

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.cholthramnursing.com

#### 6.3.5 Institution has Performance Appraisal System for teaching and nonteaching staff

#### **INDEX**

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#### Performance Appraisal System of Teaching staff

		RFORMANCE				
I	For the Period from 20	F1C		to)	8	
	To be filled by faculty)					
See	ction 1: Personal Information	1				
			haabal	Saxe	ena	
	• Department :	Prof. 9	the Hear	ith Nu	rsing,	
	• D · · ·	Professo		(0)	J.	
		12/8/18				
Sec	tion 2 : Teaching Effectiven	ess				
S	Criteria		Excellent	Good	Satisfactory	Need Improvemen
1	Preparation and Organization	n				
2	Content Knowledge and De	livery	~			4.2
3	Engagement and Interaction Students	with	V			
4	Use of Teaching Aids and T	echnology				
Secti	on 3 : Research and Profes	sional Develo	pment			The state of the s
S no	Criteria	Excellent	Good	Sa	tisfactory	Need Improvement
1	Participation in Research Activities					
2	Publications and Presentations	V				
3	Continuing Education and Professional Development		4		6	
			C	8	#	
Numb	er of publications er of presentations		Q	6		COLEG



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# Section 4 : Service to College and Community

S no	Criteria	Excellent	Good	Satisfactory	Need
1	Contribution to College			Successive	Improvement
	Committees and Activities	/		7	provement
2	Community Engagement and Outreach activities	1			200

## Section 5: Professionalism and Collaboration

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

# Section 6: Overall Performance and Goals

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

Goals for the Ne	xt Academic Year	10	DIANCINO	Philo	coa	
· To	improve	de	ademic	proces	sof	institution

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





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#### (To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:
- Recommendations:

Signatures Faculty Member:	Date: 16 8 18
Appraiser:	Date: 16 8 18

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



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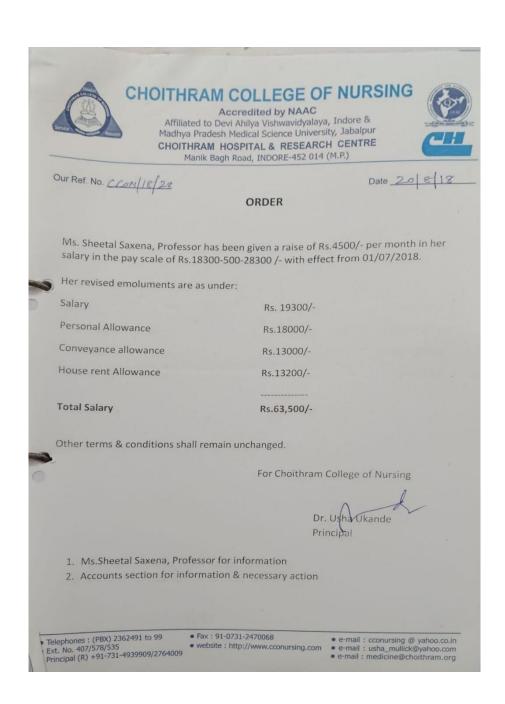


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MANIX BASS

F	or the Period from			to	)		45
(7	To be filled by faculty)						
Sec	tion 1: Personal Informatio	n					
	• Name :						
	• Department :						
	• Position/Title :						
	• Date of Appraisal :						
Snot	Sion 2 . Tr. 11						
S	tion 2 : Teaching Effectiven	ess					
no	Criteria		Excellent	Good	d Satisfacto	ory	Need
1	Preparation and Organization	on					Improvemen
2	Content Knowledge and Do	elivery					
3	Engagement and Interaction Students	n with					
4	Use of Teaching Aids and T	Technology					
Secti	on 3 : Research and Profes	sional Develo	ppment				
S no	Criteria	Excellent	Good	:	Satisfactory		eed
1	Participation in Research Activities					In	nprovement
2	Publications and Presentations						
3	Continuing Education and Professional Development						
						-	



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## Section 4 : Service to College and Community

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

## Section 5: Professionalism and Collaboration

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

## Section 6: Overall Performance and Goals

sno	Criteria	Excellent	Good	Satisfactory	Need
1	Overall Performance Rating				Improvement

#### Goals for the Next Academic Year-

Excellent
Good
Satisfactory
Need Improvement
by .
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(To be filled by Appraiser)	
Section 7: Appraiser's Summary and	Recommendations
Summary:	
Recommendations:	
Signatures	
Faculty Member:	Date:
Appraiser:	D-4-
Appraiser.	Date:
	COLLEGE OF
	INDORE 45 POLA
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#### CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

	For the Period from	2018		t	2019	
	(To be filled by faculty)					
	Section 1: Personal Informat	tion				
	• Name :	Pocel Sh	reeja Vi	jayo	an .	
	• Department :	Child He	alth Nur	U. D	9	
	• Position/Title :	Prof Sh Child He HOD/	Puelexact	··	1	
	• Date of Appraisal :	,	supplies			
S	ection 2 : Teaching Effective	ness				
S			Excellent	Good	d Satisfacto	ry Need Improvement
1	Preparation and Organizat	ion		_		
2	Content Knowledge and D	elivery	+(0)		-	
3	Engagement and Interaction Students	n with	112	~	•	
4	Use of Teaching Aids and	Гесhnology	-	/		1
Secti	on 3 : Research and Profes	sional Develo	pment			
no	Criteria	Excellent	Good		Satisfactory	Need Improvement
	Participation in Research Activities		~			Improvement
	Publications and Presentations		1	1.5		
	Continuing Education and Professional Development		/			- 612 119
nber	of publications		2			I Locastariore
	of presentations		4	•••••		
iber (	of professional developmen	nt	2			COLLEGE OF AND
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						TANIK RAGHE



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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				A

#### Section 5: Professionalism and Collaboration

sno	Criteria	Excellent	Good	Satisfactory	Need Improvement
1	Punctuality and Attendance	2	/		
2	Teamwork and Cooperation with Colleagues		~		- 'a gire
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 Focus on.

SNO	SCORE	CATEGORY
1	40-52	Excellent
2/	26- 39	Good
3	14-26	Satisfactory
4	1-13	Need Improvement
Total sco	re obtained by	





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Cral	a fill	nd I	w A	nnrai	ser)	

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

Recommendations:

. Should show tremendous potential and dedication

. in passing PhD that can contribute more to

· improve departmental goals and academic excellence.

Signatures

Faculty Member: Date: 20 8 1

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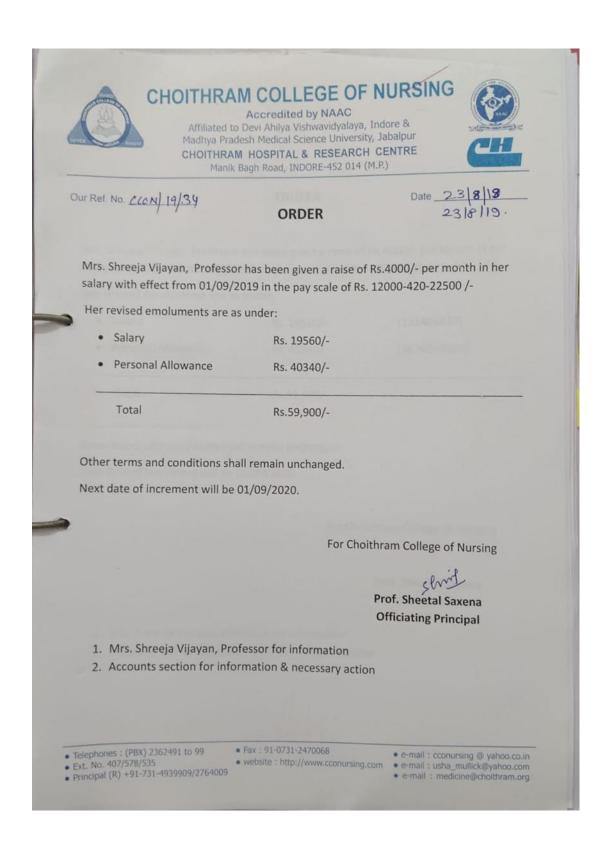


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	tion 1: Personal Informatio							
	Name	on						
	• Department :							
	· Position/Title :							
	Date of Appraisal :							
Sect	ion 2 : Teaching Effectiven							
S		iess						
no	Criteria		Excellent	Good	d	Satisfacto	ry	Need
1	Preparation and Organizati	on						Improveme
2	Content Knowledge and De	elivery			-			
3								
3	Engagement and Interaction Students	n with						
4	Use of Teaching Aids and	Гесhnology						
Secti	on 3: Research and Profes	sional Develo	pment					
S no	Criteria	Excellent	Good	1	Satist	actory	110000	eed
1	Participation in Research Activities						In	nprovement
2	Publications and Presentations							
	Continuing Education and Professional Development							
3			-					
	er of publications							



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2

3

4

26-39

14-26

1-13

Total score obtained by the faculty

Principal: +91-731-4939909

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Webiste: www.cholthramnursing.com

#### Section 4 : Service to College and Community Sno Criteria Excellent Good Satisfactory Need Contribution to College Improvement Committees and Activities 2 Community Engagement and Outreach activities\* Section 5: Professionalism and Collaboration sno Criteria Excellent Good Satisfactory Need 1 Punctuality and Attendance Improvement 2 Teamwork and Cooperation with Colleagues 3 Communication Skills Section 6: Overall Performance and Goals sno Criteria Excellent Good Satisfactory Need Improvement Overall Performance Rating Goals for the Next Academic Year-SNO SCORE CATEGORY 1 40-52 Excellent

Good

Satisfactory Need Improvement



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(To be filled by Appraiser)	
Section 7: Appraiser's Summary and	Recommendations
Summary:	
Recommendations:	
Signatures	
Faculty Member:	Date:
Appraiser:	D-4-
Appraiser.	Date:
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	INDORE 45 POLA
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1	(A)	
6	27	١

	To be filled by faculty)					
C'	To be filled by faculty)					
Sec	ction 1: Personal Informati			The season		
	• Name :	Mrs. Ra	Khi Ch	endel	0 10.	
	• Department :	Child He	ealth N	myring	, Indoe	
	• Position/Title :	Associate	ed Profe	MOZ		
-	• Date of Appraisal :	4/8/20	219			
Sect	tion 2 : Teaching Effective	iess				
S	Criteria		Excellent	Good	Satisfactor	Need
no 1	Preparation and Organizati	on			Sausiacion,	Improvement
	a see a				200	
	Content Knowledge and Delivery		~			- 1
	Engagement and Interaction with Students		~			
	Use of Teaching Aids and	Technology				
ectio	on 3 : Research and Profes	sional Develo	pment	4		
no	Criteria	Excellent	Good	Sat	isfactory	Need
	Participation in Research Activities					Improvement
1	Publications and Presentations					
1	Continuing Education and Professional Development		1			a states



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#### Section 4: Service to College and Community

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

# Section 5: Professionalism and Collaboration

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

## Section 6: Overall Performance and Goals

sno	Criteria	Excellent	Good	Satisfactory	Need
1	Overall Performance Rating				Improvement

· focus on Mesearch publication in highly indened Journal.

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



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Webiste: www.cholthramnursing.com

To be filled by Appraise	r'n b	e fill	ed by	App	raiser
--------------------------	-------	--------	-------	-----	--------

Section 7: Appraiser's Summary and Recommendations

- Summary:

  - · I-los demonstrated exceptional dedication to · student development -through active engagement · in both curricular and co-curricular activities.
- Recommendations:
  - · To conduct interdisciplinary sesearch and · to set clear expectations for research · output ·

	σn	21	711	res
$\sim$	_		···	103

**Faculty Member:** 

Appraiser:



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



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# 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 1943

ORDER

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

• e-mail : cconursing @ yahoo.co.in

 website : http://www.cconursing.com
 e-mail : usha\_mullick@yahoo.com e-mail: medicine@choithram.org



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Webiste	:	www.choithramnursing.com	
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F	or the Period from			to		
(	To be filled by faculty)					
Sec	tion 1: Personal Informatio	o <b>n</b>				
	• Name :					
	• Department :					
	• Position/Title :					
- 3	Date of Appraisal :					
Sec	ion 2 : Teaching Effectiver	iess				
S	Criteria		Excellent	Good	Satisfacto	ry Need
1	Preparation and Organizati	on				Improvemen
2	Content Knowledge and D	12				
	content knowledge and D	elivery				
3	Engagement and Interaction Students	n with				
4	Use of Teaching Aids and	Technology				
Secti	on 3 · Desearch and Duck					
S no	on 3 : Research and Profes					
	Criteria	Excellent	Good	Sa	tisfactory	Need Improvement
1	Participation in Research Activities					za provement
2	Publications and Presentations					
	Continuing Education and Professional Development					
3						
	er of publications					



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# Section 4 : Service to College and Community

Criteria	Excellent	Good	Satisfactory	Need
Contribution to College Committees and Activities				Improvement
Community Engagement and				
	Committees and Activities	Contribution to College Committees and Activities Community Engagement and	Contribution to College Committees and Activities Community Engagement and	Contribution to College Committees and Activities  Community Engagement and

## Section 5: Professionalism and Collaboration

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

## Section 6: Overall Performance and Goals

sno	Criteria	Excellent	Good	Satisfactory	Need
1	Overall Performance Rating				Improvement

#### 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	-
	e obtained by faculty		



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Appraiser.	Date:
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#### CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

- 01	the Period from	to 022
(To	be filled by faculty	)
Section	on 1: Personal Info	rmation
•	Name	: ANCY VARKEY
•	Department	: COMMUNITY HEALTHI NURSING
•	Position/Title	

#### Section 2: Teaching Effectiveness

• Date of Appraisal : 6/4/22

S no	Criteria	Excellent	Good	Satisfactory	Need Improvement
1	Preparation and Organization		/		Тиргочение
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
1	Participation in Research Activities			~	Improvement
2	Publications and Presentations				
3	Continuing Education and Professional Development				

•	Number	of	pub	lica	tions
---	--------	----	-----	------	-------

· Number of presentations

Number of professional development

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

#### Section 5: Professionalism and Collaboration

sno	Criteria	Excellent	Good	Satisfactory	Need Improvemen
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				

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		dinning	-/ - / /	

SCORE	CATEGORY
40-52	Excellent
26- 39	Good
14-26	Satisfactory
1-13	Need Improvement
re obtained by	
	40-52 26- 39 14-26 1-13 re obtained by



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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

(To be filled by Appraiser)

Section 7: Appraiser's Summary and Recommendations

- Summary:
  - . Community Outroach had several successful community health
  - · mitiatives euch as [feoilth talks, street play ] which significantly
  - . Imparted local communities & provided valuable hands on experience for students
- · Recommendations:
  - · Engage in interdisciplinary research projects that would
  - · lead to collaborative grant oppurtunities & further
  - · contaibutions to the field of public health.

Signatures

Faculty Member:

Date: 28 5 2022

Appraiser: \_\_\_\_

Date: 28 5 2022

Principal

Colthram College of Nursing
Manlk Bagh Road,
addre-452014 (M.P.) India



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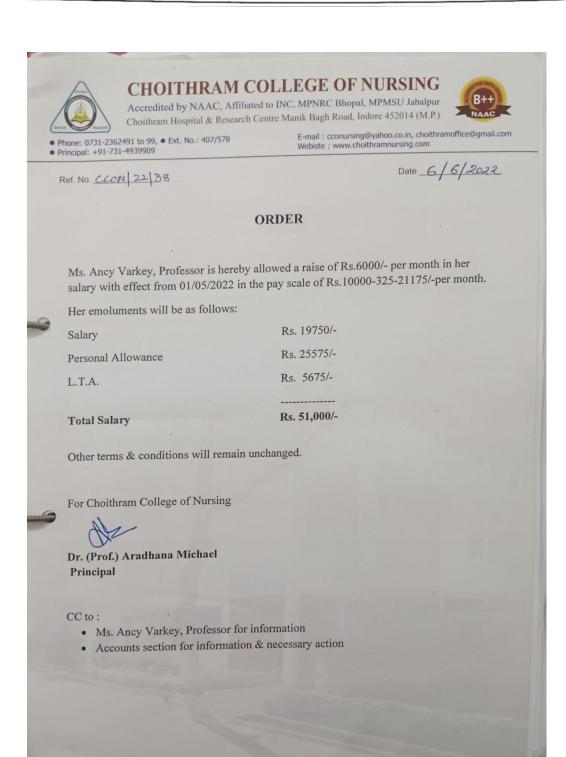


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C	or the Period from  To be filled by faculty)	•••••••	••••••	to .		
	2 -277					
Sec	tion 1: Personal Informatio	on				
	• Department :					
	• Position/Title :					
	• Date of Appraisal :					
Sec	tion 2 : Teaching Effectiven	iece				
S	Criteria		Excellent		10.10	
no 1	Preparation and Organizati	00	Excellent	Good	Satisfacto	Need Improveme
	r and Organizati	on				
2	Content Knowledge and De	elivery				
3	Engagement and Interaction Students	n with				
4	Use of Teaching Aids and	Гесhnology				
Secti	on 3 : Research and Profes	sional Devel	nment			-
S no	Criteria	Excellent	Good	Sa	tisfactory	Need
1	Participation in Research Activities					Improvement
2	Publications and Presentations					
2	Continuing Education and Professional Development					
3						
	per of publications	-				



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# Section 4 : Service to College and Community

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

## Section 5: Professionalism and Collaboration

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

## Section 6: Overall Performance and Goals

sno	Criteria	Excellent	Good	Satisfactory	Need
l	Overall Performance Rating				Improvement

#### 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
	e obtained by faculty	



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(To be filled by Appraiser)	
Section 7: Appraiser's Summary and Re	commendations
Summary:	
Recommendations:	
Signatures	
Faculty Member:	Date:
Appraiser:	Date:
The state of the s	
	TALLEGE OF
	INPORE
	3 (452014)
	SAIN BNG S



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Webiste: www.cholthramnursing.com



#### CHOITHRAM COLLEGE OF NURSING PERFORMANCE APPRAISAL FOR FACULTY

(1	o be filled by faculty)		
	ion 1: Personal Infort	ation	
•	22	: Prof. Varmin Sharmer	
•	Department	: Professor in Community Health Nhusu	gi
•	Position/Title	· projector	
•	Date of Appraisal	: 001:012020	

## Section 2 : Teaching Effectiveness

For the Period from .....

S	Criteria	Excellent	Good	Satisfactory	Need Improvement
1	Preparation and Organization	/			Improvement
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
1	Participation in Research Activities	~			Improvement
2	Publications and Presentations	~			
3	Continuing Education and Professional Development	/			

<ul> <li>Number of publications</li> </ul>	03
<ul> <li>Number of presentations</li> </ul>	D2
Number of professional development	- D4
	CANTE BEGIN



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## Section 4: Service to College and Community

S no	Criteria	Excellent	Good	Satisfactory	Need Improvemen
l	Contribution to College Committees and Activities		-		
2	Community Engagement and Outreach activities		V		

#### Section 5: Professionalism and Collaboration

sno	Criteria	Excellent	Good	Satisfactory	Need Improvement
1	Punctuality and Attendance	V			
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	or the Next Academic Year- to parkue this course, & encourage	
•	of the to discussion of curicular activities, and give them	
•	all students in discussion of auxicular activities, and give them	

SNO	SCORE	CATEGORY
1	40-52	Excellent
2	26-39	Good
3	14-26	Satisfactory
4	1-13	Need Improvement
	re obtained by	
		The state of the s



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1		
(To be	filled by Appraiser)	
Section	n 7: Appraiser's Summary and Recommendations	
	Summary: . Successfully Coordinates Asseral key trition	ives including
	· Sucurduly Coordinates Asseral key inition · SNA Programmes & Plays a Vital sole of · depositmental Policies, accorditation Proc Recommendations:	uses.
		- A
	· Eurouage all Students to participate in · and activities Making Sure that quieter (	De les Confident
	· Students have apportunities to Contrib	ute.
Signat		
	Faculty Member: Date: Date: Date:	
	Appraiser: Date: 5 02 23	COLEGE OF
		INDORE INDORE
		MANIX BASHES
	Principal Cholthram College of Nursing Manik Bagh Road, Indore-452014 (M.P.) India	



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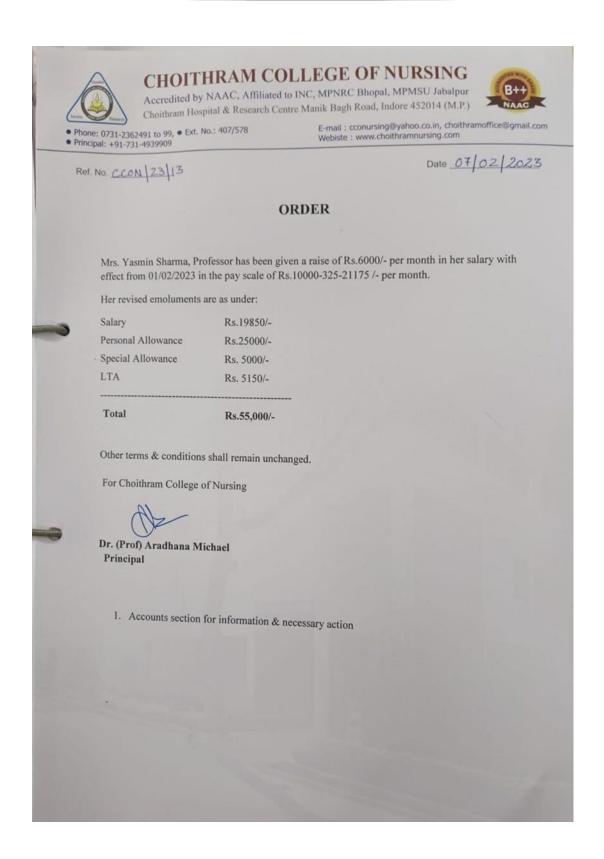


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	CHOITHRA PERFORMAN	AM COLLEG CE APPRAIS	E OF NU	JRSING FACULTY	
I	or the Period from		to		
(	To be filled by faculty)				
Sec	ction 1: Personal Information				
	• Name :				
	• Department :				
	• Position/Title :				
	• Date of Appraisal :				
S	tion 2 : Teaching Effectiveness  Criteria	Excellent	Good	Satisfactory	Need
1	Preparation and Organization				Improvement
2	Content Knowledge and Delivery				
3	Engagement and Interaction with Students				

#### Section 3: Research and Professional Development

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

Number of publications	7
Number of presentations	
Number of professional development	COLEGE OF A STATE OF THE STATE
	(ND 914)
	* Marrie of S



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Webiste: www.cholthramnursing.com

#### Section 4 : Service ity

1.	·······	to Conege	and	Communi

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

## Section 5: Professionalism and Collaboration

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

## Section 6: Overall Performance and Goals

sno	Criteria	Excellent	Good	Satisfactory	Need
1	Overall Performance Rating				Improvement

#### 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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Ext. No.: 407/578
Principal: +91-731-4939909

Section 7: Appraiser's Summary and	1 Recommendations
Summary:	
Recommendations:	
Signatures	
Faculty Member:	Date:
Appraiser:	Date:
	COLLEGE OF
	INPORE
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Webiste: www.cholthramnursing.com

### 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-tenching Faculty

: Mas Kiran Wagh

2. Position Title

: Librarian

3. Date of Entry into Service 4. No. of Years in Service

: 16/05/2004 12404

5. Date of Retirement

6. Qualification

: Bcom . B. Lib : Library

7. Details of Current Responsibilities

8. Any training received

### 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 salisfactorily?	~				

### 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	1				OF.



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Webiste: www.cholthramnursing.com

Sl. No.	Attendance Punctuality Discipline Integrity and behavior ATTITUDE TOWARDS		~			
3 4 IV. Sl. No.	Discipline Integrity and behavior	<i>\</i>	~			
IV. Sl. No.	Integrity and behavior	~	~			
IV.						
Sl. No.	ATTITUDE TOWARDS		/			
No.		CO-WO	ORKER	S		
00,000	Content	Excelle	nt Good	Satisfactor	Average	Poor
1	Cooperation with your colleagues			ť		
2	Mutual motivation with your colleagues	1	1			
V	ATTITUDE TOWARD V	ISITO	RS			
SI. No.	Content	Exceller		Satisfactory	Average	Poor
1	Cooperation with the needs of the(Parents, visitors, students of the College)	V				
3	Rapport with the public when you interact with them	1	V			
VI. S	STAFF/STUDENT RELA	TIONS				
SL No.	Content	Excellen	t Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students		V			
3	Responsibility towards your tasks/ areas of management assigned to.	V				
Declarati	<u>ion</u>					
hereby de	clare that the information	on provi	ded is t	rue to the	best of r	ny kno
Place:- Ind Date:-   H C	1131 400	ORE 1014	Name an	が、Ki) d Signature	an Loof the n	kith on-tead
	Countersigned by the I					



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### 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:-

- 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 prorate basis.
- 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.
- Your contract can be terminated by giving one month notice or salary in lieu of notice without assigning any reason from both the side.
- You shall be governed and abide by the terms and conditions of this contract appointment.
- 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 Date 19 10 18

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

Principal

INDORE

• 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: cconuling of inhoo.co.in
 e-mail: usha\_mullick@yahoo.com
 e-mail: medicine@cholthram.org

Medrotic





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

### Self Appraisal

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

### 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?					

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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ш	PERSONAL	CHARACTERISTICS
	PERSONAL	CHARACTERISTICS

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

#### IV. ATTITUDE TOWARDS CO-WORKERS

SL No.	Content	Excellent	Good	Satisfactor y	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.

Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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

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

Webiste: www.cholthramnursing.com

### Performance Appraisal System of Non-teaching staff

		f Apprais	al				
	Performan						
	Non-Teach	hing Staff	2019-2	20			
	me of the Non-teaching Faculty	: Миз.	Manis	ha Deuhaxe	_		
	sition Title	: cle					
	te of Entry into Service	: 0/0	200				
	, of Years in Service	340					
	te of Retirement	: 5/10					
	alification	. B.co.	2				
	tails of Current Responsibilities						
	training received	: No	2.0				
I.	PROFESSIONAL COMP	ETENCI	2				
S. No.	Content	Excellent	Good	Satisfactory	Average	Poor	
1	Knowledge of rules, regulations and procedure		~				
3	Ability to organize work and earry 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?		<u></u>				
I.	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	_					
5	Neatness & tidiness of work  Completion of work on	/				SCOLEGE	0
6	schedule Diligence and sense of	~				INDOR	E A NOW
Ĭ	responsibility		~			Sign River	



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Webiste: www.cholthramnursing.com

SI. No.	PERSONAL CHARACT	Excellent	CS Good	Satisfactory	Average	Poor	
1	Attendance		_				
2	Punctuality		-				
3	Discipline		-				
4	Integrity and behavior	_	$\sim$				
			/			+ -	
V.	ATTITUDE TOWARDS						
No.	Content	Excelle	nt Good	Satisfacto y	Average	Poor	
1	Cooperation with your colleagues		3				
2	Mutual motivation with your colleagues						
7.	ATTITUDE TOWARD V						
SI. No.	Content	Exceller	it Good	Satisfactory	Average	Poor	
1	Cooperation with the needs of the(Parents, visitors, students o the College)						
3	Rapport with the public when you interact with them	1	+				
Ί.	STAFF/STUDENT RELA	TIONS					
SL No.	Content	Excellen	Good	Satisfactory	Average	Poor	
1	Ability to engage, motivate, supervise, and effectively work in the interest of students		1				
3	Responsibility towards your tasks/ areas of management assigned to.	1	1				
aro	tion		-				
ai a	uvn						
	eclare that the information	provi	ded is	true to the	best of r	ny knowledge	
Tu	dore 18.	<i>₹</i> ]		Prince	_		
				NVIII			



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## 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.)



Date 31\3

Our Ref. No. CCON 20 024

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
- 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.
- 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

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

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

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

### Self Appraisal

1.	Name of the Non-teaching Faculty	1
2.	Position Title	1
3.	Date of Entry into Service	1
4.	No. of Years in Service	1
5.	Date of Retirement	
6.	Qualification	183
7.	Details of Current Responsibilities	:

#### 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?					

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.cholthramnursing.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	Satisfactor y	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.cholthramnursing.com

	Choithram	College o	f Nursi	inø.					
	Sel	f Appraisa	ıl	в					
	Performan	ce Apprai	sal For	m					
	Non-Teach	hing Staff	2020-2	<u>:1</u>					
1. N	ame of the Non-teaching Faculty	: Mr.	Phile	mon Joh	noson				
	sition Title	: Com	neter	mon Joh Gwafo <i>r</i>					
3. D	ate of Entry into Service	teles	10/0	Complete					
4. N	o, of Years in Service	: 06 40; : 06 63]	194						
5. D	ate of Retirement	Still 6	Works	ng-					
8823									
7. Details of Current Responsibilities :									
	ny training received	1 -	31						
I.	PROFESSIONAL COMI	PETENCE			200				
S. No.	Content	Excellent	Good	Satisfactory	Average	Poor			
1	Knowledge of rules, regulations and procedure		-						
2	Ability to organize work and carry it out	1							
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?		_						
11.	PERFORMANCE	Č.							
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	_				63			
6	Diligence and sense of responsibility					( ) ( )			



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Webiste: www.cholthramnursing.com

SI. No.	Content	Excellent	Good	Satisfactory	Average	Poor	
1	Attendance						
2	Punctuality				-		
3	Discipline						
4	Integrity and behavior						
		CO W	DVED	6			
V.	ATTITUDE TOWARDS				Average	Poor	
SL No.	Content	Excelle	nt Good	y	Average	7001	
1	Cooperation with your colleagues		1				
2	Mutual motivation with your colleagues		-				
	ATTITUDE TOWARD V	ISITO	RS				
SL No.	Content	Excellen	t Good	Satisfactory	Average	Poor	
1	Cooperation with the needs of the(Parents, visitors, students of the College)		~				
3	Rapport with the public when		-				
I. 5	you interact with them STAFF/STUDENT RELA	TIONS					
SI.	Content	Excellen	t Good	Satisfactory	Average	Poor	
Va.		32022		(0)			
	Ability to engage, motivate, supervise, and effectively work in the interest of students		~				
	Responsibility towards your tasks/ areas of management assigned to.		~				9
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rati							
y de	clare that the information	n provi	ded is t	rue to the	best of r	ny knowledg	e.
	TEGE OF						
	land Took	13					
	1) 21 (140 OF)	1/2		Phil	inna	A	
		A 100 F 11		d Signature		on-teaching s	LAKE



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# CHOITHRAM COLLEGE OF NURSING

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Phone: 0731-2362491 to 99, . Ext. No.: 407/578

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E-mail: cconursing@yahoo.co.in choithramoffice@gmail.com

Ref. No. CCON 21 030

### 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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### **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?					

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.cholthramnursing.com

#### III. PERSONAL CHARACTERISTICS

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

#### IV. ATTITUDE TOWARDS CO-WORKERS

SL No.	Content	Excellent	Good	Satisfactor y	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 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

: 2 9 2019

3. Date of Entry into Service

4. No. of Years in Service

sayear

5. Date of Retirement

still Working

6. Qualification

· BA

7. Details of Current Responsibilities

8. Any training received

### 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?	_				

#### PERFORMANCE

SI. No.	Content	Excellent	Good	Satisfactory	Average	Poor
ı	Awareness of policies and procedures of the institution	_				
2	Maintenance of Files/Records	_				
3	Accuracy & Speed of work				1	
	Neatness & tidiness of work	-				
	Completion of work on schedule	+	_			/
	Diligence and sense of responsibility	/				1



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SI.	Content	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality	-				
3	Discipline					-
4	Integrity and behavior					
IV.	ATTITUDE TOWARDS	CO-WO	RKER	S		_
SI. No.	Content	Exceller	nt Good	Satisfactor	Average	Poor
1	Cooperation with your colleagues		1	-		
2	Mutual motivation with your colleagues		-			
v.	ATTITUDE TOWARD V	ISITO	RS			
SL No.	Content	Excellen		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	/				
T.	STAFF/STUDENT RELA	TIONS	_			
SI. No.	Content	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students					
	Responsibility towards your tasks/ areas of management assigned to.	1				
	clare that the information of th	on provid	ded is t	rue to the	best of	my k

Countersigned by the Head of the Institution



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Principal: +91-731-4939909

E-mail:comursing@yahoe.co.in, choithramoffice@gmail.com

Webide: www.cholthrammursing.com

Ref. No. CCON 2264

Mrs Saroi Rone Old Seminary Compound Near G.P.O. Indore Meb: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:-

- You will be paid a consolidated salary of Rs.11,000/- (Rs. Eleven Thousand only) per month
- Provident fund & ESIC will be deducted from your salary as per rules.
- You will be entitled for 12 days casual leave only in a year on prorate 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.
- 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.
- 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

8. Rang Date 7/9/22

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



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Webiste: www.cholthramnursing.com

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

### Self Appraisal

1.	Name of the Non-teaching Faculty	1
2.	Position Title	£ :
3.	Date of Entry into Service	1
4.	No. of Years in Service	1
5.	Date of Retirement	
6.	Qualification	1.0
7.	Details of Current Responsibilities	:

#### 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?					

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.cholthramnursing.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	Satisfactor y	Average	Poor
1	Cooperation with your colleagues					
2	Mutual motivation with your colleagues					

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.cholthramnursing.com

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

1.	Name of the Non-tenching Faculty	: Mrs Mency Philip : office their fact
2.	Position Title	: office thattan
3.	Date of Entry into Service	: 13/4 5/ 1994
4.	No. of Years in Service	= 904001
5.	Date of Retirement	: 19/08/1995
6.	Qualification	: B.A. : All office Work & Establishment Work
7.	Details of Current Responsibilities	: All office Works & Establishmen
8.	Any training received	

### 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	~	- 5785		- 3	
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?		_			

SI. No.	Content	Excellent	Good	Satisfactory	Average	Poor
	Awareness of policies and procedures of the institution		~			
	Maintenance of Files/Records	/				
	Accuracy & Speed of work	/				
	Neatness & tidiness of work					
3	Completion of work on schedule		~			1/3
	Diligence and sense of responsibility	/				(A)

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Webiste: www.cholthramnursing.com

	PERSONAL CHARACTI	20000000					
Sl. No.	Content	xcellent	Go	bod	Satisfactory	Average	Poo
1	Attendance	~					
2	Punctuality		~	-			
3	Discipline	~					
4	Integrity and behavior	~					
v.	ATTITUDE TOWARDS	co-w	OR	KER	S		
SI. No.	Content	Excelle	ent	Good	Satisfactor y	Average	Poor
1	Cooperation with your colleagues	~					
2	Mutual motivation with your colleagues	1					
	ATTITUDE TOWARD V	ISITO	RS	5		S	
Sl. No.	Content	Excelle	ent	Good	Satisfactory	Average	Poor
1	Cooperation with the needs of the(Parents, visitors, students of the College)			<b>V</b>			
3	Rapport with the public when you interact with them			$\checkmark$			
T.	STAFF/STUDENT RELA	TIONS			500 L-10		
SL No.	Content	Excelle	nt	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students			1			
3	Responsibility towards your tasks/ areas of management assigned to.			$\checkmark$			

Declaration

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

INDORE 452014

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution



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Ref. No. CCON 22 88

Date 28 12 12022

#### 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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### Self Appraisal

1.	Name of the Non-teaching Faculty	1
2.	Position Title	1
3.	Date of Entry into Service	4
4.	No. of Years in Service	1
5.	Date of Retirement	
6.	Qualification	1.0
7.	Details of Current Responsibilities	:

### 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?					

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.cholthramnursing.com

### III. PERSONAL CHARACTERISTICS

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

#### IV. ATTITUDE TOWARDS CO-WORKERS

SL No.	Content	Excellent	Good	Satisfactor y	Average	Poor
1	Cooperation with your colleagues					
2	Mutual motivation with your colleagues					

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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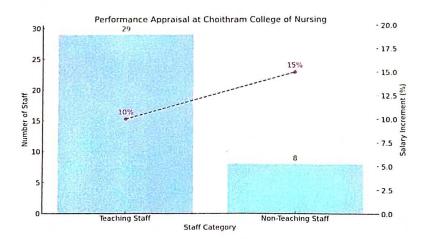
### CHOITHRAM COLLEGE OF NURSING, INDORE PERFORMANCE APPRAISAL SUMMARY

#### 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:

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