

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: C. MISTY.

Reason for Evaluation:

 Annual Promotion Merit Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I led implementation of new software tool due to which team collaboration improved

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Better organisational skills applied by me thereby college activities went away smoothly

- 3) Which of your responsibilities could you have performed better? What affected your performance?

Documentation process could have been better due to which my colleagues could follow my process better

- 4) What courses, training, or experience most benefited you since your last evaluation?

A team Building workshop helped me understand different working styles & improve team cohesion more efficient & motivated teams

- 5) In what areas could you have used more experience or training?

I could have used my experience & training in fostering harmonious brotherhood between all.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/02/2024

EMPLOYEE NAME: Dipti Janwalkar

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**

I assembled and led high performing team including newly recruited teachers.

2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**

I increased my productivity by adopting new technique to focus on task & minimize distraction.

3) **Which of your responsibilities could you have performed better? What affected your performance?**

Collaborating with all colleagues took toll on me or else things could have been more smoother

4) **What courses, training, or experience most benefited you since your last evaluation?**

Participating in a mentorship program allowed me to gain valuable insights from senior leaders

5) **In what areas could you have used more experience or training?**

I could have benefitted from more training on fostering creativity & innovation in workplace

EMPLOYEE SELF APPRAISAL FORM

Prof. Rajkumar Tirrasi
DATE: 22/04/2024

EMPLOYEE NAME: Rajkumar Tirrasi Sir

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?
I initiated & co-ordinated a project that required collaboration across multiple departments. Projects were streamline.
- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?
I improved my project management skills by successfully leading cross-functional teams using Factor approach including clear timelines.
- 3) Which of your responsibilities could you have performed better? What affected your performance?
I could have managed my time better during overlapping project. Tight deadlines affected my ability.
- 4) What courses, training, or experience most benefited you since your last evaluation?
Many allied courses have been put up and I was in a position to do a few of them which benefitted me in some task.
- 5) In what areas could you have used more experience or training?
Project budgeting could have been done better which could have cut down cost & greater utilisation of resources.

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Asst. Prof Mumun Desai

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become pan of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?
I am proud of developed and delivered training programs: created and conducted training sessions to enhance team members' skills, knowledge, and performance.
- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?
I have managed and contributed to team collaboration by encouraging open communication and feedback with brainstorming sessions. I have also worked as a appreciable and supportive leader and made use of analytical skills & tools.
- 3) Which of your responsibilities could you have performed better? What affected your performance?
I feel had I prioritized and did little delegating tasks, I think I could have performed better and would have more effectively and efficiently managed my team members.
- 4) What courses, training, or experience most benefited you since your last evaluation?
Many courses training has benefitted me like Crisis Management Training, Mentorship Program, Time management seminar and sustainability practices training are few I need to mention.
- 5) In what areas could you have used more experience or training?
I have used my experience in Project budgeting, Negotiation, Team leadership, legal and compliance issues, Human Resources Management alongwith customer services.

DATE: 22/04/2024

EMPLOYEE NAME: Sandesh Keny

Reason for Evaluation:

 Annual Promotion Merit Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I identified a critical problem and ensured all initiatives taken, improving overall efficiency.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Trying to foster strong relationship with all colleagues, students and being proactive in all this.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I missed small details due to working under quick deadlines, some minor delay caused.

- 4) What courses, training, or experience most benefited you since your last evaluation?

One on one coaching session have helped me identify my strength & weakness.

- 5) In what areas could you have used more experience or training?

Some experience gathered more training needed to solve tricky issues.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Sandesh Keny

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I identified a critical problem and ensured all initiatives taken, improving overall efficiency.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Trying to foster strong relationship with all colleagues, students and being proactive in all this.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I missed small details due to working under quick deadlines, some minor delay caused.

- 4) What courses, training, or experience most benefited you since your last evaluation?

One on one coaching session have helped me identify my strength & weakness.

- 5) In what areas could you have used more experience or training?

Some experience gathered more training needed to solve tricky issues.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Sidsa Hanwase

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

A new communication ^{system} introduced due to which greater contact between teacher & student

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Improved my ability to manage department budget more effectively

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I could have been more flexible with changes to plan but some areas remained uncorrected.

- 4) What courses, training, or experience most benefited you since your last evaluation?

Attending 1-2 Faculty development programmes (FDPs) gave me chance to realign some things.

- 5) In what areas could you have used more experience or training?

In examinations & block allocations when things got little chaotic I could have made changes.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Shiyani Vastak

Reason for Evaluation:

<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> Merit	<input type="checkbox"/> Other
--	------------------------------------	--------------------------------	--------------------------------

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
I was responsible for cost saving, an initiative that reduced cost saving by 15% without quality compromise
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
My approach as teacher improved drastically when I gathered student academic needs
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
In retrospect, my project planning could have been more detailed, challenge not anticipated
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
Attending Agile methodology workshop helped me streamline project workflows & improve team collaboration
- 5) **In what areas could you have used more experience or training?**
Significant progress in speaking abilities more training in public speaking would help in communicating better

DATE: 22/04/2021

EMPLOYEE NAME: Rutuja Shrivalkar

Reason for Evaluation:

 Annual Promotion Merit Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
 Cost saving was initiated by me, it reduced manual work by 30% it had impact on bottom line & showed efficiency.
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
 I worked on being a more approachable leader. Time management being articulate well prepared in content being some of them.
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
 I could have better in prioritizing urgent task over less critical ones which impacted timely completion.
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
 Taking up public speaking course boosted my confidence and helped me communicate with state holders.
- 5) **In what areas could you have used more experience or training?**
 I could have used more experience in managing organisational change to better navigate transition & help team adapt.

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Zubeda Banu.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I managed the departmental budget effectively ensuring all things well funded without crossing the budget

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I updated my technical knowledge by taking online courses and applying what I learned on job. This impacted my ability to troubleshoot.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

At times it took me longer than necessary to take decisions it affected timeliness.

- 4) What courses, training, or experience most benefited you since your last evaluation?

A conflict resolution course gave tools to address staffroom issues.

- 5) In what areas could you have used more experience or training?

Gaining more experience in artificial intelligence would have given better understanding, how to integrate technology.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Jacinta Jivanesan.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
During a crisis situation involving a difficult student, I took lead in managing the crisis and maintaining relationship.
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
I improved my ability to create and execute educational sessions, learning from past experience & constantly evolving.
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
I could have worked more closely with cross functional teams. At times I did not pro-actively reach out to them.
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
A negotiation skill course helped me to navigate difficult conversation & close deals more successfully
- 5) **In what areas could you have used more experience or training?**
I have used more experience or training in changing my lecture technique to be more effective before the class

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: SALEEM NAQWA

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I received an award for exceptional customer service which reflected my commitment to going above to meet their needs.

2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I became more proficient at delegating task to the right people based on their strength I worked on trusting my team more.

3) Which of your responsibilities could you have performed better? What affected your performance?

There were instances where I missed deadline due to unforeseen circumstances or poor planning.

4) What courses, training, or experience most benefited you since your last evaluation?

Learning data visualization technique allowed me to create more effective reports & presentations making easier for my team

5) In what areas could you have used more experience or training?

I could have benefitted from further training in advanced marketing strategies particularly in digital marketing

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Ashok Yende

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I received recognition from senior leadership for my ability to inspire & lead my team during challenging period

2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I improved my networking skills by attending FDPs and other seminars, I sought mentorship which helped me grow personally.

3) Which of your responsibilities could you have performed better? What affected your performance?

I could have managed my workload better. I was hesitant to address it resulted in underperformance.

4) What courses, training, or experience most benefited you since your last evaluation?

A course on financial analysis provided me with deeper insight enhancing my ability.

5) In what areas could you have used more experience or training?

Although I am organised additional time management training would have helped to prioritize task.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

Dr. Rajesh B. Tendulkar

EMPLOYEE NAME:

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?
I developed & launched a training programme for new hires that reduced onboarding time & improved team productivity which helped institution
- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?
I enhanced my collaboration with teams by actively encouraging open communication & feedback. Regular brainstorming sessions helped me.
- 3) Which of your responsibilities could you have performed better? What affected your performance?
I could have delegated some tasks more efficiently to the team. At times I took too much which affected my ability to compete.
- 4) What courses, training, or experience most benefited you since your last evaluation?
A leadership training program helped me develop skills in team management, conflict resolution & decision making.
- 5) In what areas could you have used more experience or training?
Further experience with cloud computing platforms like AWS or Azure would have helped me manage & optimize cloud based activity.

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Falguni B. Sahbhatt

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
I identified & addressed inefficiencies in work due to which 20% increase in team productivity. It demonstrated my ability to analyse & improve existing.
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
I learned to handle conflict more effectively by becoming more emphatic & hearing both sides.
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
I occasionally struggled with multi-tasking & ended up giving more attention to task needing less focus.
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
A course in digital marketing allowed to understand the needs of projecting a good course.
- 5) **In what areas could you have used more experience or training?**
Additional training in teaching/non-teaching would have helped me in understanding complex issues better.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Selvi.V

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

Worked on strategy that improved employee retention by focussing on better work life balance.

2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Enhanced my ability to think creatively when solving problems. Exposure to new ideas & challenging myself to step outside.

3) Which of your responsibilities could you have performed better? What affected your performance?

Inter departmental work could have been arranged much better but full co-ordination not possible

4) What courses, training, or experience most benefited you since your last evaluation?

A crisis management course taught me how to stay calm & focussed in high pressure situation which helped me navigate challenging

5) In what areas could you have used more experience or training?

The Adaptability approach could have been better changing

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: A. Heusique.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**

I created a more efficient scenario which both teachers & students developed better understanding.

- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**

My ability to resolve colleague issues quickly improved significantly, Active listening on my part increased.

- 3) **Which of your responsibilities could you have performed better? What affected your performance?**

At times the feedback implementation was not as required due to which work got delayed. A responsive approach could have improved output.

- 4) **What courses, training, or experience most benefited you since your last evaluation?**

A basic course on Artificial Intelligence introduced me to how emerging technologies could be applied.

- 5) **In what areas could you have used more experience or training?**

I could have benefitted from more experience as mentor or coach, helping to guide & develop junior colleagues while improving leadership.

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/09/2024

EMPLOYEE NAME: Pooja Hingarani

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
I was able to conduct few online & offline courses that could help our college students
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
I improved my analytical skills by regularly practicing data interpretation & using advanced a. tools. Workshop participation
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
I did not ask for feedback as often as I Regular checks would have helped me.
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
I could complete a CRM training programme due to which stake holder relationship could be managed
- 5) **In what areas could you have used more experience or training?**
Additional training in behavioral economics would have been useful understanding decision making process and applying certain knowledge strategies

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Pranod Yadav.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**

I mentored junior in and around library and guided them in task & helping them

- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**

Communication skills improved especially in writing, regularly practicing writing reports emails & other document.

- 3) **Which of your responsibilities could you have performed better? What affected your performance?**

A time management seminar provided me with practical strategies to prioritize task avoid busyness

- 4) **What courses, training, or experience most benefited you since your last evaluation?**

High pressure situation could have been handled better. Ability was affected by s

- 5) **In what areas could you have used more experience or training?**

Although I have improved additional training in negotiation strategies, it would help in complex deals

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/09/2024

EMPLOYEE NAME: Pratiksha Hise

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

Certain new courses I planned & decided to implement from this AY.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I became more effective as mentor by actively listening & giving actionable feedback.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I sometimes didn't implement feedback as quickly as I should have which delayed refinement of work.

- 4) What courses, training, or experience most benefited you since your last evaluation?

Training helped me build a more inclusive work environment by fostering understanding & creating a more supportive culture.

- 5) In what areas could you have used more experience or training?

Faculty training could have been done better

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Simson Rane

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I was able to navigate some well designed courses for kids of law college.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I improved my event planning abilities by organizing exams.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

In certain times I could have been more proactive but

- 4) What courses, training, or experience most benefited you since your last evaluation?

FDPs were organised at 2-3 various places and I was able to attend a few of them

- 5) In what areas could you have used more experience or training?

Additional training in behavior of economics would have been useful in understanding consumer-decision

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Namsata Pasush

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**

I introduced some dynamic teaching technique and also initiated greater dialogue

- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**

Problem solving skills improved by approaching challenges with more structured methodology such as root cause analysis collaborating with team

- 3) **Which of your responsibilities could you have performed better? What affected your performance?**

There were times when I could be more proactive about leasing new tools & technologies to stay ahead in my role.

- 4) **What courses, training, or experience most benefited you since your last evaluation?**

A workshop on emotional intelligence helped me understand & manage my emotions & those of others which improve team dynamics

- 5) **In what areas could you have used more experience or training?**

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Dr. Anant. N. Kalse (I/c Principal)

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I was able to introduce a new faculty monitoring system - certain parameters (Time) (Syllabus completion) (exam oriented).

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I improved my duty allocation skills by appropriate allocation to all faculties to handle departmental activities.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

Faculty Assessment process could have been conducted in a much smooth process but certain faculties joined little late.

- 4) What courses, training, or experience most benefited you since your last evaluation?

Workplace diversity & Inclusion Training
It helped me build a more inclusive work environment by fostering understanding among all teachers.

- 5) In what areas could you have used more experience or training?

As an academician I could have made more vibrant work atmosphere for all Teachers to increase their efficiency.

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Siddharth Mogdum.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) **Since your last evaluation, what job-related accomplishments are you most proud of, and why?**
I was able to mitigate differences between Senior & Junior teachers, also the new attendance app was suggested by me
- 2) **Which of your responsibilities did you perform best or improve in the most? What contributed to this?**
I became more adaptable to staying open to change. Being flexible in how I approach tasks allowed me
- 3) **Which of your responsibilities could you have performed better? What affected your performance?**
My communication with all stakeholders could have been more frequent.
- 4) **What courses, training, or experience most benefited you since your last evaluation?**
This course improved my ability to communicate effectively with a diverse team & clients, leading to stronger collaboration.
- 5) **In what areas could you have used more experience or training?**
More experience with all other subject teachers & co-ordinating meetings etc

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: Sneha Gaur

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I was in a position to handle multiple projects due to a co-ordin

2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I improved my ability to train & mentor others by designing more engaging models & taking hands on approach.

3) Which of your responsibilities could you have performed better? What affected your performance?

I could have used technology tools more effectively using project management tools & automation

4) What courses, training, or experience most benefited you since your last evaluation?

A design thinking workshop expanded creative problem solving skills & helped me approach challenges better

5) In what areas could you have used more experience or training?

More training on data privacy law & ethical consideration in data management would have enhanced my ability

EMPLOYEE SELF APPRAISAL FORMDATE: 22/04/2024EMPLOYEE NAME: Bhanti Desai

Reason for Evaluation:

 Annual Promotion Merit Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I worked with management to implement changes to our employee benefit which led to higher employee satisfaction

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

A more effective quality control checklist & conducting regular audits, reduction in errors

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I could have followed up with my team in a much better way but certain areas held me back

- 4) What courses, training, or experience most benefited you since your last evaluation?

A presentation skills course taught me how to craft more compelling narratives improving impact of presentations.

- 5) In what areas could you have used more experience or training?

Training in additional areas areas salesforce SAP or Tableau could have helped me more

EMPLOYEE SELF APPRAISAL FORM

DATE: 22/04/2024

EMPLOYEE NAME: T.M. Thomas

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I had projected all years effort and slowly we were able to meet our targets.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Social media management skills by staying current with trends & using analytics to optimize campaign

- 3) Which of your responsibilities could you have performed better? What affected your performance?

There were moments when I did not align my work with organisations expectations

- 4) What courses, training, or experience most benefited you since your last evaluation?

A course in risk management helped me anticipate potential challenges & develop contingency plans

- 5) In what areas could you have used more experience or training?

Additional formal training in strategic planning could have enhanced my ability to forecast

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Manisha Pathak

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

A comprehensive internal knowledge base that streamlined information sharing across department all information gathered.

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

My research skills enhanced by using advanced skills to gather more info, collaborating with colleagues & attending webinars.

- 3) Which of your responsibilities could you have performed better? What affected your performance?

I could have been more innovative in my approach to problem solving. I relied on traditional methods.

- 4) What courses, training, or experience most benefited you since your last evaluation?

An HR management course gave me better understanding of employee relations, recruitment & performance evaluation

- 5) In what areas could you have used more experience or training?

More exposure to training on employee motivation and engagement technique would have allowed me to create productive environment.

EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Atma Yadav.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

- 1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I could negotiate better terms with several key ~~heads~~ stakeholders including other faculty heads

- 2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

I worked on improving relation between staff members and also where certain hostilities existed tried to break free from that

- 3) Which of your responsibilities could you have performed better? What affected your performance?

Allocation of duties, and inter departmental duties could have been performed better but some shortcomings led to lesser compliance.

- 4) What courses, training, or experience most benefited you since your last evaluation?

I had an opportunity to attend FDPs and that interaction changed my perspective towards approaching the course.

- 5) In what areas could you have used more experience or training?

I could have used more experience when it came to dealing with certain smaller issues such as day to day workload allocation etc.



EMPLOYEE SELF APPRAISAL FORM

DATE : 22/04/2024

EMPLOYEE NAME: Anita Dubey.

Reason for Evaluation:

Annual

Promotion

Merit

Other

The Children Welfare Centre's College of Law is committed to maintaining documented performance standards and expectations for all positions within the College and for providing employees with consistent feedback about performance and position responsibilities.

This self-appraisal is intended to help employees objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs, and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the College. This form will become part of an employee's permanent personnel record attached to the corresponding performance evaluation form.

1) Since your last evaluation, what job-related accomplishments are you most proud of, and why?

I was happy I could conduct 2 legal seminars and invite Legal luminaries to the College

2) Which of your responsibilities did you perform best or improve in the most? What contributed to this?

Examination responsibilities I improved the most and accomplished certain good results. My team also contributed.

3) Which of your responsibilities could you have performed better? What affected your performance?

Greater support to my team mates in challenging times, workload could have eased a little.

4) What courses, training, or experience most benefited you since your last evaluation?

Learning a foreign language has improved my communication with I. clients & partners fostering stronger relationship.

5) In what areas could you have used more experience or training?

I could have benefited from more training on fostering creativity & innovation in workplace