



**SANDIPANI**  
ACADEMY

Gram - Achhoti, Post- Murmunda,  
Via- Dhamdha, Dist.- Durg (C.G.) 490036  
Phone : +91 78212 99288  
Mobile : +91 9300008230

**Affiliated to Hemchand Yadav Vishwavidyalaya & Recognised by NCTE**



## **6.2.2**

### **Functioning of The Institutional Bodies**

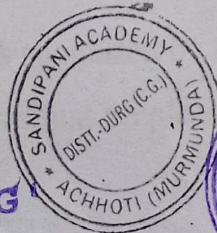
**Achhoti (Murmunda), Kumhari-Ahiwara Road, Durg (C.G.)**

New Employee's Joining Process and Welcome

1. New employee joining intimation should be done by Heads / Principal at least one day in advance in the official whatsapp group and intimate to administrator also for necessary arrangements.
2. Whatasapp Number of New Employee must be added in the morning on the day of Joining with Welcome message.
3. New Employee will report to Head / Principal.
4. Head will check supporting docs with resume. If found ok then Joining formality should be completed.
5. One set of all docs including appointments, joining, salary break -up etc needs to be handover to Administrator for office record.
6. New member is welcomed with a **Green Plant** (A new initiative and best practice towards environment consciousness) in the presence of all members in the department. Plant will be provided by the Administrator.
7. Reporting manager must take maximum  $\frac{1}{2}$  **an hour orientation** about the institution on the very first day after welcome.
8. Department member (nominated by the Head / Principal) should take the new employees for the **entire campus visit (every corner inside and outside)** and introduce them to the all the members of the institution.
9. Complete salary details to be explained to the new employee by Heads/ Principal.
10. Administrator will ensure the following –
  - (i) Bank Account opening form
  - (ii) PF & ESIC form
  - (iii) ID Card formality
  - (iv) Thumb Impression / Face scanning for attendance.
  - (v) Intimation regarding transport facility
11. Librarian will issue library card on the day of joining.
12. Allotment of Class / other works will be done by the Head / Principal. So that new employee will start work from the next day.
13. By the closure of the joining day Heads/ Principal will again seat with new employee to solve their queries, to check complete formality on the day of joining.
14. OD for a day should be given for opening the bank account if bank is away more than 10 Kmtrs from the institute otherwise give permission for the formalities.

New Employee

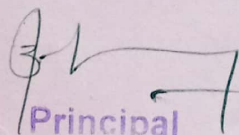
Principal  
Education  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

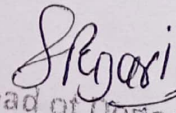


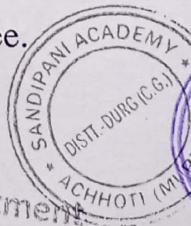
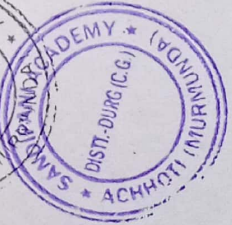
Head/ Principal  
Head of Department  
BA B.Ed. S. B.Sc. B.Ed.  
Sandipani Academy  
Achhoti, Distt- Durg (C.G.)

## Employee Exit Policy

1. The institution determines to have long run association with each employee and sustain everyone as the member of Sandipani Academy but in any case employee produces resignation letter then Head/ Principal will discuss with the employee and if required exit process will start with the intimation to director as well as exit committee for review.
2. Exit committee include-
  - a. One Nominee from the Nursing Department
  - b. One Nominee from the Education Department
  - c. One Nominee by the Director
3. Exit committee review the reason of resignation through intense conversation with the employee.
4. The Exit Committee call the employee within a month after resignation and filled the exit form. The form must contain the reason of leaving and their willingness to rejoin the institution in future.
5. The reasons should be kept confidential and should not disclose to anyone. It should be sealed in envelop and send to the director of the institution.
6. Employee should get the No Dues from the concern department (academic and non academic ) and it should be submitted to Head/ Principal/ Administrator after duly signed at least 03 working days before the relieving date.
7. The responsibility of the employee should be handed over to the other staff of the concern department as suggested by the Head/ Principal.
8. Institution makes this situation pleasurable to the employee.

  
**Principal**  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

  
Head of Department  
BA B.Ed. & B.Sc. B.Ed.  
Sandipani Academy  
Achhoti, Distt- Durg (C.G.)

9. Principal / Head will be responsible to issue experience cum relieving letter on the last working day.
10. Full & Final settlement should be also made on last working day; its responsibility of administrator. This full & final payment will be credited with next month salary.
11. Memento will be given to the departing member of the family for their valuable contribution to the journey of our institution. Memento will be arranged by the administrator.

*S. Prasad*

Head of Department  
BA B.Ed. & B.Sc. B.Ed.  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

*[Signature]*  
Principal  
(Education)

Sandipani Academy  
Achhoti, Distt. Durg (C.G.)



# SAMPLE

## SANDIPANI ACADEMY Performance Management System

(For the Period from ----- to -----)

|               |                     |
|---------------|---------------------|
| Employee Name | Location / Division |
| Designation   | Date of Joining     |
| Qualification | Teacher Training    |

| S.No. | Particulars                       | Weightage<br>100% | Below Average<br>< 60% | Average<br>61-75% | Good<br>76-85% | Very Good<br>86-95% | Excellent<br>> 95% | Comments |
|-------|-----------------------------------|-------------------|------------------------|-------------------|----------------|---------------------|--------------------|----------|
| 01    | Teaching skill                    | 20%               |                        |                   |                |                     |                    |          |
| 02    | Subject knowledge                 | 10%               |                        |                   |                |                     |                    |          |
| 03    | Initiative and Drive              | 10%               |                        |                   |                |                     |                    |          |
| 04    | Relationship with other employees | 5%                |                        |                   |                |                     |                    |          |
| 05    | Present ability                   | 5%                |                        |                   |                |                     |                    |          |
| 06    | Parents and Students concern      | 10%               |                        |                   |                |                     |                    |          |
| 07    | Commitment and Punctuality        | 10%               |                        |                   |                |                     |                    |          |
| 08    | Student's Academic Performance    | 15%               |                        |                   |                |                     |                    |          |
| 09    | Behavior                          | 5%                |                        |                   |                |                     |                    |          |
| 10    | Latest Technology & IT Skill      | 5%                |                        |                   |                |                     |                    |          |
| 11    | Best Practice ( Min 01)           | 5%                |                        |                   |                |                     |                    |          |

Overall Competencies : -----% (-----)

\*Reporting Manager Comments:

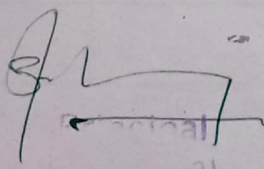
Signature of the Employee :

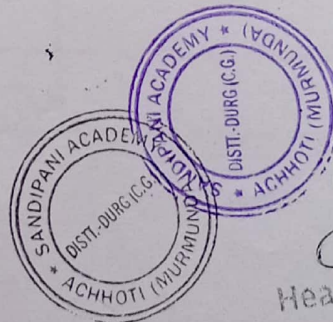
Reporting Manager

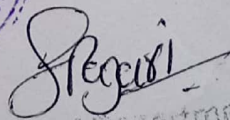
\*Reviewing authority Comments :

Reviewing Authority

\*Note : If required separate sheet can be attached

  
 Sandipani Academy  
 Achhoti, Dist. Durg (C.G.)

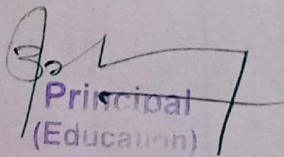


  
 Head of Department  
 BA B.Ed. & B.Sc. B.Ed.  
 Sandipani Academy  
 Achhoti, Dist- Durg (C.G.)

# SANDIPANI ACADEMY, ACHHOTI, DURG (C.G.)

## Candidates of Interview

| S.N<br>o. | Name of Students   | Date       | Signature        | Qualification     | Remark     |
|-----------|--------------------|------------|------------------|-------------------|------------|
| 1         | Hemendra Banware   | 21/11/2022 | Hemendra         | B. Co. A.         | 3.         |
| 2         | Mohammad Afroz     | 21/11/2022 | M. Afroz         | ITJ. CoPA         | 2          |
| 3         | Sanelhya Markanday | 21/11/2022 | Sanelhya         | ITJ (CoPA)        | .5 no kind |
| 4         | Sakhi Sahu         | 21/11/2022 | Sakhi            | P.G.DCA           | 3.5.       |
| 5         | RASHMI GENDRA      | 22/11/22   | Rashmi           | ITI (COPA)        | 1 no kind  |
| 6         | Chhaya pandey      | 21/11/22   | Chhaya Pandey    | M.com. + PGDCA    | 2          |
| 7         | Jiteshwar Sahu     | 21/11/22   | Jiteshwar        | P.G.D.C.A         | 2 not kind |
| 8         | Sangeeta Nirmalkar | 21/11/22   | Sangeeta         | M.A + P.G.        | 2 note     |
| 9         | Devsingh Verma     | 21/11/22   | Devsingh         | M.com + PGDCA     | 3          |
| 10        | Briti Korum        | 21/11/22   | Briti Korum      | B.Sc. COPA        | 1 no kind  |
| 11        | Poonam Tamvarkar   | 21/11/22   | Poonam Tamvarkar | M.com. PGDCA      | 1          |
| 12        | Pooja sharma       | 21/11/22   | Pooja            | ITT + B.A         | 3.5        |
| 13        | pujima             | 21/11/22   | Pujima           | ITI + B. A (COPA) | 1          |
| 14        | Renuka             | 21/11/22   | Renuka           | B.S. / P.G.       | 0 note     |
| 15        | Dvarka             | 21/11/22   | Dvarka           | D.CA.             | 1          |

  
 Principal  
 (Education)

Sandipani Academy  
 Achhoti, Distt. Durg (C.G.)

# VACANCY

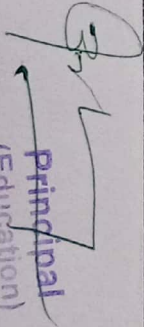
We require Assistant Professor (Contractual Basic) for UG Courses.

| S. NO. | SUBJECT           | VACANT POST | ELIGIBILITY   | SALARY                              |
|--------|-------------------|-------------|---|-------------------------------------|
| 1      | Mathematics       | 01          | 1 <sup>st</sup> Division in PG in respective subjects. Experienced & NET qualified candidates preferred | Rs. 12,000/- Per Month Consolidated |
| 2      | Political Science | 01          |   |                                     |

You can send your resume through email before 02.03.2021

E-mail: - [sandipani.achhoti@gmail.com](mailto:sandipani.achhoti@gmail.com)  
Website: - [www.sandipanigroup.org](http://www.sandipanigroup.org)

**SANDIPANI ACADEMY (COLLEGE)**  
Kumhari-Ahiwara Road, Achhoti (Murrunda),  
Dist.-Durg (C.G.), Mo. No. 7000729670, 9399920362

  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

# VACANCY

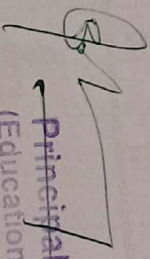
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You can send your resume through email before 20.12.2020

E-mail: - sandipani.achhoti@gmail.com

Website: - www.sandipanigroup.org

  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)



For the post of Assistant Professor - Political Science

Date of Interview - 18/03/2021

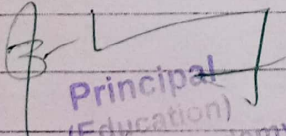
| Sl No | Name of the Candidate | Mobile No.               | Percentage % | Address                                | Remark |
|-------|-----------------------|--------------------------|--------------|--|--------|
| 01    | Bhumika Sharma        | 6263291118               | PG-71%       | Vill - Mouhabadha<br>Dist - Berhampore |        |
| 02    | Rajendra              | 8827859285<br>9340390047 | PG-69%       | Vill - Dhariya<br>Dist - Rajnandgaon   |        |
| 03    | Dushyant              | 7974773451               | PG-65%       | Vill - Deozana<br>Dist - Berhampore    |        |

For the post of Assistant Professor

Mathematics

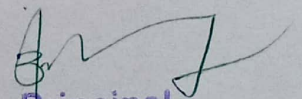
Date - 18/03/2021

| Sl No | Name of the Candidate | Mobile No. | Percentage % | Address                    | Remark |
|-------|-----------------------|------------|--------------|----------------------------|--------|
| 01    | Tarini Dewangan       | 8871125644 | PG-61%       | Dagniyer Market,<br>Raipur |        |
| 02    | Purnima               | 7000482151 | PG-626%      | Nandini Nagar,<br>Durg.    |        |
| 03    | Om Prakash            | 9131474161 | PG-60%       | Kota (Raipur)              |        |

  
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(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

06/11/2021

| Sl No | Name of the Candidate     | Mobile No                | Percentage %           | Address                                | Remark |
|-------|---------------------------|--------------------------|------------------------|--|--------|
| 01    | Jyoti Verma               | 7974654098               | PG-58%<br>BE-68%       | Vill - Hasda<br>Dist - Bemetara        |        |
| 02    | Kamleshwari               | 6268082695<br>9329352948 | PG-72%                 | Vill - Ringri<br>Dist - Durg           |        |
| 03    | Manisha Mahale            | 9698063318               | PG-61%                 | Kumhari<br>Dist - Durg                 |        |
| 04    | Parmeshwar Mantar         | 8770082330               | PG-59%                 | Vill - Devnari<br>Dist. Jangal champ   |        |
| 05    | Meenakshi                 | 9165032085               | PG-63.5%<br>BE-Penslay | Vill - Jarway<br>Dist - Durg           |        |
| 06    | Dmpnakash                 | 9131474161               | PG-60%                 | Kota (Raipur)                          |        |
| 07    | Mayank Kr. Sharma         | 7067240167               | PG-55%                 | Vill - Mohndi<br>(Nardha)              |        |
| 08    | Gyaneshwar Prasad<br>Sahu | 9926678716               | BE-72%                 | Kherdha<br>Dist - Durg                 |        |
| 09    | Shruti Shukla             | 8821052405<br>7000875180 | PG-76%                 | Sector - 8<br>Bhilai Nagar, Durg       |        |
|       | Yuvraj                    | 7879527978               | PG-57.8%               | Mungeli                                |        |
|       | Amarlal patel             | 7697802777<br>7586507920 | BE-70%                 | Vill - Tilaiipali<br>Dist - Mahasmundi |        |
|       | Ruhul Verma               | 7697552613               | PG-65%                 | Vill - Godhi<br>Dist - Durg            |        |

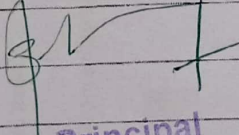

Principal  
(Education)Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

For the Post of Assistant Professor - Mathematics  
Date of Interview - 21/10/2024

| S.No | Name of the Candidate | Mobile No. | Percentage % | Address   | Remark   |
|------|-----------------------|------------|--------------|---|----------|
| 01   | Neha Kumbhar          | 7566696637 |              | D.S.S. Qu. No-<br>26 Raipur<br>Naka Durg<br>Ward No. 47<br>(C.G.) | Selected |

For the Post of Assistant Professor - Physics

| Name of the Candidate     | Mobile No. | Percentage % | Address | Remark |
|---------------------------|------------|--------------|---------|--------|
| 01 Shweta Singh<br>Rajput | 7879229112 |              |         | Select |

  
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(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

# RESUME

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## Gmail

61 of 4,163

POST-MUSIC

TOPRAJ PATEL <singertoprjpatel@gmail.com> to me

Post-assistant professor music

One attachment • Scanned by Gmail

**CURRICULUM VITAE**  
TOPRAJ PATEL  
Assistant Professor  
Sandipani Academy  
Aachhoti, Distt. Durg (C.G.)

Topraj Patel Biod...

Principal (Education)  
Sandipani Academy  
Aachhoti, Distt. Durg (C.G.)

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Categories: Social, Updates, Forums, Promotions, More

Inbox 533, Starred, Snoozed, Important, Sent 72, Drafts, Trash, Categories

- Inbox
- Docu
- mail.google.com/mail/u/1/#inbox/FMfgzGqRPwNNbjhUTzpxsFdzMICT
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- http://gaisain.com...
- Education Portal
- Google
- HWY Question Pape...
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- Trash
- Categories
- Social
- Updates 322
- Forums 3
- Promotions 233
- More

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Document from KAVITA SAHU

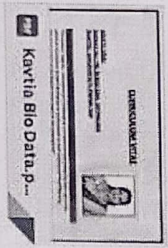


KAVITA SAHU <sahukavita1@gmail.com>

to me

🇪🇺 Croatian

One attachment • Scanned by Gmail



Reply

Forward

*[Handwritten Signature]*  
**Principal**  
 (Education)  
 Sandipani Academy  
 Achhoiti, Distt. Durg (C.G.)

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- Bonaifide\_format\_...pdf
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- Bonaifide\_format\_...pdf

Windows taskbar with icons for File Explorer, Edge, Word, and other applications. System tray shows date and time: 2:52 PM, 07/01/2023.

RESUME

- Inbox 533
- Starred
- Snoozed
- Important
- Sent
- Drafts 72
- Trash
- Categories
  - Social
  - Updates 322
  - Forums 3
  - Promotions 233
- More

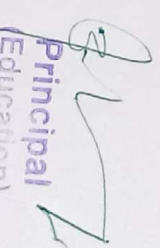
For Mathematics Teacher Inbox x

jagriti sahu <jagriti742@gmail.com> to me

One attachment • Scanned by Gmail



Reply Forward

  
**Principal**  
(Education)  
Sandipani Academy  
Achnoti, Distt. Durg (C.G.)

**Gmail**

Compose

Inbox 533

Starred

Snoozed

Important

Sent

Drafts

Trash

Categories

Social

Updates

Forums

Promotions

More

Labels

[imap]/Sent

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Durg University

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Search mail

153 of 4,163

(no subject)



**Poonam tamrakar** <poonamtamrakar90@gmail.com> to me

Hello sir / madam,

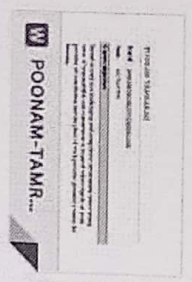
I got to know that there is Vacancy on computer operator in your academy. As I am will experienced in this field i belive that I will be good fit for same.

Please find my Resume attached. I will be looking forward to hear you.

Thanks,  
Poonam tamrakar

Thu, Nov 17, 2022, 12:49 PM

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Reply

Forward

*[Handwritten Signature]*  
Principal  
(Education)  
Sandipani Academy  
Achoit, Distt. Durg (C.G.)

https://mail.google.com/mail/u/1?ui=2&ik=60c3198900&attid=0.1&permmsgid=msg-f1749726861397278456&th=1848474f5b8b3e18&view=att&disp=safe&realattid=1848474ab9c68cd8e1e1

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