



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3of UGC Act, 1956)

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Performance Appraisal Form

Name:	Designation: <i>Assistant</i>
Date of Joining: <i>03-12-2006</i>	Department: <i>Examination Section.</i>
Period of Appraisal: <i>1-10-2010 - 1-10-2011</i>	

(To be filled in by the employee)

A State your understanding of your main duties and responsibilities:-

DUTIES:		RESPONSIBILITIES:	
1	<i>MBBS, B.P.Th, B.Sc. Nursing.</i>	1	<i>Examination form entry, appointment</i>
2	<i>MD/MS/Diploma Courses, M.P.Th</i>	2	<i>Orders of Paper setter & Practical Exams.</i>
3	<i>M.Sc. Nursing, Ph.D CET, Ph.D</i>	3	<i>Hall Tickets, Question papers, Notification.</i>
4	<i>(Semester), Jscet</i>	4	<i>Thesis dispatch & Correspondance with examiners</i>

B Discussion points:-

1. Has the past year been good/bad/satisfactory or otherwise for you and why?

Good.

2. What do you consider to be your most important achievements of the past year?

We are introduced External Examiners. feedback form and Maintaining Standard with External Examiners. for the all University Examination.

3. What do you like and dislike about working for this organisation?

I like freedom of work in the my department.

4. What elements of your job do you find most difficult?

Nothing I find difficulties in my department.

5. What elements of your job interest you the most, and least? and why?

I enjoy working under pressure and my duty in exam department is challenging but Manual error Can't be avoided Completely due to work load.

6. What do you consider to be your most important aims and tasks in the next year?

Error free Examination activities. and introduction of software.

7. What action could be taken to improve your performance in the current position by you, and your boss?

Proper activity planning, well in advance

8. What kind of work or job would you like to be doing in one/two/five years time?

I like to work in one year as Section Supervisor.

9. What sort of training/experiences would benefit you in the next year? Not just job skills – also your natural strengths and personal passions you'd like to develop – you and your work can benefit from these.

Software training & Soft Skill training.

10. State your strength and weakness :-

STRENGTH		WEAKNESSES	
1.	<i>Trustworthiness</i>	1.	
2.	<i>Patience</i>	2.	
3.	<i>Alternates</i>	3.	

C List the objectives you set out to achieve in the past 12 month (or the period covered by this appraisal) with the measures or standards agreed – against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1= Excellent/Outstanding. 2= very Good, 3=Good, 4=Satisfactory, 5=Bad, 6=Very Bad, 7=Nil (If on leave OR deputed/transferred to/from any location):

Objective	measure /standard	score	comment
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D Score your own capabilities or knowledge in the following areas in terms of your current role requirements (1=Excellent/Outstanding, 2= Very Good 3= Good, 4= Satisfactory, 5=Bad, 6=Very Bad, 7=Nil (If on leave OR deputed/transferred to /from any location) :

	Area	Current	Next
1.	Commercial judgement	<i>3</i>	
2	Technical knowledge	<i>2</i>	
3	Time management	<i>2</i>	
4	Planning, budgeting and forecasting	<i>3</i>	
5	Reporting and administration	<i>3</i>	
6	Communication skills	<i>3</i>	
7	Delegation skills	<i>3</i>	
8	IT/equipment/machinery skills	<i>2</i>	
9	Meeting deadlines/commitments	<i>2</i>	
10	Creativity	<i>2</i>	
11	Problem solving and decision making	<i>2</i>	
12	Team working and developing others	<i>2</i>	
13	Energy, determination and work-rate	<i>2</i>	
14	Steadiness under pressure	<i>2</i>	
15	Leadership and integrity	<i>3</i>	
16	Adaptability, flexibility, and mobility	<i>2</i>	
17	Personal appearance and image	<i>3</i>	
18	Corporate responsibility and ethics	<i>3</i>	

E In the light of your current capabilities, your performance against past objectives, and your future personal growth and/ or job aspirations, what activities and tasks would you like to focus on during the next year. Again, also think of development and experiences outside of job skills – related to personal fulfillment, passions.

I am passionate about my work

To be completed during the appraisal by the appraiser – where appropriate and safe to do so, certain items can be completed by the appraiser before the appraisal, and then discussed and validated or amended in discussion with the appraisee during the appraisal.

F Describe the purpose of the appraisee's job. Discuss and compare with self – appraisal entry in A. Clarify job purpose and priorities where necessary.

G Review the completed discussion points in B, and note the points and action.

H Discuss and agree the appraisee's career direction options and wishes, and readiness for promotion and compare with and discuss the self-appraisal entry in E. (Some people do not wish for promotion, but everyone is capable of, and generally benefits from, personal development – development and growth should be available to all, not just people seeking promotion). Note the agreed development aim (s).

J Other issues (if any outside of this appraisal – attach a separate sheet if necessary):

Appraisee's Signature	<i>Nalini</i>	Appraiser's Signature	<i>Dr. N.C. Mohanty</i>
Appraisee's Name	<i>Nalini N. Nandakumar</i>	Appraiser's Name	<i>DR. N.C. MOHANTY</i>
Date / Place	<i>12/3/2012 (Kamohu)</i>	Date / Place	<i>12.03.2012</i>

Grade / recommendation/ summary as applicable :

Out standing —

Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers/ Employees

(1) Name : Shri / Smt. Mrs. Nalini Nikhil Nanavare

(2) Period of Report : From : Date 1st October 2010 Month 1st October 2011 Year To : Date Month Year

(3) Post/ Posts held : Asst. Exams.

(4) Industry & Application : Outstanding Very good Good Average Below average

(5) Capacity to get work done by Subordinates. : Outstanding Very good Good Average Below average

(6) Relations with colleagues & Public : Cooperative Courteous Helpful Indifferent Unfriendly

(7) General Intelligence : Very brilliant Brilliant Intelligent Average Dull

(8) Administrative ability : Outstanding Very good Positively good Good Average
Below average

(9) Technical professional initiative and drive : V. Good.

(10) Special Attitude :

(11) Integrity and Character : V. good.

(12) Whether powers delegated are Fully utilized : Yes Partly No

(13) Fitness for Promotion : Unfit Fit in normal course (according to seniority) Fit for accelerated promotion ✓

(14) Areas of training required :

(15) State of Health : Not good Good Very good ✓

(16) Fitness for field work : Yes No Not relevant ✓

(17) Proficiency in Computer operations: ✓ Yes No Not seen

(18) General Assessment :

(19) Grading (Write in handwriting) : A+Outstanding ✓ A Very good B+Positively good B Good
B-Average C Below average

Place : Navi Mumbai.
Date : 27.3.2012.

Nimani M. D. D.
Signature, Name & Designation
Of the Reporting Officer
Jt. COE

Remarks of the Reviewing Officer

1) Length of Service under Reviewing Officer?

: One year


2) Do you agree with the reporting Officer (if not state specifically the remarks with Which you do not agree) or do you wish to modify or add to his assessment ?

: yes

3) Grading (Write in handwriting)

: A + Outstanding A Very good B+Positively good B Good
B-Average C Below average

Place :


Signature, Name & Designation

Date :

of the Reviewing Officer