

## SELF-APPRAISAL FORM

### Teaching Staff

A.Y. \_\_\_\_\_

(PERIOD OF APPRAISAL: From: 01<sup>st</sup> June 202 to 31<sup>st</sup> May 202 )

### SECTION A: GENERAL INFORMATION

Name of the Faculty		
Qualification & Designation		
Department/Section		
Experience in LGNSCOE		Total Experience:

### 1. Leave Record of Academic Year [10]

CL availed	ML availed	LWP availed	Total Leave availed	Maximum Marks	Self-Appraisal Marks	Sign. of Establishment section
				10		
Leave availed in A.Y. up to 15 : 10 Marks Leave availed in A.Y. above 15 : 0 Marks Leave availed in A.Y. above 25 : -10 Marks						

### 2. Teaching, Learning and Evaluation [20]

Sr. No.	Courses Taught	Last Year result of the Course (%)	Current Year result of the Course (%)	Maximum Marks	Self-Appraisal Score	Marks by HoD
	<i>Mention the courses having End Sem. Examination</i>					
	<b>Semester-I</b>					
1				05		
2				05		
3				05		
	<b>Semester-II</b>					
4				05		
5				05		
6				05		
<b>Total Score (Maximum Marks: 20)</b>				<b>20</b>		
<b>Improvement in result by 5% &amp; above compared to last year result: 05 Marks, Otherwise 0</b> <b>Result above 90%: 05 Marks</b>						

### 3. Student Feedback [10]

Sr. No.	Courses Taught	% Feedback	Maximum Marks	Self-Appraisal Score	Marks by HoD
<b>Semester-I</b>					
1			2.5		
2			2.5		
3			2.5		
<b>Semester-II</b>					
4			2.5		
5			2.5		
6			2.5		
<b>Total Score (Maximum Marks: 10)</b>			<b>10</b>		
<b>Feedback above 75% &amp; above: 2.5 Marks, Otherwise 0</b>					

### 4. Curricular / Co-Curricular / Extra-Curricular Activities Organized [60]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Coordinator / Organizer / Convener / Co-convener of Events organized for students like Add-On / Value Added / Induction Programs / TechnoFest etc. (Coordinator - 05 Marks per event, Member – 02 Marks per event)	10		
Add Details				
2	Contribution to Co-curricular & Extra-curricular activities like NCC, NSS, Student Welfare, Sports, Annual Social Gathering, Other Cultural and/or Technical Events / Blood Donation Camp / Days Celebration / Club activities etc. (Coordinator - 03 Marks per event, Member- 02 Marks per event)	05		
Add Details				
3	Contribution in Academic Committee, Administrative Committee, and other committees like IPR, EDC, AMC, NEP etc. (03 Marks per event)	05		
Add Details				

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
4	Coordinator / Committee members in organizing one or two day activities such as Seminar, Conference, Workshop etc. (02 Marks per event)	05		
Add Details				
5	Coordinator of Professional Society / Chapters / Alumni Association (05 Marks Each)	05		
Add Details				
6	Awards/Prizes/Recognitions in the event / conference organized by other institutions (05 Marks Each)	05		
Add Details				
7	Guided the students to win Awards/Prizes in outside events/activities (05 Marks Each)	05		
Add Details				
8	Organization of FDP / Training Program / STTP (05 days or more than 05 days) (10 Marks Each)	10		
Add Details				
9	Organization of Industrial Visit / Study Tour of Students / Staff (05 Marks Each)	05		
Add Details				
10	MoU / Collaboration / Related Activity (05 Marks Each)	05		
Add Details				
<b>Total Score (Maximum Marks: 60)</b>		<b>60</b>		

## 5. Self-Development Activities [110]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Research Paper publication in SCOPUS / SCI / Web of Science / UGC Care listed Journal (10 Marks per paper)	20		
Add Details				

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
2	Research Publications (Books, Book chapters or other research articles, Conference etc.) (05 Marks Each)	10		
Add Details				
3	IPR: Patent / Copyright / Trademark (05 Marks Each)	10		
Add Details				
4	Sponsored Projects carried out / ongoing a. Major Project (Rs. 3 lakhs & above) (10 M Each) b. Minor Project (Rs. 10,000 to Rs. 3 lakhs) (5 M Each)	a. 20 b. 10		
Add Details				
5	Revenue Generation / Consultancy Projects carried out / ongoing a. Amount mobilized more than Rs.1,00,000/- (05 Marks per project) b. Amount mobilized (between Rs. 10,000 to Rs. 1 lakhs) (03 Marks per project)	a. 10 b. 06		
Add Details				
6	Invited Expert Lectures / Seminars / Session Chair / Keynote Speaker / Reviewer (02 Marks Each)	04		
Add Details				
7	SWAYAM, NPTEL, MOOC, Courseera courses etc. (10 Marks Each)	10		
Add Details				
8	Participation in FDP/Training/STTP (05 days or more than 05 days) (05 Marks Each)	10		
Add Details				
<b>Total Score (Maximum Marks: 110)</b>		<b>110</b>		

## 6. Contribution in Admission Process [50]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Students data collection (Min. 100 Students) (05 Marks Per 100 Students)	15		

Add Details				
2	Actual conversion to admission (03 marks Per admission) <i>Bonus marks for admission above 10 no.s on the recommendation of HoD/Admission IC/ Principal</i>	30		
Add Details				
3	Role in admission process: Coordinator/FC Incharge/Sub center Incharge/Committee Incharge (Coordinator - 05 Marks Each, Member – 02 Marks Each)	05		
Add Details				
<b>Total Score (Maximum Marks: 50)</b>		<b>50</b>		

## 7. Department Level Activities [20]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Lab I/C, Time Table I/C, Class Coordinator, Dept. Exam Coordinator, Association Coordinator, Teacher-Guardian etc. (03 Marks each per semester)	06		
Add Details				
2	Coordinator of events / Departmental Newsletter (03 Marks each per semester)	06		
Add Details				
3	NAAC, NBA etc. Dept. Criteria Coordinator (04 Marks each per semester)	08		
Add Details				
<b>Total Score (Maximum Marks: 20)</b>		<b>20</b>		

## 8. Institute Level Activities [40]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Head of the Department / Section Incharge (20 Marks Each)	20		
Add Details				
2	Dean (Academics / Admin. / R & D / Student Welfare) / IQAC Coordinator / NAAC Coordinator / NBA Coordinator / College Examination Officer / Training & Placement Officer / Special Assignment (Trust level)	20		

	work, ISO, Mandatory Disclosure etc.) (10 Marks Each)			
Add Details				
<b>Total Score (Maximum Marks: 40)</b>		<b>40</b>		

### 9. Quality Improvement Activities [30]

Sr. No.	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1	Any distinctive work/activity useful in view of Campus/Institute/Students (like Incubation Centre, Start Up activities, Hackathon, Green Audit, Energy Audit, Foreign Collaboration etc.) (10 Marks Each)	20		
Add Details				
2	Innovation in Teaching and Learning like development of video lectures, flipped classroom, PBL, NPTEL, ICT based learning etc.) (05 Marks Each)	10		
Add Details				
<b>Total Score (Maximum Marks: 30)</b>		<b>30</b>		

### Summary of the Scores Claimed

Criteria	Description	Maximum Marks	Self-Appraisal Marks	Marks by HoD
1.	Leave Record of Academic Year	10		
2.	Teaching, Learning and Evaluation	20		
3.	Student Feedback	10		
4.	Curricular / Co-Curricular / Extra-Curricular Activities Organized	60		
5.	Self-Development Activities	110		
6.	Contribution in Admission Process	50		
7.	Department Level Activities	20		
8.	Institute Level Activities	40		
9.	Quality Improvement Activities	30		
<b>Total Marks</b>		<b>350</b>		

### **OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc. where relevant)

**LIST OF ENCLOSURES:** (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled Self-Appraisal Format.

**Date:**

**Name & Signature of Faculty Member**

## **SECTION B**

### **Observations, Recommendation and Suggestions of Head of Department**

#### **1. Observations: (In respect of the weightage of activities claimed):**

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.....

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#### **2. Recommendations/Remedial Measures suggested:**

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.....

.....

Date: .....

SEAL

Signature of Head of Department

## **SECTION C**

### **Recommendations / Approval of Principal**

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.....

Date: .....

SEAL

Signature of Principal



## **Performance Appraisal Form**

**(Foreman/Technical Assistant/Instructor/Lab.Assistant/etc)**

Duration of Appraisal: From \_\_\_\_\_ to \_\_\_\_\_

### **PART-I: SELF APPRAISAL**

#### **A. General Information**

1. Name : \_\_\_\_\_

2. Designation : \_\_\_\_\_

3. Department : \_\_\_\_\_

4. Date of Appointment

i. In the institution : \_\_\_\_\_

ii. In the present post : \_\_\_\_\_

#### **B. Job Performance**

##### **1. Performance of Engaging Practical**

Sr. NO.	Class	Subject	No.of Practicals/ Assignment (as per syllabus)	No.of Practicals / Assignment conducted	% Attendance of student

##### **2. Student's Feedback**

Sr. No.	Class	Subject	Student's Feedback average score (on 10 point scale)

**C. Participation in university/MSBTE/DTE work:**

1. Conduct of examination : \_\_\_\_\_
6. Internal Evaluation : \_\_\_\_\_
8. Any Other : \_\_\_\_\_

(Use separate sheet if needed and provide information in same format)

**D. Participation in institute activities**

a. Academics/Lab. development	
b. Co-curricular activities	
c. Students counseling / welfare	
d. Organizing seminar / conference ,etc.	
e. Learning Resource Development	
f. Organizing industrial visits / study tours	
g. Enrichment of campus life	
h. Any other	

(Use separate sheet, if needed & Provide information in the same format)

**E. Participation in professional activities**

1. Membership of professional bodies / Social organization ,etc.  
\_\_\_\_\_
2. Delivering expert lecture /conducting professional training/consultation/testing, etc  
\_\_\_\_\_  
\_\_\_\_\_
3. Participation in Seminar/Workshop

Title of Seminar / Workshop	Organized by	Date

4. Writing Research paper/Articles/Reports etc.  
\_\_\_\_\_  
\_\_\_\_\_

## **F. Improvement efforts**

1. Steps taken by you to cover missed practical

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2. Innovative approach for conducting practical / maintenance of equipment's etc.

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3. Improving self-qualification

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4. Any special achievement during the year

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5. How would you assess your own performance during past year against the target set for you?

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6. Target set for next academic year

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Signature : \_\_\_\_\_

Name : \_\_\_\_\_

## **PART-II**

### **Remarks of the Reporting Authority (HOD)**

1. Please state whether you agree with the self-assessment of the reportee if not, the reason there for :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What according to you are the faults and responsibilities of the above said employee for shortfall, if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Constructive suggestions to improve the performance of the staff member:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Teaching / Practical Performance Factors

Factors	A+	A	A-	B+	B	B-	C
1. Knowledge and preparation of subject							
2. Communication Skill							
3. Ability to create interest among students							
4. Punctuality							
5. Work, Planning and Control							
6. Class room control and discipline							
7. Influence over students, parents and colleagues							
8. Administrative ability including judgment, initiative & Drive							
9. Interest in student assignments							
10. Fidelity in carrying out superior authority's instructions							
1] A+ : Outstanding 2] A : Very good 3] A- : Nearing Very good	4] B+ : Positively good 5] B : Good 6] B- : Average 7] C : Below average						

4. Award(s) or penalties if any : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Fitness to continue in the present post : Yes / No

6. Fitness for promotion : FIT/Not FIT

General Assessment (Tick whichever is applicable)	A+	A	A-	B+	B	B-	C
1] A+ : Outstanding 2] A : Very Good 3] A- : Nearing Very Good 4] B+ : positively Good							
	5] B : Good 6] B- : Average 7] C : Below Average						

7. Regular increment may be given : Yes / No

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of HOD: \_\_\_\_\_

### PART-III

#### Remark of the Reviewing Officer (Principal)

1. Length of service under Reviewing Officer	
2. Do you agree with the reporting Officer or do you wish to modify or add to his assessment	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

वार्षिक मुल्यांकन अहवाल  
(शिक्षकेतर कर्मचारी – कार्यालयीन / ड्रायव्हर ई.)

मुल्यांकन कालावधी : \_\_\_\_\_ पासून \_\_\_\_\_ पर्यंत

भाग : १ – स्वयंमुल्यांकन निर्धारण  
(सर्वसाधारण माहिती)

१. नांव : \_\_\_\_\_
२. धारण केलेले पद : \_\_\_\_\_
३. विभाग : \_\_\_\_\_
४. संस्थेत नेमणुकीचा दिनांक : \_\_\_\_\_
५. सध्याच्या पदावरील नेमणुकीचा दिनांक : \_\_\_\_\_
६. आपण संगणक साक्षर आहार का?: होय / नाही  
असल्यास माहिती दयावी: \_\_\_\_\_

नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात? \_\_\_\_\_

७. आपली शैक्षणिक पात्रता काय आहे ? \_\_\_\_\_

८. शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षात केलेले प्रयत्न \_\_\_\_\_

९. गेल्या वर्षात काही इतर कोर्स / प्रशिक्षण घेतले असल्यास माहिती दयावी.

अ.क्र.	कोर्स/सेमिनारचे नांव	आयोजक	कालावधी

१०. वर्षभरातील उल्लेखनीय काम / योगदान \_\_\_\_\_

११. नविन वर्षासाठी केलेले संकल्प / योगदान \_\_\_\_\_

कर्मचार्याची सही, नांव व पद

भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

१. सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का? \_\_\_\_\_

नसल्यास त्याची कारणे : \_\_\_\_\_

२. कर्मचार्यांची सर्वसाधारण योग्यता व चारित्र यासंबंधी अभिप्राय – \_\_\_\_\_



	A+	A	A-	B+	B	B-	C
● उद्योग प्रियता व कार्य तत्परता							
● सहकारी व जनता यांच्याशी असलेले संबंधी							
● सर्वसाधारण बुद्धीमत्ता							
● सचोटी व चारित्र्य							
● हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता							
● संगणकावर काम करण्याची क्षमता							
● वक्तशिरपणा							
● कामाचा दर्जा							
● स्वतंत्रपणे काम करण्याची क्षमता							
1] A+ : Outstanding    3] A- : Nearing Very good    5] B : Good    7] C : Below average 2] A : Very good    4] B+ : Positive good    6] B- : Average							

३. कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे ?

४. कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का ?

असल्यास आवश्यक क्षेत्र \_\_\_\_\_

५. कर्मचाऱ्याची शारीरिक क्षमता कशी आहे?

६. एखाद्या गटातील एक सदस्य या नात्याने काम करण्याची क्षमता

७. \_\_\_\_\_

८. पदोन्नतीसाठी पात्रता :-

अयोग्य \_\_\_\_\_ ज्येष्ठतेनुसार योग्य \_\_\_\_\_ त्वरीत बढतीसाठी योग्य \_\_\_\_\_

९. सर्वसाधारण मुल्यांकन ( ✓ करावी)

A+	A	A-	B+	B	B-	C
1] A+ : Outstanding    3] A- : Nearing Very good    5] B : Good    7] C : Below average 2] A : Very good    4] B+ : Positive good    6] B- : Average						

१०. नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.

सही \_\_\_\_\_

विभाग प्रमुखाचे नांव \_\_\_\_\_

भाग : ३ पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

१. प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का ?

नसल्यास कारणे : \_\_\_\_\_

२. वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन अधिकाऱ्यांचे अभिप्राय / शेर : \_\_\_\_\_

सही \_\_\_\_\_

प्राचार्य / संस्था प्रमुख यांचे नांव \_\_\_\_\_



वार्षिक मुल्यांकन अहवाल  
(चतुर्थ श्रेणी कर्मचारी – शिपाई/वॉचमन/बस क्लिनर ई.)

मुल्यांकन कालावधी : \_\_\_\_\_ पासून \_\_\_\_\_ पर्यंत

भाग : १ – स्वयंमुल्यांकन निर्धारण  
(सर्वसाधारण माहिती)

१. नांव : \_\_\_\_\_
२. धारण केलेले पद : \_\_\_\_\_
३. विभाग : \_\_\_\_\_
४. संस्थेत नेमणुकीचा दिनांक : \_\_\_\_\_
५. सध्याच्या पदावरील नेमणुकीचा दिनांक : \_\_\_\_\_
६. आपण संगणक साक्षर आहात का? होय / नाही  
असल्यास माहिती दयावी : \_\_\_\_\_  
नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात? \_\_\_\_\_
७. आपली शैक्षणिक पात्रता काय आहे ? \_\_\_\_\_
८. शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षात केलेले प्रयत्न \_\_\_\_\_
९. वर्षभरातील उल्लेखनीय काम / योगदान \_\_\_\_\_
१०. नवीन वर्षासाठी केलेले संकल्प / कामाची उद्दिष्ट्ये : \_\_\_\_\_

कर्मचार्याची सही, नांव व पद

भाग : २ – प्रतिवेदन अधिकार्याचा अभिप्राय

१. सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का? \_\_\_\_\_  
नसल्यास त्याची कारणे : \_\_\_\_\_



२. कर्मचाऱ्यांची सर्वसाधारण योग्यता व चारित्र यासंबंधी अभिप्राय —

	A+	A	A-	B+	B	B-	C
१ शारिरीक क्षमता							
२ मानसिक क्षमता							
३ सर्वसाधारण बुद्धीमत्ता							
४ सचोटी व चारित्र्य							
५ वक्तशिरपणा							
६ उद्योगप्रियता व कार्यतत्परता							
७ कामाचा दर्जा							
८ सहकारी व विद्यार्थी यांच्याशी असलेले संबंध							
९ गटातील सदस्य म्हणून काम करण्याची क्षमता							
१० वरीष्ठांच्या आज्ञापालनाबाबत जागरूकता							
1] A+ : Outstanding    3] A- : Nearing Very good    5] B : Good    7] C : Below average 2] A : Very good    4] B+ : Positive good    6] B- : Average							

३. कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे ?

४. कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का ?

असल्यास आवश्यक क्षेत्र —————

५. पदोन्नतीसाठी पात्रता :-

अयोग्य ————— ज्येष्ठतेनुसार योग्य ————— त्वरीत बढतीसाठी योग्य —————

६. सर्वसाधारण मुल्यांकन ( ✓ करावी)

A+	A	A-	B+	B	B-	C
1] A+ : Outstanding    3] A- : Nearing Very good    5] B : Good    7] C : Below average 2] A : Very good    4] B+ : Positive good    6] B- : Average						

७. नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.

सही —————

विभाग प्रमुखाचे नांव —————

भाग : ३ पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

१. प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का ?

नसल्यास कारणे : —————

२. वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन अधिकाऱ्यांचे अभिप्राय / शेरा : —————

सही —————

प्राचार्य / संस्था प्रमुख यांचे नांव —————