6.3.1 QlM *The institution has effective welfare measures for teaching and non-teaching staff*

Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati
Under Internal Quality Assurance Cell (IQAC)
Department of Physics organized
Departmental activity:
One day "Teachers and Non-teaching staff training workshop on e- governance"
on 15/07/2021

....

Electronic Governance (e-Governance) is the use of Information and Communication Technologies (ICT) for the planning, implementation, and monitoring of government programs, projects, and activities. E-Governance is expected to help deliver cost-effective and easy-to-access citizen.

E-governance is the integration of Information and Communication Technology in all the working processes of the system.

- **Objective of "Teachers and non-teaching staff training workshop on e-governance:**

1) To deliver services to people in better way and that to in an affordable cost.

2) To bring transparency and accountability.

3) To empower people through information.

4) To improve efficiency in government process.

5) To improve interface with stake holders.

For teacher and non-teaching staff the "training workshop" was organized on the areas of Higher Educational Institutions for e-governance:

1) Interactive among faculty, school and departments.

2) Integration of finance and account.

3) Student enrolment and admission.

4) Examination and certification.

5) Research and development.

6) Student placements.

7) Enhancement of teaching skills of faculty

Resource person - Shri Umesh Vinayakrao Deshmukh, Washim district president of non-teaching staff organization

President - Dr. Chhaya N. Vidhale, Officiating Principal , Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati

Co-Ordinator of "teacher and non-teaching staff training workshop" - Dr. D. R. Bambole

Under Internal Quality Assurance Cell (IQAC), Department of Physics organized Departmental activity, One day "Teachers and Non-teaching staff training workshop on e- governance" on 15/07/2021.
Resource person , Shri Umesh Vinayakrao Deshmukh, Washim district president of non-teaching staff organization , explain about the improvement of efficiency in government process and different fields of e-governance. Also, President , Dr. Chhaya N. Vidhale, Officiating Principal , Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati explain the importance of e-governance in Higher education institutions.
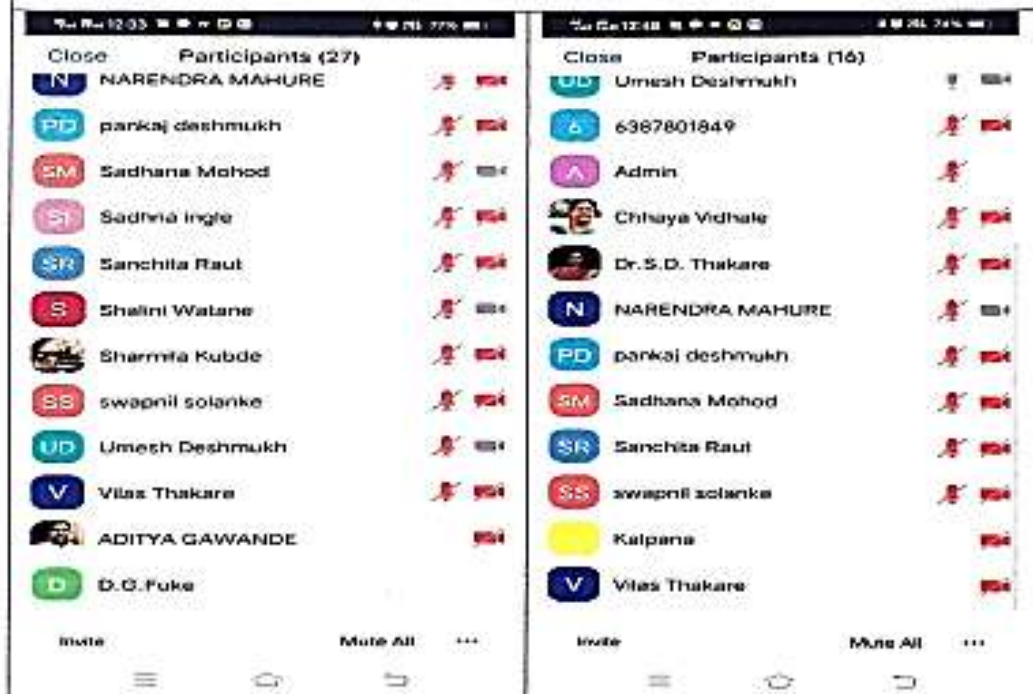
Participants present in the *teaching and non teaching staff training workshop on e-governance on 15/ 07/ 2021

Chief Guest Shri Umesh Vinayakrao Deshmukh, Washim district president of non-teaching staff delivering his speech in the *teaching and non-teaching staff training workshop on e- governance on 15/ 07/ 2021

Coordinator of "teacher and non-teaching staff training workshop", Dr. D. R. Bambole conducting the workshop

Participants present in the "Teaching and non-teaching staff training workshop on e-governance on 15/ 07/ 2021

Participants (27)		Participants (16)	
NARENDRA MAHURE		Umesh Deshmukh	
pankaj deshmukh		6387801849	
Sadhana Mohod		Admin	
Sadhna ingle		Chhaya Vidhale	
Sanchita Raut		Dr.S.D. Thakare	
Shalini Watane		NARENDRA MAHURE	
Sharmila Kubde		pankaj deshmukh	
swapnil solanke		Sadhana Mohod	
Umesh Deshmukh		Sanchita Raut	
Vilas Thakare		swapnil solanke	
ADITYA GAWANDE		Kalpana	
D.G.Fuke		Vilas Thakare	

Participants present in the "Teaching and non- Teaching staff training workshop on e-governance on 15/ 07/ 2021

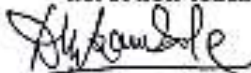- **Outcomes of "Teachers and non-teaching staff training workshop on "e-governance":**

1)Educational institutions have the various requirements that include computerization and management of processes such as registration, admission, student information, time table, transport, attendance, library, salary and expenses, examinations, performance, grades, hostels, security and reports. After the training program the non teaching staff got the knowledge about which software has to choose from the available modules to suit their needs to monitoring of these aspects.

2) After the training program for teachers and nonteaching staffs, the trainee got the knowledge about how the integration of ICT helps to reduce the difficulty and enhance the overall administration of higher education.

3) After the training program for teaching and nonteaching staffs, the trainee got the knowledge about how E - Governance is understood as a set of activities involving the effective contribution of information and communication technology (ICT) for strengthening administration and management in higher education system in India.

4) After the training program for nonteaching staffs, the trainee got the knowledge about E-Governance helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

- **No. of beneficiary of the "e- governance training workshop"** – total no of teachers 15 + no. of non-teaching staff - 06

Coordinator
(Dr. D. R. Bambole)

Coordinator
DR. S. D. THAKARE
Coordinator I.Q.A.C.
(Dr. S. D. Thakare)
Matoshree Virulatha Deshmukh Mahavidyalaya
Amravati

PRINCIPAL Principal
Matoshri (Dr. Chhaya N. Vidhale)
Mahavidyalaya, Amravati.

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati

Under Internal Quality Assurance Cell (IQAC)
Department of Physics
Organized

Extension activity: "WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS"
from 23/12/2021 to **28/12/2021**

==

Use of ICT tools in teaching and learning process is important. These technologies increase students' motivation, self-confidence and self esteem to learn. Additionally, new technologies usually encourage independent and active learning, as a result, the students feel more responsible for their own learning. The contribution of ICT in modernizing learning and teaching, triggers attempts to incorporate these technologies in order to benefit in terms of quality of education, flexibility, access, and its cost.

- **Aims of work shop for teachers on use of ICT tools":**

1) How to use ICT tools in their courses and which ICT tools be utilize.

2) Assess the contribution of ICT to learning and teaching from students.

- **OBJECTIVES OF "WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS"**
  :

1) One of the main aims of ICT is to help teachers to become competent and confident users who can use the basic knowledge and skills acquired to assist them in their daily lives.

2) To prepare teachers for the world of tomorrow.

3) To help teachers to adjust to the expected future changes.

4) To integrate ICT across the curriculum.

5) To introduce to basic modeling and software applications to create appreciation of technology in everyday life.

6) ICT aims to assist teachers to grow personally by facilitating different methods of learning.

8) To allow the teachers to easily access the necessary information over the Internet.

In the Matoshree Vimalabai Deshmukh Mahavidyalaya , Amravati , Under Internal Quality Assurance Cell (IQAC), Coordinator- Dr. D. R. Bambole, Department of Physics organized the "WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS" from 23/12/2021 to 28/12/2021

" WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS " on
23/12/2021
COORDINATOR – Dr. D. R. Bambole, Department of Physics

" WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS " on
28/12/2021
COORDINATOR – Dr. D. R. Bambole
Department of Physics

- **Resource person** - Dr. D. R. Bambole, Department of Physics

- **OUTCOMES OF "WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS"** :

1) ICT helps Teachers to develop the indispensable skills and knowledge, which will in turn allow them to pursue to modern society's needs.

2) Teachers understand the importance of using ICT as working tools.

3) The ICT knowledge is acquired for fostering the development of information.

4) For digital literacy, communication technologies skills are acquired.

- **NUMBER OF TEACHERS BENEFITED BY THE "WORK SHOP FOR TEACHERS ON USE OF ICT TOOLS" –   15**

Co - ordinator

"WORK SHOP ON USE OF
ICT TOOLS FOR TEACHERS"

Co- ordinator

IQAC
Dr. S. D. THAKARE
Cooradinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Amravati

Principal

Matoshree Vimalabai Deshmukh
Mahavidyalaya, Amravati
Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati

List of the teachers present in "WORK SHOP ON USE OF ICT TOOLS FOR TEACHERS" from 23/12/2021 to 28/12/2021

:

Sr. no.	Name of the teacher (Surname First) (In alphabetical order)	Academic Qualification	Date of appointment	Subject in which appointed	Signature On date from 23 to 28 /07/2022
1	2	3	4	6	
1	Prof. Ku. P. B. Bhamburkar	M. A., B. Ed., SET	01/03/2012	Home Economics	
2	Prof. Dr. S. B. Deshmukh	M. A., Ph. D.	06/09/1991	Political Science	
3	Prof. Dr. R. S. Kawale	M. S.W., M. A. , M. Phil, Ph. D., NET, SET	12/12/1995	Community development and extension	
4	Prof. Dr. Ku. M. M. Nandurkar	M. A. Ph. D.	02/02/2005	Marathi	
5	Prof. Shri. J. D. Sangode	M. A. SET	19/06/2003	Economics	
6	Prof. Dr. Mrs. S. D. Thakare	M. A., M. Phil., Ph. D.	01/08/2010	English	
7	Prof. Dr. Ku. S. B. Watane	M. A., Ph. D., B. P. Ed.	3/07/2000	Hindi	
8	Prof. Dr. D. R. Bambole	M. Sc. Ph.D.	10/12/1991	Physics	
9	Prof. Dr. Ku. K. E. Chaudhary	M. Sc. Ph.D.	08/07/2006	Zoology	
10	Prof. Shri. M. P. Deshmukh	M. Lib. M. Phil, Ph. D.	15/10/1999	Library Sciences	
11	Prof. Mrs. A. P. Harane	M. Sc. M. Phil, M.A. , B. Ed.	26/09/1995	Textile & clothing	
12	Prof. Mrs. Dr. S. R.Kuhade	M. Sc., M. Phil, Ph. D.	14/01/1998	Food Nutrition	
13	Prof. Mrs. S. S. Mohod	M.Sc. M. Phil.	02/09/1985	Textile & clothing M.Sc.	
14	Prof. Shri. V. R.Thakare	M. P. Ed.	09/09/1993	Physical Education	
15	Prof. Mrs. Dr. C. N. Vidhale	M. Sc., Ph.D., M. Phil.	01/08/1985	Home science Extension & Education	

Co - ordinator

Co- ordinator

Principal

....

Electronic Governance (e-Governance) is the use of Information and Communication Technologies (ICT) for the planning, implementation, and monitoring of government programs, projects, and activities. E-Governance is expected to help deliver cost-effective and easy-to-access citizen.

E-Governance helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

- **Role of e- governance in higher education :**

Rapid growth in the field of education has made e - governance in academic sector a very complex task. The 21st century has witnessed tremendous advancements in technology which has led to far-reaching developments in the administrative system. Cost-effective technology combined with the flexibility in learning and administrative activities is essential to enhance efficiency. Computers can be used extensively for educational administration.

There are some of the areas where computers can be used for effective educational administration.

1) General Administration
2) Pay Roll and Financial
3) Accounting
4) Administration of Student Data
5) Inventory Management
6) Personnel Records Maintenance
7) Library System

Information and Communication Technology (ICT) plays a vital role in supporting powerful, efficient management and administration in education sector. It is specified that technology can be used right from student administration to various resource administration in an education institution.

There are various administrative challenges for Indian education system of the 21st century as given below:

1) Global and local challenges.
2) Universal and individual challenges.
3) Competition and equity challenges.
4) Extraordinary expansion of knowledge

5) Moreover many studies revealed the need for ICT integration into administrative activities of higher education institutions.

The various ways of introducing technology in education institution administration are as follows:

1) Sending e-mail notices and agendas to staff, rather than printing and distributing them.

2) Submission of lesson plans through e-mail

3) Foster technology growth by asking parents to write e-mail addresses on medical forms.

4) Insist that all teachers create a class Web page

5) Attend technology conferences, what other teachers are doing to integrate technology to encourage the use of technology in classrooms.

6) Admissions through web-enabled services.

7) All day-to-day activities of the institution (General Administration)

8) Staff administration

9) Single Window System for students.

- ### E-GOVERNANCE LEADS TO MULTIPLE ADVANTAGES TO HIGHER EDUCATION:

  1) It empowers students and parents to gather information regarding any course, college, department of universities, government policies and get involved in the process of decision making.
  2) E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in universities and institutions.
  3) E-Governance leads to automation of services, ensuring that information regarding every work of public welfare is easily available to all stakeholders apart from geographic and language barriers.
  4) This revolutionizes the way governments and College/universities functioning, ensuring much more transparency in their functioning, and thereby eliminating corruption.
  5) As the information regarding every activity of government is easily available, it would make every university department responsible as they know that every action of theirs is closely monitoring and audited.
  6) Proper implementation of e-Governance practices make it possible for students and parents to get their work done online thereby sparing themselves of unnecessary hassles of traveling to the respective offices.
  7) Successful implementation of e-Governance practices offer better delivery of services to students, improved interactions with business and industry, students empowerment, better management, greater convenience, revenue growth, cost reductions etc.

- Objectives of "Teachers and non-teaching staff training workshop on "Role of e- governance in Higher Education":

  1) To save the time and money in the form of expenditure for hiring instructor, purchasing equipment or other resources.

  2) To improve productivity, enhance focus and provide better academic results.

  3) To provide speedy information in institute.

  4) To improve administrative efficiency and public services in all the aspects of education.

  5) To improve service delivery in the form of better access to information and quality service to college stake holders.

In Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati, Under Internal Quality Assurance Cell (IQAC) , Department of Physics organized one day "Teachers and non-teaching staff training workshop" on" Role of e- governance in Higher Education on 19/ 01/ 2022. In this work shop -

Resourse person / Chief guest – Shri. Umesh Vinayakrao Deshmukh, Washim district president of non-teaching staff organization

- President: Dr. Smita R. Deshmukh, Principal , Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati

- Co-ordinator of "Teachers and non-Teaching staff training workshop" on " Role of e- governance in Higher Education   :- Dr. D. R. Bambole

President of the Workshop, Dr. Smita R. Deshmukh, Principal , Matoshree Vimalabai Deshmukh Mahaidyalaya Amravati, giving the presidential speech and resourse person Shri. Umesh Vinayakrao Deshmukh, Washim district president of non-teaching staff organization , guiding the staff in the workshop for "Teaching and non Teaching staff training workshop - on "Role of e- governance in Higher Education" on 19/ 01/ 2022.

- Outcomes of "Teachers and non-teaching staff training workshop on "Role of e- governance in Higher Education" :

1) Educational institutions have the various requirements that include computerization and management of processes such as registration, admission, student information, time table, transport, attendance, library, salary and expenses, examinations, performance, grades, hostels, security and reports. After the training program the non teaching staff got the knowledge about which software has to choose from the available modules to suit their needs to monitoring of these aspects .

2] After the training program for teachers and nonteaching staffs, the trainee got the knowledge about how the integration of ICT helps to reduce the difficulty and enhance the overall administration of higher education.

3) After the training program for teaching and nonteaching staffs, the trainee got the knowledge about how E - Governance is understood as a set of activities involving the effective contribution of information and communication technology (ICT) for strengthening administration and management in higher education system in India.

4) After the training program for nonteaching staffs, the trainee got the knowledge about E-Governance helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

- **No. of beneficiary of the "Teaching and non Teaching staff training workshop - on "Role of e- governance in Higher Education" on 19/ 01/ 2022. – total no of teachers 15 + no. of non teaching staff - 06**

Coordinator

(Dr. D. R. Bambole)

"Teachers and non-Teaching

Staff training workshop" on" Role of

e- Governance in Higher Education"

Coordinator

DR. S. D. THAKARE
Coordinator IQAC
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati IQAC

Principal

(Dr. Smita R. Deshmukh)

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)
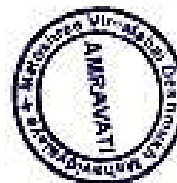
SGBAmravati University leave letter

गुरूवार, दिनांक १६ जानेवारी, २०१४

परिपत्रक

क्रमांक : ०१/२०१४   दिनांक : १६/१/२०१४

विषय : विद्यापीठाशी संलग्नित सर्व महाविद्यालयातील शिक्षकांसाठी लागू असणाऱ्या रजेबाबत...

सर्व सामान्यांचे माहितीकरिता कळविण्यात येते की, विद्यापीठाशी संलग्नित सर्व महाविद्यालयातील शिक्षकांसाठी लागू असणाऱ्या नैमित्तिक रजा, कर्तव्य रजा, सेवा रजा व ए.पी.एल. याबत एकसंघता असण्याबाबत विद्यापीठ व्यवस्थापन परिषदेने गठीत केलेल्या समिती क्र. १४/२०११ ने सर्व संलग्नित महाविद्यालयांना कळविण्याकरिता केलेल्या खालील शिफारशी व्यवस्थापन परिषदेने दि. १३.११.२०१३ रोजीच्या समेत मान्य केलेल्या आहेत.

Sr. No.	Nature of Leave	Period of Leave	Reference
1	Casual Leave	Not less than 10 days per year	As per para 48 (1) (a) of Ordinance No. 24
2	A.P.L.	10 days per year not more than 240 days in entire service	As per para 48 (1) (b) (c) of Ordinance No. 24
3	Medical Leave	30 days per year not more than 360 days in entire service	As per para 48 (1) (d) of Ordinance No. 24
4	On Duty Leave	No limits for meeting of the University Authority, Examination Works, Valuation, Orientation, Refresher Short Term Course and Duty Assigned by University	As per Direction No. 18/2000
5	Duty Leave	Conferences, Seminars, Workshops and duty assigned by Principal 15 days in a year	As per Ordinance No. 122
6	Maternity Leave	180 Days	As per G.R. Dated 6th March, 2010

समितीने अशीही शिफारस केली की, रजेसंदर्गात काही अडचणी निर्माण झाल्यास त्याकरिता महाविद्यालयांनी असलेल्या दस्तऐवजामधील तरतुदीनुसार निर्णय घ्यावा. तसेच रजेबाबत विद्यापीठाने वेळोवेळी निर्गमित केलेले आदेश महाविद्यालयांना लागू राहतील. "

Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

स्वा/-
(अ.पो.चव्हाण)
कुलसचिव,
संत गाडगे बाबा अमरावती विद्यापीठ

Self Appraisal format for Teachers by Parent Management

Shri Shivaji Education Society, Amravati

SELF ASSESSMENT FORM OF THE COLLEGE TEACHER

Name of the College : ---

(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

a) Initial ----------------------------- College Name ----------------

b) at present college ----------------------------- College Name ----------------

6) Date of Birth : ---

7) Place of Birth : --

(Village/Town/Taluka/ : ---

District) : ---

8) Nationality and Religion : ---

9) Whether belongs to : --

SC/ST/VJ/NT/SBC/OBC/OPEN --

10) Permanent address : ---

Mobile No. --

E-mail --

11) Mother tongue: ---

12) Language known: ---

13) Whether any immovable: --

property held. If so, what --

and where

14) Qualification of the teacher:

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

15) Teaching experience at the UG : Year ----------------------------- Month -----------

college level PG : Year -------------------------- Month ----------

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

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

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) Practicals				
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. --------------------------------------

i) Distributing lecture, synop ---------------------------------------

sis and biography --

ii) Encouraging question in : --------------------------------------

class --

iii) Announcing topics for dis- : --------------------------------------

cussion in advance --------------------------------------

iv) Holding seminars : --------------------------------------

----

v) Use of audio visual aids : --------------------------------------

(Whether facilities exist) --------------------------------------

II) Contribution to a research : --------------------------------------

schemes approved by the --------------------------------------

UGC, DST, ICAR, ICSSR & --------------------------------------

others, if any. --------------------------------------

III) Any other contribution in- : --------------------------------------

i) Teaching methods : --------------------------------------

ii) Evaluation techniques : --------------------------------------

iii) Course development etc. : --------------------------------------

IV) Academic and professional growth (During the year)

i) Research qualification ac- : --
quired --

ii) Research projects under- : --
taken ---

iii) Research papers published : --
indicating titles and names of --
journals in which published. --

V) Guidance rendered to re- : --
search scholor --

v) Participation in Seminars, : --
Workshops and Confer- --
ences. --

VI) Participation in Orientation : --
Programmes Refresher --
courses etc. --

vii) Any other types of training : --
(Whenever such facilities --
exist) --

VII) Participation in Extra Mural : --
activities ---

i) Extra curricular activities, : --
debates, cultural activities, --
counseling to students ---
Planning forum, Union, --
NSS, NCC, Sports, Scouting etc.

ii) Service to community Adult : --
Education, Extension --
Service etc.

VIII) Help in departmental administrative activities by way of -------------------
membership of various --
committees such as Discipline --
committee, Admission Com- --
mittee, Students Welfare --
committee etc. --

IX) Any other information about his -------------------------------

contribution (not conveyed ---

above) relevant to a proper ---

assessment of activities. --

X) General Observationsi)

Attendance : --

a) Regularity : ---

b) Punctuality : ---

ii) Students teachers : --

relationship

iii) Colleague relationship : --

iv) Class control : ---

v) Reading habits and other : --

matters

XI) 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 com- --

pared with the prescribed ---

norms, standards of targets. ------------------------------------

b) Guiding, training, control- ---

ling Class --

c) Details of any specific ---

item (s) of work done by you ---

which think especially note- ---

worthy. --

d) If, In your opinion you were ------------------------------------

unable to maintain the ex- --

pected quality and quantity ---

in performance, in any re- --

spect, indicate your rea- --

son, why this happened. --

XII) Any award conferred on --------------------------------------

(University/State/National

or International level) ---

XIII) API Score for Category I --------------------------------------

XIV) API Score for category II --

XV) API Score for category III --

(for Assessment year)

Name of the teacher --

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRICIPAL

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					
X					
XI					
XII					
XIII					

II) A) General intelligent :--

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 utilized

G) Overall performance :---

H) Overall contribution towards :---

college and parent education society

I) General Assessment A+= Outstanding, A= Very Good, B+ = Positively Good,

B= Good, C+= Satisfactory, C= Not Satisfactory

(*Strike out which is not applicable.)

Date : / /20   Signature of Reporting officer

Observation of the Reviewing officer (Secretary of the Society)

Date : / /20   Signature of Reviewing officer

Coordinator   Principal