

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)	





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

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:

- 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.
- 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 ($\sqrt{}$) 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	Gra	de of Perform	ance Assessn	nent
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	G	ood	Not Good	No comments
9	Reliability /Dependability	Yes	Partly	No	No comments
10	Punctuality	Y	'es	N	lo
11	Fitness to continue in the present position	Y	'es	N	10
12	Relation with Colleagues / Students and their parents	Co- operative	Courteous	Indifferent	Unfriendl

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)

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	

Department of Mechanical Engineering <u>Performance Appraisal Evaluation for A. Y. 2017-18</u>

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Principa

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 Banglore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

Faculty Appraisal Form

Name of Faculty: Mr. Mangesh B. Bankar

Instructions for writing Performance Appraisal Reportof Faculty

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

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- 2. Personal Information should be submittedtothe 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.
- 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.

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- 13. Principalas 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. Principalshould 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 DTE:6324 before expiry of tenure of the faculty/ academic year. SPPU:407
- 15. Principal & Head of Departments while submitting their own report, need not fif in Dhangawad the information on the points 9 to 33 in part A of the report.

Pune

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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
Damask	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. Bankas Name & Signature of faculty

Zavato

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: phanyawadi .

15-05-2018 Date:

Head of Department

Va

Name and sig**Dept:**co6**MbchHoDal/Engine Shri** Chh. Shivajiraje College of Engg. ee: Dhangawadi, Pune-412206

Overall assessment of the Academic Monitoring Committee:



Signature of Member of QAC

CONFIDENTIAL

PART-B <u>PERFORMANCE APPRAISAL (To be filled by the Head of Department)</u>

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Sr. No.	Item of assessment	Gr	ade of Performa	nce Assessmen	t
1	Quality of job / accuracy	Very Good	Good	Average	Below Average
2	General Intelligence	Very Good	Good V	Average	Below Average
3	Integrity and Character	Go	od V	Not Good	No comments
4	Reliability /Dependability	Yes	Partly	No	No comments
5	Punctuality	Ye	es v		No
6	Fitness to continue in the present position	Ye	es N		No
7	Relation with Colleagues / Students and their parents	Co-operative	Courteous	Indifferent	Unfriendly
	hom Rygad Onyanpee	A		4eacher 2017-10	
9. Cor	ntrol over class and discipline	Very Good	Good Ave	rage N	o control
10 0		V C 14	C I D		(1

9.	Control over class and discipline	Very Good	Good V	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: \mathcal{V} , good

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

Yes No NA

16. Leave without pay availed during the period of assessment:

	Very Good	Good	Average	Below Average
jeparsuten: welfigtaeents				
8. Recommendations, if	finale and rates	posti india 1 sei	wanite Monthly	o A vil) ja tiinmessee
ny: staff even	all performan	ce p g	002 50	can be
onthued	with incremen	tr.		
ate. 10 or 2010 to	DTE:6324 SPPU:4071 Dhangawadi		Name & Signati Head of Dep pt. of Mechanica	

PART-C PERFORMANCE APPRAISAL (To be filled by the Head of Institute) **Recommendations:** 0 100 10 AMP PN 5 Place: Dhangawali Date: 20-06-18. Name & Signature of Head of Institute Dnyanpeets Principal Rajgad Dnyanpeeth's Shri Chhatrapati Shivajiraje College of Engg., Dhangawadi, Pune-412206 DTE:6324 SPPU:4071 Dhangawadi of Engl × Shri CI Pune 412206 ati Shivajiral

RAJGAD DNYANPEETH'S SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat .No-237, Pune Banglore 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: Mhr. Shamras B. Ravlekar
- 2) Date of joining:03 09 2010 Date of Birth:06 03 1977
- 3) Department:O.F.F.c.e.
- 4) Designation: Sn. Clerk
- 5) Qualification: M.A. Marachi

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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 13 improv
6)	Job Knowledge & Skills	ok
7)	Computer Literacy	Good
8)	Quality in Work	Grood
9)	Understanding of job Responsibility	oK



C) Remarks By Office Superintendent: in University level work Good update with Need Curren 10 norms **Office Superintendent** Rajgad Dnyanpeeth's Sign & Stamphibyr Sollege of Engg., Dhangawadi, Pune-412206 D) Remarks By Principal: in overall Work Frank rough time time notitiva th ons Gr in Manpeeth's E:6324 SPPU:4071 Dnansiawadi o Principal Rajgad Dnyanpeeth's Pune 412206 Sign Cheatranati Shivniirais College of Engg., Dhangawadi, Pune-412208 C Shivajira -30

RAJGAD DNYANPEETH'S

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

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

Faculty Appraisal Form

Name of Faculty:

Instructions for writing Performance Appraisal Reportof 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) shallverify 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 31stMay 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 ($\sqrt{}$) 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 Principalas the case may be within a week's time.

PART C: Remarks of Principal:

- **13.** Principalas 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. Principalshould 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	: Person	al Inf	formation	(To be filled	in b	y individ	ual Fa	cultyMemb	oer)
			(Period of	report:)			
Name of In	stitute:								_
 Name : Designa Total E Length Date of 	ation : xperienc of servic Birth:	e: e in th	3 is Institute:	.Date of joinin Teaching:	ng: _Yea	l rs	Industr	 ial: Months	
									Remarks by QAC
7. <u>Status of Appoin</u> Approval from	То	mpora	ry/ Adhoc	Period of	Pe	ermanent		nditions for	-
		(on)	post)	Approval	(1	on post)	A	Approval	-
8.Qualification (Re	eporting p	eriod):							
Degree	Specializ	zation	Year	Division/ gra percentage marks		Name institute/ c		University	
Graduate									
Post Graduate									
Ph.D/ M.Phil or equivalent									
Any other									
9. <u>FDP/SDP/MDP (</u>	etc./ Conti	nuing	education pro	ograms/ Industr	ial tra	aining etc. a	ittended	<u>:</u>	
Title			Arrange	d By		Date	e/ Durat	ion	_
									-

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							Remark by QA
10.Participation	in Seminar/ V	Vorkshop / Confei	rence:				
	Title	Name of sponsoring agency	Paper presented (Y/N)		Proceedings presented to ther faculty / cudents (Y/N)	Date / Duration	
Seminar							
Conference							
Any other activity relating to subject							
11. <u>Seminar/ Wor</u>	<u>·kshop / Conf</u>	erence / Courses (Conducted as	a Co-co	oordinator:	1	_
	Ν	ame	Name of sponsorin agency		Place and Date	No. of Participants	
Seminar							_
Conference							
Workshop							
Course							
12. <u>Consultancy w</u>	vork and / or	Externally funded	l Research Pr	ojects:			
Item	Title	Funding Agency	Amou sanctio		Amount Received	Percentage of completion	
Consultancy Work							-
Externally funded Research Projects							-
		Research papers lo by reputed publis		ernet an	1d / or publish	ed in International	-
Title of Res		Name of Proceeding Journal		ne of Co	o-author	Volume and Year	
							-
B) <u>Books Publish</u> d	ed:						-
	Nan	ne			Year of Pu	ıblication	-
							-
							<u> </u>

										Remarks by QAC
14. <u>Mer</u>	nbershi	p of Profes	sional Bo	odies:						
15. <u>In</u>	lustrial	Liaison:								
N	ame of A	Activity				Name o	f the Indust	ry		
16. <u>Pat</u>	ents Ob	tained:								
	Theory s	subject tau	ght, class	and resu	· ·	fdeclared	l) I			
Semes ter	Class	Subject	%	Class	Subjec t	%	Class	Subject	%	
Ι										
П										
B) <u>Wea</u>	kness in	teaching t	hrough s	<u>tudents F</u>	eedback:					
18. <u>Gue</u>	est Lectu	<u>ires given (</u>	to outside	ers as an l	Expert:					_
		Title				Institut	e		Date	
19. <u>Par</u>	ticipatio	on in (Pleas	e give th	e title or s	short acco	unt of cor	<u>itribution</u>):			_
a)	Depar	tmental Ac	tivities: _							
b)	Indust	rial activiti	ies:							
c)	Co-cui	ricular Ac	tivities: _							
d)	Comm	unity servi	ce and p	romotion	of entrepr			eation:		
e)	Any ot	her:								
i										

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 HoDwith stamp

Overall assessment of the Academic Monitoring Committee:

Signature of Member of QAC

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

	I	. GENERAL	_					
Sr. No.Item of assessmentGrade of Performance Assessment								
1	Quality of job / accuracy	Very Good	Good	Average	Below Average			
2	General Intelligence	Very Good	Good	Average	Below Average			
3	Integrity and Character	G	lood	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

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:

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 Banglore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

Non-Teaching Staff Appraisal Form

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

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D) Remarks By Principal:

Sign & stamp by Principal