



SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S

# SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA

(NAAC Re-accredited with C Grade with CGPA 1.86)

ISO 9001: 2015 Certified College



3<sup>rd</sup> Cycle  
Assessment & Accreditation by NAAC

## CRITERION – VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

QIM – 6.3.1

**Faculty Empowerment Strategies**

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*Shri Shivaji Education Society Amravati's*  
**SHRI SHIVAJI ARTS, COMMERCE & SCIENCE COLLEGE,  
 MOTALA, DIST. BULDHANA (M.S.)**



(NAAC Re-accredited with C Grade with CGPA 1.86)

○ College Code : 317 ○ E-mail : ssacscm317@gmail.com ○ Website : www.sscmotala.ac.in ○ Cell No. : 9422945519 ○

**Shri. Harshvardhan P. Deshmukh**  
 President  
 Shri. Shivaji Education Society, Amravati

**Dr. Gajanan N. Jadhao**  
 M.A., Ph.D., B.Ed.  
 Principal

Outward No. SSACSCM/.....

Date: 20/05/2023

## Declaration

This is to certify that the information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file have been verified by the IQAC and the Head of the Institution. The data is found correct.

Hence the certificate.

  
 IQAC CO-ORDINATOR  
 Shri Shivaji Arts, Commerce  
 and Science College, Motala



  
 Principal  
 Shri Shivaji Arts, Commerce  
 & Science College Motala,  
 Dist. Buldana



Shri Shivaji Education Society, Amravati's  
**Shri Shivaji Arts Commerce and Science  
 College, Motala, Dist.-Buldhana**

\*\*\*\*\*

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

**Teaching:**

- The parent institute Shri Shivaji Education Society, Amravati, and the college have initiated several welfare measures for the well-being of teaching and non-teaching staff.
- Welfare measures by the Institute The parent institution offered the job to one of the family members after the sudden death of the staff member in service as per government rules on compassionate grounds.
- Teaching and nonteaching staff is covered by Group Life Insurance.
- The college conducts on socially relevant issues like AIDS, Drug & Voter awareness.
- Medical reimbursement: as per the guidelines of the university & UGC medical reimbursement is given to employees.
- Leaves: Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

**Non-Teaching:**

- The parent institute Shri Shivaji Education Society, Amravati, and the college have initiated several welfare measures for the well-being of teaching and non-teaching staff.
- Welfare measures by the Institute The parent institution offered the job to one of the family members after the sudden death of the staff member

in service as per government rules on compassionate grounds.

- Teaching and nonteaching staff is covered by Group Life Insurance.
- Medical reimbursement: as per the guidelines of the university & UGC medical reimbursement is given to employees.
- Leaves: Leaves rule of the university are adhered to employees are granted leaves as per their entitlement.

The Institution evaluates all teaching & non-teaching staff every year. An appraisal system evaluates the faculty's academic performance against a list of set objectives and it identifies the SWOC of concerned faculty. Through this system, the institution fulfills the goals and aims of the parent society. The performance of each faculty member is assessed according to the Annual Self-Assessment by the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score which appears before the screening cum selection committee. The institution undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment. The faculty members are informed well in advance of their due promotion. The PBAS proforma filled by the Faculty Member is checked and verified by the HODs, followed by the Principal & IQAC office.

All non-teaching staff are also assessed through an annual confidential report. The various parameters for staff members are assessed under different categories i.e., character, habit, talent, departmental abilities, capacity to do hard work, discipline, reliability, relations/cooperation with superiors, subordinates, colleagues, students, and public.

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE**

Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra-Ordinary)

Monday, the 15<sup>th</sup> July, 2019

Direction

No. : 17/2019

Date : 15/7/2019

**Subject :- Self – Assessment Proforma - cum – Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers and other Academic Staff. (UGC Regulations-2018)**

Whereas, the University has hereinbefore, issued the Direction No. 35/17 to deal the matter on the above subject,

AND

Now, whereas, the Government of Maharashtra, Higher & Technical Education Department, Mumbai, has issued **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, regarding Revision of Pay Scales of teachers and equivalent cadres in Higher Education as per UGC Scheme ( 7<sup>th</sup> Pay Commission), and minimum qualifications for appointment of teachers and other academic staff in all the Universities, Colleges and measures for the maintenance of standard in Higher Education as per University Grants Commission, Resolution-2018.

AND

Whereas, the above **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, is implemented, by this University, vide Direction No. 8/ 2019, dated 2/4/2019 so also the Direction No. 14/2019, dated 27.06.2019, regarding corrigendum issued by Govt. vide G.R. dated 10 May, 2019 to this of G.R. of 8th March, 2019.

AND

Whereas, the above UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7<sup>th</sup> Central Pay Commission also provides minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education,

AND

Whereas, the Proforma-cum-Score Sheets are to be prepared as per the UGC Regulations-2018 as accepted by the Govt., the Vice-Chancellor has appointed the Committee which has prepared the Proforma-cum-Score Sheets based on guidelines, criteria on the subject, and the Proforma-cum-Score Sheets have been accepted by the Vice-Chancellor.

AND

Whereas, the matter is to be implemented by prescribing the Ordinance u/s 74 of the Maharashtra Universities Act, 2016.

AND

Whereas, making of ordinance is time consuming process.

AND

Therefore, I, Dr. M.G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of the powers conferred upon me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby direct as under :-

  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala



  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Distt. Buldana

## SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 142

2. This Direction shall come into force from the date of its issuance.
3. Self Assessment Proforma-cum-Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), for Appointments & Promotions under Career Advancement Scheme of Teachers, will be as prescribed by UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education Resolution as accepted by Govt. of Maharashtra vide G.R. dated 8th March, 2019 and 10th May, 2019. Self Assessment Proforma-cum-Score Sheets prescribed accordingly by the University for this purpose are as per Section-I, Section-II, Section-III and Section-IV annexed herewith, as ANNEXURE-A..

Summary of these Sections is as under :-

**Summary of Sections :-**

(A)

**Section-I**

**Appendix - I :** For University and College Teachers other than Physical Education Persons & Librarians for filling Part - B (Categories - I, II & III) of Appendix - II & Appendix - III.

**Appendix - II :** PBAS Proforma for Promotions under CAS of Teachers other than Physical Education Persons & Librarians ( Part - A, Part - B & Part - C).

**Appendix - III :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C) for Teachers other than Physical Education Persons & Librarians.

**Section-II**

**Appendix - IV :** For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports for filling Part - B (Categories - I, II & III) of Appendix - V & Appendix - VI.

**Appendix - V :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C) for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

**Appendix -VI :** PBAS Proforma for Promotions under CAS of University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports (Part - A, Part - B & Part - C).

**Section-III**

**Appendix - VII :** For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian for filling Part - B (Categories - I, II & III) of Appendix - VIII & Appendix - IX.

**Appendix-VIII :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.

**Appendix - IX :** PBAS Proforma for Promotions under CAS of University Librarian/ Deputy Librarian / Assistant Librarian and College Librarian ( Part - A, Part - B & Part - C).

**Section- IV**

**Appendix - X :** For Teachers under Music and Performing Arts Part - B (Categories - I, II & III) of Appendix - XI & Appendix - XII.

**Appendix - XI :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C) for Teachers under Music and Performing Arts.

**Appendix - XII :** PBAS Proforma for Promotions under CAS of University For Teachers under Music and Performing Arts ( Part - A, Part - B & Part - C).

(B) For Direct Recruitments of Professor and Principal posts, applicants should submit the information under "(A)" in the Format under 'Category - III' of Part B of Appendix - II, VI, IX & XII XI along with his / her application form by respective category of teachers.

4. The cases of Self-assessments, score sheets, API, and PBAS shall hereinafter be dealt as per this

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Name of the College \_\_\_\_\_

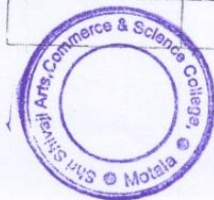
**SELF ASSESSMENT FORM OF THE PRINCIPAL / COLLEGE TEACHER**

(FOR THE YEAR 20\_\_ - 20\_\_ )

**PART - I (BASIC INFORMATION)**

- 1) Full name : \_\_\_\_\_
- 2) Designation : \_\_\_\_\_
- 3) Department : \_\_\_\_\_
- 4) Subject taught and faculty : \_\_\_\_\_
- 5) Date of joining the present university : \_\_\_\_\_
- 6) Date of Birth : \_\_\_\_\_
- 7) Place of Birth (Village/Town/Taluka/ District) : \_\_\_\_\_
- 8) Nationality and Religion : \_\_\_\_\_
- 9) Whether belongs to SC/ST/OBC/OPEN : \_\_\_\_\_
- 10) Permanent Address : \_\_\_\_\_
- 11) Mother Tongue : \_\_\_\_\_
- 12) Language Known : \_\_\_\_\_
- 13) Whether any Immovable property held. If so, what and where. : \_\_\_\_\_
- 14) Qualifications of the Teacher : \_\_\_\_\_

Degree and Post-Graduate degree examination	Special/ Principal subject offered	Allied additional subordinate subjects offered	Class obtained	Year of passing	University



*[Signature]*  
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15) Teaching experience at the College Level : Year ----- Month -----

Name of the previous Institutions	Period of service from - to	Designation	Classes taught	Subjects taught	Scale of pay

16) i) Courses taught : \_\_\_\_\_  
 ii) Number of periods per week as per prescribed norms. : \_\_\_\_\_

	Work-load			
	U.G.	P.G.	M.Phil.	Ph.D.
1) Actual number of periods per week.				
2) Lectures -				
a) Tutorials				
b) Practical				
c) Seminars				
d) Dissertations				
e) Others				

**PART - II  
 SELF ASSESSMENT OF THE TEACHER**

(NOTE : Self Assessment should be in short, within the limit of space provided)

- i) Teaching Methods applied (Name and describe new teaching methods used, if any (Beside lecture/method) i.e. : \_\_\_\_\_
- ii) Distributing lecture, synopsis and bibliography : \_\_\_\_\_
- iii) Encouraging question in class : \_\_\_\_\_
- iv) Announcing topics for discussion in advance : \_\_\_\_\_



*[Signature]*  
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<p>v) Holding seminars</p>	
<p>v) Use of audio visual aids (Whether facilities exist)</p>	
<p>ii) Contribution to a research schemes approved by the UGC, DST, ICAR, ICSSR &amp; others, if any.</p>	
<p>iii) Any other contribution in -</p>	
<p>i) Teaching Methods</p>	
<p>ii) Evaluation Techniques</p>	
<p>iii) Course Development etc.</p>	
<p>IV) Academic and professional growth (During the year).</p>	
<p>i) Research qualification acquired</p>	
<p>ii) Research projects undertaken</p>	
<p>iii) Research papers published indicating titles and names of journals in which published.</p>	
<p>iv) Guidance rendered to research scholar</p>	
<p>v) Participation in Seminars, Workshops and Conferences.</p>	
<p>vi) Participation in Orientation programmes Refresher courses etc.</p>	
<p>vii) Any other type of training (Whenever such facilities exist)</p>	
<p>V) Participation in Extra Mural activities.</p>	
<p>i) Extra curricular activities, debates, cultural activities, counselling to students planning, Union, NSS, etc. etc.</p>	



  
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4 ....  
  
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ii) Service to community Adult Education, Extension Service etc.

VI) Help in departmental administrative activities by way of membership of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc.

VII) Any other information about his contribution (not conveyed above) relevant to a proper assessment of activities.

VIII) General Observations -

- i) Attendance
  - a) Regularity
  - b) Punctuality
- ii) Students teachers Relationship
- iii) Colleague relationship
- iv) Class control
- v) Reading habits and other matters


IX) Your own assessment of your performance for the year under report in regard to :

- a) The quality and quantity of work done and how it compared with the prescribed norms, standards or targets.
- b) Guiding, training, controlling Class
- c) Details of any specific item(s) of work done by you which think especially noteworthy.
- d) If, in your opinion you were unable to maintain the expected quality or quantity in performance, in any respect, indicate your reasons, why this happened.

(Signature of the teacher)

Principal  
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Distt. Buldana

IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce and Science College, Motala



Name of the teacher - .....

5

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct; if not, state the correct facts.
- b) Do you agree with self assessment of performance done by the teacher? if not, give reasons why you do not agree.
- i) Actual verification & evaluation in respects of Part II

Item	Correct	Exaggerated	Excellent	Very Good	Average
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					

- ii) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work done in respect of research & teaching : \_\_\_\_\_
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including judgement initiative and drive ( if applicable) : \_\_\_\_\_
- E) Integrity and character : \_\_\_\_\_
- F) Whether powers delegated are fully utilised. : \_\_\_\_\_
- G) General Assessment \_\_\_\_\_ \*A+ = Outstanding, A = Very Good, B+ = Positively Good, B=Good, B- = Average, C = Below Average

(\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observations of the Reveiwing Officer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Reiewing Officer



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**and Science College, Molala**

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## गोपनीय अहवाल नमुना

..१..

परिशिष्ट - ब भाग-१

वरिष्ठ महाविद्यालयातील शिक्षकेत्तर कर्मचाऱ्याकरीता  
(गोपनीय अहवालाचा नमुना)

१) पुर्ण नांव :-----

२) वडीलाचे नांव :-----

३) जन्म तारीख :-----

४) जन्म स्थान :-----

५) राष्ट्रीयत्व व धर्म :-----

६) जात/संवर्ग :-----

७) पदनाम :-----

८) शैक्षणिक पात्रता :-----

९) सद्याचे पदावर सेवत रुजू होण्याचा दिनांक :-----

१०) महाविद्यालयाचे नांव :-----

११) एकूण सेवा काळ :-----

१२) वेतन श्रेणी :-----

१३) कार्यस्वरूपी पत्ता :-----

१४) दुरध्वनी (एस.टी.डी. सह) :-----

१५) मुळ ठिकाणचा पत्ता :-----

१६) स्थावर मालमत्ता असल्यास पत्ता :-----

१७) मातृभाषा :-----

१८) अवगत असलेल्या भाषा :-----

१९) प्रदान करण्यात आलेला कामाचा प्रकार :- :-----

२०) आपल्या कर्तव्याचे संक्षिप्त वर्णन :-----

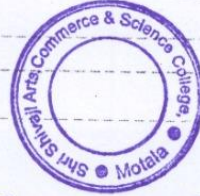
२१) आपल्या सोपविलेल्या स्वतःच्या कर्तव्याचे मुल्यमापन :-----

२२) आपण केलेल्या कामापैकी एखाद्या चांगल्या कामाची नोंद :-----

दिनांक:- / /२०

ठिकाण:-

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Principal  
Shri Shivaji Arts, Commerce  
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Dist. Buldana

## गोपनीय अहवाल नमुना

..२..

परिशिष्ट - ब भाग ४ व ५

(गोपनीय अहवालाचा नमुना)

वरिष्ठ महाविद्यालयातील शिक्षकेत्तर कर्मचाऱ्यांसंबंधी सर्वसाधारण योग्यता व चरित्र संबंधी प्राचार्यांचा अभिप्राय

- १) कर्मचाऱ्याचे पुर्ण नांव :- -----
- २) शैक्षणिक पात्रता :- ----- ३) धारण केलेले पद :- -----
- ४) जन्म तारीख :- ----- ५) जात/संवर्ग :- -----
- ६) रुजू होण्याचा दि. :- ----- ७) एकूण सेवा काळ :- -----
- ८) वेतन श्रेणी :- -----
- ९) प्रतिवेदन कालावधी :- शैक्षणिक सत्र २० - २०
- १०) उद्योगप्रियता व कार्यक्षमता :- -----
- ११) हाताखालील व्यक्तीकडून काम करून घेण्याची क्षमता :- -----
- १२) सहकारी व जनता यांचेशी असलेले संबंध :- -----
- १३) सर्वसाधारण बुध्दीमत्ता :- -----
- १४) तांत्रिक कार्यक्षमता :- -----
- १५) विशेष कल :- -----
- १६) निर्णय शक्ती, उपक्रमशिलता :- -----
- व घडाडी यासह प्रशासनीक कार्यक्षमता
- १७) सचोटी व चारित्र्य :- -----  
(संशयस्पद असल्यास अहवाल सोबत ठेवावा)
- १८) प्रदान करण्यात आलेला शक्तीचा पुर्णपणे वापर करतात काय? :- -----
- १९) सर्वसाधारण मुल्यमापन :- -----
- प्रबंधक/अधिकाऱ्यांचा :- -----
- मुख्य लिपीकाचा अभिप्राय :- -----  
(वरील पैकी जे प्रमुख अयतील त्यांनी अभिप्राय द्यावा.)
- स्वाक्षरी
- प्राचार्यांचा अभिप्राय :- -----

प्राचार्यांची स्वाक्षरी ,

पुनर्विलोकन अधिकाऱ्यांचा निरीक्षण अहवाल

प्राचार्य यांचा अहवाल निरीक्षण आहे किंवा :- -----

नसल्यास त्याची कारणे :- -----

दिनांक :- / / २०

ठिकाण :-



IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Distt. Buldana

श्री शिवाजी शिक्षण संस्था, अमरावती द्वारा संचालित  
**श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, मोताळा, जि. बुलढाणा**  
 अर्जित/परावर्तीत/असाधारण किंवा अपीएल रजेचा अर्ज

- अ) १) कर्मचाऱ्याचे नांव : .....
- २) कर्मचाऱ्याचा संवर्ग बहुदा : .....
- ३) सेवेत नियुक्त झाल्याची तारीख : .....
- ४) सेवेत कायम करण्यात आल्याची तारीख : .....
- ५) विद्यमान वेतन श्रेणी : .....
- ६) विद्यमान श्रेणीत मिळत असलेले वेतन : .....
- घरभाडे भत्ता : .....
- वाहन भत्ता : .....
- ७) कर्मचाऱ्यास हवी असलेल्या रजेचे नांव : .....
- ८) हव्या असलेल्या रजेच्या तारखा व एकूण दिवस : .....
- ९) वैद्यकीय कारणास्तव रजा हवी असल्यास त्याबाबत वैद्यकीय प्रमाणपत्र जोडावे. (ते प्रमाणपत्र कोणी दिलेले आहे) : .....
- १०) रजा मागण्याचे कारण : .....
- ११) अर्जाची तारीख : .....

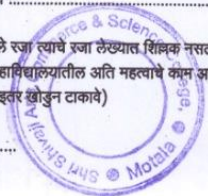
**कर्मचाऱ्याची दिनांकासहीत सही**

- ब) कार्यालयीन टिपणी
- १) सेवा पुस्तकाप्रमाणे शिल्लक रजा अर्जित रजा : .....
- अर्धवेतनी रजा : .....
- अपीएल रजा : .....
- २) कर्मचारी जेथे काम करतो तेथील महत्वाची काही कामे प्रलंबित आहेत काय ? : .....
- ३) रजेवर जाताना कर्मचाऱ्याकडे आलमारी चाबी असल्यास अर्जासोबत कार्यालयात जमा केली की कसे : .....
- ४) कर्मचाऱ्यास रजा मंजूर करावयाची असल्यास त्यांचा पदभार कोण सांभाळणार ? : .....
- ५) रजा मंजुरीसाठी वैद्यकीय प्रमाणपत्र आवश्यक असल्यास ते अर्जासोबत जोडलेले आहे काय ? : .....
- ६) रजा मंजुरीची शिफारस : .....

**अधिकाऱ्याची/वरिष्ठ लिपीकाची सही**

**विभाग प्रमुखाची स्वाक्षरी**

- ब) मंजूरी आदेश
- १) वरील प्रमाणे कार्यालयीन टिपणीतील अधिप्राय मान्य करून अर्जदारास त्यांनी मागीतलेली रजा ..... दि. .... पासून दि. .... पर्यंतची पुढे होणाऱ्या रथा.व्य.स./शा.स.चे.मंजूरीस अधिन राहून रजा उपभोगण्याची परवानगी देण्यात येत आहे. अर्जदाराने ..... रजा वैद्यकीय प्रमाणपत्राचे आधारे असल्यास त्यांनी रजु होताना फिटनेस प्रमाणपत्रासह अर्ज अहवाल सादर करावा.
- २) अर्जदाराने मागीतलेले रजा त्याचे रजा लेखात शिक्क नसल्यामुळे/त्यांनी वैद्यकीय कारणास्तव रजा मागीतलेली असताना अर्जासोबत वैद्यकीय प्रमाणपत्र जोडलेले नसल्यामुळे किंवा महाविद्यालयातील अति महत्वाचे काम असल्यामुळे रजा नाकारण्यात येत आहे. (आवश्यक ठेवावे व इतर खोडून टाकावे)
- दि. ....



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श्री शिवाजी शिक्षण संस्था, अमरावती द्वारा संचालित

## श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, मोताळा, जि. बुलढाणा

## रजेचा अर्ज

१) अर्जदाराचे नाव : \_\_\_\_\_

२) हुद्दा व विभाग : \_\_\_\_\_

३) आवश्यक रजेचा तपशिल :

अ) दिनांक : \_\_\_\_\_ पासत : \_\_\_\_\_ पर्यंत : \_\_\_\_\_ एकूण \_\_\_\_\_ दिवस

ब) रजेचे स्वरूप : \_\_\_\_\_

क) यापूर्वी उपमोगलेली रजा : \_\_\_\_\_

ड) शिल्लक असलेली रजा : \_\_\_\_\_

कृपया रजा मंजूर व्हावी, ही विनंती.

दिनांक : \_\_\_\_\_ / \_\_\_\_\_ / २० \_\_\_\_\_

दिनांक

वेळ : \_\_\_\_\_ सही

## -: विभाग प्रमुखाचा/इनचार्जचा शेरा :-

अर्ज मिळाल्याची तारीख : \_\_\_\_\_ वेळ : \_\_\_\_\_

शिफारस व शेरा / कारण \_\_\_\_\_

सही

## -: कार्यालयीन नोंद :-

वर उल्लेखिलेल्या नोंदी बरोबर आहेत / नाहीत.

त्रुटी : \_\_\_\_\_

शेरा : \_\_\_\_\_

संबंधित लिपीक

अधिकांक/प्रबंधक

## रजा मंजूर/नामंजूर करण्यात येत आहे

प्राचार्य

नोंद घेतली

अर्जदाराची सही


टीप : १) आजारी कारणास्तव रजेच्या अर्जासोबत दाखला असणे आवश्यक आहे. तसेच कामावर रजू होताना फिटनेस (पात्र) बाबत वैद्यकीय अधिकाऱ्याचा दाखला द्यावा. २) रजा मंजूर झाल्याची नोंद घेतल्याशिवाय रजेवर गेल्यास त्यासंबंधीची जबाबदारी अर्जदाराची राहिल.



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**LIC**  
 भारतीय जीवन बीमा निगम  
 LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE - I

**P & GS UNIT, AMRAVATI**  
 "Jeevan Prakash", 1st Floor, Shrikrishna Path, Amravati - 444 601  
 E-mail : bo\_g702@licindia.com, Tel No. (0721)-2662967, 2666876

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**GSLI CLAIM FORM "A"**

(To be completed by the Master Policy holder for claiming benefit under the Group Saving Linked Insurance Scheme on Retirement or Withdrawal of a Member)


1. Name of the Master Policy holder : \_\_\_\_\_
2. Master Policy Number : \_\_\_\_\_
3. Date of Commencement : \_\_\_\_\_
4. Details of Members : \_\_\_\_\_

Name	Employee No. /Sr. No.	Date of Birth	Date of Joining the Scheme	Initial monthly Contribution	Date of Changes In Category	Amount of last Monthly Contribution	Date of Exit	Cause of Exit	Date of Payment of last Contribution	Any Contribution unpaid Due date/Amount

DATE : \_\_\_\_\_



**IQAC CO-ORDINATOR**  
 Shri Shivaji Arts, Commerce  
 and Science College, Motala



**Principal**  
 Shri Shivaji Arts, Commerce  
 & Science College Motala  
 Distt. Buldana

Signature of Master Policy holder  
 (OFFICE SEAL)

ANNEXURE - I



**P & GS UNIT, AMRAVATI**

"Jeevan Prakash", 1st Floor, Shrikrishna Peeth, Amravati - 444 601  
 E-mail: bo\_g702@licindia.com, Tel.No. (0721)-2662987, 2666876

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DATE :

*Signature*  
**Principal**  
 Shri Shivaji Arts, Commerce & Science College Motala Distt. Buldana

Signature of Master Policy holder (OFFICE SEAL)

*Signature*  
 IQAC CO-ORDINATOR  
 Shri Shivaji Arts, Commerce and Science College, M.C.



**P & GS UNIT, AMRAVATI**

"Jeevan Prakash", 1st Floor, Shrikrishna Peth, Amravati - 444 601

E-mail : bo\_g702@licindia.com, Tel No. (0721)-2662967, 2666876

Ref. P & GS/ \_\_\_\_\_ MASTER POLICY NO. : \_\_\_\_\_ Date : \_\_\_\_\_

I/We the \_\_\_\_\_

do hereby acknowledge receipt from the LIFE INSURANCE CORPORATION OF INDIA the sum of Rs. \_\_\_\_\_ in full satisfaction and discharge of all my/our claim and demands under the above policy towards Maturity claim / Death / Surrender Value in respect of Assurance effected on the following life / lives.

Sr. No.	Name	Date of Exit	Refund of Pure Endowment Premium inclusive of interest if any	Proportionate refund of term Assurance Premium	Maturity Claim	Term Assurance Cover	Total

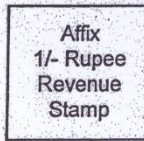
Date at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_ signed by the above. mentioned parties in presence of.

WITNESS :

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_



Signature of Master Policy Holder  
With seal

PREPARED BY :

*[Signature]*  
IQAC COORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

CHECKED BY :

*[Signature]*  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Distt. Buldana

