

University or College: Rizvi Education Society's  
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE  
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

**CONFIDENTIAL SELF-ASSESSMENT REPORT  
REGARDING ABILITY AND CHARACTER**

(For the Officers and Superintendents)

1. Name : MRS. MEHTABEEN S. KHAN
2. Department / Office / Post : ADMINISTRATIVE OFFICE
3. Period of Report : 2020-21
4. Leave taken during the period C.L./  
E.L./Other Leave :
5. Additional Qualifications / Training, etc. Earned  
Undergone during the period : NIL.
6. Promotions / Rewards / Appreciation, if any : NIL.
7. Length of Service in the Present or Similar Post : 12 Yrs.
8. Brief Description of your duties indicating  
the norms, standards, targets to be observed, etc. : As per the duty chart issued
9. Supervisory Ability (Capacity to get work done) : Good.
10. Relations with Staff/Members of Public/Superiors : Good
11. Have you imparted any training guidance to  
your staff : Whenever required always  
provided guidance.
12. Were you required to take any disciplinary action  
against any of your subordinates, if so, state  
number of cases reported : NIL.
13. Could you maintain cordial atmosphere in your  
department. If 'Yes' state whether the following  
methods you adopted : Impartially and just  
method.  
(a) Welfare Activity (b) By your own hard work  
(c) Accommodativeness and (d) Impartiality and  
just method.
14. How would you rank your leadership ability : V. Good.
15. What efforts were made by you to acquire or  
Promote the quality of leadership. : Always try to distribute  
the work and complete  
the task.
16. The Quality and Quantity of work done during the  
period of report as compared with the prescribed  
norms standard or targets of previous year : -

- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical : -
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : Good.
- 19. Do you think that there is a scope for improvement : Yes.
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : All my colleagues should take the work seriously and should work together i.e. team work method. Help each other as per requirement.
- 21. State what special difficulty did you experience were there beyond your control. : → Action not taken on details
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : Yes.
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : Yes.
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : Very Good.

**OBSERVATION OF THE REPORTING OFFICER**

- 1. State whether the facts stated above are correct. If not, state the correct facts. : Yes Correct
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop
- 5. Any other remarks

Signature: Mumbai

*[Signature]*  
 I/c. PRINCIPAL  
 Signature, Name and Designation of  
 Rizvi Education Society's  
 Reporting Authority  
 RIZVI COLLEGE  
 OF ARTS, SCI. & COM.  
 400 050

CONFIDENTIAL  
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's  
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE  
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING  
Serial No.: \_\_\_\_\_ File No.: \_\_\_\_\_ Year ending 31st March 2021, \_\_\_\_\_

Name: Shri/Smt./Kam. Pravin Kumar Sheshnarayam Dubey  
(Department or Office including Section)

PERSONAL INFORMATION

Name: Pravin Kumar Father's Name: Sheshnarayam Surname: Dubey

Date of Birth as recorded in the Service Book /  
S.S.C. Certificate/School Leave Certificate :

04/07/1996

Place of Birth :

Mumbai (Maharashtra)

(Village / Town / Taluka / District / State)

Nationality and Religion :

Indian (Hindu Bramhan)

Whether belongs to Scheduled Castes/  
Scheduled Tribes/Nomadic Tribes/Other  
Backward Classes, etc. :

Home Town (with residential address) :

Village Madaiyam Bhubhuar  
Post Sahapatki, Madiyahu  
Dis. Jaampur-(U.P)

Permanent Address (Local) :

13A/C1/Room-No 702 -  
Siddhivinayak. SRA Sanstha  
Sangharsh Nagar, Chandivali  
Andheri-(E) Mumbai-400072

Date of joining University Services and  
Designation at the time of first appointment :

01 December-2012

Intermediary positions held between Initial  
Appointment and Present, if any :

Class - IV

Positions

Period from

1.

2.

3.

Contd... 2

Mother Tongue

: 2 :

Hindi

Language Known

Hindi, English, Bhojपुरी -

Qualifications and Degree

T.Y. B.A.-

University

Veer Bahadur Singh Pravaanchal  
University, Jhansi

Year

2012

**CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER**

Name

Pravin Kumar S. Dubey

Period of Report

2020-21

Post or posts held during the period  
of Report

Class IV (Peon)

Department / Office / Section

Examination Dept

Leave taken during the period E.L./  
C.L./Other Leave

EL

SL

CL

**PERFORMANCE ASSESSMENT**

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
<b>I. TECHNICAL ADEQUACY</b>						
01.	Industry	✓				
02.	Application	✓				
03.	Initiative	✓				
04.	Neatness	✓				
05.	Accuracy	✓				
06.	Punctuality in Work	✓				
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal	✓				
09.	Regularity in Attendance		✓			
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability		✓			
14.	Capacity to work done	✓				
<b>II. GENERAL IMPRESSION</b>						
01.	General Impression and Grasp	✓				
02.	Leadership Qualities	✓				
03.	Level of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)		✓			
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
<b>III. Recommendations</b>						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion	✓				
04.	Any other item not covered but which you would like to record, please specify the aspect	Sincere and hardworking.				
05.	Recommendation – Observation of the Reporting	Intelligent				

Date: June 2021Signature: M. KhanPlace: Bandra (W)

(Mrs. Mehjabin S. Khan)

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

### OBSERVATION OF REVIEWING OFFICER IN THE REPORT (To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

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

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

I/c. PRINCIPAL  
Rizvi Education Society's  
RIZVI COLLEGE  
OF ARTS, SCI & COM.  
Bandra (W), Mumbai-400 050.

Name and Designation of the Reviewing Officer

CONFIDENTIAL  
FORM NO. 6 (SEE RULE 12)

L/b

University or College: **Rizvi Education Society's**  
**RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE**  
**OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.**

**CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING**

Serial No.: \_\_\_\_\_ File No.: \_\_\_\_\_ Year ending 31st March 2021

Name: Shri/Smt./Kum. Arun Narayan Shastri  
(Department or Office including Section)

**PERSONAL INFORMATION**

Name: Arun Father's Name: Narayan Surname: Shastri

Date of Birth as recorded in the Service Book /  
S.S.C. Certificate/School Leave Certificate : 26-9-1964

Place of Birth : Mumbai  
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu

Whether belongs to Scheduled Castes/  
Scheduled Tribes/Nomadic Tribes/Other  
Backward Classes, etc. : —

Home Town (with residential address) : Rizvi House Row No-9-1  
Hill Rd Opp. Bandra  
Police Stn Bandra (W)

Permanent Address (Local) : Mumbai - 50

Date of joining University Services and  
Designation at the time of first appointment : 15-6-1985

Intermediary positions held between Initial  
Appointment and Present, if any :

Positions Period from

1.

2.

3.

Contd... 2

Mother Tongue

: 2:

Marathi

Language Known

Hindi Marathi English

Qualifications and Degree

7<sup>th</sup> Pass

University

-

Year

-

**CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER**

Name

Mr. Arun N. Bhosle

Period of Report

2020-21

Post or posts held during the period of Report

Lib Attendant

Department / Office / Section

Administrative Office

Leave taken during the period E.L./  
C.L./Other Leave

EL

SL

CL

**PERFORMANCE ASSESSMENT**

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
<b>I. TECHNICAL ADEQUACY</b>						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working		✓	✓		
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public		✓			
13.	Dependability		✓	✓		
14.	Capacity to work done		✓			
<b>II. GENERAL IMPRESSION</b>						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities			✓		
03.	Leave of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)			✓		
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
<b>III. Recommendations</b>						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion	✓				
04.	Any other item not covered but which you would like to record, please specify the aspect	Very	honest	Sincere		
05.	Recommendation – Observation of the Reporting					

Date: April, 2021Place: Randwa (W)Signature: M. S. Khan

Mrs. M. S. Khan  
Office In-charge

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

**OBSERVATION OF REVIEWING OFFICER IN THE REPORT**  
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
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4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

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

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

M. S. Khan  
I.C. PRINCIPAL  
Rizvi Education Society's  
RIZVI COLLEGE  
OF ARTS, SCI. & COM.

Name and Designation of the Reviewing Officer



*Rizvi Education Society's*

# **RIZVI COLLEGE** **OF ARTS, SCIENCE & COMMERCE**



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050  
email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in  
Phone : 90048 34583 / 96533 56852

08<sup>th</sup> September, 2021

## **NOTICE** (DEGREE COLLEGE)

All HOD's /Incharges /Faculty Members /Committee Convenors are required to email Departmental /Personal Achievement /Committee Reports with all supporting documents in word file according to the format attached emailed on or before 26<sup>th</sup> November, 2021.

Email ID: [iqac@rizvicollege.edu.in](mailto:iqac@rizvicollege.edu.in)

Please Note:- All supporting documents should be in word file. Please copy and past your pdf / jpeg /pnj files in word file and email it with suitable labelling.

**Dr. (Mrs.) Anjum Ara Ahmad**  
(Principal I/C)