



Criterion 6 - Governance, Leadership and Management

Key Indicator- 6.3 Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Sr. No.	Description	Remark
1	Description of Performance Appraisal System	
2	Performance Appraisal Evaluation of Teaching staff for A.Y. 2020-21	
3	Sample Appraisal Form of teaching staff	
4	Performance Appraisal Evaluation of non-teaching staff for A.Y. 2020-21	
5	Sample Appraisal Form of non-teaching staff	



1. Description of Performance Appraisal System





1. Description of Performance Appraisal System

Institution has Performance Appraisal System for teaching and non-teaching staff. In this system, the performances are classified into three categories

- (i) Teaching, Learning and Evaluation related activities
- (ii) Co-Curricular, Extension and Professional Development related activities
- (iii) Research and Development Contribution

At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the Self Appraisal Form along with self evaluation. Based on the data collected, API scores are calculated for each of the three categories through Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal). The EA shall verify all the information, by supporting proofs before commenting on the performance. These scores are used for the award of career advancements to faculty members.

The performance of non-teaching staff is evaluated by HOD on the basis of Regularity and punctuality, Cooperation and coordination, Accuracy in work, Neatness and tidiness of work, Involvement in departmental and institute activity, Job knowledge and skills, Computer literacy, Quality in work and understanding of job responsibilities in terms of marks/grade and finally, remark on the Appraisal & Assessment by the Principal is done.



2. Performance Appraisal Evaluation of Teaching Staff for A.Y.2020-21





RAJGAD DNYANPEETH'S
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat .No-237, Pune Bangalore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

Department of First Year Engineering
PERFORMANCE APPRAISAL EVALUATION FOR A. Y. 2020-21

Sr.No.	Name of Faculty	Evaluation by EA	Grade Obtained out of 10
1	Prof. Kale Jija Ganpat	203	5.17
2	Prof. Dr. Jadhav Yogita Gorakhnath	177	4.42
3	Prof. Kondhalkar Amol Kisan	115	2.87
4	Prof. Kondhalkar Shankar Balu	152	3.8
5	Prof. Raut Rajaram Baliram	120	3.00
6	Prof. Bobade Ankita Ramesh	136	3.40
7	Prof. Tapare Bapusaheb Pandurang	136	3.40

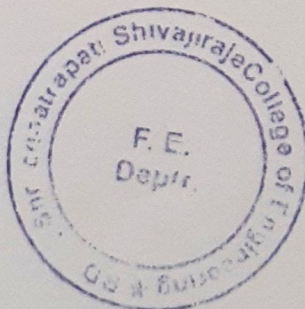
Kale
HOD

Head of Department
First Year Engineering
Shri Chh. Shivajiraje College of Engg.
Dhangawadi, Pune-412206

[Signature]

PRINCIPAL

Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.
Dhangawadi, Pune-412206

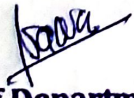





Department of Mechanical Engineering

PERFORMANCE APPRAISAL EVALUATION FOR A. Y. 2020-21

Sr.No.	Name of Faculty	Evaluation by EA	Grade Obtained out of 10
1	Prof. Pawar Sumod Kisan	263	6.56
2	Prof. Shelke Digvijay Bhaskarrao	201	5.01
3	Prof. Bankar Mangesh Bhimrao	251	6.26
4	Prof. More Deepak Annasaheb	183	6.60
5	Prof. Gaikwad Chetan Sandipan	168	4.20
6	Prof. Bagul Nilesh Dadaji	175	4.40
7	Prof. Maskepatil Lahu Panditrao	139	3.47
8	Prof. Thorabole Suryakant Dnyandev	175	4.27
9	Prof. Jamdade Anuj Krishna	172	4.30
10	Prof. Ms. Gaware Priyanka Goroba	144	3.59
11	Prof. Golde Rahul Murlidhar	170	4.24
12	Prof. Jadhav Aditya Tanaji	161	4.01
13	Prof. Misal Dattatraya Bharat	168	4.20
14	Prof. Jadhav Sandip Tanaji	136	3.40
15	Prof. Ms. Sonawane Amruta Pradipkumar	168	4.20
16	Prof. Sagar Vilas Ganorkar	180	4.50
17	Prof. Jagtap Sagar Vijay	164	4.10
18	Prof. Biradar Rahul Rajendra	200	5.00
19	Prof. Ingawale Prasad Kishor	168	4.20
20	Prof. Badhe Nilkanth Ganpat	152	3.80


Head of Department
Dept. of Mechanical Engineering
Shri Chh. Shivajiraje College of Engg.
Dhangawadi, Pune-412206




PRINCIPAL
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.
Dhangawadi Pune-412205




RAJGAD DNYANPEETH'S
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat .No-237, Pune Banglore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)


Department of Civil Engineering

PERFORMANCE APPRAISAL EVALUATION FOR A. Y. 2020-21

Sr.No.	Name of Faculty	Evaluation by EA	Grade Obtained out of 10
1	Prof. Jadhav Gorakhanath Sadashiv	216	5.38
2	Prof. Suryawanshi Kiran Rambhau	201	5.01
3	Prof. Sutar Shrikant Ramchandra	199	4.96
4	Prof. Salunkhe Shital Prakash	199	4.96
5	Prof. Bankar Shriprasad Vitthal	194	4.83
6	Prof. Boke Ananta Suresh	188	4.68
7	Prof. Ashok Arjun Avhad	201	5.01
8	Prof. Sushma Sambhaji Jadhav	181	4.51
9	Prof. Snehal Kisan Bhosale	170	4.23
10	Prof. Shelke Aparna Atmaram	180	4.48
11	Prof. Mohite Rajiv Vijay	168	4.18


HOD
Head of Department
Dept. of Civil Engineering
Shri Chh. Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



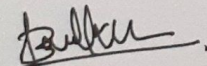

PRINCIPAL
Principal
Rajgad Dnyanpeeth's
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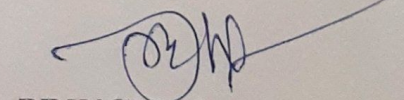
Department of Computer Engineering
PERFORMANCE APPRAISAL EVALUATION FOR A. Y. 2020-21

Sr.No.	Name of Faculty	Evaluation by EA	Grade Obtained
1	Prof. M. B. Wagh	165	0.4
2	Prof. A. S. Sondkar	176	0.4
3	Prof. G. B. Yadav	170	0.4
4	Prof. K.R. Pathak	172	0.4
5	Prof. S. M. Jadhav	168	0.4
6	Prof. G. S. Kothawale	156	0.3
7	Prof. K. S. Khamkar	180	0.4
8	Prof. K.S. Diwate	154	0.3
9	Prof. P.D. Sinare	160	0.3
10	Prof. S. A. Metkari	150	0.3
11	Prof. B. D. Thorat	168	0.4
12	Prof. A. R. Nawadkar	122	0.3
13	Prof. A. A. Mankawade	156	0.3


HOD

Head of Department
Dept. Computer Engineering
Shri Chh. Shivajiraje College of Engg.
Dhangawadi, Pune-412206




PRINCIPAL

Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.
Dhangawadi, Bhor, Pune-412206

Sample Appraisal form of Teaching Staff





SELF APPRAISAL FORM (TEACHING FACULTY)

PART-I: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name of Faculty: Prof. Komal Sunil Khamkar
2. Department: Computer Engineering
3. Academic Qualification: M. E. Computer Network
4. Current Designation: Assistant Professor
5. Grade Pay and Gross Salary: Grade Pay = 21600 Gross Salary = 49368
6. Date of Joining in SCSCOE: 21st August 2019
7. Total Experience: 5 years a. Teaching: 5 years b. Industry: —
8. Address for correspondence: 986 D. Bramhanshahi, wai
Tal - wai Dist - Satara Pincode - 412803
9. Leave Record:

Sr. No.	Type of Leave	Entitled	Availed	Check by Establishment Section
1	Casual Leave	12	02	
2	Medical Leave	10	10	
3	Study Leave		—	
4	Vacation Leave / Earn Leave	40	—	
5	On duty Leave	—	—	

10. No. of LWP If Any: Nil
11. No. of Loss of Pay Due to Late Mark If Any: Nil
12. No. of Complaints If Any: Nil
13. No. of Memo Received If Any: Nil



PART-II:TEACHING LEARNING AND EVALUATION ACTIVITY					
Sr. No	Nature of Activity	API score Allotted	Self Evaluation	HOD Verified Score	Justification HOD if score mismatch
2.0 Lectures, Seminars, tutorials, Practical, Project, Contact hours Undertaken as allocated					
2	a. 100% Completion -50 b. 90% Completion -40 c. Below 90%-Nil	50	50	50	
2.1 Lectures or other teaching duties performed in access of defined Norms					
2.2.1	Classes/ courses beyond working hours - 1 mark /hour	4	4	4	OK
2.2.2	Classes in online mode beyond working hours -1 mark/hours	4	4	4	OK
2.2.3	Remedial classes Activities for bright and weak students-1M/Hr	4	4	4	OK
2.2.4	Visited as a guest lecture 2 marks per visit.	4	-	-	
2.2.5	Visit at Gallery /Museum /industry/exhibition- 3 M/Visit	3	-	-	
2.3 Preparation and Imparting of Knowledge /Instructions as per Curriculum					
2.3.1	Preparation and use of two learning modules 2mark/unit	10	10	10	OK
2.4 Use of participatory and innovative teaching learning methodologies					
2.4.1	Participatory & innovative Teaching Learning process -2 mark/ process	10	10	8	Need to increase digital content
2.4.2	Use of ICT -1 mark/ 2 hour	10	10	10	OK
2.5	Examination duties (100% as per order)	10	10	10	OK
2.6	Average University result of latest two semesters In percentage (As per Table I)	15	15	12	Improve on content delivery to students
2.7	Average Student Feedback of latest two semesters i. above 90% - 10 Marks ii. between 89% to 80%- 08 M iii. between 79% to 75%-06 M iv. below 75%-Nil	10	10	8	Improve on content delivery to students
Total PART -II			127	120	



PART-III: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT ACTIVITIES

Sr. No	Nature of Activity	API score Allotted	Self Evaluation	HOD Verified Score	Justification HOD if score mismatch
3.1 Student related co-curricular, extension and field based activities					
3.1.1	Guest Lecture for Students (2M/L), Seminar /Workshop for Students (3M/L)	5	3	3	} ok
3.1.2	Field study, Educational Tours and Placement - 2 Marks /Activity	2	2	2	
3.1.3	Certificate Course/ Add on Course within. 50% teaching (15) with no teaching(5)	15	5	5	
3.1.4	Mentoring and counseling of student (GFM - Guardian Faculty member) - 5marks /semester /group	10	10	10	
3.1.5	Position held /Leadership Role played in Organization linked with extension work NSS, NCC, Unnat Bharat Abhiyan or any other Similar activities -5M/semester/group	10	5	5	
3.1.6	Student and Staff related socio cultural and sports programs media contribution -wall magazine, Institute magazine, radio clips, newspaper, etc. a. Department level (Coordinator-5M /event & Member -3M/event) b. Institute level (Coordinator-7M,Member -4M/event) c. Inter college level (Coordinator-10M /event & Member -5M/event)	10	5	5	
3.2 Contribution to corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities					
3.2.1	Institutional governance responsibilities such as Dean, HOD Dept. Incharge, Accreditation coordinator, IQAC coordinator, institutional image building etc	15	5	4	} ok
3.2.2	Statutory Academic/ Administrative committee/ other Cell In charge -5 marks, member - 2 marks	10	10	10	
3.2.3	Organization of conference/ STTP / FDPetc - For convenor/ chief coordinator, 15m/ event at international level, 10 M/ Event at National level, 5 marks/ Event at state level, 2M/Event at institute or department level, for co-convenor/co-coordinator 60% marks of convenerbe given.	15	5	5	
Total PART- III			50		



PART-IV RESEARCH AND DEVELOPMENT CONTRIBUTION

Sr. No	Nature of Activity	API score Allotted	Self Evaluation	HOD Verified Score	Justification HOD if score mismatch
4.1	Sponsored Research Projects • 01 to 05 lakhs (10) • Upto 01 lakh (05)	10	—	—	
4.2	External Funding for Research Activities(Conf. / WS / Seminar / STTP / FDP etc) • 0.5 lakhand above (05) • Upto 0.5 lakh (02)	05	—	—	
4.3	Publications • Journal (Reffered-15 per paper, WOS / SCI/SCOPUS-10, UGC- 07, Other-03) • International Conf. (7 per lecture / 5 per paper presented) • National Conf. (5 per lecture / 3 per paper presented) Technical Articles (3)	20	3	3	ok
4.4	Student Publications (15 max) • Journal (full paper) : 5/ publication	15	5	5	} ok
4.5	Books and Chapters in Books • International Publisher : 20 per book & 10/ chapter for single author • National Publisher : 10 per book & 05/ chapter for single author	20	—	—	
4.6	Patent • Overseas (20) Indian (15)	20	—	—	
4.7	Courses/ Programs Attended (More than 1 week – 07, 1 week – 05, Less than 1 week- 03, One day -1)	15	10	10	
4.8	Research Guidance • Ph.D. (10) • M.E.& Masters by Research (5)	20	—	—	
4.9	Research Evaluation and Review (Max: 10 points) • Ph.D. (7), M.E./M.Tech (5) Journal / Conf. (5)	10	—	—	
4.10	Collaborative Research • International (10) National (5)	10	—	—	
4.11	MOU / T & P Activities (03 each)	15	15	15	
4.12	Fellowships / Awards: • National Award / Fellowship from (10 per Award). • State / University level Award (05 per Award).	15	—	—	
Total PART IV			33	33	



EVALUATION SUMMARY:

APIs	Minimum Required	Self Evaluation	Evaluation by EA
PART - II : Teaching, Learning & Evaluation	134	127	120
PART - III : Co-Curricular, Extension & Professional Development	92	50	50
PART - IV : Research and Development	135	33	33
TOTAL	401	210	203

Note: Attach supporting documents to validate the claim

GUIDELINES:

The period of evaluation shall be 1st June to 31st May of any year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

Note:

1. Student University Result:

Sr. No.	Student's Result in percentage				Grade
	FE	SE	TE	BE	
1	70 - 100	75 - 100	80 - 100	85 - 100	A
2	60 - 70	60 - 75	70 - 80	75 - 85	B
3	50 - 60	55 - 60	60 - 70	65 - 75	C
4	< 50	< 55	< 60	< 65	Nil



ADDITIONAL COMMENTS (if any) by THE FACULTY

.....
.....
.....
.....
.....

Date:

[Signature]
Signature of Faculty

ASSESSMENT by HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HOD as the case may be)

• Need to development of ^{study} ~~Need~~ & contents and sent to other faculty.
• Need to research activities. ~~imp.~~
• Overall good in Academic & other activity.
On a 10point scale, the performance of Prof. K.S. Ielankar can be rated at 8

[Signature]
Head of Department

REVIEW of ASSESSMENT & RECOMMENDATION by (RA)

Overall good in academics, taking initiative in department and college activities. As per suggestion of HOD try to develop more e-content and focus on research activities.

[Signature]
Approved by
* Management Representative

Principal
[Signature]
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



Performance Appraisal Evaluation of Non-Teaching Staff for A.Y.2020-21





Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
S. No. 237, Dhangawadi, Tal- Bhor, Dist-Pune

Non- Teaching Self Appraisal Evaluation 2020-21

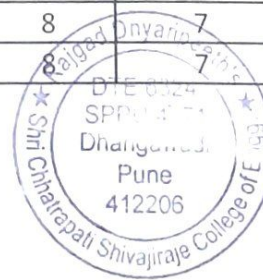
Sr No	Name of staff	Regularity & Punctuality	Co-operati on &co-ordinati on with colleagu es	Accuracy in assigned work	Neatness & Tidiness of work	Involveme nt in departmen t & Institute activities	Job knowled ge & Skills	Computer Literacy	Quality in work	Understanding of job responsibility	Total (out of 90)
1	Bhelke Mahesh Vilas	7	7	7	8	7	7	7	7	7	64
2	shelar ganesh dinkar	7	7	7	8	7	7	0	7	7	57
3	Malekar abhimanyu Arjun	7	7	7	8	7	7	0	7	7	57
4	Khamkar Rahul Shankar	7	7	7	8	7	7	7	7	7	64
5	Chavan Rahul Dnayneshwar	7	7	7	8	7	7	7	7	7	64
6	Danawale Amol Sampat	7	7	7	6	6	6	0	6	6	51
7	Somnath Ramchandra More	7	7	7	8	7	7	0	7	7	57
8	Tanpure narayan Bajirao	7	7	7	8	7	7	0	7	7	57
9	Shinde Vilas Haribhau	7	7	7	8	7	7	0	7	7	57
10	Newase sopan Anant	7	7	7	8	7	6	0	7	6	55
11	Khamkar Sandip Shivaji	7	7	7	8	7	7	0	7	7	57
12	Renuse Shashikant sanjay	7	7	7	8	7	7	0	7	7	57
13	Khopade laxman Gopal	7	7	7	8	7	7	0	7	7	57
14	Gade Ganesh Tulshiram	7	7	7	8	7	7	7	7	7	64
15	Palange Ganesh Laxman	7	7	7	8	7	7	0	7	7	57
16	Yadav Avinash Ashok	7	7	7	8	7	7	7	7	7	64
17	Chavan Navnath Dinkar	7	7	7	8	7	7	7	7	7	64
18	Vishal Gokul Tanpure	7	7	7	8	7	7	7	7	7	64
19	Malusare Sharad Dattatray	7	7	7	8	7	7	0	7	7	57
20	Dattatray Balasaheb Tanpure	7	7	7	8	7	7	0	7	7	57
21	Jagtap Goraknath Dhondiba	7	7	7	8	7	7	7	7	7	64
22	Ravlekar Shamrao Baburao	7	7	7	8	7	7	7	7	7	64

Rajgad Dnyanpeeth's
DTE:6324
SPPU:4071
Dhangawadi
Pune
412206
Shivajiraje College of Engineering

23	Bhuruk Akshay Prakash	7	7	7	8	7	7	0	7	7	57
24	Malusare Nitin Damodar	7	7	7	8	7	7	7	7	7	64
25	Thopte Mahesh Mukundrao	7	7	7	8	7	7	0	7	7	57
26	Jagdale sudhir Balasaheb	7	7	7	8	7	7	7	7	7	64
27	Khopade Bharat Gopal	7	7	7	8	7	7	0	7	7	57
28	Kamble Amol Dnyaneshwar	7	7	7	8	7	7	7	7	7	64
29	Dilip Dinkar Kondhalkar	7	7	7	8	7	7	0	7	7	57
30	Roman Harshal Ramchandra	7	7	7	8	7	7	0	7	7	57
31	Katkar Tanaji laxman	7	7	7	8	7	7	0	7	7	57
32	Shivaji aaburao sonawale	7	7	7	8	7	7	0	7	7	57
33	Dattatray Bhikoba maral	7	7	7	8	7	7	0	7	7	57
34	Mahendra Namdev More	7	7	7	8	7	7	0	7	7	57
35	Shinde Vikas Baburao	7	7	7	8	7	7	0	7	7	57
36	sanjay balu Tambe	7	7	7	8	7	7	0	7	7	57
37	Raut Sunil Sonba	7	7	7	6	6	6	0	7	7	53
38	Gaikwad rohit ramesh	7	7	7	8	7	7	0	7	7	57
39	Tanpure Pradip Dinkar	7	7	7	8	7	7	0	7	7	57
40	Kadam Jaywant Gulabrao	7	7	7	8	7	7	0	7	7	57
41	Chavan Vasant Tukaram	7	7	7	8	7	7	0	7	7	57
42	Mahadev Maruti Waghmare	7	7	7	8	7	7	0	7	7	57
43	Tanpure Devraj Gulab	7	7	7	8	7	7	0	7	7	57
44	Maind amol Doulaty	7	7	7	8	7	7	7	7	7	64
45	tanpure Sanjay Ramchandra	7	7	7	8	7	7	0	7	7	57
46	Dixit Vaishali Dhananjay	7	7	7	8	7	7	7	7	7	64
47	salunkhe Rupesh Suresh	7	7	7	8	7	7	0	7	7	57
48	Mane Sandip Parvati	7	7	7	8	7	7	0	7	7	57
49	Parmar sangita Ravindra	7	7	7	8	7	7	0	7	7	57
50	Parmar Ravindra Babu	7	7	7	8	7	7	0	7	7	57
51	Malhari kerba Masal	7	7	7	8	7	7	0	7	7	57
52	Sandip vitthal Chorge	7	7	7	8	7	7	0	7	7	57
53	malekar Kishor Dattatray	7	7	7	8	7	7	7	7	7	64
54	bathe Vikas Mahadev	7	7	7	8	7	7	0	7	7	57
55	Nakul laxman Khopde	7	7	7	8	7	7	0	7	7	57
56	Wadkar Vijay Sampat	7	7	7	8	7	7	0	7	7	57

Office Superintendent
Rajgad Dnyanpeeth's

Sri Chhatrapati Shivajiraje College of Education
Dhangawadi, Pune-412206



principal

Principal

Rajgad Dnyanpeeth's
Sri Chhatrapati Shivajiraje College of Education
Dhangawadi, Pune-412206

Sample Appraisal form of Non-Teaching Staff



SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat .No-237, Pune Bangalore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

Non-Teaching Staff Appraisal Form(Period of Report: From 2020 To 2021)**A) PERSONAL INFORMATION:**

- 1) Name: CHAVAN RAHUL DNYANESHWAR
- 2) Date of joining: 01/09/2012 Date of Birth: 17/07/1986
- 3) Department: ADMINISTRATIVE OFFICE
- 4) Designation: Jr. Clerk
- 5) Qualification: B.com, M.com, M.B.A. (Finance) 1st class.
- 6) Improvement in Education During Reporting Period: M.B.A. Finance

B) PERFORMANCE APPRAISAL:

Sr. No.	Particulars	Evaluation by QAC
1)	Regularity & Punctuality	yes
2)	Co-operation & Co-ordination with colleagues	yes
3)	Accuracy in assigned work	yes
4)	Neatness & Tidiness of Work	very good
5)	Involvement in Departmental & Institute activities	yes
6)	Job Knowledge & Skills	yes
7)	Computer Literacy	yes
8)	Quality in Work	yes
9)	Understanding of job Responsibility	yes

C) Remarks By Office Superintendent:

very good.

Handwritten signature

**Sign & Stamp by OS
Office Superintendent**

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

D) Remarks By Principal:

very good

Handwritten signature

Sign & stamp by Principal

Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206