



IBSAR[®] **School of Law**

Criteria 6

6.3: Faculty Empowerment Strategies

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff



The IBSAR School of law has implemented a Performance Appraisal System (PAS) for all teaching and non-teaching staff members. The PAS is our tool for assessing the performance of staff members based on their roles and responsibilities, achievements, competencies, and potential. The PAS aims to provide feedback, recognition, and guidance for staff members to improve their performance and career development. The PAS also helps the Institution to identify the training needs, reward schemes, and succession planning of staff members.

The PAS consists of three phases: goal setting, mid-year review, and annual appraisal. The goal setting phase involves the staff member and the supervisor agreeing on the performance objectives, indicators, and standards for the year. The mid-year review phase involves the staff member and the supervisor reviewing the progress and challenges of the performance objectives, and making adjustments if necessary. The annual appraisal phase involves the staff member and the supervisor evaluating the overall performance of the year, and discussing the strengths, areas of improvement, and development plans of the staff member.

The PAS is a participatory and transparent process that requires the active involvement and cooperation of both the staff member and the supervisor. The PAS is also a confidential process that respects the privacy and dignity of the staff member. The Institution expects all staff members to adhere to the PAS guidelines and timelines, and to conduct the PAS with honesty, integrity, and professionalism.

We value the contributions and efforts of all its staff members, and encourages them to participate actively and constructively in the PAS. The PAS is an opportunity for staff members to reflect on their performance, achievements and challenges, and to seek feedback and guidance from their supervisors. The PAS is also an opportunity for supervisors to recognize and appreciate the work of their staff members, and to provide them with support and direction for their professional growth and development.

The PAS is a fair, transparent, and objective system that recognizes the contributions and achievements of each staff member. It also identifies the strengths and weaknesses of each staff member and provides opportunities for learning and growth. The PAS is not a punitive or disciplinary measure, but a developmental and motivational one. The PAS is also not a basis for salary increment or promotion, but a factor for consideration in such decisions.

We value the participation and cooperation of all staff members in the PAS. The Institution expects all staff members to adhere to the principles and procedures of the PAS and to demonstrate professionalism, honesty, integrity, respect, and commitment in their performance. The Institution also encourages all staff members to communicate openly and constructively with their supervisors and peers throughout the PAS process.

To,
Tanisha Sanjay Singh

Date: 29-09-2022

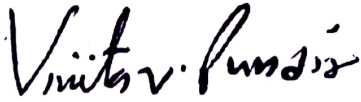
Dear Madam

IBSAR School of Law has and continues to move forward because of your hard work and contributions. IBSAR School of Law, as always, stays committed to its people first approach and puts you and your contributions at the forefront.

We are pleased to inform you that there is an increment in your remuneration. we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts. We've noticed your dedication and contribution to our institute. And we would like to inform you that your performance rating for year 2021-2022 is 08% From now on, revise your Cost to Company to INR 18700/- (Eighteen Thousand Seven Hundred rupees Only), effective from 01-10-2022.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to IBSAR School of Law.

Best Regards,



Adv. Vinita V. Pundir
PRINCIPAL
IBSAR SCHOOL OF LAW
DAHIVALI, KARJAT,
DIST. RAIGAD-410201



IBSAR[®] School of Law



Activators of Human Potential

ISO 9001 : 2008 Certified
From

Approved by Bar Council of India, New Delhi

Dr. Jayanti Bhave
Dy. Director
IBSAR Group of Colleges
Dahivali, Karjat.

To,
Ahuja Anmol Yogesh

Date: 28/07/2021

Sub: Appointment of the Position Of Full time Asst. Prof. at IBSAR School of Law Karjat.

Dear Anmol

We are pleased to appoint you for the position of **Asst. Prof.** at IBSAR School of Law. Your Starting Date w.e.f 04/08/2021.

Your salary has been fixed at **Rs. 14,000** /- per month subject to tax deductions. You will report to the Director of IBSAR Karjat.

The contract is renewable based on mutual consent. IBSAR reserves the right to terminate your contract within 24 hours in case of indiscipline/insubordination and you shall be required to give one month's notice if you leave the job.

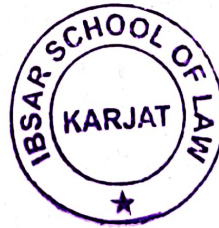
Hope the association between you and IBSAR proves mutually rewarding and enriching.

IBSAR information is to be treated confidential and not be used in the public domain.

We welcome you to the IBSAR family

Yours truly

Jayanti Bhave
Principal
IBSAR SCHOOL OF LAW
DAHIVALI, KARJAT,
DIST. RAIGAD-410201



IBSAR[®] School of Law



Activators of Human Potential

ISO 9001 : 2008 Certified

Approved by Bar Council of India, New Delhi

To,
Ahuja Anmol Yogesh

Date: 25-01-2022

Dear Madam

IBSAR School of Law has and continues to move forward because of your hard work and contributions. IBSAR School of Law, as always, stays committed to its people first approach and puts you and your contributions at the forefront.

We are pleased to inform you that there is an increment in your remuneration. we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts. We've noticed your dedication and contribution to our institute. And we would like to inform you that your performance rating for year 2021-2022 is 08% From now on, revise your Cost to Company to INR 15120/- (Fifteen Thousand One Hundred & Twenty rupees Only), effective from 01-02-2022.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to IBSAR School of Law.

Best Regards,

Adv. Vinita V. Pundir
I/C PRINCIPAL
IBSAR SCHOOL OF LAW
DAHIVALI, KARJAT,
DIST. RAIGAD-410201



From
Adv. Vinita Pundir
Dy. Director
IBSAR Group of Colleges
Dahivali, Karjat.

To,
Singh Tanisha Sanjay

Date: 02/03/2022

Sub: Appointment of the Position Of Full time Asst.Prof. at IBSAR School of Law Karjat.

Dear **Tanisha**

We are pleased to appoint you for the position of **Asst.Prof.** at IBSAR School of Law . Your Starting Date w.e.f 09/03/2022.

Your salary has been fixed at **Rs. 17,000** /- per month subject to tax deductions. You will report to the Director of IBSAR Karjat.

The contract is renewable based on mutual consent. IBSAR reserves the right to terminate your contract within 24 hours in case of indiscipline/insubordination and you shall be required to give one month's notice if you leave the job.

Hope the association between you and IBSAR proves mutually rewarding and enriching.

IBSAR information is to be treated confidential and not be used in the public domain.

We welcome you to the IBSAR family

Yours truly



Adv. Vinita Pundir
PRINCIPAL
IBSAR SCHOOL OF LAW
Dahivali, Karjat
IBSAR Group of Colleges Karjat
Dist. Raigad-410201



CONFIDENTIAL REPORTS

Report for the year/period ending 2021-2022

PERSONAL DATA

1. Name of the employee: Laxmi Chandrkant Karekar
2. Department: Law
3. Date of Birth: 12/09/1994
4. Present Designation: Asst. Professor
5. Period of absence from duty on leave training etc. during the period of report : NIL
6. Description of work on which engaged during the period : Teaching Learning & Course Coordinator
7. Any Special knowledge/experience/ training which facilitate to discharge the allotted work of the officer/employee : Time Management

Vinita V. Pundir

Adv. Vinita V. Pundir
PRINCIPAL
IBSAR SCHOOL OF LAW
IBSAR, KARJAT,
DIST. RAIGAD-410201

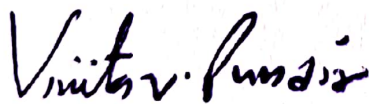


CONFIDENTIAL REPORTS

Report for the year/period ending

PERSONAL DATA

1. Name of the employee: Anmol Yogesh Ahuja
2. Department: Law
3. Date of Birth: 19/09/1997
4. Present Designation: Asst. Professor
5. Period of absence from duty on leave training etc. during the period of report : NIL
6. Description of work on which engaged during the period : Teaching Learning
7. Any Special knowledge/experience/ training which facilitate to discharge the allotted work of the officer/employee : Leadership, Teamwork



APPROVED
Principal
IBSAR SCHOOL OF LAW
DASIBASKARJAT,
DIST. RAIGAD-410201

