



Shram Sadhana Bombay Trust's
COLLEGE OF ENGINEERING & TECHNOLOGY
BAMBHORI, POST BOX NO. 94, JALGAON- 425001. (M.S.)
Included Under Section 2(f) & 12(B) of the UGC Act, 1956
ISO 9001:2015 Certified



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PERFORMANCE APPRAISAL SYSTEM

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

Describe the functioning status of the Performance Appraisal System for Teaching and non-teaching staff within a maximum of 500 words

Response:

Institute has designed performance appraisal form to capture and evaluate performance of the Teaching and Non Teaching Staff. The Institute believes that, an effective performance appraisal system is important for optimizing the contribution of individual teaching and non teaching staff. It aims at self growth in terms of both personal and professional development of the employee which directly impacts the success of the students. The performance appraisal system is based on stipulated criteria and parameters that are to be fulfilled. The performance appraisal is being assessed annually based on the submission of 360 Feedback form by teaching staff and Evaluation form by non teaching staff on various indexed parameters.

Teaching Staff

The primary key performance area for Teaching Staff includes Part A, Part B, Part C & Part D.

Part A includes (Max Point 90)

- Individual details
- Teaching Process
- Students feedback
- Departmental activities
- Institutional activities
- Contribution to Society

Part B includes

- Faculty participation in academic staff college orientation / refresher Course / National / International Conference / workshop attended during the year
- Published papers in Journals / Conferences
- Published Books as Reference / Text Book
- Research Projects (UGC / DST / AICTE etc)
- Research Guidance (Ph.D) which includes Number of candidates completed Ph.D and Number of candidates pursuing Ph.D
- Invited / Contributed as Resource Persons
- Any Other

Part C includes Annual Confidential Report to be filled by the Principal (Max Points 10)

The Grade / Credit Point is given by Principal on the following criteria

Credit Point	Criteria
10	Extraordinary
9	Excellent
8	Very Good
7	Good
5	Satisfactory

Part D includes summary which includes

Summary	Academic Year
Teaching Process (Max Points 25)	
Students feedback (Max Points 25)	
Departmental activities (Max Points 20)	
Institutional activities (Max Points 10)	
Contribution to Society (Max Points 10)	
Annual Confidential Report (ACR) (Max Points 10)	
Total (Max Points 100)	

Non Teaching Staff

The following factors are evaluated in the appraisal system for Non Teaching Staff

- Performance of Duties
- Initiative
- Attitude / Personal Qualities
- Instructional Skills
- Relationship with Students
- Any other

The evaluation form of non teaching staff is verified by immediate superior which may be HOD / Section In charge / Office Superintendent / Assistant Registrar / Registrar.

The outcome of the performance appraisal system is that, each teaching / non teaching staff becomes aware of self-weaknesses and tries to improve. Faculty members with major weaknesses are personally counseled by the Principal.

Performance Appraisal Report (360 Feedback Form) Teaching

Shram Sadhana Bombay Trust's
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BAMBHORI, POST BOX NO.94, JALGAON – 425001(M.S.)

360°FEEDBACK FORM

For Academic Year 2020 - 21

PART – A

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of Joining:
6. Date of last Promotion:
7. Whether acquired any degrees or fresh academic qualifications during the year:
8. A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code / Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure No.
1						
2						
3						
4						
Total			X	Y	(Y/X) * 25	

Note: Copy of Academic diary signed by HoD should be attached as enclosure

8. B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1				
2				
3				
4				
Total				

Note: Student Feedback Report signed by HoD should be attached as enclosure

8. C. Departmental Activities (Max Points 20)

S. No.	Term	Activity	Credit Point	Criteria	Enclosure No.
1		Lab I/C		3 Point/Semester	
2		Consultancy / Sponsored Project		3 Point/Semester	
3		Timetable I/C		3 Point/Semester	
4		NAAC / NBA / AICTE Work		3 Point/Semester	
5		Class Teacher / Class Counselor		3 Point/Semester	
6		Committee Member		2 Point/Semester	
7		Teacher – Guardian Scheme		2 Point/Semester	
8		Student Association Faculty Coordinator		2 Point/Semester	
9		Departmental News Letter		2 Point/Semester	
Total					

Note: Letter/proof signed by HoD should be attached as enclosure.

8. D. Institute Activities (Max Points 10)

S. No.	Term	Activity	Credit Point	Criteria	Enclosure No.
1		HoD / Dean / Director		4 Point	
2		Coordinator / Chairman appointed by Head of Institute		2 Point	
3		Organized Conference (Convener)		2 Point / event	
4		FDP / Conference co-coordinators		1 Point / event	
5		Editor of a Journal		2 Point	
6		Rector		2 Point	
7		T & P Officer		2 Point	
Total					

Note: Letter/proof signed by Principal should be attached as enclosure.

8. E. Contribution to Society (Maximum Points 10)

S. No.	Term	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

5		Any Other, specify	5		
Total					

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

9. Summary

Summary	Academic Year
	2020 - 21
8.A.Teaching Process (Max Points 25)	
8.B.Students' feedback (Max Points 25)	
8.C.Departmental Activities (Max Points 20)	
8.D.Institute Activities (Max Points 10)	
8.E.Contribution to Society (Max Points 10)	
Total (Max Points 90)	

PART – B

10. Academic Staff College Orientation/Refresher Course / National / International Conference / Workshop attended during the year:

Sr. No.	Academic Year	Name of the Course / Summer School	Place	Duration	Sponsoring Agency	Enclosure No.
		Faculty Development Programme (FDP) in the relevant area				
		Faculty Development Programme (FDP) in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / IIT / University / Govt./DTE				
		MOOCS / SWAYAM course with E-Certification by NPTEL-AICTE				
		Relevant Industrial Training / Professional Training				
		National / International Conference / Workshop				

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

11. Published Papers in Journals / Conferences:

Sr. No.	Title with Page Nos.	Name of the Journal / Conference	ISSN / ISBN No.	Whether Peer Reviewed (Yes / No)	Impact Factor	Whether publication in SCI Journal / UGC / AICTE Approved List Journal	Enclosure No.

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

12. Published Books as Reference / Text Book:

Sr. No.	Title	Publisher	ISBN No.	Main Author / Co-Author (MA / CA)	Enclosure No.

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

13. Research Projects (UGC / DST/ AICTE etc.):

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs in Lacs)	Status (Communicated / Completed / Ongoing)	PI / Co-PI	Enclosure No.

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

14. Research Guidance (PhD)

- a. Number of Candidates Completed PhD:
- b. Number of Candidates Pursuing PhD:

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

15. Invited / Contributed as Resource Person: (YES / NO)

If YES, please specify details, year wise

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

16. Any Other (Please specify)

Note: Relevant document verified & signed by HoD/Principal should be attached as enclosure.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Name:

Date and Sign:

Declaration by HoD

I hereby declare that the details furnished above are verified by me and found true and correct.

Name of the HoD:

Date and Sign:

PART – C

17. Annual Confidential Report (ACR), to be filled by the Principal (Maximum Points 10)

Name of the Teacher:

Department:

Grade/Credit Point:

Credit Point	Criteria	Mark Tick
10	Extraordinary	
9	Excellent	
8	Very Good	
7	Good	
5	Satisfactory	

Name:

Date and Sign:

PART – D

(To be filled by Office)

Summary	Academic Year
	2020 - 21
8.A.Teaching Process (Max Points 25)	
8.B.Students' feedback (Max Points 25)	
8.C.Departmental Activities (Max Points 20)	
8.D.Institute Activities (Max Points 10)	
8.E.Contribution to Society (Max Points 10)	
17.ACR (Max Points 10)	
Total (Max Points 100)	

Name:

Date and Sign:

2) Non Teaching Evaluation Form

Shram Sadhana Bombay, Trust's.
COLLEGE OF ENGINEERING AND TECHNOLOGY, BAMBHORI.

CONFIDENTIAL REPORT

गोपनीय अहवाल

PART A: (To be filled by employee)

भाग (अ): (कर्मचार्याने भरावा)

- | | |
|--|----|
| 1) Name of the Employee | :- |
| १. कर्मचार्याचे नांव | :- |
| 2) Designation | :- |
| २. पद | :- |
| 3) Department /Section | :- |
| ३. विभाग | :- |
| 4) Date of joining the service | :- |
| ४. नियमित असलेली नियुक्ती तारीख | :- |
| 5) Qualification | :- |
| ५. शिक्षण | :- |
| 6) Present scale of pay & pay | :- |
| ६. वेतनश्रेणी व मुळ वेतन चालु शै. वर्षात | :- |
| 7) Work done during the academic year | :- |
| ७. चालु शैक्षणिक वर्षात केलेले काम | :- |

8) Any special achievement/work done during the academic year :-

८. काही विशेष प्राविण्य मिळालेले आहे का? :-

9) Any incentives given :-

९. काही उत्तेजनार्थ मिळाल्यास उल्लेख करावा :-

10) Any punishment imposed if yes reason :-

१०. काही दंडात्मक कार्यवाही झालेली असल्यास कारण द्यावे :-

11) Justify whether you deserve the forthcoming increment :-

११. आपण वार्षिक वेतन वाढीस पात्र आहात का? असल्यास नमूद करावे :-

12) What are your relations with colleagues :-

१२. कार्यरत असलेल्या सहकाऱ्यांशी तुमचे संबंध कसे आहेत :-

Signature of Employee

कर्मचाऱ्याची सही

Designation

पद :-

CONFIDENTIAL REPORT