

**YP PERFORMANCE REVIEW FORM**

(To be filled by YP)

<b>NAME:</b> B N S R Swamy Kosuru	<b>LOCATION:</b> Rashtriya Sanskrit Vidyapeetha, Tirupati
<b>REVIEW PERIOD</b> From: April -2019 to June-2019	<b>START DATE OF MCC:</b> April 2017 (Initiation of Civil works) Functional since October 2017

(Please fill up the form using a bulleted list rather than narrative)

**1. Major activities undertaken at the MCC:**

- Regular individual and group counseling sessions in the MCC
- Jobseeker registration and awareness about NCS
- Outreach programs in schools and colleges for awareness of NCS
- Publicity about NCS and MCC in the form of news items and news coverage in ETV channel
- Relationship building with various stakeholders like employers and educational institutions for NCS awareness
- Visited CELKON Mobile Manufacturing unit , Renigunta to Identify vacancies and NCS awareness.
- Visited KOBELCO Constructions, SRICITY to Identify vacancies and NCS awareness.
- Visited AMARARAJA , Petamittaa, Chittoor to Identify vacancies and NCS awareness.
- Visited Flextronics Mobile Manufacturing unit , SRICITY to Identify vacancies and NCS awareness.

**2. Please specify the details on KPIs achieved for given NCS related activities:**

Key KPIs	April-2019-June-2019						Actions taken to achieve the KPI
	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	
Number of Jobseeker registrations coordinated				0	75	37	Registration of jobseekers visiting the MCC as well as through registration camps done at educational institutions
Number of Counseling sessions organized				5	5	5	
Number of outreach activities undertaken for NCS Promotion				1	2	1	
Number of employer/organization registrations coordinated				0	0	0	
Number of Vacancy Postings Coordinated				0	0	0	

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Number of job fairs coordinated				0	0	0	No fund has been released for conducting Job Fairs. Note has been submitted to the MoLE, GoI through Registrar, RSVP.
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**Note: Documents supporting above mentioned information must be enclosed (e.g. Job Fair report, MoU with employers, Press Clippings etc.)**

**3. Please share your comments on the following parameters of MCC operations:**

<b>MCC Operational parameters</b>	<b>Comments</b>
Status of MCC fund transfer	1 <sup>st</sup> installment received and utilized. 2 <sup>nd</sup> installment received. 3 <sup>rd</sup> installment pending.
Infrastructure upgradation activities(minor civil work)	Completed
Procurement and installation of ICT infrastructure	Completed
Procurement of other assets	Remaining
Resource Deployment(Deployment of Center manager, counsellors, IT support staff etc.)	One Center Manager
No of review meetings done with nodal officer for coordination on mcc activities/progress	3 Request letter for Manpower has been submitted to the Nodal Officer, Registrar, RSVP.
YP Salary status-Received/Not Received along with dates for each month	April-19 Received May-19 Received June-19 Pending.

**4. List new/innovative initiatives taken by you in your MCC**

- Counselling Sessions for prospective job seekers especially at Govt. Hostels, Schools and

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**Colleges**

- Awareness programmes for different competitive exams.
- Mock tests for different competitive exams.
- Bulk SMS system for sending alerts to registered candidates towards latest job Notifications/Events/Job Fairs.

**5. Please list areas of support, within the existing framework, that you require to perform your duties in a better way**

- First and foremost a proper team of qualified staff is required to work in the MCC. This center is not an employment exchange so the option of converting existing staff for MCC is not feasible.
- The MCC doesn't have funds for conduct of job fairs.
- Proper Authentication to visit industries.

**6. What would you recommend to make your model career center better prepared to undertake NCS activities?**

- Just counseling and employment services are not enough in the MCC. A skill provider must also be associated with MCC who can train and impart necessary skills to the jobseeker. The MCC should be a one stop shop for jobseeker needs. A full time trainer should be hired and present in the MCC to make this happen.
- Funds for hiring contractual staff to be engaged in the center.
- Training for nodal officer and center manager in NCS who are engaged in the center.
- Some handholding support by NICS to conduct job fairs.

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**YP PERFORMANCE REVIEW FORM****(To be filled by the Nodal Officer)****NAME (officer to whom the YP is reporting):**  
Prof. G.S.R.Krishna Murthy,**DESIGNATION: Registrar**  
Rashtriya Sanskrit Vidyapeetha, Tirupati**REVIEW PERIOD**

From: April-2019

To: June-2019

This section gives the nodal officer an opportunity to make recommendations that would help in the professional development of the young professional

**1. Whether the officer is in agreement with the statements made by YP in previous section of the Appraisal Form:**

Yes

**2. List areas where the young professional is doing particularly well**

- Working within limited means
- Effective Work
- Relationship with fellow employees
- Coordination between various stakeholders
- Sincerity towards project implementation

**3. Please list areas for improvement (including specific areas which require training), if any for the young professional.**

More trainings in counseling will help him do better

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(To be filled by the Nodal Officer)

4. Please use the scale below to evaluate YP's performance in the following areas  
(Put a tick mark ✓ against the relevant choice)

Conduct/Responsibilities	Extremely satisfied	Very satisfied	Somewhat satisfied	Somewhat dissatisfied	Very dissatisfied	Extremely dissatisfied
<b>WORKPLACE PERFORMANCE</b>						
Attendance/Punctuality	✓					
Maintains effective work relationship with fellow employees	✓					
Managerial skills	✓					
Leadership qualities	✓					
<b>SPECIFIC JOB ASSIGNMENT PERFORMANCE</b>						
Organizational Skills		✓				
Achievement of targets		✓				
Knowledge to perform tasks		✓				
Completion of tasks within timeframe		✓				
<b>COMMUNICATION</b>						
Verbal communication skills	✓					
Written communication skills	✓					
<b>ANALYTICAL SKILLS</b>						
Analytical skills (analyses problems and takes appropriate action)		✓				
Problem solving ability		✓				
Uses technical skills required for the position		✓				
<b>INITIATIVE and DECISION MAKING</b>						
Demonstrates effective and timely decision making abilities	✓					
Readiness to undertake tasks and additional responsibilities	✓					
<b>GENERAL</b>						
Attitude towards internal and external stakeholders		✓				
Discipline		✓				
Maintenance of official documents, records etc.		✓				

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**5. How would you assess the YP's overall performance based on scale below?**  
(Put a tick mark  against the relevant choice)

1=Poor	2=Satisfactory	3=Good	4=Very Good	5= Excellent <input checked="" type="checkbox"/>
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**6. Comments, if any:**

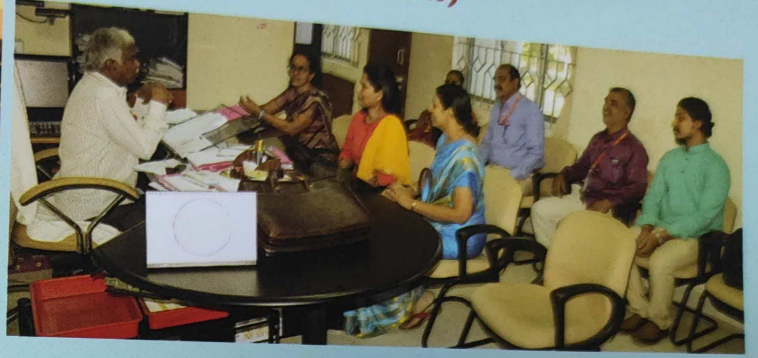
- This center has some limitations in terms of human resource and operational funds.
- However, he has performed well despite the constraints.
- Because of the above mentioned points, I am extremely satisfied with his performance.
- The YP is playing a key role in operationalizing the NCS and MCC.
- This role should be made permanent to sustain the functionality of the program.

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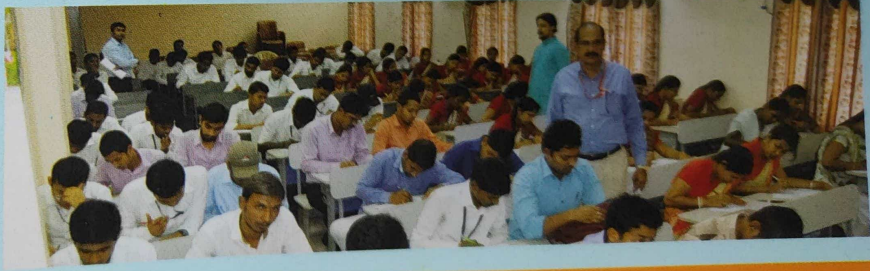
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## परिसरनियुक्ति: (Campus Recruitment)



विद्यापीठस्य शिक्षाविभागे शिक्षाशास्त्र-शिक्षाचार्य-विशिष्टाचार्य-विद्यावारिध्याद्युपाधिमधिगच्छतां छात्राणां हिन्दी-संस्कृताध्यापकरूपेण नियुक्त्यर्थं चेन्नैनगरस्थेन अमृतविद्यालयेन परिसरनियुक्तिकार्यक्रमं समचालयत् । कार्यक्रमस्य संयोजकत्वेन डॉ.आर्. चन्द्रशेखरमहोदया नियुक्ता आसन् । तत्र हिन्दीभाषायां दश पदानां तथा च संस्कृते एकस्य पदस्य कृते साक्षात्कारादिस्समभवत् । चयनप्रक्रियायां स्तरत्रयमासीत् । यथा — लिखितपरीक्षा, अध्यापनकौशलप्रदर्शनम्, साक्षात्कारश्च । प्रायशः द्विशतं (२००) छात्राः अस्यां चयनप्रक्रियायां भागमगृह्णन् । तेषु शिक्षाशास्त्रद्वितीयवर्षस्य छात्राः क्रमशः संस्कृते “वेदप्रिया”, हिन्दीभाषायां “डी.दुर्गालक्ष्मीः”, “भाग्यश्रीविश्वालः”, “धर्मरञ्जनदाशः”, “रूपसी प्रधानः” च नियुक्ता अभूवन् ।



इमां धियं सातये तक्षताः नः - ऋग्वेदः ३.५४.१७ :: Frame this our hymn for our welfare.