

5.1.3.2

16-17

5.1.3-2

RASHTRIYA SANSKRIT VIDYAPEETHA. TIRUPATI (A.P.)

(Deemed to be University)



Coaching Classes for Entry into Services

For SC/ST/OBC (non-creamy layer) and Minority Students

NOTICE

Date: 09-09-2016

This is to inform that “The Entry into Services Classes” will be held on **10.09.2016**. The students of Vidyapeetha may utilize this opportunity.

Co-ordinator

[Handwritten Signature]
9/9/2016

(Prof. P.VENKATA RAO)

Copy to

The Office of Cell

All Hostels

[Handwritten Signature]

DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

16-21 5-1-3 -2

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI

(A Central University established by an Act of Parliament in 2020)

Entry into Services Cell

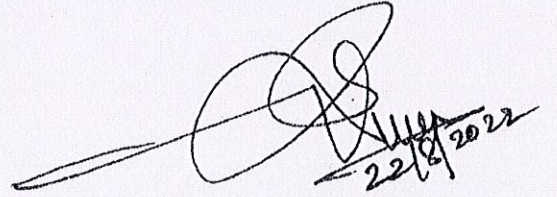
Prof. P. Venkata Rao
Coordinator

Phone: 8985322135

Date: 22.08.2022

Services of following Resource Persons were taken in **Entry into Services Cell** from the academic year 2016-17 to 2019-20:

1. Prof. P. Venkat Rao
2. Prof. R. Chandra Shekhar
3. Mr. U. Sambashiva Rao
4. Dr A. Pavan Kumar
5. Dr. Biju Jose
6. Sri V. G. Shiva Shankar Reddy
7. Dr G N Sudha Vani
8. Sri. P Mahesh
9. Dr. K.Aravinda Rao DGP
10. Dr. Nagendra Sai



(Prof. P. Venkata Rao)



DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

5-1-3 17-20
-2

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI

(A Central University established by an Act of Parliament in 2020)

Entry into Services Cell

Prof. P. Venkata Rao
Coordinator

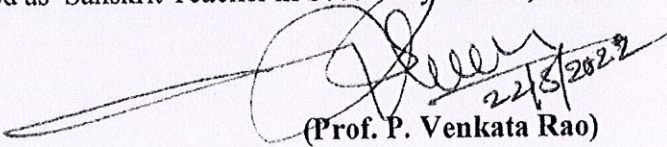
Phone: 8985322135

Date: 22.08.2022

The following are the beneficiaries of the **Entry into Services Cell** from the academic year 2017-18 to 2019-20:

List of Beneficiaries

S.No	Name	Benefitted in
1.	Dr. Alope Mondal	NET & Selected as Assistant Professor in Education
2.	Dr. Jayant Nuniya	NET & Selected as Assistant Professor in Education
3.	Dr. S.Vaishnavi	NET & Selected as Assistant Professor in Education
4.	Dr. A. Pavan Kumar	NET & Selected as Assistant Professor in Education
5.	Dr. Pragati Dixit	NET & Selected as Assistant Professor in Education
6.	Dr. Anup Biswas	NET & Selected as Assistant Professor in Education
7.	Dr. Naresh Nayak	NET & Selected as Assistant Professor in Education
8.	Dr. Krishnananda	NET & Selected as Assistant Professor in Education
9.	Dr. Sujan Biswas	NET & Selected as Assistant Professor in Education
10.	Dr. Nandadulal Mondal	NET & Selected as Assistant Professor in Education
11.	Dr. Naresh Nayak	TET & Selected as School Assistant
12.	Basumathi Panda	Selected as Sanskrit Teacher in Secondary School, Odisha
13.	Bhagyalakshmi Padhy	Selected as Sanskrit Teacher in Secondary School, Odisha
14.	S Priyabrata Barik	Selected as Sanskrit Teacher in Secondary School, Odisha
15.	Sunil Kumar Khandei	Selected as Sanskrit Teacher in Secondary School, Odisha
16.	Diptimayi Behera	Selected as Sanskrit Teacher in Secondary School, Odisha
17.	Chinmaya Dash	Selected as Sanskrit Teacher in Secondary School, Odisha
18.	Anjana Panda	Selected as Sanskrit Teacher in Secondary School, Odisha
19.	Pitabas Sethi	Selected as Sanskrit Teacher in Secondary School, Odisha
20.	Sradhanjanli Swain	Selected as Sanskrit Teacher in Secondary School, Odisha
21.	Ranjula Padhan	Selected as Sanskrit Teacher in Secondary School, Odisha
22.	Narendra Shikha	Selected as Sanskrit Teacher in Secondary School, Odisha
23.	Mamata Das	Selected as Sanskrit Teacher in Secondary School, Odisha


(Prof. P. Venkata Rao)

5-1-3-2

RASHTRIYA SANSKRIT VIDYAPEETHA. TIRUPATI (A.P.)

(Deemed to be University)



Coaching Classes for Entry into Services

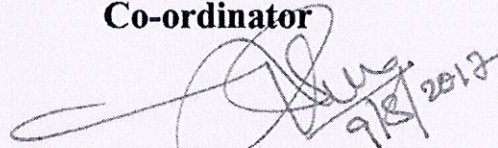
For SC/ST/OBC (non-creamy layer) and Minority Students

NOTICE

Date: 09-08-2017

This is to inform that “**The Entry into Services Classes**” will be held on **10.08.2017**. The students of Vidyapeetha may utilize this opportunity.

Co-ordinator


(Prof. P.VENKATA RAO)

Copy to

The Office of Cell

All Hostels



DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 607 (A.P.)

5-1-3-18-18

RASHTRIYA SANSKRIT VIDYAPEETHA, TIRUPATI (A.P.)

(Deemed to be University)



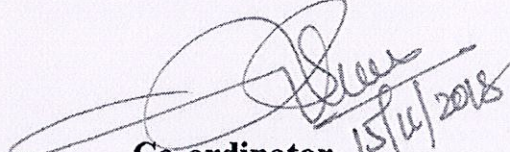
Coaching Classes for Entry into Services

For SC/ST/OBC (non-creamy layer) and Minority Students

NOTICE

Date: 15-11-2018

This is to inform that “**The Entry into Services Classes**” are will be held on **16-11-2018**. The students of Vidyapeetha may utilize this opportunity.


Co-ordinator 15/11/2018
(Prof. P. VENKATA RAO)

Copy to
The Office of Cell
All Hostels



DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

19-20

RASHTRIYA SANSKRIT VIDYAPEETHA, TIRUPATI (A.P.)

(Deemed to be University)



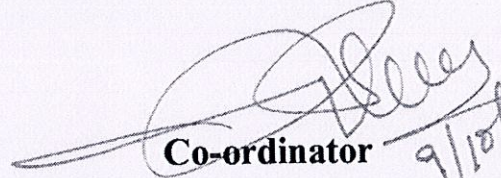
Coaching Classes for Entry into Services

For SC/ST/OBC (non-creamy layer) and Minority Students

NOTICE

Date: 09-10-2019

This is to inform that "The Entry into Services Classes" will be held on **10.10.2019**. The students of Vidyapeetha may utilize this opportunity.


Co-ordinator 9/10/2019

(Prof. P.VENKATA RAO)

Copy to
The Office of Cell
All Hostels



DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

5-1-3

5-1-3 (2)

19-20

MCC-RSVP- Career Talk Report
Career Talk for Final year BEd and MEd Student
on Personality Assesment Session -MBTI Therapy
RSVP, Tirupati

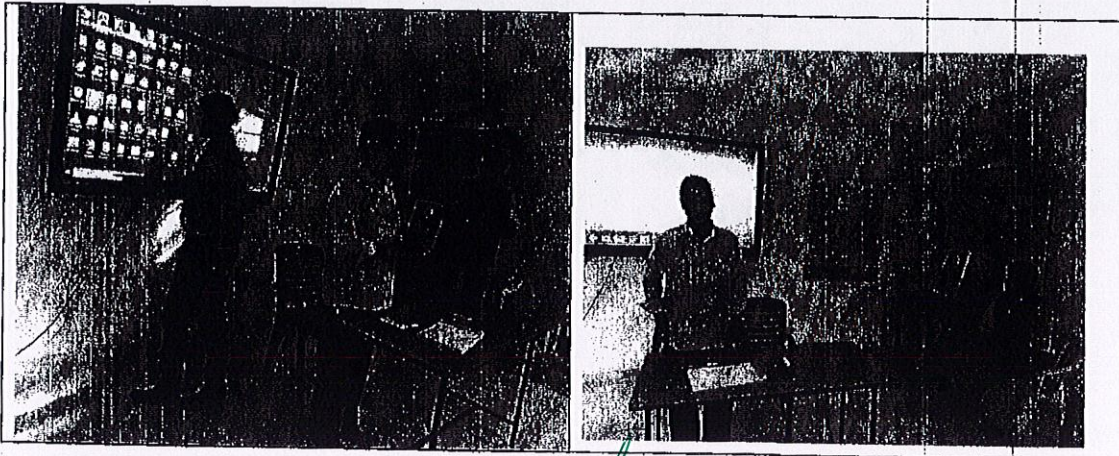
On 12-02-2020, (Wednesday) With the great support and motivation by Dr.V.Ramesh Babu, Centre Manager - MCC-RSVP, the workshop on Career Development and NCS Registration initiated and conducted by Dr.S.Premanand, Young Professional, NCS and Team of MCC, Tirupati. Though good attendance was there by PG and UG students, the involvement was luster. The workshop introduction done by Prof. Prahlad R.Joshi, Dean, Faculty of Education, Professor, Dept. of Education and Dr.Venkat Rao, Head of Department of Education Department. The workshop on Personality Assessment Session -MBTI Therapy is a part of a comprehensive approach to increase the need of hour for final years students in RSVP-Tirupati. Such approach is meet to Perception involves all the ways of becoming aware of things, people, happenings, or ideas. Judgment involves all the ways of coming to conclusions about what has been perceived. If people differ systematically in what they perceive and in how they reach conclusions, then it is only reasonable for them to differ correspondingly in their interests, reactions, values, motivations, and skills. During the workshop 47 Participants Career from final B.Ed and M.Ed of RSVP, Tirupati.

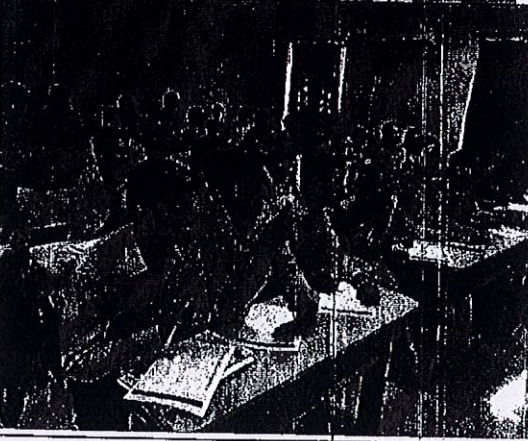
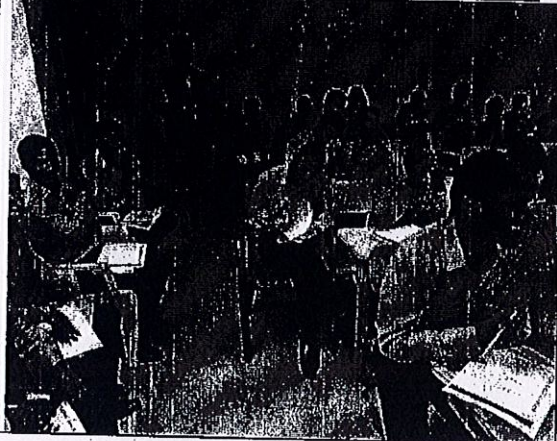
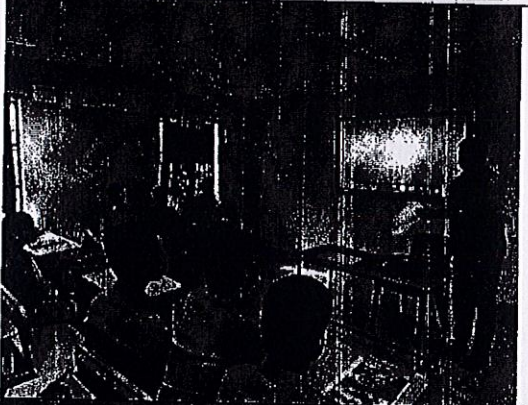
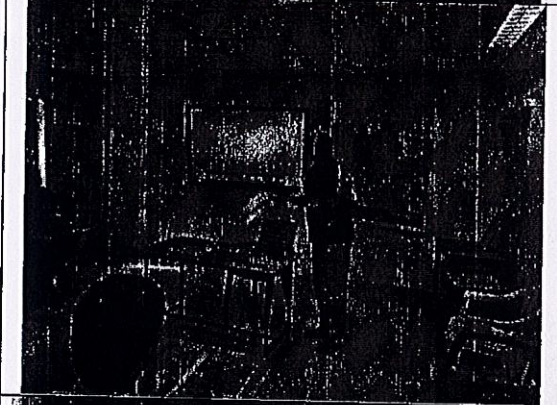
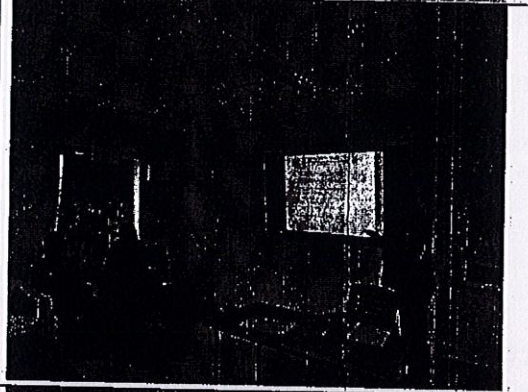
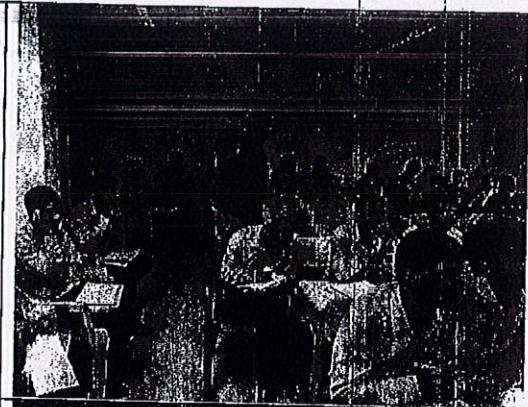
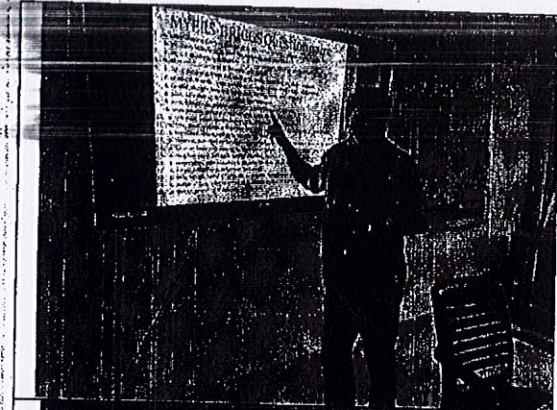
Assessment MODULES:

- Personality
- Determinants
- Personality Traits
- Personality Structure
- Personality Types
- Person - Job Fits
- Relationships among Occupational Personality Types
- Real time Assessment on MBTI

The purpose of this workshop will be to the human personality influences and impacts the functioning of an individual and organizations. The fact that humans are social is determined by Individual as well as collective contexts. Understanding one's own personality and nurturing it well enables one to be a fine human being and an effective professional. It also helps employees stay on track and move forward in their careers.

Glimpses of Career Talk





19-20

YP PERFORMANCE REVIEW FORM

(To be filled by YP)

NAME: B N S R Swamy Kosuru	LOCATION: Rashtriya Sanskrit Vidyapeetha, Tirupati
REVIEW PERIOD From: April -2019 to June-2019	START DATE OF MCC: 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	

SIGNATURE of YP

DATE

YP PERFORMANCE REVIEW FORM

(To be filled by YP)

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.
---------------------------------	--	--	--	---	---	---	---

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:

MCC Operational parameters	Comments
Status of MCC fund transfer	1 st installment received and utilized. 2 nd installment received. 3 rd 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

SIGNATURE of YP

DATE

5-13-2

17-18

YP PERFORMANCE REVIEW FORM

(To be filled by the Nodal Officer)

NAME (officer to whom the YP is reporting): Prof Ch. P Satyanarayana	DESIGNATION: Registrar
---	-------------------------------

REVIEW PERIOD From: Oct 2017 To: Mar 2018
--

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

- Coordination between various stakeholders
- Sincerity towards project implementation
- Working within limited means

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

More trainings in counseling will help her do better
--

SIGNATURE OF OFFICER

DATE

YP PERFORMANCE REVIEW FORM

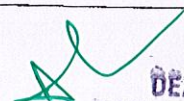
(To be filled by the Nodal Officer)

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

SIGNATURE OF OFFICER

DATE


DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
A Central University estd. by an act of Parliament

YP PERFORMANCE REVIEW FORM**(To be filled by the Nodal Officer)***documents, records etc.*

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

✓

6. Comments, if any:

- YP has put a lot of effort to bring the MCC to its current shape.
- She has done everything in her domain to discharge her duties.
- This center has some limitations in terms of human resource and operational funds.
- However, she has performed well despite the constraints.
- She has been instrumental in initiating Employability Skills Training at this MCC in partnership with BOSCH CSR.
- Because of the above mentioned points, I am extremely satisfied with her 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.

SIGNATURE OF OFFICER

DATE

YP PERFORMANCE REVIEWFORM

(To be filled by YP)

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.
- YP needs to attend a proper certification course for counseling.
- There should be a background support to guide jobseekers. Example: iDreamCareer has a rich content and database which is presented in a user friendly way. The NCS Career Content is not user friendly.
- Call center equipped with counselors to help YPs counsel the candidates seeking guidance and counseling.

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

- Just counselling 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. Similar to what NICS did in Bareilly. The same can be done in all the states one by one.

SIGNATURE of YP

DATE

YP PERFORMANCE REVIEW FORM**(To be filled by YP)**

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

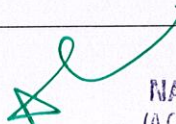
- First and foremost a proper team of qualified staff is required to work in the MCC. This center is not an employment exchange so the option of converting existing staff for MCC is not feasible.
- The MCC doesn't have funds for conduct of job fairs.
- Proper Authentication to visit industries.

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.

SIGNATURE of YP

DATE


DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

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

SIGNATURE OF OFFICER_____
DATE

YP PERFORMANCE REVIEWFORM**(To be filled by YP)**

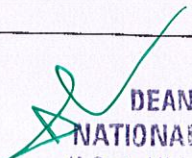
Procurement and installation of ICT infrastructure	Completed
Procurement of other assets	Remaining
Resource Deployment (Deployment of Center manager, counsellors, IT support staff etc.)	One Center Manager and One Office Assistant deployed.
No of review meetings done with nodal officer for coordination on mcc activities/progress	6 (One meeting per month)
YP Salary status-Received/Not Received along with dates for each month	Oct'17- Received on 20 th Nov'17 Nov'17-Received on 21 st Dec'17 Dec'17-Received on 31 st Jan'18 Jan'18-Received on 21 st Feb'18 Feb'18-Received on 15 th Mar'18 Mar'18-Pending

4. Listnew/innovative Initiatives taken by you in your MCC

- Took initiative in partnership with BOSCH's CSR program to impart trainings to college dropouts in employability skills and get them placed in entry level jobs locally.
- As there was no trainer to conduct the training program I personally trained students and attended Training of Trainers conducted by BOSCH Company.
- 2 Batches have been trained so far. From 1st batch, 2 students have been placed out of ten. Rest 8 didn't opt for employment.
- The training is conducted for 2-3 months and skills like spoken English, basic computer knowledge, interview skills, resume preparation, personality development and customer service are imparted to the trainees using a mix of online and offline methods.
- Unique internet based audio-video content developed by Wadhwanj foundation is used for training candidates.
- One month Spoken Sanskrit Camp conducted for common public at MCC to promote Sanskrit language.

SIGNATURE of YP

DATE


DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)

TIRUPATI-517 507 (A.P.)

YP PERFORMANCE REVIEWFORM

(To be filled by YP)

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

Key KPIs	Oct-2017-March 2018						Actions taken to achieve the KPI
	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	March 2018	
Number of Jobseeker registrations coordinated	120	199	308	209	23	100	Registration of jobseekers visiting the MCC as well as through registration camps done at educational institutions
Number of Counseling sessions organized	22	8	12	11	10	10	
Number of outreach activities undertaken for NCS Promotion	0	3	1	0	0	1	
Number of employer/organization registrations coordinated	0	0	0	1	0	0	
Number of Vacancy Postings Coordinated	0	0	0*	0	0	10	*1 trainee was placed as a part of BRIDGE training
Number of job fairs coordinated	0	0	0	0	0	1*	1 placement drive held at Sri Chaitanya group of educational institutions. However, due to some technical glitch the results are on hold

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:

MCC Operational parameters	Comments
Status of MCC fund transfer	1 st installment received and utilized. 2 nd installment pending.
Infrastructure upgradation activities (minor civil work)	Completed

SIGNATURE of YP

DATE

YP PERFORMANCE REVIEW FORM

(To be filled by YP)

<i>Number of job fairs coordinated</i>				0	0	0	No fund has been released for conducting Job Fairs. Note has been submitted to the MoLE, GoI through Registrar, RSVP.
--	--	--	--	---	---	---	---

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:

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

SIGNATURE of YP

DATE

YP PERFORMANCE REVIEW FORM

(To be filled by YP)

NAME: B N S R Swamy Kosuru	LOCATION: Rashtriya Sanskrit Vidyapeetha, Tirupati
REVIEW PERIOD From: April -2019 to June-2019	START DATE OF MCC: 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	

SIGNATURE of YP

DATE

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

SIGNATURE OF OFFICER

DATE

YP PERFORMANCE REVIEW FORM

(To be filled by YP)

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.

SIGNATURE of YP

DATE


DEAN, ACADEMIC AFFAIRS
NATIONAL SANSKRIT UNIVERSITY
(A Central University estd. by an act of Parliament)
TIRUPATI-517 507 (A.P.)

YP PERFORMANCE REVIEW FORM

(To be filled by the Nodal Officer)

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 ✓
--------	----------------	--------	-------------	------------------

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.

SIGNATURE OF OFFICER

DATE

YP PERFORMANCE REVIEW FORM

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

SIGNATURE OF OFFICER

DATE

DEAN, ACADEMIC AFFAIRS
 NATIONAL SANSKRIT UNIVERSITY
 (A Central University estd. by an act of Parliament)
 TIRUPATI-517 507 (A.P.)