



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



● Phone: 0731-2362491 to 99, ● Ext. No.: 407/578
● Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com

6.3.5 Institution has Performance Appraisal System for teaching and nonteaching staff

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Performance Appraisal System of Teaching staff

CHOITHRAM COLLEGE OF NURSING
PERFORMANCE APPRAISAL FOR FACULTY

For the Period from2017..... to18.....

(To be filled by faculty)

Section 1: Personal Information

- Name : Prof. Sheetal Saxena
- Department : Community Health Nursing,
- Position/Title : Professor
- Date of Appraisal : 15/6/18

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | ✓ | | | |
| 2 | Content Knowledge and Delivery | ✓ | | | |
| 3 | Engagement and Interaction with Students | ✓ | | | |
| 4 | Use of Teaching Aids and Technology | ✓ | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | ✓ | | | |
| 2 | Publications and Presentations | ✓ | | | |
| 3 | Continuing Education and Professional Development | ✓ | | | |

• Number of publications 08

• Number of presentations 06

• Number of professional development 09



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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | / | | | |
| 2 | Community Engagement and Outreach activities | / | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | / | | | |
| 2 | Teamwork and Cooperation with Colleagues | / | | | |
| 3 | Communication Skills | / | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | / | | | |

Goals for the Next Academic Year:-

- To pursue ph.D course.
- To improve Academic process of institution

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

• **Summary:**

- She is expertise in the subject matter, ability
- to engage students, dedication to research or
- leadership in institutional activities was excellent.

• **Recommendations:**

- To establish a systematic and regular
- curriculum review process to ensure the
- improvement in academic process of institution

Signatures

Faculty Member: shw Date: 16/8/18

Appraiser: ad Date: 16/8/18



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CHOITHRAM HOSPITAL & RESEARCH CENTRE
Manik Bagh Road, INDORE-452 014 (M.P.)

Our Ref. No. CCN/18/28 Date 20/8/18

ORDER

Ms. Sheetal Saxena, Professor has been given a raise of Rs.4500/- per month in her salary in the pay scale of Rs.18300-500-28300 /- with effect from 01/07/2018.

Her revised emoluments are as under:

| | |
|----------------------|--------------------|
| Salary | Rs. 19300/- |
| Personal Allowance | Rs.18000/- |
| Conveyance allowance | Rs.13000/- |
| House rent Allowance | Rs.13200/- |
| Total Salary | Rs.63,500/- |

Other terms & conditions shall remain unchanged.

For Choithram College of Nursing

Dr. Usha Ukande
Principal

1. Ms.Sheetal Saxena, Professor for information
2. Accounts section for information & necessary action

Telephones : (PBX) 2362491 to 99
Ext. No. 407/578/535
Principal (R) +91-731-4939909/2764009

Fax : 91-0731-2470068
website : <http://www.cconursing.com>

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e-mail : usha_mullick@yahoo.com
e-mail : medicine@choithram.org



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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from to

(To be filled by faculty)

Section 1: Personal Information

- Name :
- Department :
- Position/Title :
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | | | |
| 2 | Content Knowledge and Delivery | | | | |
| 3 | Engagement and Interaction with Students | | | | |
| 4 | Use of Teaching Aids and Technology | | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | | |
| 2 | Publications and Presentations | | | | |
| 3 | Continuing Education and Professional Development | | | | |

- Number of publications -
- Number of presentations -
- Number of professional development -





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Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | | | |
| 2 | Community Engagement and Outreach activities* | | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | | | |
| 2 | Teamwork and Cooperation with Colleagues | | | | |
| 3 | Communication Skills | | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | | | |

Goals for the Next Academic Year-

- _____
- _____

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:

- _____
- _____
- _____

- Recommendations:

- _____
- _____
- _____

Signatures

Faculty Member: _____ Date: _____

Appraiser: _____ Date: _____





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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from 2018 to 2019

(To be filled by faculty)

Section 1: Personal Information

- Name : Prof. Shreeja Vijayan
- Department : Child Health Nursing
- Position/Title : HOD / Professor
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | ✓ | | |
| 2 | Content Knowledge and Delivery | | ✓ | | |
| 3 | Engagement and Interaction with Students | | ✓ | | |
| 4 | Use of Teaching Aids and Technology | | ✓ | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | ✓ | | |
| 2 | Publications and Presentations | | ✓ | | |
| 3 | Continuing Education and Professional Development | | ✓ | | |

- Number of publications - 2
- Number of presentations - 4
- Number of professional development - 2





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Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | ✓ | | | |
| 2 | Community Engagement and Outreach activities | | ✓ | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | ✓ | ✓ | | |
| 2 | Teamwork and Cooperation with Colleagues | | ✓ | | |
| 3 | Communication Skills | | ✓ | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | ✓ | | |

Goals for the Next Academic Year-

- *Completing PhD; Increase Collaboration*
- *Dept. activities, Dept. Research, Professional Engagement.*
- *make Faculty of Dept. to attend Professional activity*
- *Focus on.*

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 ✓ | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

• Summary:

- Involvement in the departmental and institutional activities and university-wide committees has been exemplary. Effectively uses innovative and student centered teaching methods.

• Recommendations:

- Should show tremendous potential and dedication in pursuing PhD that can contribute more to improve departmental goals and academic excellence.

Signatures

Faculty Member: _____

Date: 20/8/19

Appraiser: _____

Date: 20/08/19



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Manik Bagh Road, INDORE-452 014 (M.P.)

Our Ref. No. CCCN/19/34 Date 23/8/19
23/8/19

ORDER


Mrs. Shreeja Vijayan, Professor has been given a raise of Rs.4000/- per month in her salary with effect from 01/09/2019 in the pay scale of Rs. 12000-420-22500 /-

Her revised emoluments are as under:

| | |
|----------------------|--------------------|
| • Salary | Rs. 19560/- |
| • Personal Allowance | Rs. 40340/- |
| Total | Rs.59,900/- |

Other terms and conditions shall remain unchanged.
Next date of increment will be 01/09/2020.

For Choithram College of Nursing


Prof. Sheetal Saxena
Officiating Principal

1. Mrs. Shreeja Vijayan, Professor for information
2. Accounts section for information & necessary action

• Telephones : (PBX) 2362491 to 99
• Ext. No. 407/578/535
• Principal (R) +91-731-4939909/2764009

• Fax : 91-0731-2470068
• website : <http://www.cconursing.com>

• e-mail : cconursing @ yahoo.co.in
• e-mail : usha_mullick@yahoo.com
• e-mail : medicine@choithram.org



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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from to

(To be filled by faculty)

Section 1: Personal Information

- Name :
- Department :
- Position/Title :
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | | | |
| 2 | Content Knowledge and Delivery | | | | |
| 3 | Engagement and Interaction with Students | | | | |
| 4 | Use of Teaching Aids and Technology | | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | | |
| 2 | Publications and Presentations | | | | |
| 3 | Continuing Education and Professional Development | | | | |

- Number of publications -
- Number of presentations -
- Number of professional development -





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Section 4 : Service to College and Community

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | | | |
| 2 | Community Engagement and Outreach activities | | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | | | |
| 2 | Teamwork and Cooperation with Colleagues | | | | |
| 3 | Communication Skills | | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | | | |

Goals for the Next Academic Year-

- _____
- _____

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:

- _____
- _____
- _____

- Recommendations:

- _____
- _____
- _____

Signatures

Faculty Member: _____ Date: _____

Appraiser: _____ Date: _____





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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from2018..... to2019.....

(To be filled by faculty)

Section 1: Personal Information

- Name : Mrs. Rakhi Chandel
- Department : Child Health Nursing, Indore
- Position/Title : Associated Professor
- Date of Appraisal : 4/8/2019

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | ✓ | | | |
| 2 | Content Knowledge and Delivery | ✓ | | | |
| 3 | Engagement and Interaction with Students | ✓ | | | |
| 4 | Use of Teaching Aids and Technology | | ✓ | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | ✓ | | |
| 2 | Publications and Presentations | | ✓ | | |
| 3 | Continuing Education and Professional Development | ✓ | | | |

- Number of publications -06.....
- Number of presentations -04.....
- Number of professional development -03.....





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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | ✓ | | | |
| 2 | Community Engagement and Outreach activities | ✓ | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | ✓ | | |
| 2 | Teamwork and Cooperation with Colleagues | ✓ | | | |
| 3 | Communication Skills | ✓ | | | |

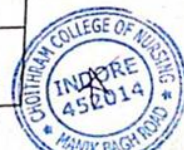
Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | ✓ | | | |

Goals for the Next Academic Year-

- *In next academic year, I will*
- *focus on Research publication in highly indexed Journal.*

| SNO | SCORE | CATEGORY |
|-------------------------------------|-------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26-39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | <i>Excellent</i> |





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Webiste : www.choithramnursing.com

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

• Summary:

- Flas demonstrated exceptional dedication to
- student development through active engagement
- in both curricular and co-curricular activities.

• Recommendations:

- To conduct interdisciplinary research and
- to set clear expectations for research
- output.

Signatures

Faculty Member: _____

[Signature]

Date: 5/10/2019

Appraiser: _____

[Signature]

Date: 5/10/2019



Principal
Choithram College of Nursing
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Madhya Pradesh Medical Science University, Jabalpur

CHOITHRAM HOSPITAL & RESEARCH CENTRE

Manik Bagh Road, INDORE-452 014 (M.P.)



Our Ref. No. CCON/19/43

ORDER

Date 7/10/2019

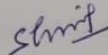
Mrs. Rakhi Chandel, Associate Professor has been promoted to the post of Professor by giving a raise of Rs.3500/- per month in her salary with effect from 1/10/2019 in the pay scale of Rs.10000-325-18450/-per month.

Her emoluments will be as follows:

| | |
|----------------------|--------------------|
| Salary | Rs. 18125/- |
| Personal Allowance | Rs. 12125/- |
| Conveyance allowance | Rs. 11200 |
| House rent Allowance | Rs. 10050/- |
| | ----- |
| Total Salary | Rs.51,500/- |

Other terms & conditions will remain unchanged.

For Choithram College of Nursing


Prof. Sheetal Saxena
Officiating Principal

CC to :

- Mrs. Rakhi Chandel, Professor for information
- Accounts section for information & necessary action

- Telephones : (PBX) 2362491 to 99
- Ext. No. 407/578/535
- Principal (R) +91-731-4939909/2764009

- Fax : 91-0731-2470068
- website : <http://www.cconursing.com>

- e-mail : cconursing @ yahoo.co.in
- e-mail : usha_mullick@yahoo.com
- e-mail : medicine@choithram.org



CHOITHRAM COLLEGE OF NURSING

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• Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com



CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from to

(To be filled by faculty)

Section 1: Personal Information

- Name :
- Department :
- Position/Title :
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | | | |
| 2 | Content Knowledge and Delivery | | | | |
| 3 | Engagement and Interaction with Students | | | | |
| 4 | Use of Teaching Aids and Technology | | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | | |
| 2 | Publications and Presentations | | | | |
| 3 | Continuing Education and Professional Development | | | | |

- Number of publications -
- Number of presentations -
- Number of professional development -





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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | | | |
| 2 | Community Engagement and Outreach activities* | | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | | | |
| 2 | Teamwork and Cooperation with Colleagues | | | | |
| 3 | Communication Skills | | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | | | |

Goals for the Next Academic Year-

- _____
- _____

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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Webiste : www.choithramnursing.com

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:

- _____
- _____
- _____

- Recommendations:

- _____
- _____
- _____

Signatures

Faculty Member: _____ Date: _____

Appraiser: _____ Date: _____





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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from2021..... to2022.....

(To be filled by faculty)

Section 1: Personal Information

- Name : ANCY VARKEY
- Department : COMMUNITY HEALTH NURSING
- Position/Title :
- Date of Appraisal : 6/4/22

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | ✓ | | |
| 2 | Content Knowledge and Delivery | | ✓ | | |
| 3 | Engagement and Interaction with Students | | ✓ | | |
| 4 | Use of Teaching Aids and Technology | | | ✓ | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | ✓ | |
| 2 | Publications and Presentations | | | | ✓ |
| 3 | Continuing Education and Professional Development | | | | ✓ |

- Number of publications
- Number of presentations
- Number of professional development

} NIL





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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | ✓ | | | |
| 2 | Community Engagement and Outreach activities | | ✓ | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | ✓ | | |
| 2 | Teamwork and Cooperation with Colleagues | ✓ | | | |
| 3 | Communication Skills | | ✓ | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | ✓ | | |

Goals for the Next Academic Year-

- *Involve in research publication & do continuing education.*

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good ✓ |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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Webiste : www.choithramnursing.com

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

• Summary:

- Community Outreach had several successful community health initiatives, such as [Health talks, street play] which significantly impacted local communities & provided valuable hands on experience for students

• Recommendations:

- Engage in interdisciplinary research projects that could lead to collaborative grant opportunities & further contributions to the field of public health.

Signatures

Faculty Member: _____

Date: _____

28/5/2022

Appraiser: _____

Date: _____

28/5/2022



Principal
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Indore-452014 (M.P.) India



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Webiste : www.choithramnursing.com

Ref. No. CCON/22/38

Date 6/6/2022

ORDER

Ms. Ancy Varkey, Professor is hereby allowed a raise of Rs.6000/- per month in her salary with effect from 01/05/2022 in the pay scale of Rs.10000-325-21175/-per month.

Her emoluments will be as follows:

| | |
|---------------------|---------------------|
| Salary | Rs. 19750/- |
| Personal Allowance | Rs. 25575/- |
| L.T.A. | Rs. 5675/- |
| | ----- |
| Total Salary | Rs. 51,000/- |

Other terms & conditions will remain unchanged.

For Choithram College of Nursing

Dr. (Prof.) Aradhana Michael
Principal

CC to :

- Ms. Ancy Varkey, Professor for information
- Accounts section for information & necessary action



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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from to

(To be filled by faculty)

Section 1: Personal Information

- Name :
- Department :
- Position/Title :
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | | | |
| 2 | Content Knowledge and Delivery | | | | |
| 3 | Engagement and Interaction with Students | | | | |
| 4 | Use of Teaching Aids and Technology | | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | | |
| 2 | Publications and Presentations | | | | |
| 3 | Continuing Education and Professional Development | | | | |

- Number of publications -
- Number of presentations -
- Number of professional development -





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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | | | |
| 2 | Community Engagement and Outreach activities* | | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | | | |
| 2 | Teamwork and Cooperation with Colleagues | | | | |
| 3 | Communication Skills | | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | | | |

Goals for the Next Academic Year-

- _____
- _____

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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Webiste : www.choithramnursing.com

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:

- _____
- _____
- _____

- Recommendations:

- _____
- _____
- _____

Signatures

Faculty Member: _____ Date: _____

Appraiser: _____ Date: _____





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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from 2022 to 2023

(To be filled by faculty)

Section 1: Personal Information

- Name : Prof. Vasmin Sharma
- Department : Professor in Community Health Nursing
- Position/Title : professor
- Date of Appraisal : 09/12/2022

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | ✓ | | | |
| 2 | Content Knowledge and Delivery | ✓ | | | |
| 3 | Engagement and Interaction with Students | ✓ | | | |
| 4 | Use of Teaching Aids and Technology | ✓ | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | ✓ | | | |
| 2 | Publications and Presentations | ✓ | | | |
| 3 | Continuing Education and Professional Development | ✓ | | | |

- Number of publications - 03
- Number of presentations - 02
- Number of professional development - 04





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Webiste : www.choithramnursing.com

Section 4 : Service to College and Community

1.

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | ✓ | | |
| 2 | Community Engagement and Outreach activities | | ✓ | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | ✓ | | | |
| 2 | Teamwork and Cooperation with Colleagues | ✓ | | | |
| 3 | Communication Skills | ✓ | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | ✓ | | | |

Goals for the Next Academic Year- *to pursue PhD course, to encourage all students in discussion of curricular activities, and give them opportunities to contribute & improve their confidencs.*

| SNO | SCORE | CATEGORY |
|-------------------------------------|-------|------------------|
| 1 | 40-52 | Excellent |
| 2 ✓ | 26-39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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Webiste : www.choithramnursing.com

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

• Summary:

- Successfully Coordinates several key initiatives including
- SNA Programmes & Plays a vital role in revamping
- departmental Policies, accreditation processes.

• Recommendations:

- Encourage all Students to participate in discussions
- and activities. Making sure that quieter or less confident
- Students have opportunities to contribute.

Signatures

Faculty Member: Jasmin Date: 5-02-23

Appraiser: A Date: 5/02/23



Principal
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Webiste : www.choithramnursing.com

Ref. No. CCON/23/13

Date 07/02/2023

ORDER

Mrs. Yasmin Sharma, Professor has been given a raise of Rs.6000/- per month in her salary with effect from 01/02/2023 in the pay scale of Rs.10000-325-21175 /- per month.

Her revised emoluments are as under:

| | |
|--------------------|--------------------|
| Salary | Rs.19850/- |
| Personal Allowance | Rs.25000/- |
| Special Allowance | Rs. 5000/- |
| LTA | Rs. 5150/- |
| ----- | |
| Total | Rs.55,000/- |

Other terms & conditions shall remain unchanged.

For Choithram College of Nursing

Dr. (Prof) Aradhana Michael
Principal

1. Accounts section for information & necessary action



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CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

For the Period from to

(To be filled by faculty)

Section 1: Personal Information

- Name :
- Department :
- Position/Title :
- Date of Appraisal :

Section 2 : Teaching Effectiveness

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|--|-----------|------|--------------|------------------|
| 1 | Preparation and Organization | | | | |
| 2 | Content Knowledge and Delivery | | | | |
| 3 | Engagement and Interaction with Students | | | | |
| 4 | Use of Teaching Aids and Technology | | | | |

Section 3 : Research and Professional Development

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Participation in Research Activities | | | | |
| 2 | Publications and Presentations | | | | |
| 3 | Continuing Education and Professional Development | | | | |

- Number of publications -
- Number of presentations -
- Number of professional development -





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Section 4 : Service to College and Community

| S no | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|------|---|-----------|------|--------------|------------------|
| 1 | Contribution to College Committees and Activities | | | | |
| 2 | Community Engagement and Outreach activities* | | | | |

Section 5: Professionalism and Collaboration

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|--|-----------|------|--------------|------------------|
| 1 | Punctuality and Attendance | | | | |
| 2 | Teamwork and Cooperation with Colleagues | | | | |
| 3 | Communication Skills | | | | |

Section 6: Overall Performance and Goals

| sno | Criteria | Excellent | Good | Satisfactory | Need Improvement |
|-----|----------------------------|-----------|------|--------------|------------------|
| 1 | Overall Performance Rating | | | | |

Goals for the Next Academic Year-

- _____
- _____

| SNO | SCORE | CATEGORY |
|-------------------------------------|--------|------------------|
| 1 | 40-52 | Excellent |
| 2 | 26- 39 | Good |
| 3 | 14-26 | Satisfactory |
| 4 | 1-13 | Need Improvement |
| Total score obtained by the faculty | | |





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(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:

- _____
- _____
- _____

- Recommendations:

- _____
- _____
- _____

Signatures

Faculty Member: _____ Date: _____

Appraiser: _____ Date: _____





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Performance Appraisal System of Non-teaching staff 2018-19

Choithram College of Nursing Self Appraisal Performance Appraisal Form Non-Teaching Staff 2018-19

1. Name of the Non-teaching Faculty : Mrs Kiran Wagh
2. Position Title : Librarian
3. Date of Entry into Service : 16/05/2007
4. No. of Years in Service : 12 years
5. Date of Retirement :
6. Qualification : B.com, B.Lib
7. Details of Current Responsibilities : Library
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | ✓ | | | | |
| 2 | Ability to organize work and carry it out | ✓ | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | ✓ | | | | |
| 4 | Creativity and innovation | | ✓ | | | |
| 5 | Ability to learn and perform new duties | ✓ | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | ✓ | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | ✓ | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | ✓ | | | | |
| 2 | Maintenance of Files/Records | ✓ | | | | |
| 3 | Accuracy & Speed of work | | ✓ | | | |
| 4 | Neatness & tidiness of work | ✓ | | | | |
| 5 | Completion of work on schedule | ✓ | | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | ✓ | | | | |
| 2 | Punctuality | | ✓ | | | |
| 3 | Discipline | ✓ | | | | |
| 4 | Integrity and behavior | | ✓ | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | ✓ | | | | |
| 2 | Mutual motivation with your colleagues | | ✓ | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the(Parents, visitors, students of the College) | ✓ | | | | |
| 3 | Rapport with the public when you interact with them | | ✓ | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | ✓ | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | ✓ | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Indore

Date:- 17/10/18



Mrs. Kiran Nayh
Name and Signature of the non-teaching staff

[Signature]
Countersigned by the Head of the Institution



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



• Phone: 0731-2362491 to 99, • Ext. No.: 407/578
• Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com



CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC
Affiliated to Devi Ahilya Vishwavidyalaya, Indore &
Madhya Pradesh Medical Science University, Jabalpur
CHOITHRAM HOSPITAL & RESEARCH CENTRE
Manik Bagh Road, INDORE-452 014 (M.P.)



Our Ref. No. CCON/18/46

Date 16/10/18

To
Mrs. Kiran Wagh
Indore (M.P.)
(M)9893705818

APPOINTMENT-LETTER

With reference to your application dated 29/9/2018 and subsequent interview, you are hereby appointed as Librarian in Choithram College Of Nursing on contract basis for period of one year with effect from 01/10/2018 on the following terms and conditions:-

1. You will be paid a consolidated salary of Rs.13,700/- (Thirteen Thousand Seven Hundred only) per month.
2. You will be entitled for 12 days casual leave only in a year on prorata basis.
3. You will not be entitled for Earn Leave, Leave encashment and any other benefits other than those mentioned above.
4. You will perform duties as may be assigned to you by the HOD/Management.
5. After completion of one year, your appointment shall come to an automatic end.
6. Your contract can be terminated by giving one month notice or salary in lieu of notice without assigning any reason from both the side.
7. You shall be governed and abide by the terms and conditions of this contract appointment.
8. Violation of any term and condition of contract will be viewed seriously and immediate appropriate action will be taken by the Management, which shall be final and binding.

If the above terms and conditions are acceptable to you please sign and return the duplicate copy of this appointment letter as a token of acceptance.

For Choithram College Of Nursing

I accept the terms and conditions of appointment.

Signature of the Employee [Signature] Date 16/10/18

C.C.to:- Account Section for information & necessary action

[Signature]
Dr. Usha Ukande
Principal



• Telephones : (PBX) 2362491 to 99 • Fax : 91-0731-2470068 • e-mail : cconursing@yahoo.co.in
• Ext. No. 407/578/535 • website : http://www.cconursing.com • e-mail : usha_mulick@yahoo.com
• Principal (R) +91-731-4939909/2764009 • e-mail : medicine@choithram.org

[Signature]

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Choithram College of Nursing Performance Appraisal Form for Non-Teaching Staff Self Appraisal

1. Name of the Non-teaching Faculty : _____
2. Position Title : _____
3. Date of Entry into Service : _____
4. No. of Years in Service : _____
5. Date of Retirement : _____
6. Qualification : _____
7. Details of Current Responsibilities : _____
8. Any training received : _____

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | | | | |
| 2 | Ability to organize work and carry it out | | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | | | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | | | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | | | | |
| 4 | Neatness & tidiness of work | | | | | |
| 5 | Completion of work on schedule | | | | | |
| 6 | Diligence and sense of responsibility | | | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | | | | |
| 2 | Punctuality | | | | | |
| 3 | Discipline | | | | | |
| 4 | Integrity and behavior | | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | | | | |
| 2 | Mutual motivation with your colleagues | | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | | | | | |
| 3 | Rapport with the public when you interact with them | | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-



Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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Webiste : www.choithramnursing.com

Performance Appraisal System of Non-teaching staff

Choithram College of Nursing
Self Appraisal
Performance Appraisal Form
Non-Teaching Staff 2019-20

1. Name of the Non-teaching Faculty : Mrs. Manisha Debnare
2. Position Title : Clerk
3. Date of Entry into Service : 9/04/2011
4. No. of Years in Service : 9 Year
5. Date of Retirement : 5/10/2020
6. Qualification : B.com
7. Details of Current Responsibilities :
8. Any training received : No

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | ✓ | | | |
| 2 | Ability to organize work and carry it out | ✓ | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | ✓ | | | | |
| 4 | Creativity and innovation | | ✓ | | | |
| 5 | Ability to learn and perform new duties | ✓ | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | ✓ | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | ✓ | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | ✓ | | | | |
| 2 | Maintenance of Files/Records | | ✓ | | | |
| 3 | Accuracy & Speed of work | ✓ | | | | |
| 4 | Neatness & tidiness of work | ✓ | | | | |
| 5 | Completion of work on schedule | ✓ | | | | |
| 6 | Diligence and sense of responsibility | | ✓ | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | ✓ | | | |
| 2 | Punctuality | | ✓ | | | |
| 3 | Discipline | | ✓ | | | |
| 4 | Integrity and behavior | | ✓ | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | ✓ | | | | |
| 2 | Mutual motivation with your colleagues | | ✓ | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | ✓ | | | | |
| 3 | Rapport with the public when you interact with them | ✓ | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | ✓ | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | ✓ | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Indore

Date:- 30/1/20



Manisha
Name and Signature of the non-teaching staff

A/S
Countersigned by the Head of the Institution




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Madhya Pradesh Medical Science University, Jabalpur
CHOITHRAM HOSPITAL & RESEARCH CENTRE
Manik Bagh Road, INDORE-452 014 (M.P.)



Our Ref. No. CCOM/20/024 Date 31/8/2020

To
Mrs. Manisha Devhare
31, Manik Bagh Road
Indore (M.P.)


APPOINTMENT- LETTER

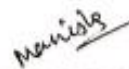
You are hereby appointed as clerk in College of Nursing of this Institution on contract for 2 months with effect from 05/08/2020 on the following terms and conditions:-

1. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred only) per month.
2. Provident fund & ESIC will be deducted from your salary as per rules.
3. You will be entitled for 02 days casual leave on prorata basis only in a year.
4. You will not be entitled for Earn Leave.
5. You will not be entitled for encashment of leave.
6. You will perform duties as may be assigned to you by the HOD/Management.
7. After completion of two months, your appointment shall come to an automatic end.
8. Your contract can be terminated by giving one month notice or salary in lieu of notice without assigning any reasons from both the side.
9. You shall be governed and abide by the terms and conditions of this contract appointment.
10. Violation of any term and condition of contract will be viewed seriously and immediate appropriate action will be taken by the Management, which shall be final and binding.


If the above terms and conditions are acceptable to you please sign and return the duplicate copy of this appointment letter as a token of acceptance.

For Choithram College Of Nursing



Dr. (Prof.) Aradhana Michael
Principal
I accept the terms and conditions of appointment.



C.C. to:-1. Account Section for information & necessary action.



• Telephones : (PBX) 2362491 to 99 • Fax : 91-0731-2470068 • e-mail : cconursing @ yahoo.co.in
• Ext. No. 407/578/535 • website : http://www.cconursing.com • e-mail : usha_mullick@yahoo.com
• Principal (R) +91-731-4939909/2764009 • e-mail : medicine@choithram.org

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Webiste : www.choithramnursing.com

Choithram College of Nursing Performance Appraisal Form for Non-Teaching Staff Self Appraisal

1. Name of the Non-teaching Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | | | | |
| 2 | Ability to organize work and carry it out | | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | | | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | | | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | | | | |
| 4 | Neatness & tidiness of work | | | | | |
| 5 | Completion of work on schedule | | | | | |
| 6 | Diligence and sense of responsibility | | | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | | | | |
| 2 | Punctuality | | | | | |
| 3 | Discipline | | | | | |
| 4 | Integrity and behavior | | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | | | | |
| 2 | Mutual motivation with your colleagues | | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | | | | | |
| 3 | Rapport with the public when you interact with them | | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-



Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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Webiste : www.choithramnursing.com

Choithram College of Nursing
Self Appraisal
Performance Appraisal Form
Non-Teaching Staff 2020-21

1. Name of the Non-teaching Faculty : Mr. Philemon Johnson
2. Position Title : Computer Educator
3. Date of Entry into Service : 16/05/2020
4. No. of Years in Service : at year
5. Date of Retirement : Still working
6. Qualification : M.T.W.
7. Details of Current Responsibilities : -
8. Any training received : -

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | ✓ | | | |
| 2 | Ability to organize work and carry it out | | ✓ | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | ✓ | | | | |
| 4 | Creativity and innovation | | ✓ | | | |
| 5 | Ability to learn and perform new duties | ✓ | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | ✓ | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | ✓ | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | ✓ | | | | |
| 2 | Maintenance of Files/Records | | ✓ | | | |
| 3 | Accuracy & Speed of work | ✓ | | | | |
| 4 | Neatness & tidiness of work | | ✓ | | | |
| 5 | Completion of work on schedule | ✓ | | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | ✓ | | | | |
| 2 | Punctuality | | ✓ | | | |
| 3 | Discipline | ✓ | | | | |
| 4 | Integrity and behavior | | ✓ | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | ✓ | | | |
| 2 | Mutual motivation with your colleagues | | ✓ | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the(Parents, visitors, students of the College) | | ✓ | | | |
| 3 | Rapport with the public when you interact with them | | ✓ | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | ✓ | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | ✓ | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Indore

Date:- 25/4/21



Name and Signature of the non-teaching staff

Philliman

AS
Countersigned by the Head of the Institution



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choithramoffice@gmail.com

Ref. No. CCON/21/030

Date 26/5/2021

ORDER

Mr. Philemon Johnson, Computer Educator is given a raise of Rs.1500/- in his salary i.e. total Rs.17, 500/- per month w.e.f. 01/06/2021.

Other terms of his contract appointment dated 11/03/2021 will remain unchanged

Dr.(Prof) Aradhana Michael
Principal





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1. Name of the Non-teaching Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | | | | |
| 2 | Ability to organize work and carry it out | | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | | | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | | | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | | | | |
| 4 | Neatness & tidiness of work | | | | | |
| 5 | Completion of work on schedule | | | | | |
| 6 | Diligence and sense of responsibility | | | | | |





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III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | | | | |
| 2 | Punctuality | | | | | |
| 3 | Discipline | | | | | |
| 4 | Integrity and behavior | | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | | | | |
| 2 | Mutual motivation with your colleagues | | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | | | | | |
| 3 | Rapport with the public when you interact with them | | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-



Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



CHOITHRAM COLLEGE OF NURSING

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Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



• Phone: 0731-2362491 to 99, • Ext. No.: 407/578
• Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com

Choithram College of Nursing
Self Appraisal
Performance Appraisal Form
Non-Teaching Staff 2021-22

1. Name of the Non-teaching Faculty : Mrs. Saroj Rana
2. Position Title : Hostel Warden
3. Date of Entry into Service : 2/9/2019
4. No. of Years in Service : 9 year
5. Date of Retirement : Still Working
6. Qualification : BA
7. Details of Current Responsibilities :
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | ✓ | | | | |
| 2 | Ability to organize work and carry it out | ✓ | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | ✓ | | | | |
| 4 | Creativity and innovation | | ✓ | | | |
| 5 | Ability to learn and perform new duties | | ✓ | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | ✓ | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | ✓ | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | ✓ | | | | |
| 2 | Maintenance of Files/Records | ✓ | | | | |
| 3 | Accuracy & Speed of work | | ✓ | | | |
| 4 | Neatness & tidiness of work | ✓ | | | | |
| 5 | Completion of work on schedule | | ✓ | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |



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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | ✓ | | | | |
| 2 | Punctuality | ✓ | | | | |
| 3 | Discipline | ✓ | | | | |
| 4 | Integrity and behavior | ✓ | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | ✓ | | | |
| 2 | Mutual motivation with your colleagues | | ✓ | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | ✓ | | | | |
| 3 | Rapport with the public when you interact with them | ✓ | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | ✓ | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | ✓ | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Indore

Date:- 6/8/2022



Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

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Website : www.choithramnursing.com

Ref. No. CCON/22/64

Date 7/9/2022

To
Mrs. Saroj Rane
Old Seminary Compound
Near G.P.O. Indore
Mob: 7389713532

CONTRACTUAL APPOINTMENT- LETTER

With reference to your application dated 01/09/2022, you are hereby appointed as Warden in Student Hostel of Choithram College Of Nursing on contract basis for a period of one year with effect from 08/09/2022 on the following terms and conditions:-

1. You will be paid a consolidated salary of Rs.11,000/- (Rs. Eleven Thousand only) per month.
2. Provident fund & ESIC will be deducted from your salary as per rules.
3. You will be entitled for 12 days casual leave only in a year on prorata basis.
4. You will not be entitled for Earn Leave, Leave encashment and any other benefits other than those mentioned above.
5. You will perform duties as may be assigned to you by the HOD/Management.
6. After completion of one year, your contractual appointment shall come to an automatic end.
7. Your contract can be terminated by giving one month notice or salary in lieu of notice without assigning any reason from both the side.
8. You shall be governed and abide by the terms and conditions of this contract appointment.
9. Violation of any term and condition of contract will be viewed seriously and immediate appropriate action will be taken by the Management, which shall be final and binding.

If the above terms and conditions are acceptable to you please sign and return the duplicate copy of this appointment letter as a token of acceptance.

For Choithram College Of Nursing

Dr. (Prof.) Aradhana Michael
Principal

I accept the terms and conditions of appointment.

Signature of the Employee B. Rang Date 7/9/22

C.C.to:- Account Section for information & necessary action.





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Choithram College of Nursing Performance Appraisal Form for Non-Teaching Staff Self Appraisal

1. Name of the Non-teaching Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | | | | |
| 2 | Ability to organize work and carry it out | | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | | | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | | | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | | | | |
| 4 | Neatness & tidiness of work | | | | | |
| 5 | Completion of work on schedule | | | | | |
| 6 | Diligence and sense of responsibility | | | | | |





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Webiste : www.choithramnursing.com

III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | | | | |
| 2 | Punctuality | | | | | |
| 3 | Discipline | | | | | |
| 4 | Integrity and behavior | | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | | | | |
| 2 | Mutual motivation with your colleagues | | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | | | | | |
| 3 | Rapport with the public when you interact with them | | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-



Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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Webiste : www.choithramnursing.com

Choithram College of Nursing
Self Appraisal
Performance Appraisal Form
Non-Teaching Staff 2022-23

1. Name of the Non-teaching Faculty : Mrs Mercy Philip
2. Position Title : office Assistant
3. Date of Entry into Service : 13/05/1994
4. No. of Years in Service : 30 year
5. Date of Retirement : 13/05/1995
6. Qualification : B.A.
7. Details of Current Responsibilities : All office work & Establishment work
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | ✓ | | | | |
| 2 | Ability to organize work and carry it out | ✓ | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | ✓ | | | | |
| 4 | Creativity and innovation | ✓ | | | | |
| 5 | Ability to learn and perform new duties | ✓ | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | ✓ | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | ✓ | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | ✓ | | | |
| 2 | Maintenance of Files/Records | ✓ | | | | |
| 3 | Accuracy & Speed of work | ✓ | | | | |
| 4 | Neatness & tidiness of work | ✓ | | | | |
| 5 | Completion of work on schedule | | ✓ | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |





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III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | ✓ | | | | |
| 2 | Punctuality | | ✓ | | | |
| 3 | Discipline | ✓ | | | | |
| 4 | Integrity and behavior | ✓ | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | ✓ | | | | |
| 2 | Mutual motivation with your colleagues | ✓ | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the(Parents, visitors, students of the College) | | ✓ | | | |
| 3 | Rapport with the public when you interact with them | | ✓ | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | ✓ | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | ✓ | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- *Indore*

Date:- *27/11/2022*



A.H. Desai

Name and Signature of the non-teaching staff

[Signature]
Countersigned by the Head of the Institution



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Ref. No. CCOM/22/88

Date 28/12/2022

ORDER


Mrs. Mercy Philip, Office Assistant has been given a raise of Rs. 3000/- per month in her salary with effect from 01/10/2022 in the pay scale of Rs.750-50-1350-EB-75-2850/-

Her emoluments will be as follows:

| | |
|----------------------|--------------------|
| Basic Pay | 2700/- |
| Personal Pay | 15491/- |
| Conveyance Allowance | 1340/- |
| House rent Allowance | 3550/- |
| Total Salary | Rs. 23081/- |

Other terms & conditions of her appointment shall remain unchanged

For Choithram College of Nursing


Dr.(Prof) Aradhana Michael
Principal

C.C to:-

1. Mrs. Mercy Philip, Office Asst. for Information
2. Account Section for information & necessary action





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1. Name of the Non-teaching Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :
8. Any training received :

I. PROFESSIONAL COMPETENCE

| S. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|--------|--|-----------|------|--------------|---------|------|
| 1 | Knowledge of rules, regulations and procedure | | | | | |
| 2 | Ability to organize work and carry it out | | | | | |
| 3 | Ability and willingness to take up additional load in times of exigencies | | | | | |
| 4 | Creativity and innovation | | | | | |
| 5 | Ability to learn and perform new duties | | | | | |
| 6 | Capacity to supervise* (For Supervising Staff Only) | | | | | |
| 7 | Do you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily? | | | | | |

II. PERFORMANCE

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|---|-----------|------|--------------|---------|------|
| 1 | Awareness of policies and procedures of the institution | | | | | |
| 2 | Maintenance of Files/Records | | | | | |
| 3 | Accuracy & Speed of work | | | | | |
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III. PERSONAL CHARACTERISTICS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|------------------------|-----------|------|--------------|---------|------|
| 1 | Attendance | | | | | |
| 2 | Punctuality | | | | | |
| 3 | Discipline | | | | | |
| 4 | Integrity and behavior | | | | | |

IV. ATTITUDE TOWARDS CO-WORKERS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with your colleagues | | | | | |
| 2 | Mutual motivation with your colleagues | | | | | |

V. ATTITUDE TOWARD VISITORS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Cooperation with the needs of the (Parents, visitors, students of the College) | | | | | |
| 3 | Rapport with the public when you interact with them | | | | | |

VI. STAFF/STUDENT RELATIONS

| Sl. No. | Content | Excellent | Good | Satisfactory | Average | Poor |
|---------|--|-----------|------|--------------|---------|------|
| 1 | Ability to engage, motivate, supervise, and effectively work in the interest of students | | | | | |
| 3 | Responsibility towards your tasks/ areas of management assigned to. | | | | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-



Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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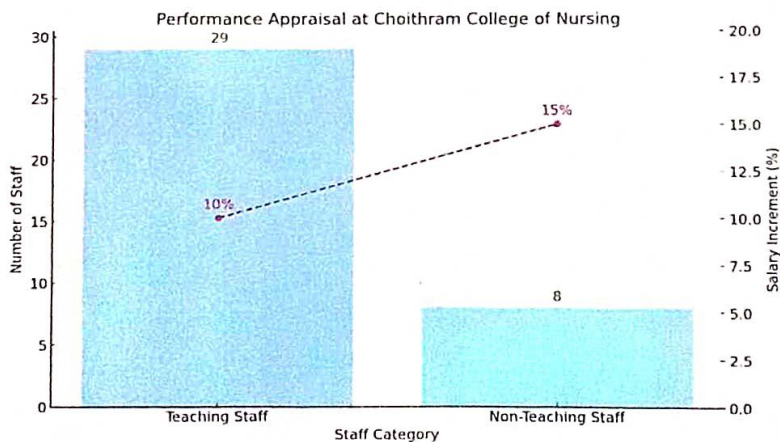
CHOITHRAM COLLEGE OF NURSING, INDORE PERFORMANCE APPRAISAL SUMMARY

Overview:

A performance appraisal was conducted for all teaching and non-teaching staff at Choithram College of Nursing. The appraisal evaluated the performance of staff members and led to a salary increment of 10-15%, depending on individual performance. Discussions were also held with the head of the institution regarding future growth options and improvement plans.

Total Staff Members in the year 2022-23

- **Teaching Staff:** 29 members underwent the appraisal process.
- **Non-Teaching Staff:** 8 members participated in the appraisal.



Graph Diagram 1- The graph summarizes the performance appraisal conducted at Choithram College of Nursing. A total of 29 teaching staff and 8 non-teaching staff underwent the appraisal process. Based on their performance, salary increments of 10-15% were implemented. The bar chart displays the number of staff in each category, while the line graph shows the percentage of salary increments awarded.





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Discussion on Future Growth:

- Following the appraisal, discussions were held with the head of the institution to explore future growth opportunities for the staff.
- Plans for improvement were also considered as part of the discussions.

This structured approach to performance evaluation ensures that staff performance is recognized and rewarded, while also fostering ongoing professional development.

Prof. Shreeja Vijayan
Principal



Principal
Choithram College of Nursing
Manik Bagh Road,
Indore-452014 (M.P.) India