



University of Mumbai

**NIRMALA COLLEGE OF COMMERCE**

---

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

---

# Criteria 6.3.1



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

## 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

### A. The Institution has effective measures for teaching and non-teaching staff.

1. Employment provider
2. Salary benefits
3. Social environment
4. Work culture
5. Platform for holistic development
6. Self-identity
7. Grants for research
8. Funds for teachers to attend workshop, etc.
9. Uniforms for supporting staff
10. Group Insurance for non-teaching staff

### B. Performance Appraisal System for teaching and non-teaching

#### 1. Performance Appraisal System for teaching staff-

Teacher performance appraisal is carried out by HEI. If based on-

- i. Standards of Teaching
- ii. Knowledge of Students
- iii. Knowledge of content and planning
- iv. Institutional delivery
- v. Effective Learning Environment
- vi. Communication and Collaboration
- vii. Professionalism
- viii. Assessment of learning and student Academic progress

#### 2. Performance Appraisal System for non-teaching staff-

Non-teaching staff performance appraisal is carried out by HEI. If based on-

- i. Annual Confidential Reports
- ii. Annual Performance Appraisal



*G. Gadev*

I/C Principal

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

## Criteria 6.3.1

### A. Effective measures for teaching and non-teaching staff

1. Employment provider – The Governance/ Management provides job of either teacher or non-teaching in the HEI
2. Salary benefits – HEI provides the salary to the staff for their services rendered to HEI
3. Social, Safe, Secured environment – HEI provides safe, secured and social environment to do work to the employee
4. Work culture – HEI provides best work culture to employee. Teachers can explore their talent while career. The Non-teaching staff get work experience on every day to every year
5. Platform for holistic development – HEI provides Institute as platform for holistic development of employee itself. Communication, Information, acquiring knowledge are gain to teachers.
6. Self-identity – Each staff get identity with the HEI. To work in college is itself privilege to the staff.
7. Grants for Research – Critical thoughts develops in research. HEI provides platform to employee to create self-identity in Research-Review-Innovation, along with grants.
8. Funds for Workshop – HEI provides Research funds, funds to teaching and non-teaching for self-appraisal by such employee.
9. Uniforms for supporting staff – HEI provides two pairs of Uniforms for all supporting staff in every year.
10. Group Insurance for non-teaching staff – HEI pays the premiums for the group insurance for non-teaching staff. It is worth of Rs. One Lakh.

### B. Performance Appraisal System for teaching and non-teaching

#### a. Performance Appraisal System for teaching staff-

It includes Standards of Teaching, Knowledge of Students, Knowledge of content and planning, Institutional delivery, Effective Learning Environment, Communication and Collaboration, Professionalism, Assessment outcome.

The feedback of students, parents and alumni are collected and analysed. From these feedback forms performance appraisal for teachers is worked out.

#### b. Performance Appraisal System for non-teaching staff-

CR- Confidential reports of each employee is collected and reviewed for performance appraisal.

Annual confidential reports and annual performance appraisal forms are viewed



*Gadev*

**I/C Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

## Additional Information

Employment provider – Office order of teacher appointment



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Ref.No. : NCC/2009-2010

02<sup>nd</sup> Sept,2009.

Mrs. Reena Shukla,

Dear Madam,

With reference to your application and subsequent interview you had with the Selection Committee of the College, this is to inform you that you are hereby appointed to the post of Full Time Assistant Professor in B.Com in our college on adhoc basis with a consolidated pay of Rs.13000/- per month with effect from 04<sup>th</sup> Sept,2009 on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college, not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions:-

1)The appointment will be effective from the date of your joining.

2)This appointment is on an ad-hoc basis.

3)During this period, if your services are not found satisfactory, your services will be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.

4)In the event you desire to leave the services of this College, before the expiry of period, then it should be,

- a) at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and upon completion of all instructional and term work requirements, to the satisfaction of Principal and upon handing over charge to the Principal or any person duly designated/notified by them and only after giving one calendar months' notice in writing, provided that in special/exceptional circumstances as deemed fit by the Principal; any of the above said conditions may be waived by the Principal by a written order.
- b) However, in such an event, you will be required to deposit an amount equal to one calendar months' salary along with your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate.



*G. Gadev*

I/C Principal

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.  
Malad (E)



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

- 5) In case you accept the appointment, you shall have to submit discharge certificate(s) from your present employer(s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Master Degrees, and M.Phil / Ph.D. degree, (in original and one attested copy) and two passport size photographs to the college office.
- 6) You shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
- 7) You shall be required to attend staff developmental programmes / special lectures, etc. whenever organized by the college authorities either within the college or outside College.
- 8) You will have to evaluate continuously students' performance in their attendance of the lectures/practical and participation in curricular / co-curricular activities and to guide them for making their performance better and if need be to communicate with their parents to achieve better results. You are required to do the examination related work of University during vacation if assigned and will be paid as per University rules.
- 9) In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, etc. you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
- 10) The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, private coaching/ tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
- 11) You will be paid your salary through Abhyudaya co-operative Bank Ltd, Malad East Branch (Situating in our College Campus) where, with the help of the College Office, you will have to open your individual account.
- 12) The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
- 13)

Yours faithfully,

(Mr. Umeshchandra M. Yadav)

I/C Principal  
N/C Principal

**Nirmala College of Commerce**  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



I/C Principal

**Nirmala College of Commerce**  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Salary Benefits – Salary slip of any employee



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Ref. No.:

Date: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Neeta Singh** is working as full time Assistant Professor in our college and the details of her salary for the month of July 2021 are as follows:

	July * 2021
Basic Pay	16,200/-
D.A.	21,384/-
H.R.A	4,860/-
C.L.A	300/-
T.A	1,600/-
P.B.I.S	2,656/-
<b>Gross Salary</b>	<b>47,000/-</b>
Les:	
Prof. Tax	200/-
<b>Net Salary</b>	<b>46,800</b>



*Yadav*

**I/C Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)

*Yadav*  
**I/C Principal**  
**IC Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Staff room photo with teachers



*Handwritten signature of the Principal*

**I/C Principal**  
Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Teachers teaching in class photo



*[Handwritten Signature]*

**I/C Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)





University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

## National Foundation Letter



## NATIONAL FOUNDATION

Ramraath Road, Talkar Nagar, Alibag, Dist. Raigad, 402 201

Dr. Sharad S. Plulari  
M.Sc, Ph.D  
President

Ref No.: 15/2020-21/ Research Grant

Date: 5-08-2021

To,  
The Director  
Nirmala Memorial Foundation,  
Asha Nagar, Thakur Complex, Kandivali(E), Mumbai - 400101

Subject:- Proposal about research fund for your esteem Institute.  
Respected Madam,

It is a privilege for National Foundation to sanction the research fund for Nirmala College of Commerce, Malad.

The social education work of Nirmala Memorial Foundation trust is appreciated. The research theme undertaken by the teachers is worth a mention. It will definitely add knowledge in the field of education especially in commerce.

The National Foundation is sanctioning the ₹15,000 to per teacher for the said research activities. The National Foundation is going to handover the amount (₹15,000 × 09 teachers is equal to ₹1,35,000) ₹1,35,000 in cash.

Keep up your good work.

Enclosed - List of teachers with sanctioned research funds.

Yours faithfully,

President  
National Foundation



I/C Principal

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Peon photograph with uniform



*Dr. Gadev*

**I/C Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)







University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

## Document of group insurance for non-teaching

### वसुली रसीद/Collection Receipt

वसुली कार्यालय कोड/Issuing Office Code - 246027  
 वसुली कार्यालय का नाम व पता/Name and Address of Issuing Office :  
 NIRMALA - LOKHAWALA BC 3/A, Siddhivinayak Co-Op Society Ltd., Dandekar Road, Opposite: Laxminarayan Temple, Malad East - 400097  
 राज्य कोड/State Code : 27, राज्य का नाम/State Name : Maharashtra  
 जीएसटीआईएन/GSTIN : 27AAACN9967E123  
 संपर्क नम्बर/Contact Number :


रसीद नं./Receipt No. : 246027812210000290	रसीद नं. (स्क्रॉल नंबर) (If any) :
रसीद की तिथि व घण्टा/Receipt Date & Time : 11/10/2022, 18:10 hours	रसीद तिथि (स्क्रॉल नंबर) (If any) :

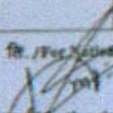
श्री Mr. SACHIN K. MUSALE से चेक द्वारा जमा के रूप में रुपये Rs. 5,177.00 (पाँच हजार सत्तर रुपये के अक्षरों में) प्राप्त हुए।  
 Received with thanks from Mr. SACHIN K. MUSALE a sum of Rs. 5,177.00 (Rupees Five Thousand One Hundred Seventy Seven Only) by way of Cheque towards the following transaction.  
 भुगतान विवरण/Paymode Details :  
 भुगतान कोड का नाम/Paymode Name : Cheque


यन्त्रण संख्या/Instrument Number : 434717	यन्त्रण तिथि/Instrument Date : 10/10/2022
बैंक का नाम (स्क्रॉल नंबर) (If any) : Shamrao Vithal Co-Operative Bank Limited	बैंक शाखा (स्क्रॉल नंबर) (If any) : SVC-Mumbai - Kandivali East

क्र. सं./Sl. No.	विभाग/Dept.	वर्ष/Year	वसुली संख्या/Policy/Endowment Number	यन्त्रण कोड/Slr Source Code	यन्त्रण का वर्गीकरण / Class of Business/Narration	रशि रु./ Amount Rs.
1	50	2022	246027812210000291	246027	National Medication Policy	4,387.00
	14			9000031300	Direct Premium	395.00
					CGST	395.00
					SGST	395.00
					Total	5,177.00

श्री. देवदास इन्सुरेंस कंपनी लि. / For National Insurance Co. Ltd.

रसीदकर्ता/Cashier : 

प्राधिकृत हस्ताक्षरकर्ता/Authorized Signatory 



Nirmala Insurance Company Limited  
 CIN: 1702099WB100501001712  
 IRDA Registration No. 58

राजिस्ट्रार ऑफ कंपनीज - 3, फ्लोरा स्ट्रीट, कोलकाता - 700 011  
 Registered & Head Office : 3, Madhura Street, Kolkata - 700 011  
 P. No. : 033 2361705-06 Fax : 033 2361772  
 Email : info@nirmalaindian.com

For any information please contact the Policy Issuing Office or visit our website at [www.nationalinsuranceindia.com](http://www.nationalinsuranceindia.com)  
 [Application to Receipts and Policies : In case of dishonour of Cheque / DD for Premium, the Policy / Receipt stands cancelled "ABINTHO"]



*(Signature)*  
**I/C Principal**  
 Nirmala College of Commerce  
 Rani Sati Marg, Mun. School Bldg.,  
 Malad (E)



# University of Mumbai

# NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Trusted Since 1996

<b>Policy Schedule - National Medicines Policy</b> <b>Policy Number:</b> 246027502210000281		<b>Policy Business Source:</b> 246027 <b>Plan / Sub Plan / Sales Channel Details:</b> Plan Code / Sales Channel Code: 9000031300 <b>Plan Name:</b> Mr Shree Sushanshu Jeth <b>Plan RFP/Contract Number:</b> 9320202910 <b>Plan Code / Co Broker Code:</b>	
<b>Policy Issuing Office:</b> Office Code: 246027 Office Address: MUMBAI - LOKHAWALKA DC 3A, Subhashyad Co-Op Society Ltd, Dayalji Patel Road, Durgadei, Lamshanjan Temple, Malad East - 400097. <b>Office Code:</b> 27, Maharashtra <b>Office Code:</b> 27AAACN9970123 <b>Contact Number:</b> <b>Mobile Number:</b> 0		<b>Product Line No.:</b> NICH.P2155R002021 <b>Customer Care Toll Free Number:</b> 188 245 8338 <b>Email:</b> customer.support@nic.co.in	

<b>Customer Name:</b> MR SACHIN K MUSALE <b>Address:</b> NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE, NEAR THAKUR POLYTECHNIC, THAKUR COMPLEX, 90 FEET ROAD, KANDIVALI (EAST), MUMBAI, City: MUMBAI, District: GREATER MUMBAI, State: MAHARASHTRA, PIN: 400101. <b>Cell:</b> 9004731775		<b>Customer ID:</b> 9510319606 <b>Address:</b> (AADHAR) <b>Phone:</b> 9004731775 <b>E-Mail:</b> accounts@nirmala.edu.in
---	--	--

<b>Policy Effective from:</b> 00:00 hours, on 18/10/2022 <b>Policy Expiry:</b> midnight of 17/10/2023																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Net Premium</td> <td style="text-align: right;">₹ 4,387.00</td> </tr> <tr> <td>Less: Digital Discount</td> <td style="text-align: right;">₹ 0.00</td> </tr> <tr> <td><b>Total Premium</b></td> <td style="text-align: right;"><b>₹ 4,387.00</b></td> </tr> <tr> <td>Less: GST</td> <td style="text-align: right;">₹ 399.00</td> </tr> <tr> <td>Net Premium</td> <td style="text-align: right;">₹ 3,988.00</td> </tr> <tr> <td>Less: GST</td> <td style="text-align: right;">₹ 0.00</td> </tr> <tr> <td>Less: TDS</td> <td style="text-align: right;">₹ 0.00</td> </tr> <tr> <td>Recoverable Stamp Duty</td> <td style="text-align: right;">₹ 0.00</td> </tr> <tr> <td><b>Total Amount</b></td> <td style="text-align: right;"><b>₹ 5,177.00</b></td> </tr> </table>	Net Premium	₹ 4,387.00	Less: Digital Discount	₹ 0.00	<b>Total Premium</b>	<b>₹ 4,387.00</b>	Less: GST	₹ 399.00	Net Premium	₹ 3,988.00	Less: GST	₹ 0.00	Less: TDS	₹ 0.00	Recoverable Stamp Duty	₹ 0.00	<b>Total Amount</b>	<b>₹ 5,177.00</b>	<b>Cover Note Number and Date:</b> NA  <b>Proposal Number and Date:</b> 8800140529002960 RevdDt: 18/08/2022  <b>Receipt Number and Date:</b> 246027512210000290 RevdDt: 17/10/2022  <b>Previous Policy Number and Expiry Date:</b> 246027502110000300 RevdDt: 17/10/2022 246027502610000324 RevdDt: 17/10/2021 246027501410000228 RevdDt: 17/10/2018 246027501510000228 RevdDt: 17/10/2018 246027501610000228 RevdDt: 17/10/2017 246027501710000228 RevdDt: 17/10/2018 246027501810000228 RevdDt: 17/10/2018 246027501910000228 RevdDt: 17/10/2020
Net Premium	₹ 4,387.00																		
Less: Digital Discount	₹ 0.00																		
<b>Total Premium</b>	<b>₹ 4,387.00</b>																		
Less: GST	₹ 399.00																		
Net Premium	₹ 3,988.00																		
Less: GST	₹ 0.00																		
Less: TDS	₹ 0.00																		
Recoverable Stamp Duty	₹ 0.00																		
<b>Total Amount</b>	<b>₹ 5,177.00</b>																		

(Net Premium Five Thousand One Hundred Seventy Seven Rupees Only.)  
 Government Subsidy ₹ 0.00

S.No	Name of the Insured Person	Date of Birth	Age	Relation	Occupation	Gender	Sum Insured (₹)	CB Amount (₹)	Excluding Diseases/Excluded area
1	SACHIN K MUSALE	06/03/1982	40	Self	Other Employees	M	2,00,000.00	75,000.00	NA

**Optional Payment Details:**  
 Optional payment %: NA

**Nominee Details:**  
 Name of the Nominee: JYOTI S MUSALE  
 Relationship with Insured: Wife

**Frequency of Premium Payment:** Annual

**Nirma Insurance Company Limited**  
 CIN: 271203ZLN190601061713  
 IRDA Registration No. 53

Registered & Head Office: 1, Madhavji Street, Malad - 400 097  
 P.No. 022 28441083 Fax: 022 28441775  
 Email: website@nirma.co.in Page No. 1

For any information please contact the Policy Issuing Office or visit our website at www.nationalinsurance.co.in  
 Applicable to Receipts and Policies. In case of dishonour of Cheque / DD for Premium, the Policy / Receipt stands cancelled "ABINITIO".



**I/C Principal**  
 Nirmala College of Commerce  
 Rani Sati Marg, Mun. School Bldg.,  
 Malad (E)



University of Mumbai

# NIRMALA COLLEGE OF COMMERCE


Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

**Policy No./Certificate - National Mediclaim Policy**  
**Policy No./Policy Number:**  
 246027502210000281

**where introducing Office**  
**where No./Office Code:** 246027  
**where No./Office Address:** MUMBAI -  
 LOKHANDWALA BC 3A, Southwings  
 Co-Op Socy, 1st, Dayabai Patel Road,  
 Opposite Lakshmiharan Temple, Malad  
 East - 400097,  
**where No./State Code:** 27, Maharashtra  
**where No./STIN:** 27AAAC0997E123  
**where No./Contact Number:**  
**where No./Mobile Number:** 9

**where No./Business Source:** 246027  
**where No./Sales Channel Details**  
**where No./Sales Channel Code:**  
 9000021300  
**where Name:** Mrs Sheela Sudhanshu Jain  
**where No./Contact Number:** 9322003919  
**where No./Co-Broker Code:**  
**Product UIN No.:** NICH-LIP21558V062021

**where No./Call ID:** 990 Customer Care Toll Free  
**Number:** 1800 345 0338  
**where Email:** customer.support@nic.co.in



Trusted Since 1906


**where to issue TPA Details:** HERITAGE HEALTH TPA PVT LTD - MUMBAI MIDRO 8, Champion Building, Ground Floor, 13 Para Pandharyat Road Andheri East, Mumbai 400099 - 400099 Contact No. : 22 - 28232903 Fax : 22 - 96718299 Email : heritage@heritajpa.in.

where to issue TPA Details: HERITAGE HEALTH TPA PVT LTD - MUMBAI MIDRO 8, Champion Building, Ground Floor, 13 Para Pandharyat Road Andheri East, Mumbai 400099 - 400099 Contact No. : 22 - 28232903 Fax : 22 - 96718299 Email : heritage@heritajpa.in.

**IN WITNESS WHEREOF, the undersigned being duly authorized hereunto set his hand at the office address mentioned above, this 11/October/2022. This schedule, the attached policy, the clauses, the endorsements and policy wordings as available in the website <https://nationalinsurance.nic.co.in> shall be read together as one contract and any word or expression to which the specific meaning has been attached in any part of this policy or of the schedule shall bear the same meaning wherever it may appear. It is warranted that IN CASE OF DISHONOUR OF THE PREMIUM CHEQUE, THIS DOCUMENT STANDS AUTOMATICALLY CANCELLED 'NO-BENEFIT'**

**where to issue TPA Details:** Office of the Insurance Ombudsman, 3rd Floor, Jeevan Seva Annses, S. V. Road, Sarfaraz (W), Mumbai - 400 054.  
 Tel.: 99038821 / 23 / 24 / 25 / 26 / 27 / 28 / 29 / 30/31  
 Email: bimako@pic.mumbai@coins.co.in

**where to issue TPA Details:** Office of the Insurance Ombudsman, Jeevan Seva Bldg., 3rd Floor, CT 3, No. 195 to 199, N.C. Kalkar Road, Narayan Peth, Pune - 411 030.  
 Tel.: 020-41312555  
 Email: bimako@pic.pune@coins.co.in



**where to issue TPA Details:** POLICY STAMP  
 POLICY NUMBER: 2012C.R.9.1/M-1 DL.06/02018  
 DEFACE NO. 0006646436202021 DL. 30/03/2021

**where to issue TPA Details:** *Vinod M. Bhambhani*  
 Mol. 91-989121999  
 Tel. 91-7500245082  
 E-mail: vmbhambhani@gmail.com

**where to issue TPA Details:** National Insurance Company Limited  
 CN: 07629048130001001713  
 IRDA Registration No. 55 171002022 add entry ID: 30577, AD: 36677

**where to issue TPA Details:** Registered & Head Office: 1, Millerton Street, Kolkata - 700 071  
 P.No.: 033-2393710-24 Fax: 033-23937172  
 Email: website.admin@nic.co.in Page No: 2



*Gadav*  
**I/C Principal**  
 Nirmala College of Commerce  
 Rani Sati Marg, Mun. School Bldg.,  
 Malad (E)



# University of Mumbai

## NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

### Feedback form photo of one

#### Feedback Form for Students

Nirmala College of Commerce, Malad East, Mumbai-400097

khamraivineet@gmail.com [Switch account](#)

Not shared

\* Indicates required question

Email \*

Your answer

1. Full Name (Surname, First Name, Middle Name) \*

Your answer

CLASS \*

- FYBCCOM
- SYBCCOM
- M.COM

#### Feedback form for Parents

Nirmala College of Commerce, Malad East, Mumbai-400097

khamraivineet@gmail.com [Switch account](#)

Not shared

\* Indicates required question

Email \*

Your answer

Full Name (Surname, First Name, Middle Name) \*

Your answer

Full Name of student (Surname, First Name, Middle Name) \*

Your answer

#### Feedback Form for Alumni

Nirmala College of Commerce, Malad East, Mumbai-400097

khamraivineet@gmail.com [Switch account](#)

Not shared

\* Indicates required question

Email \*

Your answer

Full Name (Surname, First Name, Middle Name) \*

Your answer

3.1- About Theory Syllabus set by University, 'LENGTHWISE' \*

- Satisfactory
- Wasst

#### Feedback Form for Employee

Nirmala College of Commerce, Malad East, Mumbai-400097

khamraivineet@gmail.com [Switch account](#)

Not shared

\* Indicates required question

Email

Your answer

2. Full Name (Surname, First Name, Middle Name)

Your answer

3.1- About Theory Syllabus set by University, 'LENGTHWISE' \*\*

- Wasst ...
- Short



*U. P. Adav*  
**I/C Principal**  
 Nirmala College of Commerce  
 Rani Sati Marg, Mun. School Bldg.,  
 Malad (E)

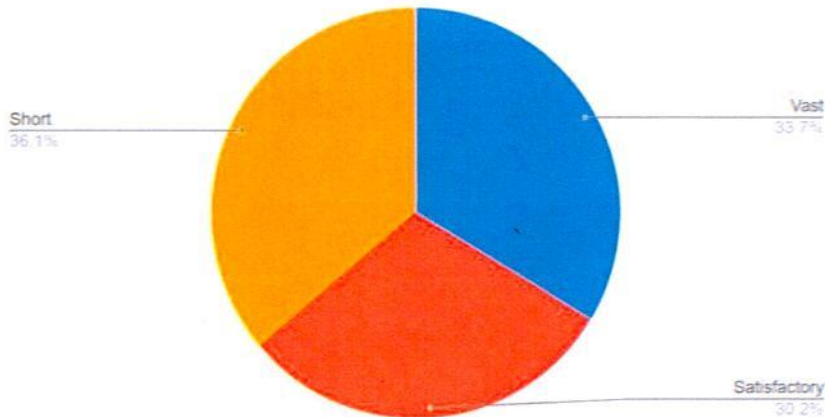


University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

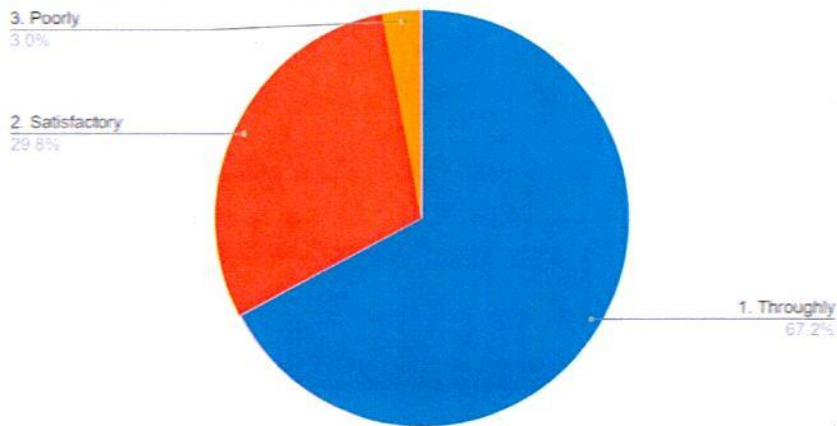
Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

**Feedback analysis**

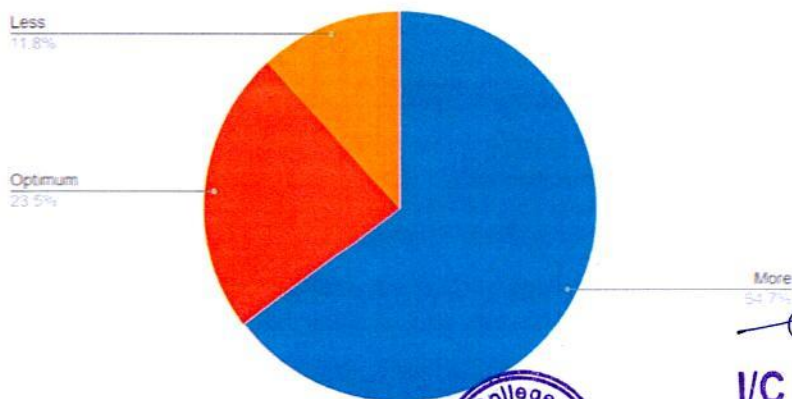
Count of 4.1- About Theory Syllabus set by University, 'LENGTHWISE'



Count of 1. Do You found Curricular & Extra Co curricular information from college prospectus.



Count of 3.3- About Theory Syllabus set by University, 'DIFFICULTY LEVEL'



*Ge Yadav*  
**I/C Principal**  
Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

**Annual confidential report for non-teaching staff**



University of Mumbai  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

**SCHEDULE-II**

**ANNUAL CONFIDENTIAL REPORTS**

(For ACS II and all other Technical/Non-Technical Class I to III officers of the State)

[See Rule 4 (2) of Assam services(Confidential Rules) Rules,1990]

Report for the year/period ending.....

**Part- I: PERSONAL DATA**

(To be filled up by the office)

1. Name of the officer/employee :
2. Name of the service to which belongs :
3. Date of Birth :
4. Present Designation :
5. Period of absence from duty on leave, training etc. during the period of report :
6. Description of work on which engaged during the period :



*G. Gadev*

**I/C Principal**

Nirmala College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)





**University of Mumbai**  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

**Annual performance report for non-teaching staff**



**University of Mumbai**  
**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

<b>SELF-EVALUATION FORM</b>			
EMPLOYEE:		JOB TITLE:	
DEPARTMENT:		DATE:	
<p>The Self-Evaluation Form is provided as a tool for the rating supervisor and the employee to use in assessing and discussing job performance. The focus of the review process should be to establish a mutual understanding between the supervisor and the employee on the requirements for effective job performance.</p> <p>Process for Completion of the Self-Evaluation Form:</p> <ol style="list-style-type: none"> <li>1. The employee reviews the current job description.</li> <li>2. The employee prepares the Self-Evaluation Form, using the Rating Factor Guide to rate his/her performance on the factors. Where useful or relevant, provide examples to support the rating.</li> <li>3. Employee completes Individual Professional Development Plan.</li> <li>4. Employee presents completed forms to supervisor.</li> </ol>			
<b>Rating Scale</b>			
<p><b>SUPERIOR:</b> Performance of job requirements noticeably exceed established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance; performs more than asked explores improved methods of accomplishing tasks, and small room for improvement.</p>			
<p><b>EXCEEDS REQUIREMENTS:</b> Performance of job requirements exceeds established expectations or requirements for quality, quantity, and timeliness, and while performance at this level can still be improved, and employee at this level exceeds the performance expected of a fully capable employee in most aspects of job performance.</p>			
<p><b>COMPETENT:</b> Performance of job requirements achieves acceptable and standard results expected by the department. Periodic incidents of superior or problem work performance are typical in the class of work performed.</p>			
<p><b>REQUIRES IMPROVEMENT:</b> Performance of some job requirements is unacceptable and does not achieve results expected by the department. Incidents of problem work performance are not typical in the class of work performed and improvement is required.</p>			
<p><b>UNSATISFACTORY:</b> Performance of some job requirements is consistently unacceptable. Counseling and training has not resulted</p>			
<b>PERFORMANCE FACTORS</b>			
1. Mission Statement: Assess understanding to and integration of mission and goals.			<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Requirements <input type="checkbox"/> Competent <input type="checkbox"/> Requires Improvement <input type="checkbox"/> Unsatisfactory
Comments:			
2. Job Knowledge: Assess understanding of job and demonstrate skill level to do job effectively.			<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Requirements <input type="checkbox"/> Competent <input type="checkbox"/> Requires Improvement <input type="checkbox"/> Unsatisfactory
Comments:			

*(Signature)*



**I/C Principal**  
Nirma College of Commerce  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)