

Maharashtra Cosmopolitan Education Society's

## M. A. Rangoonwala Institute of Hotel Management & Research, Pune.

Affiliated To Savitribai Phule Pune University / Institute code No.: 1042

Email: info@marhotelmanagement.com | Mobile No.: +91 9403 190 762

Dr. P. A. Inamdar President, M.C.E. Society Prof. Dr. Anita Frantz

Principal

	CRITERION – 6						
GOVER	GOVERNANCE, LEADERSHIP AND MANAGEMENT						
Key Indicator	6.3	Faculty Empowerment Strategies					
Metric No.		6.3.1					

➤ The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Sr. No.	Documents Attached	Page No.
1.	Institutions Performance Appraisal Forms for Librarian 2021-22	2
2.	Institutions Performance Appraisal Forms for Non-Teaching Staff (Sample Copy) 2021-22	3
3.	Institutions Performance Appraisal Forms for Librarian 2020-21	4
4.	Institutions Performance Appraisal Forms for Non-Teaching Staff (Sample Copy) 2020-21	5
5.	Institutions Performance Appraisal Forms for Librarian 2019-20	6
6.	Institutions Performance Appraisal Forms for Non-Teaching Staff (Sample Copy) 2019-20	7
7.	Institutions Performance Appraisal Forms for Librarian 2018-19	8
8.	Institutions Performance Appraisal Forms for Non-Teaching Staff (Sample Copy) 2018-19	9
9.	Institutions Performance Appraisal Forms for Librarian 2017-18	10
10.	Institutions Performance Appraisal Forms for Non-Teaching Staff (Sample Copy) 2017-18	11

#### Institutions Performance Appraisal System for Librarian (2021-22)



# Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research

Affiliated to Savtribai Phule Pune University
Azam Campus, Camp.Pune-411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Academic Year: 2021 - 22		Terr	n: Annual
Performance	re Annrai	sal Report	
		53.	,
Name: Mrs. Chanda N			
Date of appointment: 01.07.	20	15	
Post Held: Librarian			
	12 /		
Technical Knowledge:     Initiative:	1.9	nd.	
2. Initiative:	good	,	
Execution of Assigned Task:      Creativity:	900	d ·	
4. Creativity:	4000	*	
5. Time Management:	Col	ge.	
Planning:      Communication Skills:	9000	,	
7. Communication Skills:	Card		
Delegation:      Problem Solving Ability:	Good	1	
9. Problem Solving Ability:			
10. Teamwork:			
11. Adaptability:	Car	d .	
13. Outstanding Achievement:	Au	crase.	
14. Integrity & character:	AU	erase.	
15. Physical Fitness:	Au	rage.	
15. Physical Fitness.			195
			mpekan
Place: Pune.			Chint
Place: Pune.  Date: 4th June - 2D21			Signature of E
Date: 4 000 8- 2-			Signature of Employee
Assoc. Prof. Imran Sayyed			(1)2
Assoc. Prof. Imran Sayyed			Prof. Dr. Anita Frantz
IQAC Coordinator			Principal
TOP.			PRINCIPAL
IQAC COORDINATOR			M. A. Rangoonwala Institute of Hotel Management & Research
M A. Rangoor wala Institute Hotel Management & Research			Azam Campus, Camp, Pune - 1

#### Institutions Performance Appraisal System for Non-teaching staff (sample copy) 2021-22



# Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research

Affiliated to Savtribai Phule Pune University
Azam Campus, Camp.Pune-411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Academic Year (शैक्षणिक वर्ष): 2021 - 22	Term (कालावधी): Annual
Name (नात): Performance Apprai	isal Report
Name (नाव): Mr. Subhash Lann	an Sarpale
Date of appointment (नेमणुकीचा दिनांक): 21	11. 2011
Post Held (धारण केलेले पद ): Accountant	3
<ol> <li>Physical Fitness(शारीरिक तंदरुस्ती):</li> <li>General ability (सर्वसाधारण बुद्धिमत्ता):</li> <li>Technical ability (तंदर्भाष्ट्रा क्रिक्ट्रा)</li> </ol>	
2. General ability (सर्वसाधारण बुद्धिमत्ता):	Good
3. Technical ability (where applicable)( तांत्रिक क	र्यक्षमताः ८०४
4. Integrity and character (सचोटी व चारित्र):	V. C. m. d.
5. Special aptitude (विशेष कल ):	Cond.
6. Obedience (आजाधारणकरपणा):	Gma
7. Punctuality (वक्तशीरपणा):	Gmd
8. Penalties/Awards, if any (शिक्षा किंवा बक्षीम)	λ/11
9. Grooming(सौदये):	Lord
10. Relation with colleagues(सहकायोशी महर्ग)	601
11. Relation with supervisor(पर्यवेक्षकाशी संबंध):	V. Card
12. Eagerness to work(काम करण्याची उत्सुकता):	Good.
Place: lane .	Finale
Date: 4 July - 2021	
1 11	Signature of Employee
July	012
Assoc. Prof. Imran Sayyed	Pros CAN
IQAC Coordinator	Prof. Dr. Anita Frantz
the state of the s	Principal PRINCIPAL
IQAC COORDINATOR	Management of Management of
M A. Rangoor wala Institute	Management & Research  am Campus, Camp, Pune - 1
f Hotel Management & Research	anc - 1
Azam Campus, Camp, Pune-1.	

### Institutions Performance Appraisal System for Librarian (2020-21)



#### Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research

Affiliated to Savtribai Phule Pune University Azam Campus, Camp.Pune-411001

	Tele No: 020-26442261/62 E-mail: <a href="mailto:info@marhotelmana">info@marhotelmana</a> Website: <a href="www.marhotelmanagement.com">www.marhotelmanagement.com</a>	gement.com
	Academic Year: 2020 - 2021	Term: Annua
	Performance Appraisal Report	
	Name: Mrs. Chanda Nitin Supekar	
	Date of appointment: 01.07.2015	
	Post Held: Librarian	
	1. Technical Knowledge:	
þ		
	6. Planning: V. God.	
	7. Communication Skills: Average.	
	8. Delegation: V. Gord.	
	7/	
	11 Adomtobility	
	12. Regularity / Attendance: Va Gord -	-
•		
	13. Outstanding Achievement:	
	15. Physical Fitness: Good.	
	0	
	Place: _ Pune.	wypekar
	Date: Jan 21 - 2021	_ CNO
		Signature of Employee
		CXVZ
	Assoc. Prof. Imran Sayyed IQAC Coordinator	Prof. Dr. Anita Frantz
		Principal
	IQAC COORDINATOR	PRINCIPAL A Description of
	M A. Rangoonwala Institute	M. A. Rangoonwala Institute of lotel Management & Research

#### Institutions Performance Appraisal System for Non-teaching staff (sample copy) 2020-21



# Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research

Affiliated to Savtribai Phule Pune University
Azam Campus, Camp.Pune-411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Website: www.marhotelmanagement.com
Academic Year (शैक्षणिक वर्ष): 2020-21 Term (कालावधी): Annual
Performance Appraisal Report
$\mathcal{A}^{-1}$
Name (नाव): Mr. Subhash Lannan Sarpale PRINCIPAL
Date of appointment (नेमणुकीचा दिनांक): 21.11. 2011 M. A. Rangoonwala Institut
Post Held (धारण केलेले पद ): Accountant Azam Campus, Camp, Pune -
1. Physical Fitness(शारीरिक तंदरुस्ती):
2. General ability (सर्वसाधारण बुद्धिमत्ता):
3. Technical ability (where applicable)( तांत्रिक कार्यक्षमता):
4. Integrity and character (सचोटी व चारित्र): 9 dod.
5. Special aptitude (विशेष कल):
6. Obedience (आजाधारणकरपणा): Solod-
7. Punctuality (वक्तशीरपणा):
8. Penalties/Awards, if any (शिक्षा किंवा बक्षीस):
9. Grooming(सौंदर्य):
10. Relation with colleagues(सहकार्यांशी संबंध):
11. Relation with supervisor(पर्यवेक्षकाशी संबंध):
12. Eagerness to work(काम करण्याची उत्सुकता):
0
Place: Plue.
Date: Dec - 18-220 Signature of Employee
and
IQAC COORDINATOR
M A. Bangoonwala Institute  of Hotel Management & Research
Azam Campus Camp. Pune-1:

#### Institutions Performance Appraisal System for Librarian (2019-20)



## Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research Affiliated to Savtribai Phule Pune University Azam Campus, Camp.Pune-411001

Tele No: 020-26442261/62 E-mail: info@marhotelm Website: www.marhotelmanagement.co	
Academic Year: 2019 - 2020	Term: Annual
Performance Appraisal Report	
Name: Mrs. Chanda Nitin Supek	<u>a7</u>
Date of appointment: 01 . 07 . 2015	
Post Held: Librarian	
(-1	
4. Creativity: 40d	
_ /	
7. Communication Skills: Good	
9. Problem Solving Ability: V. Good.	
10. Teamwork: Cood-	
11. Adaptability: V-Good	
12. Regularity / Attendance: (100d)	
13. Outstanding Achievement: Good.  14. Integrity & character: Good	
V	ellar
Place: / luy .	Cornellar
Date: Feb-21-2020	Gi 05
1	Signature of Employee
<b>\</b> 0 0	<u> </u>
Soul	( ) 2-
Assoc. Prof. Imran Sayyed	n Comment
IQAC Coordinator	Prof. Dr. Anita Frantz Principal
IQAC COORDINATOR	PRINCIPAL PRINCIPAL
M A. Rangoonwala Institute	M. A. Rangoonwala Institute of
Hotel Management & Research	Hotel Management & Research Azam Campus, Camp, Pune - 1

#### Institutions Performance Appraisal System for Non-teaching staff (sample copy) 2019-20

Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com
cademic Year (शैक्षणिक वर्ष): _2019 - 20 Term (कालावधी): Annual
Performance Appraisal Report
Was a second of the second of
ame (नाव): Mr. Sarpale Subhash PRINCIPAL
ate of appointment (नेमणुकीचा दिनांक): 21·11·2011 M. A. Rangoonwala Ins
ost Held (धारण केलेले पद): Account ant Azam Campus, C
1. Physical Fitness(शारीरिक तंदरुस्ती): 900 d
2. General ability (सर्वसाधारण बुद्धिमत्ता):       404         3. Technical ability (where applicable)( तांत्रिक कार्यक्षमता):       4004
4. Integrity and character (सचोटी व चारित्र):
4. Integrity and character (संपादा व पारित्र).         5. Special aptitude (विशेष कल):
6. Obedience (आजाधारणकरपणा):       900 व
7. Punctuality (वक्तशीरपणा):
8. Penalties/Awards, if any (शिक्षा किंवा बक्षीस):
9. Grooming(सोंदर्य):
10. Relation with colleagues(सहकार्यांशी संबंध):
11. Relation with supervisor(पर्यवेक्षकाशी संबंध):
12. Eagerness to work(काम करण्याची उत्सुकता):
12. Eagerness to work

M.A. Rae poinwala Institute
of Hotel Management & Research
Azam Campus, Camp, Pune-1.

#### Institutions Performance Appraisal System for Librarian (2018-19)



# Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research Affiliated to Savtribai Phule Pune University Azam Campus, Camp.Pune-411001

Tele No: 020-26442261/62 E-mail: info@marhotelmanage Website: www.marhotelmanagement.com	ement.com
Academic Year: 2018 2819	Term: Annual
Performance Appraisal Report	
on a line Rupokan	
Name: Mrs. Chanda Nitin Supekar  Date of appointment: 01.07.2015	
Date of appointment:	
Post Held: Librarian	
1. Technical Knowledge: V. Good.	30 10 10 10 10 10 10 10 10 10 10 10 10 10
2. Initiative: 4 ord	
3. Execution of Assigned Task: Gard.	
4. Creativity: Good	
2 / 1	
6. Planning: 4 Good	
7. Communication Skills: 4 Pod	
1 1 6 0 1	
6. Delegation.	
3. Troolem sorving remay.	
To. realityork.	
11. Adaptability:	
13. Outstanding Achievement: Y- 400 d.	·
14. Integrity & character:	
15. Physical Fitness: 600d.	
Ω	Nipelear
Place: Tune.	Charles.
Date:	Signature of Employee
	C/2-
Assoc. Prof. Infran Sayyed	D OD III
IQAC Coordinator	Prof. Dr. Anita Frantz Principal
IQAC COORDINATOR	PRINCIPAL
M A. Rangoonwala Institute	1. A. Rangoonwala Institute of
of Hotel Management & Research	lotel Management & Research Azem Campus, Camp, Puris - 1
Azam Campus, Camp, Pune-1	

### Institutions Performance Appraisal System for Non-teaching staff (sample copy) 2018-19

MOR	WI.A. Rang		ute of Hotel vtribai Phule Pun amp.Pune-411001 l: info@marhotelma	Management e University	ciety's at & Research
Acade	mic Year (शैक्षणिः	त वर्ष): <u>2018</u> -	19 т	erm (कालावधी)	: Annual
				O (	
		Performance A	ppraisal Report		
					Chu Z
Name (	नाव): Mr. Sc	urpale But	hash		091
		कीचा दिनांक):		211	PRINCIPAL
		: Accountan		M L	. Rangoonwala Institut I Management & Rese
	.च (चार-1 चार्यस पद	- 1-1 Crounstan		Hoï	zam Campus, Camp, Pune -
1.	Physical Fitness(খার	ोरिक तंदरुस्ती):	Gerl	in the sail	<u> </u>
2	General ability (सर्वः	1: 1: - 1: - 1: - 1: - 1: - 1: - 1: - 1	V . G	00d	The state of the s
		here applicable)( तांति	/ वेक कार्यक्षमता):	Good	- 386
		er (सचोटी व चारित्र):		d-	
( + C*	Special aptitude (वि		4000		CONTROL CONTROL
	Obedience (आजाधाः		600	01.	
	Punctuality (वक्तशी		Garil	-	Arein
		any (शिक्षा किंवा बक्षी	H).	Doines.	XIII
4		any (Right 14)41 4411		Truly !	416
	Grooming(सौंदर्य): _	The first state of the state of	112	Good 1	A S II
		gues(सहकार्यांशी संबंध		Jora	NAME OF TAXABLE PARTY.
		isor(पर्यवेक्षकाशी संबंध		- 1	
12. I	agerness to work(ৰ	ाम करण्याची उत्सुकत	T): ————————————————————————————————————	DDA.	
	*				
	0		*		
	Pun -				File -
Place: _	Ed - 27/	2019	Λ .	1	3.40
Date:	100 07	(		Signature	of Employee
	35	IDAC	COORDINA	TOR	
			angoonwala ins	ALTO THE PROPERTY OF	
			Management & F	, to	
		Azam C	ampus. Camp. I	Pune-1.	

### Institutions Performance Appraisal System for Librarian (2017-18)



# Maharashtra Cosmopolitan Education Society's M.A.Rangoonwala Institute of Hotel Management & Research Affiliated to Savtribai Phule Pune University Azam Campus, Camp.Pune-411001

Tele No: 020-26442261/62 E-mail: info@marhotelmana Website: www.marhotelmanagement.com	gement.com
Academic Year: $2017 - 2018$	Term: Annual
Performance Appraisal Report	
5-51	
Name: Mrs. Chanda Nitin Supekar	
Post Held:	
Post Held. Borgard	
1. Technical Knowledge: Good .	
1//	
3. Execution of Assigned Task: Good.	
4. Creativity: Good	
6 Dlamina	
8. Delegation: Gold.	
1/	
10 T	-
11 Adoptability 1/1/	
13. Outstanding Achievement: Good	
15. Physical Fitness: Good.	
<b>y</b>	Nupekar.
Place: 1 une.	- NAMES
Date: Jan . 24 - 20/8	Signature of Employee
0.0	
	$\bigcap$ 12-
Assoc. Prof. Imran Sayyed	Cyli
IQAC Coordinator	Prof. Dr. Anita Frantz
IQAC COORDINATOR	Principal
M A. Rangoonwala Institute	PRINCIPAL M. A. Pangoonwala Institute
of Hotel Management & Research	M. A. Rangoonwala Institute Hotel Management & Research
Azam Campus Comp Dun 4	Azam Campus, Camp, Pune - 1

### Institutions Performance Appraisal System for Non-teaching staff (sample copy) 2017-18

Affiliated to Savtribai Phule Pune University Azam Campus, Camp.Pune-411001 Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com Website: www.marhotelmanagement.com
Academic Year (शैक्षणिक वर्ष): 2017-18 Term (कालावधी): Annua
(131) 44). 2017 10 10111 (13114 11)
Performance Appraisal Report
0
Name (नाव): Mr. Sarpale Subhash
PRINCIPAL Date of appointment (नेमणुकीचा दिनांक): 2 1 1 1 2011 M. A. Rangoonwala Institu
Post Held (धारण केलेले पद ): Accountant Hotel Management & Res
Azam Campas, Camp, 12.5
1. Physical Fitness(शारीरिक तंदरुस्ती): ५००० -
2. General ability (सर्वसाधारण बुद्धिमत्ता):
3. Technical ability (where applicable)( तांत्रिक कार्यक्षमता):
4. Integrity and character (सचोटी व चारित्र):
5. Special aptitude (विशेष कल): Gob Cl.
6. Obedience (आज्ञाधारणकरपणा):
7. Punctuality (वक्तशीरपणा): ्रिकर्य .
8. Penalties/Awards, if any (शिक्षा किंवा बक्षीस): 900 d All
9. Grooming(सोंदर्य):
10. Relation with colleagues(सहकार्यांशी संबंध): Good -
11. Relation with supervisor(पर्यवेक्षकाशी संबंध): 4004 -
12. Eagerness to work(काम करण्याची उत्सुकता): G MU.
12. Lag.

M.A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp. Pune-1.