



उद्योगः कर्मसु कौशलम्  
Dr. Moonje Institute of Management  
and Computer Studies

Central Hindu Military Education Society's  
**Dr. Moonje Institute of Management & Computer Studies**  
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)  
(Accredited by NAAC with B+ Grade)  
Bhosala Military College Campus Rambhoomi, Nashik – 422 005  
☎ Ph. No. (0253) 2342840, 9175917050  
PUN Code : IMMNO17930, DTE Code : 5119, Exam Code : 0688  
Email office@moonjeinstitute.com Website:www.moonjeinstitute.com



## Criterion 6

### Governance, Leadership and Management

## 6.3 Faculty Empowerment Strategies



  
**Director**  
Dr. Moonje Institute,  
Nashik



उद्योगः कर्मसु कोशलम्  
Dr. Moonje Institute of Management  
and Computer Studies

Central Hindu Military Education Society's.  
**Dr. Moonje Institute of Management & Computer Studies**  
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)  
(Accredited by NAAC with B+ Grade)  
Bhonsala Military College Campus Rambhoomi, Nashik - 422 005  
☎ Ph. No. (0253) 2342840, 9175917050  
PUN Code : IMMN017930, DTE Code : 5119, Exam Code : 0688  
Email: office@moonjeinstitute.com Website: www.moonjeinstitute.com



### Index Criteria 6.3

6.3.1	<p>The institution has performance appraisal system, effective welfare measures for teaching and nonteaching staff and avenues for career development/progression</p> <p>Appraisal form for non teaching staff</p> <p>Appraisal form for teaching staff</p>
-------	---



  
Director  
Dr. Moonje Institute,  
Nashik

**Central Hindu Military Education Society**  
**PERFORMANCE APPRAISAL FOR THE NON-TEACHING STAFF**  
01<sup>st</sup> Jan.2022 to 31<sup>st</sup> Dec.2022

**1.1 Basic Data:**

Name:	Date of Birth :
Designation:	Qualifications:
Date of First Joining CHMES :	Unit Number & Name : 401 Dr. Moonje Institute, Nashik

Sr. No.	Evaluation Criteria	Excellent	Very Good	Good	Satisfactory	Need Improvement
1	Admissions & Student's Doc. Verification					
2	Checking of Eligibility Forms & online submission Eligibility Fees submission					
3	Affiliation Form, Affiliation Committee, Submission of Form & Compliance					
4	Scholarship –Scrutiny Principal Login					
5	Exam Form Process					
6	Correspondence to Society					
7	Correspondence - (University, FRA,ARA, DTE, AICTE, CHMES, Samajkalyan )					
8	ARA/FRA Visit, Mumbai for Doc. Verification & submission of Fee Fixation Proposal					
9	AICTE proposals & Compliance Report					
10	Annual Reports Various information submitted to Pune University					
11	University Selection Committee / Local Selection Committee Work.					
12	Various University Forms & Submission Student Records (G.R./T.C./Cert. etc.)					
13	Monitoring Muster					
14	Purchase of stationary & Furniture etc.					
15	Sports Pro-rata, Registration etc. Advt. for Recruitment (Roster-entries etc.)					
16	Exam Remuneration file Audit					
17	CDC /G.B. Meeting record					
18	AISHE & NIRF					

19	Preparing C.H.M.E.S. Sub units Xerox Bills					
20	Communication of students					
21	Fee recovery of students					
22	Communication & Coordination with parents, students, colleagues & other staff					
23	Job related Skill & acquisition of supporting Additional skills					
	a) Count					
	b) Rating Score	5	4	3	2	1
	c) Score (a x b)					
	d) Total Score					
	e) Maximum Possible Score	115				
	f) Score in %					
1. Name & Signature Non- Teaching Staff						
2. Name & Signature Unit Head with Name		Dr. Preeti Kulkarni				
3. Name & Signature Unit Chairman with Date		Shri. Rahul Vaidya				



Appraisal form for Teaching Staff

**APPRAISAL AND 360° FEEDBACK FORM**

(As per AICTE recommendations effective from assessment year 2019-2020)

**SECTION A**

Name	
Designation	
Department	
Academic Year	

**A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester**

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points							

**B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min.70% students data**

S. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points						

**C. Departmental Activities (Max credit 20) Note: 10 Credit point for each semester**

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

**D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester**

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

**E. ACR maintained at institute level (Max Credit 20)**

**Result (Max 10 Credit Point)**

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

**Result Summary**

S. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
Average Weightage out of 10 Points						

**Research (Max 10 Credit Point)**

**Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)**

Category	SCI	SCI-Extended	Scopus	Scopus Indexed / WOS	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
Average Weightage out of 10 Points					

**F. Contribution to Society (Max Credit 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**Summary**

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 20)			
B. Students' feedback (Max Points 20)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 20)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Date : .....

Signature of Faculty Member

**SECTION B**

**Observations, Recommendation and Suggestions of Head of Department**

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

**Observations:** (In respect of the weightage of activities claimed):

.....  
.....  
.....

**Recommendations/Remedial Measures suggested:**

.....  
.....  
.....

**Date :** .....

**SEAL**

**Signature of Head of Department**

---

**SECTION C**

**Recommendations / Approval of Director**

.....  
.....

**Date :** .....

**SEAL**

**Signature of Director**

CENTRAL HINDU MILITARY  
EDUCATION SOCIETY



सेंटे्रल हिंदू मिलिटरी एजुकेशन सोसायटी

दिनांक: ०४/१०/२०१९

प्रति,

समादेशक, भोंसला मिलिटरी स्कूल  
समादेशक, भोंसला मिलिटरी स्कूल, गर्ल्स  
प्र. प्राचार्य, भोंसला मिलिटरी कॉलेज  
संचालिका, डॉ. मुंजे इन्स्टिटयुट  
मुख्याध्यापिका, विद्या प्रबोधिनी प्रशाला मराठी ८ ते १०  
मुख्याध्यापिका, विद्या प्रबोधिनी प्रशाला इंग्रजी  
प्राचार्या, विद्या प्रबोधिनी प्रशाला सी.बी.एस.ई.  
संचालक, भोंसला करिअर अॅकॅडमी  
मुख्याध्यापिका, शिशुविहार व बालक मंदिर मराठी १ ते ४

मुख्याध्यापिका, शिशुविहार व बालक मंदिर इंग्रजी १ ते ४  
विभागप्रमुख, बालक मंदिर मराठी ५ ते ७  
विभागप्रमुख, शिशुविहार मराठी  
विभागप्रमुख, शिशुविहार इंग्रजी  
विभागप्रमुख, शिशुंजन व हस्तकला संगम  
विभागप्रमुख, बी.आय.आय.टी.  
समन्वयक, भोंसला अॅडव्हेंचर फाऊंडेशन  
विभाग प्रमुख, बस विभाग  
प्र. प्राचार्य, भोंसला इन्स्टिटयुट ऑफ नर्सिंग

विषय:- वार्षिक वेतनवाढ.

महोदय/महोदया,

आपणांस कळविण्यात येते की, सन.२०१९-२० करीता ३% वेतनवाढ (बेसिक+ग्रेड पे) माहे ऑक्टोबर २०१९ पासून मंजूर करण्यात आली आहे. सदर वेतनवाढ माहे ऑक्टोबर च्या वेतनावरोबर देण्यात यावी. वेतनवाढ सध्याच्या बेसिक आणि ग्रेड पे यावर ३% दराने कर्मचाऱ्यांना देण्यात यावी ही रक्कम बेसिक पगारामध्ये वाढवून देण्यात यावी. तसेच दिवाळीनिमित्त ऑक्टोबर महिन्याचे वेतन सोमवार दिनांक २१ ऑक्टोबर २०१९ रोजी देण्यात यावे.



कार्यवाह

सेंटे्रल हिंदू मिलिटरी एजुकेशन सोसायटी  
नाशिक विभाग नाशिक