/ Department) | | ✓ | | | |
| 4. | Teach ability (wherever relevant) | ..✓..... | | | | |
| 5. | Spl. Complementary aptitude Qualities etc. other than job requirements. | ..✓..... | | | | |
| III) Recommendations:- | | | | | | |
| (a) | Administrative ability including judgment initiative Promptness and Drive. | ..✓..... | | | | |
| (b) | Fitness to continue in the Present post. | | ✓ | | | |
| (c) | Fitness for Promotion | | | | | |
| (d) | Any other item covered But which you would like to record. Please specify the aspect. | ..✓..... | | | | |
| (e) | Recommendations- observation of Reporting Office. | | | | | |

Date:- 31/5/2021

Place :- Shevgaon -



Principal

New Arts, Com. & Science College
Shevgaon, Dist. AhmednagarName and Designation of
The Reporting Officer

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 state in the columns as A (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.

(5)

Observation of Reviewing Office on the Report

(To be filled in by the Reviewing Officer)

...He...is...sincere, hardworking and punctual to his duties, He always completed his assigned any work in time.

1. Length of service under reviewing officer 1/4/2020 to 21/3/2021
During the period under Report
2. Do you agree with the Reporting officer Yes
Or do you wish to modify or add to his assessment.
3. Observation of remarks to the employee and Nil
Clarification from the reporting officer sought if any.
4. Communication of remarks to the employee s and Nil
Clarification from the reporting officer.
Sought if any.



Principal
New Arts, Com. & Science College
Shevgaon, Dist. Ahmednagar
(Signature)

Name and Designation of
the Reviewing Officer

Date : 21/3/2021

Place : Shevgaon -