

**Pune District Education Association's
College of Engineering, Manjari (Bk), Pune 412 307.**

**Self-Appraisal Form
(For Technical support Staff)
Academic Year 2023-24**

Name : Designation:.....

Department :Qualification :.....

INSTRUCTIONS :

1. Be honest in filling the form.
2. Attach photocopies of relevant document for score above 70% for each activity .
3. Fill in the details for last academic year only.
4. Add extra pages if necessary.
5. Your performance by superiors shall assess based on following activities.
6. Handover the completed form to HOD/Reporting Authority.

PART A

Sr No	Type of Activity	Assigned marks	Scored marks	Verified score
1	Maintaining of tools/equipments and instruments in working condition	10		
2	Provide equipments to the students in practicals	10		
3	Preparation of materials /sample/ specimens / tools/instruments and equipments in laboratory	5		
4	Technical support during practical conductance	5		
5	To assist in aranging and execution of experiments.	5		
6	To assist in regular inspection / commissioning / regular testing / repairing of laboratory equipments.	5		
7	To assist the faculty members in laboratory and innovative work etc	10		
	Total Score	50		



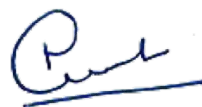
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2. Cocurricular, extra curricular and professional development related work				
1	Central portfolio contribution, involvement, outcomes.	15		
2	Departmental work contributions	10		
3	General conduct at departmental, central portfolios and Admission related work.	5		
	Total Score	30		

3. Research, consultancy and development contribution				
1.	To assist in the activities carried out under research, sponsored projects and consultancy.	10		
2.	Support activities related to departmental administration (viz. Maintaining all files, NBA report)	10		
	Total Score	20		

	Category I	Category II	Category III	Total Score
Obtained Score	/50	/30	/20	/100
Verified Score	/50	/30	/20	/100

Staff sign	HOD sign
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PART – B
Assessment by the Principal/Head of department/ Portfolio incharge

Sr No	Grade	Marks %	Verification [mark Ö]	Remark
1	Excellent	75 and above		Increment
2	Very good	66 to 74		*Conditional increment
3	Good	60 to 65		Score be improved within 2 months
4	Average	50 to 59		Score be improved within 6 months
5	Below Average	Below 50		No Yearly increment.

This is to certify that Self performace apprsial Report for academic year 2023-24 of Mr/Mrs.....Designation..... is assesed and verified by me. On the basis of this he/she obtained..... grading. I hereby recommend/ not recommend for his/her annual increment.

***Conditions (If any)**

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HOD Sign

Office Information-

Date of joining of society- / /

Date of joining institute- / /

Current pay band Rs-

Date of increment- / /

Basic pay before increment Rs-

Increment Rs.-

Basic pay after increment Rs-

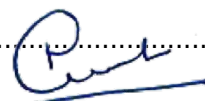
The above information is verified as per official record and salary register.

Establishement section

Account section

Deans recomomdenation and signature-

1] Dean Academics-.....



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2] Dean Students welfare-

.....

3] Dean Administrations-

.....

Remarks of Principal and signature-

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.....

.....



Principal signature

Pune District Education Association's
College of Engineering Manjari (Bk.),
Pune - 412307.

**Pune District Education Association's
College of Engineering, Manjari (Bk), Pune 412 307**

PERFORMANCE APPRAISAL REPORT

A.Y 2023-24

(To be filled-in by Technical Supporting staff member)

Name : Designation :

Department : Qualification :

Date of Joining the Service : Date of Increment:

Academic Year :

INSTRUCTIONS :

01. Fill in this form in the month of July
02. Be honest in filling the form
03. Attach photocopies of relevant documents wherever applicable
04. Fill in the details for last academic year only
05. Add extra pages if necessary
06. Do not mention routine duties that you are expected to perform.
07. Your performance by superiors shall be assessed based on following parameters.
08. Handover the completed form to HOD/Reporting Authority.

SECTION - B

CATEGORY 1 : TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr No	Nature of Activity	Maximum Score		
		Score allotted	Self appraisal score	Verified Score
01.	Maintaining tools/Equipments & instruments in working condition, Maintaining History card, Maintenance card/ Register, Maintaining utilization registers, Dead stock register, Laboratory files, etc.	10		
02.	Guide the students in performance of practical task and equipment/test reading help to students.	10		
03	Arranging materials, samples, specimens, tools instruments & equipments in laboratory	05		
04	Use of participatory & innovative teaching practical support to Teaching staff .Development of innovative Models/Equipments/Circuits Laboratory improvement etc.	05		
05	Preparation of sample, Specimen, circuits lab equipments/Test rig for conducting experiments.	05		
06	Erection Regular inspection Commissioning Regular Testing/Repairing of laboratory equipments.	05		
07	Assistant the Faculty members in their work Practical's, Laboratory, innovative, research work.	10		
	Total Score	50		

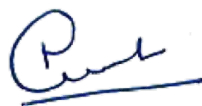
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CATEGORY II :**CO-CURRICULAR & EXTRA CURRICULAR & PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr No	Nature of Activity	Maximum Score		
		Score allotted	Self appraisal score	Verified Score
01.	Central portfolios contribution, involvement & Outcomes .	15		
02.	Department portfolios and Admission contribution.	10		
03.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	05		
	Total Score	30		

CATEGORY III :**RESEARCH,CONSULLARY & DEVELOPMENT CONTRIBUTIONS**

Sr.No		Engineering	Max. Points for College teacher		
			Score allotted	Self appraisal score	Verified Score
01	Research Support	Assistant Faculty in their Project work Manufacturing, testing, providing members in Advice and Assistant students in their Project work Manufacturing, testing Erection Commissioning, providing available facility to students project.	05		
02	Sponsored Projects /Consultancy Ongoing Support	Assist to carried out sponsored projects amount mobilized with grants above 1 lakh/consultancy work to be carried for Department	05		
03	Departmental Support	Assist the Departmental activity, departmental programmes, departmental records and departmental 1 to 46 files with supporting documents. Maintaining NBA related departmental documents etc. involvement in Departmental overall development	10		
Total Score			20		



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Category I	Category II	Category III	Total Score
/ 50	/ 30	/ 20	/ 100

Signature of Staff

PART B

1. (A) Assessment by the Principal/ Head of the Department of the work doen under each head of activity

Non Teaching staff (Category I of Part A)	
Outstanding	
Very good	
Positively good	
Good	
Average	
Below average	

(B) Grading (General Assessment on the basis of the assessment made in above pl tick appropriate.

(A+) Outstanding

(A) Very Good

(B+) Positively Good

(B) Good

(B-) Average

(C) Below Average

(C) Justification of assessment of work as outstanding/ Below average :

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2. Comments of the Deans and Head of the Department

.....

Head of Department

Dean Admin

Dean Academic

Dean S/W

Remarks of the Principal

.....



Sign Principal

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 Pune - 412307.

puNao ijalha iSaxaNa maMDLacao
AiBayaaMi~akl mahaivaValayaÊmaaMjarl³bauÈÈ'Ê puNao 412307
svayaMmaulyamaapna Ahvaala
svayaMmaulyamaapnaacaa kalaavaQal SaO.vaYa- 2023–2024
³p`yaaogaSaaLa pircarÊiSapa[- [%yaadl saazl'

kma-caa-yaacao naava : -----

ivaBaagaacao naava : ----- hudda : -----

A.k	kma-caa-yaacao vaYa-Baratlla kamakajaacao saMixaPt vaNa-na	gauNa	svat: idlaolao gauNa	ivaBaagap`mauKanal idlaolao gauNa
01	ivaBaagaatlla saafsafa[- inayaimatpNao krNao. ³ @laa^sa\$maÊp`yaaogaSaaLaÊkoibana va ivaBaagaasamaaorlla Aavaar [. '	10		
02	ivaBaagaatlla pirp~akoÊ fa[-la ÊivaBagaatlla naaoMdl [%yaadl kamaacal kaya-t%prta.	10		
03	mahaivaValayaat va ivaBaagaat Aayaaaijat kaya-SaaLaÊ cacaa-sa~a va [tr kaya-k`maatlla tsaoca mahaivaValayaIna paoT-faolalvaao maQalla sahBaaga	10		
04	mahaivaValayaatlla À ivaBaagaatlla va@tSalrpNaa va inayaimatpNaa [.	10		
05	mahaivaValayaatllaÀivaBaagaatlla]pkrNao Êfina-car va [lao@T/a^ina@sa vastucal safa[- maQalla sahBaaga [.	10		
06	mahaivaValayaatllaÀivaBaagaatlla]pkrNao Êfina-car va [lao@T/a^ina@sa vastucal du\$stl va doKBaala maQalla sahBaaga [.	10		
07	sTaoAr`ÀgaM`qaalaya À [tr ivaBaaga va mahaivaValayaIna saaih%ya hlavaNao	10		

	À]caalaNao yaamaQalla saava-jainak sahBaaga.			
08	vairYzÊ sahkarl va ivaVaqyal-yaaMcyaaSal Asalaolal saaOjanyaSalla vat-vaNauk.	10		
09	mahaivaValayaatlla ivanaaprvaanagal gaOrhjaorlÊbalnapgaarl rjaa ÊmaoiDkla rjaa Ê Aija-t rjaa [.	10		
10	kamaatlla idrgaaM[-badla imaLalaolao samaja p~aoÊ	10		
	ekuNa	100		
	svaaxarl		kma-caarl	ivaBaagap`mauK

A' svayaMmaulyaamaapna Ahvaala tpasaNaa-yaa ivaBaaga p`mauKacaa Ahvaala :

Saora	gauNamayaa-da	AiBap`aya	pDtaLNal
] %kRYz	80-100	vaotnavaaZ maMjaur	
Kup caaMgalaa	71-80	ATIsa AiQana rahuna vaotnavaaZ doya	
caaMgalaa	61-70	kamaat sauQaarNaa k\$na 2 maihnyaanaMtr vaotnavaaZ	
samaaQaanakark	51-60	kamaat sauQaarNaa k\$na 6 maihnyaanaMtr vaotnavaaZ	
AsamaaQaanakark	50 poxaa kmal	vaaiYa-k vaotnavaaZ naahl	

iTp : p`%yaok mauddyaasa 7 ikvaa 7 poxaa jaast gauNa Asalyaasa saMbaMiQat mauddyaacao puravao saaobat jaaoDavao. tsaoca ivaBaagap`mauKanal saaobat jaaoDlaolyaa kagadp~aacal Ka~al k\$na gauNa dyaavaot.

EalÀEalma.....hudda.....yaaMnaa SaO.vaYa- 2023-2024
maQyao vaotnavaaZ doNyaasa hrkt naahl ÀAaho %yaacaa
svayaMmaulyamaapnaatlla sahBaaga³t@%yaanausaar Saora' Aaho.

ivaBaagap`mauK

ba' kayaa-layalna maaihtl :

saMsqaotlla \$jau idnaaMk : À À vaotnaEaoNaltlla naomaNauk idnaaMk :
À À

saQyaacal vaotnaEaoNal : ----- vaotnavaaZ idnaaMk :

vaotnavaaZlpuval-cau mauL pgaar : ----- vaotnavaaZ \$pyao : -----

vaotnavaaZlnaMtrcaa mauL pgaar : -----

varlla p`maaNao ba maQyao namaud kolaolal maaihtl kayaa-layalna dftrl va
pgaarp~akatlla naaoMdl p`maaNao baraobar Aaho.

Aasqaapnaa ivaBaaga

laoka ivaBaaga

k' AiQaYzata yaaMcaa vaotnavaaZlbaabatcaa AiBap`aya va svaaxarl :

1. AiQaYzata SaOxaiNak :-----

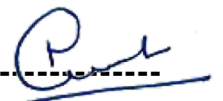
2. AiQaYzata ivaVaqqal- klyaaNa : -----

3. AiQaYzata p`Saasana : -----

D' p`acaaya- yaaMcaa vaotnavaaZlbaabatcaa AiBap`aya va svaaxarl :

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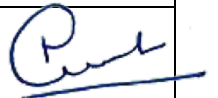
³kayaa-layalna ilaipk va ga`Mqaalaya ivaBaaga'



kma-caa-yaacao naava : -----

ivaBaagaacao naava : ----- hudda : -----

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01	Pa`acaaya-À kayaa-layaIna ivaBaaga p`mauK yaaMnal naomauNa idlaolao Aaplyaa ivaBaagaaSal saMlagnalt kamaacal inayaimatpNaa	10		
02	kayaa-layaatlla fa[-la À mahaivaValayaaSal saMbaMiQat Aqavaa ivaBaagaaSal saMbaMiQat kagadp~aacal jatna va AavaSyak vaoLosa laagaNaa-yaa kagadp~aacal put-ta [.	10		
03	kamakajaatlla inayaimatpNaaÊva@tSalrpNaa Êrjaa GaoNyaacao p`maaNaaÊ ivanaaprvaanagal va ibanapgaarl rjaacao p`maaNaa [.	10		
04	vairYzÊ ÊmahaivaValayaatlla kma- caarlÊ ivaVaqyal- yaaMcyaaSal sahkaya-puva-k saMvaad va %yaaMcal kamao krNyaacal t%prta.	10		
05	mahaivaValayaatlla snaohsammaoMlanaÊKoLÊ ena.esa.esa tsaoca ivaivaQa kaya- k`maatlla sahBaaga [.	10		
06	mahaivaValayaasa vaoLaovaoLI BaoTI doNyaat yaoNaa-yaa saimatI drmyaana ivaBaagaatlla kam,aacal kaya-%prta	10		
07	vairYzanal vaoLaovaoLI idlaolyaa saucanaacao palana va kamakajaatlla pazpuravaa.	10		
08	saMgaNak &anaacaa mahaivaValayaacyaa dOnaidMna kamakajaatlla vaapr.	10		



09	mahaivaValayaacal ÀivaBaagaatlla maaihtlÊpirp~akÊ p`vaoSap`ikyaa yaasaMbaiQat maaihtl saMkotsqaLavar AVavat krNyaatlla t%prta.	10		
10	mahaivaValayaacaa e.Aaya.sal.TI.[- ÀDI.TI.[-ÀpuNao ivaVaplzÀyaujalsalÀena.bal.eÀna^k ekuNa	10		
		100		
	svaaxarl		kma- caarl	ivaBaagap`mauK

**A' svayaMmaulyaamaapna Ahvaala tpasaNaa-yaa ivaBaaga p`mauKacaa
Ahvaala :**

Saora	gauNamayaa- da	AiBap`aya	pDtaLNal
] %kRYz	80-100	vaotnavaaZ maMjaur	
Kup caaMgalaa	71-80	ATIsa AiQana rahuna vaotnavaaZ doya	
caaMgalaa	61-70	kamaat sauQaarNaa k\$na 2 maihnyaanaMtr vaotnavaaZ	
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AsamaaQaanakark	50 poxaa kmal	vaaiYa-k vaotnavaaZ naahl	

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jaaoDlaolyaa kagadp~aacal Ka~al k\$na gauNa dyaavaot.

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2024maQyao vaotnavaaZ doNyaasa hrkt naahl ÀAaho %yaacaa
svayaMmaulyamaapnaatlla sahBaaga³t@%yaanausaar Saora' Aaho.

ivaBaagap`mauK


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ba' kayaa-layalna maaihtl :

saMsqaotlla \$jau idnaaMk : À À vaotnaEaoNaltlla naomaNauk idnaaMk :
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saQyaacal vaotnaEaoNal : ----- vaotnavaaZ idnaaMk :

vaotnavaaZlpuval-cau mauL pgaar : ----- vaotnavaaZ \$pyao : -----

vaotnavaaZlnaMtrcaa mauL pgaar : -----

varlla p`maaNao ba maQyao namaud kolaolal maaihtl kayaa-layalna dftrl va
pgaarp~akatlla naaoMdl p`maaNao baraobar Aaho.

Aasqaapnaa ivaBaaga

laoKa ivaBaaga

k' AiQaYzata yaaMcaa vaotnavaaZlbaabatcaa AiBap`aya va svaaxarl :

1. AiQaYzata SaOxaiNak :-----

2. AiQaYzata ivaVaqqal- klyaaNa : -----

3. AiQaYzata p`Saasana : -----

D' p`acaaya- yaaMcaa vaotnavaaZlbaabatcaa AiBap`aya va svaaxarl :

P`acaaya-



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