**REWARDS & RECOGNITION NOMINATION FORM**

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| **Name of the Nominee**  **MEENA PANDEY** | **Department**  **ASSOCIATE TRAINER** | **Location**  **MUMBAI** | **Grade** | **Date of Join**  **01/01/2020** |
| **Individual Nomination**  **Meena Pandey** | **Team Nomination** | **Period of Nomination** | **Monetary Reward** | **Remarks** |

**ACHIEVEMENT DESCRIPTION**

**Please explain in brief the significance of the task for which the nomination has been recommended.**

**I spent extra time helping students with their doubts and assignment questions. Every student has been given individual attention during class hours. This is done by assigning them various questions, Queries and error problems and asked them to solve and explain it to whole class so that I can notice students’s weak points and give it special attention to. I make them practice questions being asked in interviews so that they could be more confident while giving one.**

**I give live Examples for various topics so that students can co-relate very easily.**

**For Non-Technical students , I pay extra attention to them by making mathematics easy**

**For them.**

**Provide 10 minutes Extra counselling sessions to motivate students .**

**I even suggest students to opt for other courses like ML,DL, …etc and tell them the various advantages they will get from these courses .**

**Please state the extra efforts involved in getting the task accomplished in the time frame.**

**Provided extra time to help students solving Questions and organized doubt classes apart from daily class hours.**

**Make them practice Interview Questions and provide them with extra questions that can be asked interview along with their answers..**

**Assignment Check on time.**

**What were other parameters that were considered for the employee being nominated for the award?**

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| **Attributes** | **Rating** | | | | |
|  | **1 -Best** | **2 - Good** | **3 -Moderate** | **4 -Acceptable** | **5 -least** |
| **Quality of Work** | **Best** |  |  |  |  |
| **Attitude towards the job tasks** | **Best** |  |  |  |  |
| **Problem solving skill** | **Best** |  |  |  |  |
| **Mindset-Agile, Adaptable, Actionable** | **Best** |  |  |  |  |
| **Willingness to help others** | **Best** |  |  |  |  |
| **High standard set for individual blue print** | **Best** |  |  |  |  |
| **Attitude towards Company Values, Ethics & culture preservation** | **Best** |  |  |  |  |

**Reporting Manager comments:**

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**Recommended by the Immediate Superior:**

**Name: Signature: Date:**

**Approval by Core Committee Members**

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| **Department Head** | **HR Head** | **Director** | **Director** |
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| **Award Type** | **Period of Award** | **Award Price** |  |
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