

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

**Self-Appraisal Form
(For Technical support Staff)
Academic Year 2020-21**

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. Co-Curricular, 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 performance appraisal Report for academic year 2017-18 of Mr/Mrs.....Designationis 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)**

.....
.....

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

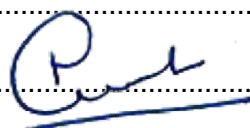
Account section

Deans recomondenation and signature-

1] Dean Academics-.....

2] Dean Students welfare-.....

3] Dean Administrations-.....



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Remarks of Principal and signature-

.....
.....
.....
.....



Principal signature

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

PERFORMANCE APPRAISAL REPORT

A.Y 2020-21

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

Name : Designation :.....

Department : Qualification :.....

Date of Joining the Service :..... Date of Increment:.....

Academic Year :.....

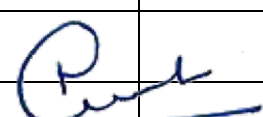
INSTRUCTIONS :

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 |
| | ESSENTIAL | | | |
| 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 |
| | CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES | | | |
| 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 done 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

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Head of Department Dean Admin Dean Academic Dean S/W

Remarks of the Principal

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Sign Principal

**Pune District Education Association's
College of Engineering, Manjari (Bk), Pune 412 307.
Self-Appraisal Report
(For Teaching Staff)
Academic Year 2020-21 (Semester –I)**

Name: Designation:.....

Department: Qualification:.....

INSTRUCTIONS:

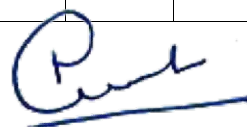
1. Attach photocopies of relevant documents for each activity.
2. Fill the details of Semester-I only.
3. Add extra pages if necessary.
4. Your performance by the concerned shall assess based on following activities.
5. Handover the completed form to the Concerned Authority/Principal.

| I. Teaching- Learning evaluation (Minimum 75%) | | | | | | |
|---|---|----------------------|----------------|---------------------------|------------------------------|--|
| Sr No | Type of Activity | If Applicable Yes/No | Assigned marks | Score Obtained by faculty | Verified Score by concerned. | |
| 1. | Teaching plan execution (Theory / Practical) | | 30 | | | |
| 2. | Lectures, Seminars, Tutorials, Practical's, Projects Conducted | | 20 | | | |
| 3. | Class notes/Reading material and additional Knowledge resources as per given format. | | 10 | | | |
| 4. | Student feedback. (Attach Separate document covering each subjects Feedback.) | Above 90% (20) | 20 | | | |
| | | Above 80%-90% (15) | | | | |
| | | Above 70%-80% (10) | | | | |
| | | 60%-70% (05) | | | | |
| | | Below-60% (00) | | | | |
| 5. | Each subjects result of First Semester. Attach Separate document covering each subjects Result. | Above 75% (30) | 30 | | | |
| | | Above 65%-75% (25) | | | | |
| | | Above 55%-65% (20) | | | | |
| | | Above 45%-55% (10) | | | | |
| | | 35%- 45% (05) | | | | |
| Below 35% (00) | | | | | | |
| 6. | Use of Participatory and Innovative Teaching-Learning Methodologies | | 10 | | | |
| 7. | Laboratory development | | 10 | | | |
| 8. | Examination Duties Assigned and Performed | | 10 | | | |
| 9. | Internal evaluation | | 10 | | | |
| 10. | Contribution to departmental Newsletter. | | 10 | | | |
| 11. | E learning based on Video lectures- NPTEL, MOOCS, Swayam, ATAL, AICTE, ISTE etc. with certification. (Minimum 4 weeks course/Year). | | 25 | | | |
| 12. | Preparation of lab manuals/question banks etc for each subject as per given format. | | 15 | | | |
| Total | | | | | | |

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| II. Co-curricular and professional development activities (Minimum 75%) | | | | | | |
|--|---|---|----------------|---------------------------|-----------------------------|--|
| | | If Applicable Yes/ No | Assigned marks | Score Obtained by faculty | Verified Score by concerned | |
| 1. | Industrial visit (Min.01/Year) | | 10 | | | |
| 2. | Syllabus setting/subject specific workshop. | | 10 | | | |
| 3. | Subject specific representation/contribution at university level(chairman/member/CAP) | | 05 | | | |
| 4. | Special lectures / seminars/workshop organized at department. (Min.01 from each category/Semester). | | 15 | | | |
| 5. | Special lectures delivered at seminars/STTP/workshops.(Min.01 from Each category) | | 10 | | | |
| 6. | Conferences/symposia/STTP/summer/winter schools organized.(Min 01 from each Category) | Organizer (25) | 25 | | | |
| | | Contribution (15) | | | | |
| | | No Contribution (00) | | | | |
| 7. | Seminars/Webinar/conferences/symposia/STTP/summer/winter schools attended | Seminars/Webinar/conferences/symposia (10) STTP summer/winter schools attended(15) | 25 | | | |
| Total Score | | | | | | |

| III. Administrative and extracurricular development contribution (Minimum 75%) | | | | | | |
|---|--|--------------------------|----------------|---------------------------|-----------------------------|--|
| | | If Applicable Yes/ No | Assigned marks | Score Obtained by faculty | Verified Score by concerned | |
| 1. | Central Portfolio Incharge/Member(average outcome) | | 10 | | | |
| 2. | % attendance of faculty during teaching learning process | | 10 | | | |
| 3. | Accreditation Work (Outcome Based) | | 20 | | | |
| 4. | Work related to management committees / (LIC/LMC/GC/UGC panel etc.) Other Specify: | | 05 | | | |
| 5. | Departmental portfolios contribution.(Outcome based) | | 05 | | | |
| 6. | Admission Activities.(As per admission committee Records) | | 50 | | | |
| Total Score | | | | | | |



IV. Research, consultancy and development contribution (Minimum 75%)

| | | If Applicable Yes/ No | Assigned marks | Score Obtained by faculty | Verified Score by concerned | |
|--------------------|--|-----------------------|----------------|---------------------------|-----------------------------|--|
| 1. | Research paper presented in national conference (Min. 01) | | 10 | | | |
| 2. | Research paper presented in international conference (Min. 01) | | 15 | | | |
| 3. | Research paper published in reputed and UGC Care listed national journal (minimum 1) | | 20 | | | |
| 4. | Research paper published in reputed and UGC Care listed International journal (min 1) | | 15 | | | |
| 5. | Research project undertaken (minimum 1) | | 15 | | | |
| 6. | Grant received from various funding agencies Above 1 lakh | | 15 | | | |
| | Upto 1 lakh | | 10 | | | |
| Total Score | | | | | | |

| | Category I Min 75% | Category II Min 75% | Category III Min 75% | Category IV Min 75% | Total Score | Score in % |
|------------------------------------|-----------------------|------------------------|-------------------------|------------------------|-------------|------------|
| Obtained Score | / | / | / | / | / | |
| Verified Score by concerned | / | / | / | / | / | |
| | Staff Sign | | | Principal Sign | | |



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