



Criterion 6 - Governance, Leadership and Management

Key Indicator- 6.3 Faculty Empowerment Strategies

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Description	Remark
1	Description of Performance Appraisal System	
2	Sample Performance Appraisal Evaluation	
3	Sample Appraisal Forms of Teaching Faculty	
4	Sample Appraisal Forms of Non-Teaching Faculty	
5	Sample Appraisal Forms (Blank forms)	





6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Institution has Performance Appraisal System for teaching and non-teaching staff. Performance appraisal is done annually at the end of Academic Year.

The process of appraisal of teaching and nonteaching staff is discussed as follows.

A systematic Performance Appraisal System for evaluation of faculty members which includes three parts the following parameters:

- 1) Personal Information, Status of Appointment, Qualification, FDP/SDP/MDP/Continuing education Programs/Industrial training etc. attended, Participation in Seminar/ Workshop/ Conference, Seminar/ Workshop/ Conference/ Courses conducted as a co-ordinator, Consultancy work and/or Externally funding research projects, Research Publications, Member of professional bodies, Industrial lesson, Patent obtained, Academic results, Guest lectures, Participation in Co-curricular, Extracurricular and other activities.
- 2) Performance Appraisal assessment by head of department considering Quality Assessment committee remarks.
- 3) Remark by Principal.

The review of performance appraisal reports are assessed and remarked by Quality Assessment committee(QAC) as per necessary support should be provided by the faculty upon request by Academic Monitoring Committee. The outcome of performance appraisal reports is used for reviewing the annual progress of faculty. After scrutiny of performance appraisal reports by Quality Assessment committee, the Head of the department offering grades/remarks and submits the reports to the top management through the principal remark. Also personal counseling and remedial action is taken for non-satisfactory performance.

The performance of non teaching staff is observed and 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, etc. and submits the reports for principal remark.



Instructions for writing Performance Appraisal Report of Faculty

PART A: Personal Information (To be written by the Faculty):

1. Information in part 'A' is to be filled by the concerned faculty.
2. Personal Information should be submitted to the Head of Department by 15th of the May of every year.
3. Head of Department on receipt of the form (Part A duly filled by the faculty) shall verify and correct the same and record certificate to that effect in the space provided).
4. After completion and certification of part A Head of Department shall forward it to Quality Assessment committee by 31st May of every year.
5. After assessment of Part A by the Quality Assessment committee, a photocopy of the same along with the comments of the QAC shall be given to the respective faculty, and receipt there of shall be obtained from the faculty.

PART B: Performance Appraisal (to be written by the head of department)

6. Remarks in part B (point no.1 to 18) of the report shall be offered by the head of department after part A is assessed/ remarks offered by the academic monitoring committee.
7. While offering remarks in part 'B', Head of Department shall take into consideration personal information given by the faculty and remarks of the Academic monitoring committee.
8. While offering remarks in part B the Head of Department shall select one of the options provided against each item and tick (√) only one appropriate option as assessment.
9. Wherever options are not provided, Head of Department should write remarks in shorts and specific clear words.
10. Head of Department should take care that options selected/ remarks given against point no. 1 to 16 of performance appraisal do not contradict with the point no 17 & 18.
11. Guidance to writing performance appraisal report/ special performance report should be follow while writing the remarks against points of appraisal.
12. Performance appraisal report duly completed in all respect should be submitted to the Principal as the case may be within a week's time.

PART C: Remarks of Principal:

13. Principal as the case may be, shall give justification for this remark if he is not satisfied with the remarks of Head of Department in part B.



14. Principal should submit the report duly completed in all respect, to secretary as the case may be for final review without loss of time so as to complete final review before expiry of tenure of the faculty/ academic year.
15. Principal & Head of Departments while submitting their own report, need not fill in the information on the points 9 to 33 in part A of the report.

PARAMETERS OF ASSESSMENT:

For Appraisal of faculty various parameters are considered. The final appraisal remark & grade of faculty depends on performance of faculty in these criteria.

Sr. No.	Item of assessment	Grade of Performance Assessment			
		Very Good	Good	Average	No control
1	Control over class and discipline	Very Good	Good	Average	No control
2	Students feedback	Very Good	Good	Poor	(Any other remark)
3	Proficiency in subject of Specialization	Very Good	Good	Average	Below Average
4	Initiative to do work	Very Good	Good	Average	Below Average
5	Organizing ability	Very Good	Good	Average	Below Average
6	Quality of job / accuracy	Very Good	Good	Average	Below Average
7	General Intelligence	Very Good	Good	Average	Below Average
8	Integrity and Character	Good		Not Good	No comments
9	Reliability /Dependability	Yes	Partly	No	No comments
10	Punctuality	Yes		No	
11	Fitness to continue in the present position	Yes		No	
12	Relation with Colleagues / Students and their parents	Co-operative	Courteous	Indifferent	Unfriendly

After scrutiny of performance appraisal reports by Quality Assessment committee and the Head of the department offering grades/remarks and submits the reports to the top management through the principal remark/ recommendations.



APPRAISAL EVALUATION:

- 1) Status of Appointment checked by authority.
- 2) Qualification Details checked and verified by QAC.
- 3) FDP/SDP/MDP etc./ Continuing education programs / Industrial training / Seminar/ Workshop / Conference etc. attended/participated

No. of FDP's attended	≥ 3	2	1	0
Grade	Very Good	Good	Average/Any Other	Below Average/Any Other

- 4) Seminar/ Workshop / Conference / Courses Conducted as a Co-coordinator

Worked as a Co-coordinator	≥ 3	2	1	0
Grade	Very Good	Good	Average/Any Other	Below Average/Any Other

- 5) Consultancy work and / or Externally funded Research Projects: Checked and verified the amount received

- 6) Research/Book Publications:

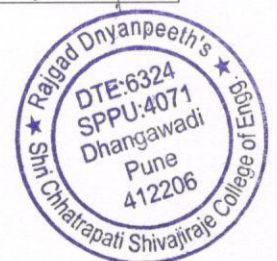
No. of Research Publications	≥ 3	2	1	0
Grade	Very Good	Good	Average/Any Other	Below Average/Any Other

- 7) Membership of Professional Bodies:

Membership of Professional Bodies	≥ 3	2	1	0
Grade	Excellent	Very Good	Good/Any Other	Any Other

- 8) Industrial Liaison:

Industrial Liaison	≥ 3	2	1	0
Grade	Very Good	Good	Any Other	Any Other



- 9) Patents Obtained: Checked and Verified
 10) Academic Record: Checked and Verified
 11) Students Feedback: Checked through HOD
 12) Guest Lectures given to outsiders:

Guest Lectures	≥ 3	2	1	0
Grade	Very Good	Good	Any Other	Any Other

- 13) Participation in Departmental, Industrial, Co-curricular, Entrepreneurship and job creation and Other:

No. of Activity	≥ 4	3	2/1	0
Grade	Very Good	Good	Any Other	Any Other

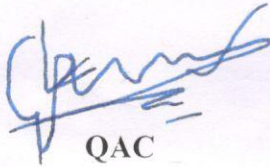
After scrutiny of performance appraisal reports by Quality Assessment committee and the Head of the department offering grades/remarks and submits the reports to the top management through the principal remark/recommendations.

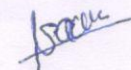



RAJGAD DNYANPEETH'S
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat .No-237, Pune Banglore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

Department of Mechanical Engineering
Performance Appraisal Evaluation for A. Y. 2017-18

Sr. No.	Name of Faculty	Grade Obtained
1	Mr. Pawar Sumod K.	Very Good
2	Mr. Biradar Rahul R.	Very Good
3	Ms. Lalge Rameshwari V.	Average
4	Mr. Maskepatil Lahu P.	Good
5	Mr. Bagul Nilesh D.	Good
6	Mr. Potdar Dayanand G.	Good
7	Mr. Girame Omkar R.	Good
8	Mr. Bankar Mangesh B.	Very Good
9	Mr. Jagtap Sagar V.	Good
10	Mr. Zagade Dipak D.	Average
11	Mr. Lavate Roheshkumar S.	Good
12	Mr. Borude Jayant P.	Good
13	Ms. Sonawane Amruta P.	Average
14	Mr. More Deepak A.	Average
15	Mr. Ingawale Prasad K.	Average
16	Mr. Kamate Ashok S.	Good
17	Mr. Misal Dattatraya B.	Good
18	Mr. Mane Shivaji M.	Average
19	Mr. Jadhav Shrikant B.	Average
20	Mr. Gaikwad Chetan S.	Good
21	Mr. Bhide Sagar P.	Below Average
22	Mr. Badgujar Nilesh R.	Below Average
23	Mr. Yadav Pramod A.	Good
24	Mr. Dudhane Prasad D.	Good
25	Mr. Mokasi Sateesh V	Good
26	Mr. Jamdade A.K.	Good
27	Mr. Mulani N.A.	Good
28	Dr. Gujar Anant J.	Good


QAC


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


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



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

Faculty Appraisal Form

Name of Faculty: Mr. Mangesh B. Bankar

Instructions for writing Performance Appraisal Report of Faculty

PART A: Personal Information (To be written by the Faculty):

1. Information in part 'A' is to be filled by the concerned faculty.
2. Personal Information should be submitted to the Head of Department by 15th of the May of every year.
3. Head of Department on receipt of the form (Part A duly filled by the faculty) shall verify and correct the same and record certificate to that effect in the space provided).
4. After completion and certification of part A Head of Department shall forward it to Quality Assessment committee by 31st May of every year.
5. After assessment of Part A by the Quality Assessment committee, a photocopy of the same along with the comments of the QAC shall be given to the respective faculty, and receipt there of shall be obtained from the faculty.

PART B: Performance Appraisal (to be written by the head of department)

6. Remarks in part B (point no. 1 to 18) of the report shall be offered by the head of department after part A is assessed/ remarks offered by the academic monitoring committee.
7. While offering remarks in part 'B', Head of Department shall take into consideration personal information given by the faculty and remarks of the Academic monitoring committee.
8. While offering remarks in part B the Head of Department shall select one of the options provided against each item and tick (✓) only one appropriate option as assessment.
9. Wherever options are not provided, Head of Department should write remarks in short and specific clear words.
10. Head of Department should take care that options selected/ remarks given against point no. 1 to 16 of performance appraisal do not contradict with the point no 17 & 18
11. Guidance to writing performance appraisal report/ special performance report should be followed while writing the remarks against points of appraisal
12. Performance appraisal report duly completed in all respect should be submitted to the Principal as the case may be within a week's time.

PART C: Remarks of Principal:

13. Principal as the case may be, shall give justification for this remark if he is not satisfied with the remarks of Head of Department in part B.
14. Principal should submit the report duly completed in all respect, to secretary as the case may be for final review without loss of time so as to complete final review before expiry of tenure of the faculty/ academic year.
15. Principal & Head of Departments while submitting their own report, need not fill in the information on the points 9 to 33 in part A of the report.



PART- A: Personal Information (To be filled in by individual FacultyMember)

(Period of report: A.Y. 2017-18)

Name of Institute: Shri Chhatrapati Shivajiraje college of Engineering

1. Name : Mr. Mangesh B. Bankar
2. Designation : Asst. prof. 3. Date of joining: 01/09/2015
4. Total Experience: 6.5 Y. Teaching: 6.5 Y Industrial: Nil
5. Length of service in this Institute: 02 Years 08 Months
6. Date of Birth: 17th January 1989.

Remarks
by QAC

7. Status of Appointment (Approval from University / Board, etc.)

Approval from	Temporary/ Adhoc (on post)	Period of Approval	Permanent (on post)	Conditions for Approval
S P P O Pune	Adhoc	one year	OBC	Wef. from 27/09/17 to end of A.Y 2017-18 (only on Adhoc Basis)

checked

8. Qualification (Reporting period):

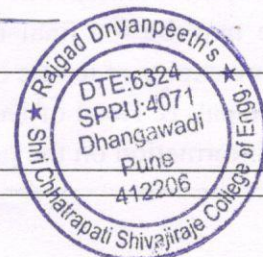
Degree	Specialization	Year	Division/ grade/ percentage of marks	Name of institute/ college	University
Graduate	Mechanical Engineering	2011-12	68.94%	TKIET Warananagar	Shivaji, Kolhapur
Post Graduate	Design Engineering	2015-16	68.00%	TKIET Warananagar	Shivaji, Kolhapur.
Ph.D/ M.Phil or equivalent	—	—	—	—	—
Any other	—	—	—	—	—

Verified

9. FDP/SDP/MDP etc./ Continuing education programs/ Industrial training etc. attended:

Title	Arranged By	Date/ Duration
Renewable Energy sources: Past, present and future (FDP)	Ashokrao Mane Group of Institution, Wathar, Kolhapur.	05 th to 17 th Feb. 2018 (2 weeks)
Institutional training program on Energy conservation	Petroleum Conservation Research Association Gov. of India.	14 th to 15 th May 2018 (2 days)
—	—	—

Good



						Remarks by QAC
10. Participation in Seminar/ Workshop / Conference:						OK
	Title	Name of sponsoring agency	Paper presented (Y/N)	Proceedings presented to other faculty / students (Y/N)	Date / Duration	
Seminar	Application of 3D printing & CAD/CAM	Excelling 3D Pvt Ltd Pune	—	—	22/01/2018 (1 day)	
Conference	—	—	—	—	—	
Any other activity relating to subject						
11. Seminar/ Workshop / Conference / Courses Conducted as a Co-coordinator:						Good Attend International conference
	Name	Name of sponsoring agency	Place and Date	No. of Participants		
Seminar	Application of 3D Printing & CAD/CAM	Excelling 3D Pvt Ltd Pune	Dhargawadi 22/01/2018	100		
Conference	—	—	—	—		
Workshop	1) How to prepare winning Research proposal	—	Dhargawadi 18 th -19 th Aug. 2017	45		
Course	2) one day workshop on importance of energy conservation	—	Dhargawadi 07/07/2018	87		
12. Consultancy work and / or Externally funded Research Projects:						Focus on consultancy.
Item	Title	Funding Agency	Amount sanctioned	Amount Received	Percentage of completion	
Consultancy Work	—	—	—	—	—	
Externally funded Research Projects	—	—	—	—	—	
13. A) Research Publications (Research papers located on internet and / or published in International journals and / or in Proceeding by reputed publishers):						Publish papers
Title of Research Paper	Name of Proceeding / Journal	Name of Co-author	Volume and Year			
—	—	—	—			
—	—	—	—			
B) Books Published:						
Name	Year of Publication					
—	—					



										Remarks by QAC
14. Membership of Professional Bodies:										Very Good
1) Indian Society for Technical Education (ISTE) - LM98730 2) International Society for Research & Development (ISRDI) - M4150905288										
15. Industrial Liaison:										Good
Name of Activity					Name of the Industry					
Training program on Design of Casting					Ratnadeep Castings, Kasurdi, Pune					
16. Patents Obtained:										Good
<hr/> <hr/>										
17. A) Theory subject taught, class and result in % (If declared)										Good
Semester	Class	Subject	%	Class	Subject	%	Class	Subject	%	
I	BE	Dynamics of Machinery	79.77							
II	BE	Mechanical system Design	-							
B) Weakness in teaching through students Feedback:										
<hr/> <hr/>										
18. Guest Lectures given to outsiders as an Expert:										Very Good keep it up!
Title			Institute				Date			
Guest lecture on "Design of Machine Element"			Sri Chhatrapati Sambhaji-raje polytechnic				24 th Jan. 2018			
One day training program on Design of Castings			Ratnadeep Castings, Kasurdi Pune				25 th April 2018			
19. Participation in (Please give the title or short account of contribution):										
a) Departmental Activities: 1) Organized seminar & workshop. 2) class coordinator for BE. 3) worked as coordinator for project competition - 2018										
b) Industrial activities: 1) Given Internship to 04 students in High-power industry, Khandala.										
c) Co-curricular Activities: 1) Organized one day workshop on importance of Energy conservation in Today's scenario for India & World on 07/01/2018										
d) Community service and promotion of entrepreneurship and job creation: - worked with TFP cell.										
e) Any other: - Appointed as facilitation center officer for A.T. 2018-19 in CAP.										




Utilization of working hours per week by the faculty for current year

(To be filled by the Individual faculty)

Sr. No.	Name of Activity	Hours / Week
20	Average theory load hours allocated per week	10
21	Average practical load hours allocated per week	11
Total teaching load of hours per week		
22	Students assessment and evaluation	06
23	Laboratory development	00
24	Students guidance and counseling	02
25	Continuous education activity	04
26	Self-technical development (utilization of library, internet etc.)	02
27	Industry institute interaction, industrial projects etc.	04
28	Guidance for co-curricular and extra-curricular activities of the students	02
29	Research and development activity	02
30	Consultancy activity	00
31	Departmental work	06
32	Industrial Work	02
33	Any other	02
Total load of hours per week		32

Place: Dhangawadi

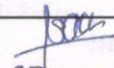
Date: 31/05/2018


Prof. Mangesh B. Bankar
Name & Signature of faculty

1. I have personally verified the information given by the faculty (on points 1 to 34) and duly corrected it.
2. Comments whether faculty member has shown improvement in the areas in which deficiencies were observed by the Q.A.C in its last report: Good performance in academic work.

Place: Dhangawadi

Date: 15-06-2018

Name and signature of the Head of Department

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

Overall assessment of the Academic Monitoring Committee: _____




Signature of Member of QAC

CONFIDENTIAL

PART-B
PERFORMANCE APPRAISAL (To be filled by the Head of Department)

I. GENERAL

Sr. No.	Item of assessment	Grade of Performance Assessment			
		Very Good	Good	Average	Below Average
1	Quality of job / accuracy		Good ✓		
2	General Intelligence	Very Good	Good ✓	Average	Below Average
3	Integrity and Character		Good ✓	Not Good	No comments
4	Reliability / Dependability	Yes ✓	Partly	No	No comments
5	Punctuality		Yes ✓		No
6	Fitness to continue in the present position		Yes ✓		No
7	Relation with Colleagues / Students and their parents	Co-operative ✓	Courteous	Indifferent	Unfriendly

8. Brief about Punishment / Rewards if any during the period of report: Get teacher award from Rajgad Dnyanpeeth trust for the AY 2017-18.

II. ACADEMIC

9.	Control over class and discipline	Very Good	Good ✓	Average	No control
10	Students feedback	Very Good ✓	Good	Poor	(Any other remark)
11	Proficiency in subject of Specialization	Very Good ✓	Good	Average	Below Average
12	Initiative to do work	Very Good ✓	Good	Average	Below Average
13	Organizing ability	Very Good ✓	Good	Average	Below Average

14. Involvement in conducting & arranging communication skills/ personality development/ value addition programmes: V. good

15. Efforts taken to overcome weakness in teaching, if any:

Yes ✓	No	NA
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16. Leave without pay availed during the period of assessment:

17. Overall assessment:

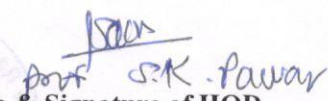
Very Good	Good	Average	Below Average
✓			

18. Recommendations, if any:

Staff overall performance is good so can be continued with increments.

Place: Dhargawadi
Date: 15-6-2018




 Name & Signature of HOD
Head of Department
 Dept. of Mechanical Engineering
 Shri Chh. Shivajiraje College of Engg.
 Dhargawadi, Pune-412200

PART-C

PERFORMANCE APPRAISAL (To be filled by the Head of Institute)

Recommendations:

Over all performance is good.
Try for higher education and patents.

Place: Dhangawadi
Date: 20-06-18.




Name & Signature of Head of Institute

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

RAJGAD DNYANPEETH'S
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 01/06/2017 To 30/05/18)

A) PERSONAL INFORMATION:

- 1) Name: Mr. Shamrao B. Ravlekar
2) Date of joining: 03/09/2010 Date of Birth: 06/03/1977
3) Department: Office
4) Designation: Sr. Clerk
5) Qualification: M.A. Marathi
6) Improvement in Education During Reporting Period: —

B) PERFORMANCE APPRAISAL:

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



C) Remarks By Office Superintendent:

Good in University level work.
Need to update with current norms.



Office Superintendent

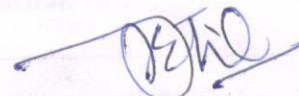
Rajgad Dnyanpeeth's

Sign & Stamp by OS

Shri Chhatrapati Shivaji Raja College of Engg.,
Dhangawadi, Pune-412206

D) Remarks By Principal:

Good in overall work.
Go through time-time notifications
of Statutory bodies



Principal

Rajgad Dnyanpeeth's

Sign & Stamp by Principal

Shri Chhatrapati Shivaji Raja College of Engg.,
Dhangawadi, Pune-412206



Faculty Appraisal Form

Name of Faculty: _____

Instructions for writing Performance Appraisal Report of Faculty

PART A: Personal Information (To be written by the Faculty):

1. Information in part 'A' is to be filled by the concerned faculty.
2. Personal Information should be submitted to the Head of Department by 15th of the May of every year.
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4. After completion and certification of part A Head of Department shall forward it to Quality Assessment committee by 31st May of every year.
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14. Principal should submit the report duly completed in all respects, to secretary as the case may be for final review without loss of time so as to complete final review before expiry of tenure of the faculty/ academic year.
15. Principal & Head of Departments while submitting their own report, need not fill in the information on the points 9 to 33 in part A of the report.

PART- A: Personal Information (To be filled in by individual FacultyMember)

(Period of report:)

Name of Institute: _____

1. Name : _____

2. Designation : _____ 3.Date of joining: _____

4. Total Experience: _____ Teaching: _____ Industrial: _____

5. Length of service in this Institute: _____ Years _____ Months

6. Date of Birth: _____

Remarks
by QAC

7. Status of Appointment (Approval from University / Board, etc.)

Approval from	Temporary/ Adhoc (on post)	Period of Approval	Permanent (on post)	Conditions for Approval

8. Qualification (Reporting period):

Degree	Specialization	Year	Division/ grade/ percentage of marks	Name of institute/ college	University
Graduate					
Post Graduate					
Ph.D/ M.Phil or equivalent					
Any other					

9. FDP/SDP/MDP etc./ Continuing education programs/ Industrial training etc. attended:

Title	Arranged By	Date/ Duration

						Remarks by QAC
10. Participation in Seminar/ Workshop / Conference:						
	Title	Name of sponsoring agency	Paper presented (Y/N)	Proceedings presented to other faculty / students (Y/N)	Date / Duration	
Seminar						
Conference						
Any other activity relating to subject						
11. Seminar/ Workshop / Conference / Courses Conducted as a Co-coordinator:						
	Name	Name of sponsoring agency	Place and Date	No. of Participants		
Seminar						
Conference						
Workshop						
Course						
12. Consultancy work and / or Externally funded Research Projects:						
Item	Title	Funding Agency	Amount sanctioned	Amount Received	Percentage of completion	
Consultancy Work						
Externally funded Research Projects						
13. A) Research Publications (Research papers located on internet and / or published in International journals and / or in Proceeding by reputed publishers):						
Title of Research Paper		Name of Proceeding / Journal	Name of Co-author		Volume and Year	
B) Books Published:						
Name			Year of Publication			

										Remarks by QAC
14. <u>Membership of Professional Bodies:</u>										

15. <u>Industrial Liaison:</u>										
Name of Activity				Name of the Industry						
_____				_____						
_____				_____						
16. <u>Patents Obtained:</u>										

17. A) Theory subject taught, class and result in % (If declared)										
Semester	Class	Subject	%	Class	Subject	%	Class	Subject	%	
I										
II										
B) <u>Weakness in teaching through students Feedback:</u>										

18. <u>Guest Lectures given to outsiders as an Expert:</u>										
Title				Institute				Date		
_____				_____				_____		
_____				_____				_____		
19. <u>Participation in (Please give the title or short account of contribution):</u>										
a) Departmental Activities: _____										

b) Industrial activities: _____										

c) Co-curricular Activities: _____										

d) Community service and promotion of entrepreneurship and job creation: _____										

e) Any other: _____										

Utilization of working hours per week by the faculty for current year

(To be filled by the Individual faculty)

Sr. No.	Name of Activity	Hours / Week
20	Average theory load hours allocated per week	
21	Average practical load hours allocated per week	
Total teaching load of hours per week		
22	Students assessment and evaluation	
23	Laboratory development	
24	Students guidance and counseling	
25	Continuous education activity	
26	Self-technical development (utilization of library, internet etc.)	
27	Industry institute interaction, industrial projects etc.	
28	Guidance for co-curricular and extra-curricular activities of the students	
29	Research and development activity	
30	Consultancy activity	
31	Departmental work	
32	Industrial Work	
33	Any other	
	Total load of hours per week	

Place:

Date:

Name & Signature of faculty

1. I have personally verified the information given by the faculty (on points 1 to 34) and duly corrected it.
2. Comments whether faculty member has shown improvement in the areas in which deficiencies were observed by the Q.A.C in its last report: _____

Place:

Date:

Name and signature of the HoD with stamp

Overall assessment of the Academic Monitoring Committee: _____

Signature of Member of QAC

CONFIDENTIAL

PART-B
PERFORMANCE APPRAISAL (To be filled by the Head of Department)

I. GENERAL

Sr. No.	Item of assessment	Grade of Performance Assessment			
		Very Good	Good	Average	Below Average
1	Quality of job / accuracy	Very Good	Good	Average	Below Average
2	General Intelligence	Very Good	Good	Average	Below Average
3	Integrity and Character	Good		Not Good	No comments
4	Reliability /Dependability	Yes	Partly	No	No comments
5	Punctuality	Yes		No	
6	Fitness to continue in the present position	Yes		No	
7	Relation with Colleagues / Students and their parents	Co-operative	Courteous	Indifferent	Unfriendly

8. Brief about Punishment / Rewards if any during the period of report: _____

II. ACADEMIC

9.	Control over class and discipline	Very Good	Good	Average	No control
10	Students feedback	Very Good	Good	Poor	(Any other remark)
11	Proficiency in subject of Specialization	Very Good	Good	Average	Below Average
12	Initiative to do work	Very Good	Good	Average	Below Average
13	Organizing ability	Very Good	Good	Average	Below Average

14. Involvement in conducting & arranging communication skills/ personality development/ value addition programmes:

15. Efforts taken to overcome weakness in teaching, if any:

Yes	No	NA
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16. Leave without pay availed during the period of assessment:

17. Overall assessment:

Very Good	Good	Average	Below Average

18. Recommendations, if

any: _____

Place:

Date:

Name & Signature of HOD

PART-C

PERFORMANCE APPRAISAL (To be filled by the Head of Institute)

Recommendations:

Place:

Date:

Name & Signature of Head of Institute

RAJGAD DNYANPEETH'S
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 To)

A) PERSONAL INFORMATION:

- 1) Name:
- 2) Date of joining: Date of Birth:
- 3) Department:
- 4) Designation:
- 5) Qualification:
- 6) Improvement in Education During Reporting Period:

B) PERFORMANCE APPRAISAL:

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

C) Remarks By Office Superintendent:

Sign & Stamp by OS

D) Remarks By Principal:

Sign & stamp by Principal
