

CRITERIA VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

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	Content
1.	Performance Appraisal form for teaching staff Performance Appraisal form for non-teaching staff
2.	Support for Career Progression
3.	Facilities for staff Sick room Canteen/Cafeteria
4.	Financial support to staff for attending seminar/conference/workshop
5.	Fee concession for wards of staff
6.	Provident Fund facility
7.	Short Leave for Child School Open Day, Bank and other personal work
8.	Day Care facility for wards of staff
9.	Mobile Handset with SIM card
10.	Uniform for Non-Teaching Staff
11.	Festival and Birthday Celebration
12.	Picnic and Lunch Parties for staff
13.	Women's and Men's Day Celebration
14.	Initiatives for the health and wellness of employees



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Ph.: (020) 25291471, 25291332, 9011036202 Fax: (020) 25291461
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SAMPLE APPRAISAL FORM

Director

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Faculty Performance Appraisal Form

Name of Faculty _____

Appraisal Period:

_____ To _____

Designation:

—

Date of Joining:

—

Nature of Appointment:

—

Subjects Taught:

Sr	Subject Code	No of Lectures Conducted	Syllabus Coverage	Reason for Non-Completion	No of Activities Conducted
Semester I					
1					
2					
3					
Semester II					
1					
2					
3					


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Semester III					
1					
2					
3					
Semester IV					
1					
2					
3					

Guest Lectures Arranged:

Seminar/ Conferences/ FDP/ MDP/ Events/ Workshops organized:

Industrial Visits/ Field Visits Arranged:

Companies Invited for SIP/ Placements:


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E-mail: enquiry@asma.in, director@asma.in Website: www.asma.in

Acted as a Resource Person at other organisation:

Additional Inputs/ Guidance to Students:

Administrative/ Co-ordination Activities Handled:

Other Responsibilities Handled:

Contribution towards Admission:


Director

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E-mail: enquiry@asma.in, director@asma.in Website: www.asma.in

Research Papers Published:

Papers Presented:

Seminars/ Conferences/ Workshops/ FDPs attended:

Courses/ Certifications Completed:

Director

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Books Published:

Study Material prepared

Contribution towards Institute Development:

University Level Responsibilities Handled:

PhD Guidance:



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Guided SIP Students for Presentation at Other Institutes:

Other Academic Achievements:

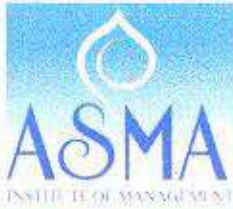
**Signature of Faculty
Remarks from HOD**

Remarks from Director

Director

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Non-teaching Staff Performance Appraisal Form

Name of Faculty: _____

Appraisal Period: _____ to _____

Designation: _____

Date of Joining: _____

Nature of Appointment: _____

Office work Handled: _____

Other Responsibilities Handled: _____

Contribution towards Admission: _____

Any Courses/ Certifications Completed: _____

Contribution towards Institute Development: _____

Any Major Achievements: _____

Signature of Staff

Director
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Remarks from Dire

**FINANCIAL SUPPORT TO STAFF FOR
ATTENDING
SEMINAR/CONFERENCE/WORKSHOP**

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Financial support to staff for attending seminar/conference/workshop

Incentive Scheme for Conference/Seminar/FDP

Objectives:

- The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

Applicability:

All the teaching staff of ASMA

Procedure:

- ❖ The Faculty members, who had attended FDP/Seminar/Conference must submit an application requesting for refund and submit proof in form of certificate copy and payment receipt as applicable.
- ❖ All the faculty members who wish to apply for incentives or refund for any of the above reason must submit the relevant documents to the account section before 25th May of every year.

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- ❖ After verifying the provided document, the faculty members will be refunded at actual amount.
- ❖ The amount will be paid to the faculty members in cash after verification.
- ❖ If there are more than one author for the same paper the co-author will be considered as a separate author and he will get the benefit of the policy as same as the first author.


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 Phone + 91-20-25291461, & Fax : + 91-20-25291461, E-mail enquiry@asma.in, Website : www.asma.in

Date: 25/07/22

CASH VOUCHER

Paid to: <u>Ankush Yadav</u>	Rs.	Ps.
Debit: <u>Staff Welfare</u>	<u>3000</u>	<u>00</u>
<u>Attending FDP/Seminar</u>		
Rupees: <u>Three thousand only</u>	Total	<u>3000 00</u>

Authorised by: _____ Passed by: _____ Receiver's Signature: [Signature]

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 Phone + 91-20-25291461, & Fax : + 91-20-25291461, E-mail enquiry@asma.in, Website : www.asma.in

Date: 25/08/20

CASH VOUCHER

Paid to: <u>Ankush Yadav</u>	Rs.	Ps.
Debit: <u>Staff Welfare</u>	<u>3000</u>	<u>00</u>
<u>Attending FDP/Seminar</u>		
Rupees: <u>Three thousand only</u>	Total	<u>3000 00</u>

Authorised by: _____ Passed by: _____ Receiver's Signature: [Signature]

Director

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CASH VOUCHER Date: 10/02/18

Paid To: <i>Anand Yadav</i>	Rs.	Rs.
Debit: <i>Staff Welfare</i>	4000	00
<i>Attending Seminars</i>		
Rupees: <i>Four thousand Only</i>	Total	4000 00
Authorized by: _____	Passed by: _____	<i>[Signature]</i> Receiver's Signature

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CASH VOUCHER Date: 05/02/18

Paid To: <i>Amruta Sharma</i>	Rs.	Rs.
Debit: <i>Staff Welfare</i>	2000	00
<i>Attending FDP/Seminars</i>		
Rupees: <i>Two thousand Only</i>	Total	2000 00
Authorized by: _____	Passed by: _____	<i>[Signature]</i> Receiver's Signature

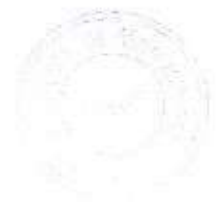
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 Phone + 91-20-25291461 & Fax + 91-20-25291461 E-mail enquiry@asma.in Website: www.asma.in

CASH VOUCHER Date: 04/03/2018

Paid To: <i>Sitendra Deshmukh</i>	Rs.	Rs.
Debit: <i>Staff Welfare</i>	3500	00
<i>Attending FDP/Seminars</i>		
Rupees: <i>Three thousand five hundred Only</i>	Total	3500 00
Authorized by: _____	Passed by: _____	<i>[Signature]</i> Receiver's Signature

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FEES CONCESSION FOR WARDS OF STAFF



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2022-23

Sr.No	PPS ID	Student Name	Class	Staff Name	Dept.	Tuition Fees	Concession Fees
1	1592	Ayushi Ashish Ghodke	I	Riya Ghodke	PPS	34350	17175
2	1494	Laksh Chavan	I	Lahu Chavan	SGI	34350	17175
3	1802	Riyanshi Kailas More	I	Bharti More	PPS	34350	17175
4	1633	Aradhya Subhash Jaiswal	II	Subhash Jaiswal	SGI	34350	17175
5	1190	Shreya Suresh Aglawe	III	Suresh Aglawe	SGI	34350	17175
6	1295	Sarthaki Lahu Chavan	III	Lahu Chavan	SGI	34350	17175
7	1498	Shaanvi Umesh Sonawane	IV	Sheetal Sonawane	PPS	34350	17175
8	769	Vedika Shailesh Misal	VII	Shailesh Misal	SGI	38350	19175
9	650	Udit Uday Dhamale	VIII	Deepali Dhamale	ASMA	41000	20500
10	1665	Arnav Manoj Bhavsar	IX	Deepali Bhavsar	PPS	41000	20500
11	1499	Shaambhavi Umesh Sonawane	X	Sheetal Sonawane	PPS	41000	20500

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2021-22							
Sr.No	PPS ID	Student Name	Class	Staff Name	Dept.	Tuition Fees	Concession Fees
1	1592	Ayushi Ashish Ghodke	Sr.kg	Riya Ghodke	PPS	30000	15000
2	1494	Laksh Chavan	Sr.kg	Lahu Chavan	SGI	30000	15000
3	1587	Chirantan Dinesh Phuse	Sr.kg	Sonali Phuse	PPS	30000	15000
4	1633	Aradhya Subhash Jaiswal	I	Subhash Jaiswal	SGI	34350	17175
5	1190	Shreya Suresh Aglawe	II	Suresh Aglawe	SGI	34350	17175
6	1295	Sarthaki Lahu Chavan	II	Lahu Chavan	SGI	34350	17175
7	1525	Amruta Pote	II	Reshma Pote	Jr. College	34350	17175
8	1498	Shaanvi Umesh Sonawane	III	Sheetal Sonawane	PPS	34350	17175
9	1416	Alfia Mustaffa Shaikh	IV	Mustaffa Shaikh	SGI	34350	17175
10	1296	Shabnam Mustaffa Shaikh	V	Mustaffa Shaikh	SGI	38350	19175
11	650	Udit Uday Dhamale	VII	Deepali Dhamale	ASMA	38350	19175
12	1499	Shaambhavi Umesh Sonawane	IX	Sheetal Sonawane	PPS	41000	20500


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2020-21							
Sr.No	PPS ID	Student Name	Class	Staff Name	Dept.	Tuition Fees	Concession Fees
1	1494	Laksh Chavan	Jr.kg	Lahu Chavan	SGI	28750	14375
2	1190	Shreya Suresh Aglawe	I	Suresh Aglawe	SGI	29900	14950
3	1295	Sarthaki Lahu Chavan	I	Lahu Chavan	SGI	29900	14950
4	1525	Amruta Pote	I	Reshma Pote	Jr. College	29900	14950
5	1498	Shaanvi Umesh Sonawane	II	Sheetal Sonawane	PPS	29900	14950
6	1416	Alfia Mustaffa Shaikh	III	Mustaffa Shaikh	SGI	29900	14950
7	1296	Shabnam Mustaffa Shaikh	IV	Mustaffa Shaikh	SGI	29900	14950
8	650	Udit Uday Dhamale	VI	Deepali Dhamale	ASMA	33350	25012
9	1561	Ruben David Zakeriya	VI	Rashmi Zakeriya	PPS	33350	25012
10	76	Arya Sandeep Bande	VII	Neha Bande	PPS	33350	25012
11	1499	Shaambhavi Umesh Sonawane	VIII	Sheetal Sonawane	PPS	35650	26738
12	987	Piyush Vishal Saxena	X	Kirti Saxena	PPS	35650	26738

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2019-20							
Sr.No	PPS ID	Student Name	Class	Staff Name	Dept.	Tuition Fees	Concession Fees
1	1494	Laksh Chavan	Mini kg	Lahu Chavan	SGI	27600	13800
2	1190	Shreya Suresh Aglawe	Sr.kg	Suresh Aglawe	SGI	28750	14375
3	1295	Sarthaki Lahu Chavan	Sr.kg	Lahu Chavan	SGI	28750	14375
4	1525	Amruta Pote	Sr.kg	Reshma Pote	Jr. College	28750	14375
5	1416	Alfia Mustaffa Shaikh	II	Mustaffa Shaikh	SGI	29900	14950
6	1296	Shabnam Mustaffa Shaikh	III	Mustaffa Shaikh	SGI	29900	14950
7	650	Udit Uday Dhamale	V	Deepali Dhamale	ASMA	33350	25012
8	76	Arya Sandeep Bande	VI	Neha Bande	PPS	33350	25012
9	987	Piyush Vishal Saxena	IX	Kirti Saxena	PPS	35650	26738
10	376	Asma Mehbboob Inamdar	X	Shamshad Razzak	PPS	35650	26738


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2018-19

Sr.No	PPS ID	Student Name	Class	Staff Name	Dept.	Tution Fees	Concession Fees
1	1190	Shreya Suresh Aglawe	Jr.kg	Suresh Aglawe	SGI	28750	14375
2	1295	Sarthaki Lahu Chavan	Jr.kg	Lahu Chavan	SGI	28750	14375
3	1296	Shabnam Mustaffa Shaikh	II	Mustaffa Shaikh	SGI	29900	14950
4	650	Udit Uday Dhamale	IV	Deepali Dhamale	ASMA	29900	14950
5	76	Arya Sandeep Bande	V	Neha Bande	PPS	33350	25012
6	987	Piyush Vishal Saxena	VIII	Kirti Saxena	PPS	35650	26738
7	376	Asma Mehboob Inamdar	IX	Shamshad Razzak	PPS	35650	26738

Director

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Employee Provident Fund Challan



Director

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COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN: 3152185009984

Establishment Code & Name: PUPJND300123000 PANDIT SHIVDUTTA SHASTRI EDUC FOUNDATION
Address: 203, S NO. 12/3, B, SIDDHARTH TOWERS, BLDG NO 2, KOTHRUD, PUNE, PUNE, MAHARASHTRA
Dues for the wage month of: April 2021
Total Subscribers: EPF: 78, EPS: 78, EDLI: 78
Total Wages: 3,04,793, 3,04,793, 3,04,793

Sl.	PARTICULARS	A/C 01 (Rs.)	A/C 02 (Rs.)	A/C 10 (Rs.)	A/C 21 (Rs.)	A/C 22 (Rs.)	TOTAL
1	Administration Charges	0	1,524	0	0	0	1,524
2	Employer's Share Of	30,812	0	24,531	1,525	0	36,868
3	Employee's Share Of	36,580	0	0	0	0	36,580
Grand Total: Seventy-Four Thousand Nine Hundred Seventy-Two Rupees Only							74,972

(This is a system generated challan on 10-MAY-2021 15:18, the particulars shown in this challan are accumulated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note: - The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no. 1 (Employer share) (Rs.) -	379	0
B) A/C no. 10 (Pension fund) (Rs.) -	856	0
C) A/C no. 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	1,235	0
E) Total remittance by Employer (Rs.) -	74,972	
F) Total amount of uploaded ECR (D + E) (76,207	




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कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On: 15/09/2020 10:30:

Payment Confirmation Receipt

TRRN No :	3152009021393
Challan Status :	Payment Confirmed
Challan Generated On :	14-SEP-2020 12:09:39
Establishment ID :	PUPUN0300123000
Establishment Name :	PANDIT SHIVDUTTA SHASTRI EDUC FOUNDATION
Challan Type :	Monthly Contribution Challan
Total Members :	108
Wage Month :	AUG-2020
Total Amount (Rs) :	1,16,060
Account-1 Amount (Rs) :	73,199
Account-2 Amount (Rs) :	2,350
Account-10 Amount (Rs) :	38,161
Account-21 Amount (Rs) :	2,350
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240150920002336
Payment Date :	15-SEP-2020
Payment Confirmation Date :	15-SEP-2020
Total PMRPY Benefit :	1,434

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COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 3152001016693

Establishment Code & Name: PUPUN0300123000 PANDIT SHIVDUTTA SHASTRI EDUC FOUNDATION
Address: 203, S NO.12/3 B, SIDHARTH TOWERS, BLDG NO 2, KOTHIRLO, PUNE, PUNE, MAHARASHTRA

Quis for the wage month of: December 2019

	EPF	EPS	EDLI
Total Subscribers	110	110	110
Total Wages	6,90,894	6,90,894	6,90,694

Sl.	PARTICULARS	A/C 01 (Rs.)	A/C 02 (Rs.)	A/C 10 (Rs.)	A/C 21 (Rs.)	A/C 22 (Rs.)	TOTAL
1	Administration Charges	0	3,455	0	0	0	3,455
2	Employer's Share Of	23,347	0	52,887	3,455	0	79,789
3	Employee's Share Of	82,923	0	0	0	0	82,923
Grand Total - One Lakh Sixty-Six Thousand One Hundred Sixty-Seven Rupees Only							1,66,167

(Only for offline payment in case permitted by EPFO)

FOR BANKS USE ONLY

Amount Received _____
Date of presentation of _____
Date of Realisation of _____
SB: Branch Name _____
SB: Branch Code _____

FOR ESTABLISHMENT USE

(To be manually filled by)
Cheque/DD No. _____ Date _____
Cheque/DD drawn bank & _____
Name of the Depositor _____
Date of Deposit _____ Mobile No. _____
Signature of the _____

(This is a system generated challan on 11-JAN-2020 15:16, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note - The following amounts are being remitted directly by Government of India on account of PMRPY and PMSPRY:

A) A/C no 1 (Employer share) (Rs.) -	2,017
B) A/C no 10 (Pension funds) (Rs.) -	4,576
C) Total (A + B) (Rs.) -	6,593
D) Total remittance by Employer (Rs.) -	1,66,167
E) Total amount of uploaded ECR (C + D) -	1,72,760

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कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, एच. भीकाजी कामा प्लेस, नई दिल्ली - 110066
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On: 15/07/2021 13:13:

Payment Confirmation Receipt

TRRN No :	3152107022999
Challan Status :	Payment Confirmed
Challan Generated On :	14-JUL-2021 18:21:44
Establishment ID :	PUPUN0300123000
Establishment Name :	PANDIT SHIVDUTTA SHASTRI EDUC. FOUNDATION
Challan Type :	Monthly Contribution Challan
Total Members :	100
Wage Month :	JUN-2021
Total Amount (Rs) :	1,58,858
Account-1 Amount (Rs) :	99,566
Account-2 Amount (Rs) :	3,177
Account-10 Amount (Rs) :	52,933
Account-21 Amount (Rs) :	3,182
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240140721008381
Payment Date :	14-JUL-2021
Payment Confirmation Date :	14-JUL-2021
Total PMRPY Benefit :	0


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कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, 14, भोकाजी कामा प्लेस, नई दिल्ली - 110066
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On: 12/04/2023 15:49:

Payment Confirmation Receipt

TRRN No :	3152304013056
Challan Status :	Payment Confirmed
Challan Generated On :	10-APR-2023 10:36:45
Establishment ID :	PUPUN0300123000
Establishment Name :	PANDIT SHIVDUTTA SHASTRI EDUC FOUNDATION
Challan Type :	Monthly Contribution Challan
Total Members :	113
Wage Month :	MAR-2023
Total Amount (Rs) :	2,40,378
Account-1 Amount (Rs) :	1,52,528
Account-2 Amount (Rs) :	4,807
Account-10 Amount (Rs) :	78,229
Account-21 Amount (Rs) :	4,814
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HOFC Bank
CRN :	240120423010949
Payment Date :	12-APR-2023
Payment Confirmation Date :	12-APR-2023
Total PMRPY Benefit :	0


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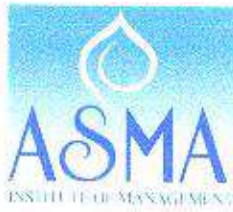
कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

TRRN Details

TRRN No :	3151808031653
Challan Status :	Payment Confirmed
Challan Generated On :	29-AUG-2018 09:57:46
Establishment ID :	PUPUN0300123000
Establishment Name :	PANDIT SHIVDUTTA SHASTRI EDUC.FOUNDATION
Challan Type :	Monthly Contribution Challan
Total Members :	105
Wage Month :	JUL-18
Total Amount (Rs) :	1,18,527
Account-1 Amount (Rs) :	79,175
Account-2 Amount (Rs) :	2,675
Account-10 Amount (Rs) :	34,002
Account-21 Amount (Rs) :	2,675
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240310818000240
Presentation Date :	31-AUG-2018 09:39:41
Realization Date :	Not Available
Date of Credit :	Not Available


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FACILITIES FOR STAFF

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DAY CARE FACILITY FOR WARDS OF STAFF

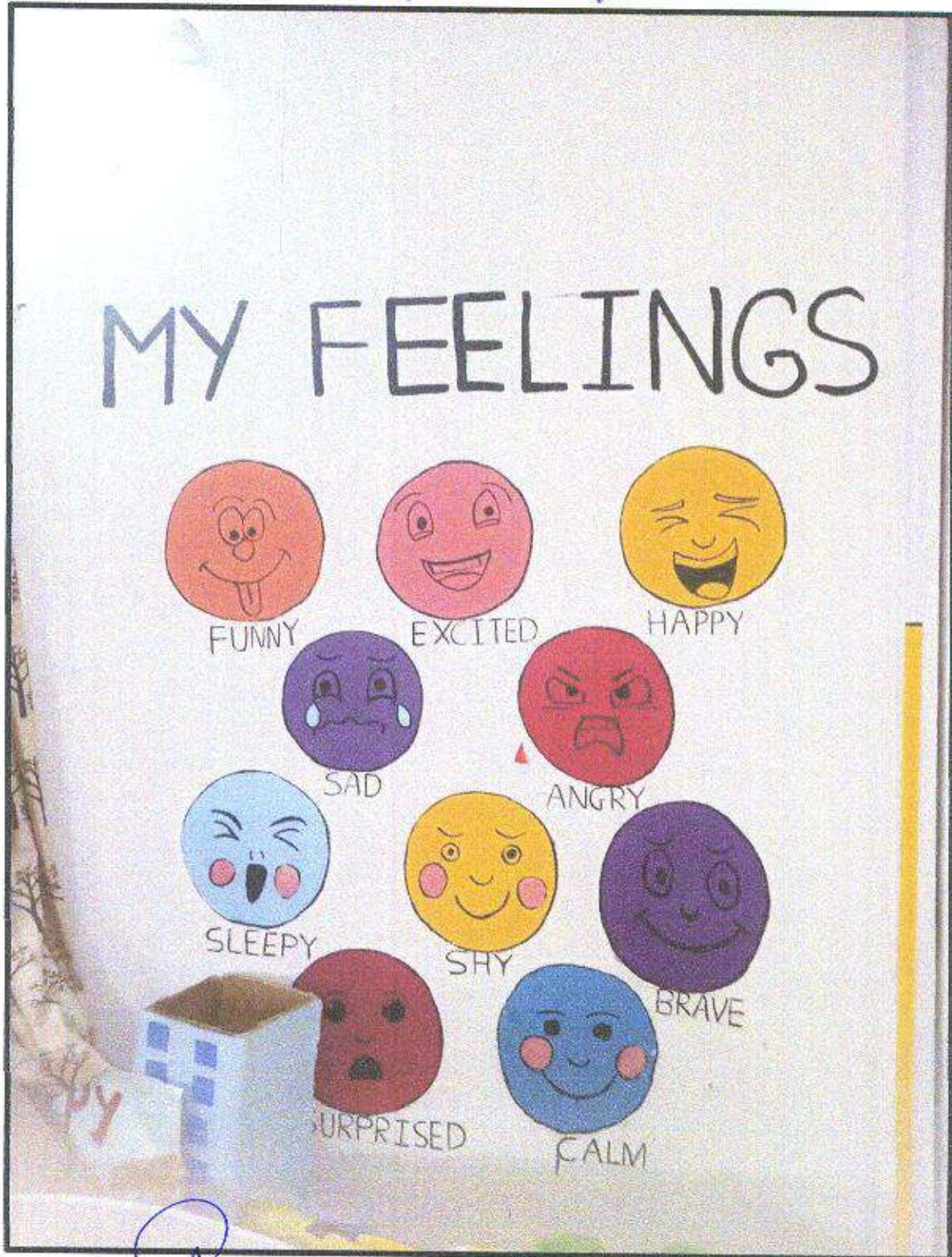


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Day Care Facility



Day Care Facility



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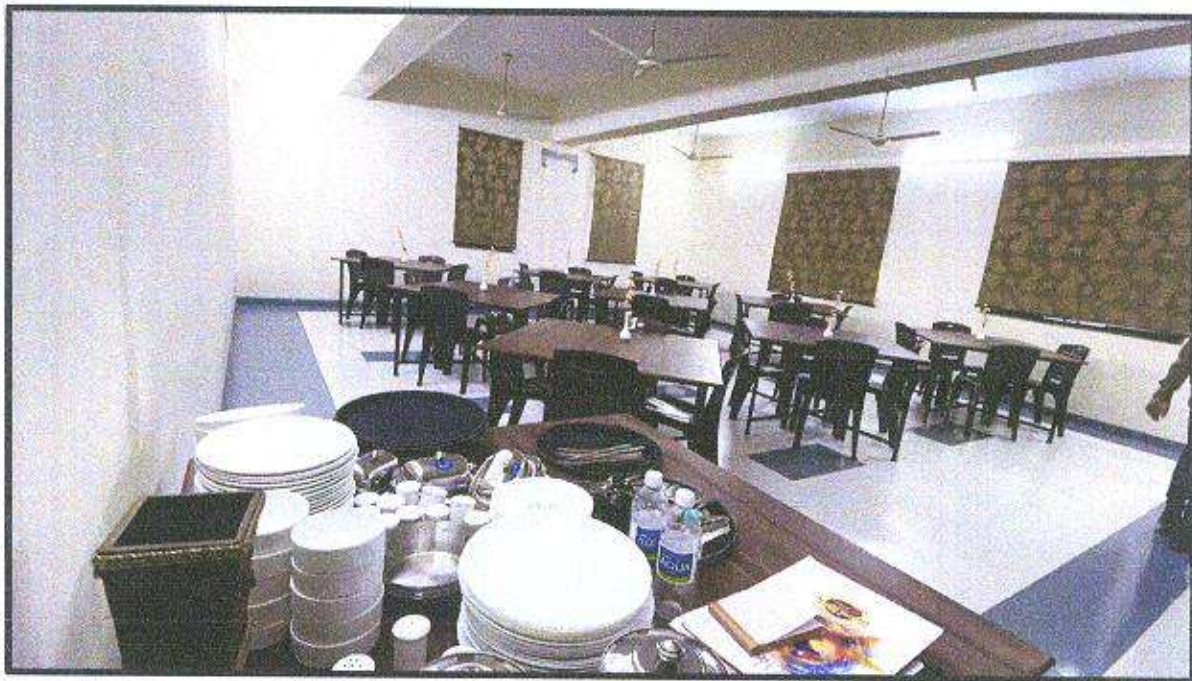
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UNIFORM FOR NON-TEACHING STAFF



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MOBILE PHONES FOR STAFF

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Tax Invoice

Sold By: Sane Retails Private Limited

Invoice Number # FAFO7X2200151684

Ship from Address: Warehouse Building No. 01A/B, Baramulla, Mangalochery Road, Village: Uthara, Block: Baramulla, Dist: Srinagar, Jammu & Kashmir, PIN: 191101, India - 421307, IN-4811

GSTIN - 27AAXCS0974R1Z3

Order ID: OD122113698153753000

Bill To

Ship To

Order Date: 21-06-2021

ASMA Institute Of Management
 S. No 85 Shastri Campus prestige
 public school road near shinde pull
 shivane, yashorahi hospital,
 Pune 411023 Maharashtra
 Phone: xxxxxxxxxx

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 S. No 85 Shastri Campus prestige
 public school road near shinde pull
 shivane, yashorahi hospital,
 Pune 411023 Maharashtra
 Phone: xxxxxxxxxx

*Keep this invoice with
 manufacturer box for
 warranty purposes

Invoice Date: 21-06-2021

PAN: aaxcs0974r

CIN: U52500HR2016PTC064234

Total items: 1

Product	Title	Qty	Gross Amount ₹	Discount ₹	Taxable Value ₹	CGST ₹	SGST /UTGST ₹	Total ₹	
Handsets FSN: MGBFVIRYKXQ3FACE HSN/SAC: 85171211	REDMI 9i (Midnight Black, 64 GB) Warranty: Brand Warranty of 1 Year Available for Mobile and 6 Months for Accessories 1. [MIL]Serial No. 863716054597205, 863716054708841, 863716054729964, 863716054567671 CGST: 9.0 % SGST/UTGST: 9.0 %	4	31996.00	0.00	27115.24	2440.36	2440.36	31996.00	
Total			4	31996.00	0.00	27115.24	2440.36	2440.36	31996.00

Grand Total ₹ 31996.00

Sane Retails Private Limited

Authorized Signatory



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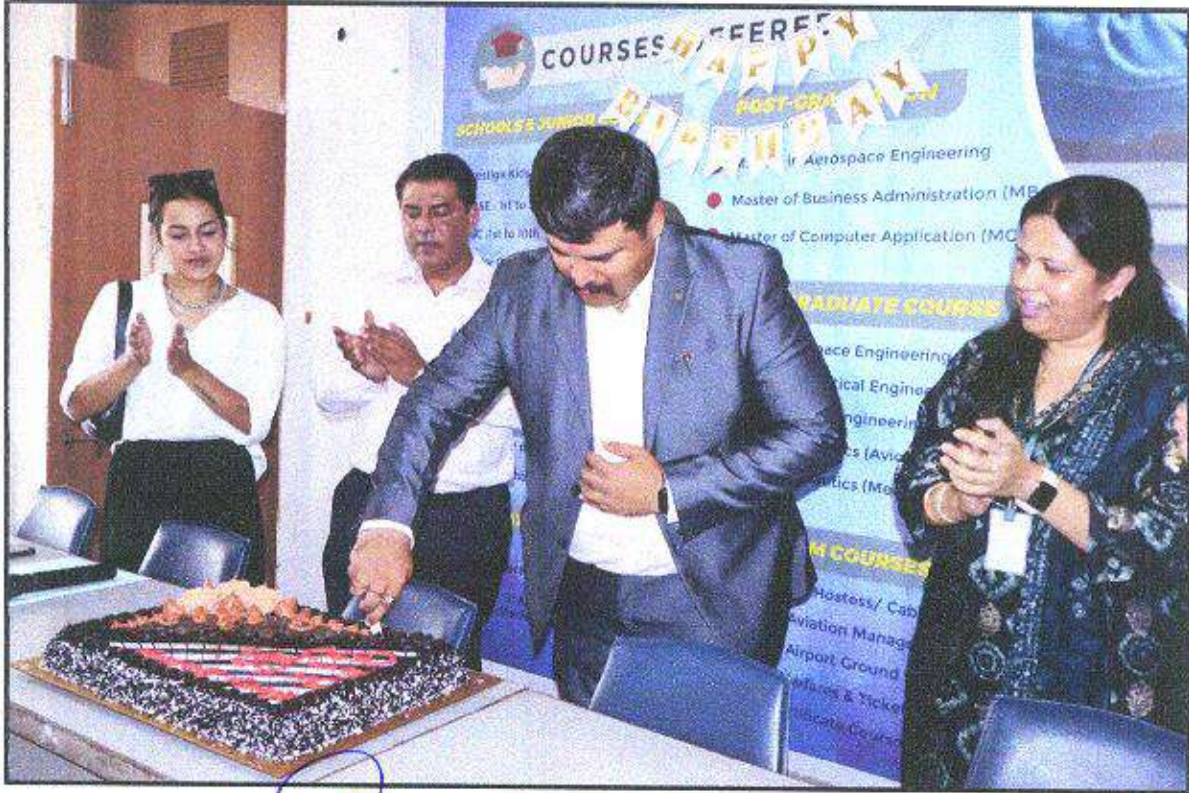
E & O.E. | page 1 of 1


Director

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STAFF BIRTHDAY CELEBRATION




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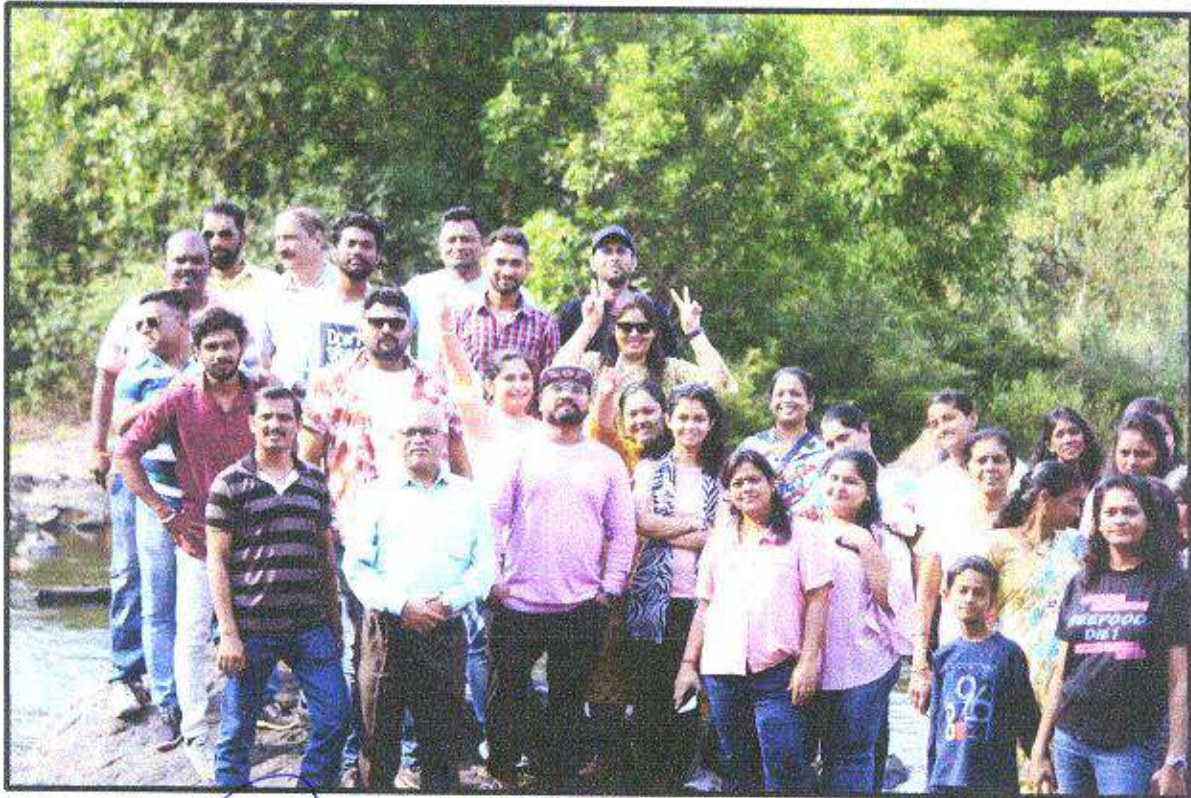
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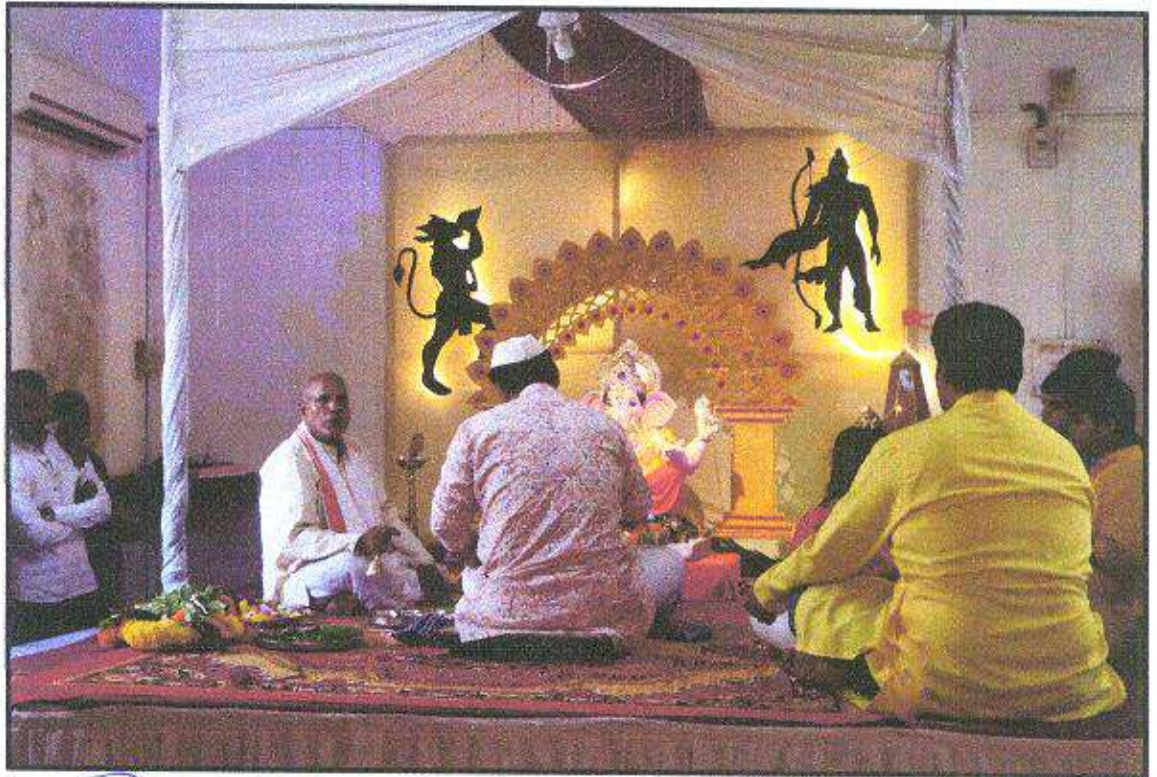
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GANPATI PUJA




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WOMEN'S DAY



CEEBRATION OF INTERNATIONAL YOGA DAY 2021

