



Savitribai Phule Pune University

YEAR OF PERFORMANCE APPRIASAL : _____

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

PART-A

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Notes	Maximum Score		
	ESSENTIAL	Unit of Assessment	API Score allotted	Self-appraisal Score	Verified API Score
1 A (i)	Classroom teaching (Including Lecturers, seminar)	As per allocation. Hours/ academic year	Score= hours/10 (max Score 100)		
1 A (ii)	Classroom teaching (Including Lecturers, seminar) in excess of UGC norms.	As per allocation. Hours/ academic year			
1 A (iii)	Classroom teaching (Including Lecturers, seminar) Preparation time	Same as actual teaching hours as per attendance register. Hours/ Academic Year			
1 B	Tutorials and Practicals	Actual as per attendance register. Hours/ Academic Year			
1 C	Outside classroom interaction with students.	Max 0.5 of hours in 1A Hours/ Academic Year			
	Sub-total 1	Score= hours/10 (max Score 100)			

2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week. Hours/ Academic Year	Score= hours/10 (max Score 30)		
	Sub-total 2	Score= hours/10 (max Score 30)			
3 A	Question Paper setting, moderation and related work	Actual hours. Hours/ Academic year	Score= hours/ 10 (Max Score=2 0)		
3 B	Invigilation / Supervision and related examination duties.	Actual hours. Hours/ Academic year			
3 C	Evaluation / Assessment of answer scripts and Assignments related to internal assessment, external and re-evaluation.	Max 20 minutes per full Script. Hours per academic year.			
	Sub-Total 3	Score= hours/ 10 (Max Score=20)			
4 A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/ multilingual teaching	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
4 B	Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students.	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
4 C	Use of anonymous students feedback on the quality of classroom teaching and students interaction.	Performa and summary feedback to be attached.	2 Points per Course (max 10 Points)		
TOTAL			180		
Minimum API Score Required			100		

CATEGORY II:
CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Notes	Maximum Score		
	ESSENTIAL	Unit of Assessment	API Score allotted	Self-appraisal Score	Verified API Score
5 A	Discipline related co-curricular activities (e.g. field work, study visit, student's seminar, events, career counseling etc.)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
5 B	Other Co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
5 C	Extension and dissemination activities (public lectures, talks, seminars, popular writing not covered under III)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
Sub-Total 5					
6 A	Administrative responsibility (including Dean, Principal, Chairperson, Convener, Teacher-in-Charge or similar duties that require regular office hours for its discharge)	Actual hours spent. Hours/ Academic year	Score =Hours/ 10 (Max Score=30)		
6 B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent. Hours/ Academic year			
Sub-Total 6		Score=Hours/ 10 (Max Score=30)			
7	Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding =10. Very Good=7. Good=5. Average=3. Modest=1		
TOTAL			70		
Minimum API Score Required			20		
GRAND TOTAL Category I+II (1 TO 7)		(OUT OF 250)			
Minimum API Score Required Category I+II (1 to 7)		150			

**CATEGORY-III:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Papers Published in :	Refereed Journals (Total Publications = N)	Refereed Journals (Total Publications = N)	15 / publication	N X 15 =	
		No. of Papers in indexed journals out of N = N ₁	No. of Papers in indexed journals out of N = N ₁	5 / publication	N ₁ X 5 =	
		No. of Papers with impact factor between 1 and 2 out of N = N ₂	No. of Papers with impact factor between 1 and 2 out of N = N ₂	10 / publication	N ₂ X 10 =	
		No. of Papers with impact factor between 2 and 5 out of N = N ₃	No. of Papers with impact factor between 2 and 5 out of N = N ₃	15 / publication	N ₃ X 15 =	
		No. of Papers with impact factor between 5 and 10 out of N = N ₄	No. of Papers with impact factor between 5 and 10 out of N = N ₄	25 / publication	N ₄ X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N₅	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N₅	10 / Publication	N₅ X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N₆	Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N₆	10/ publication	N₆ X 10 =	
		Total of III (A)				

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2	50 /sole author; 10/chapter in an edited book	$M_1 \times 50$ = $M_2 \times 10$ =	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4	25 /sole author; 5/chapter in an edited book	$M_3 \times 25$ = $M_4 \times 5$ =	
		Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6	Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6	15 /sole author; 3/chapter in an edited book	$M_5 \times 15$ = $M_6 \times 3$ =	
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M_7	Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M_7	10 /Chapter	$M_7 \times 10$ =	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of chapter(s) = M_8	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories No. of chapter(s) = M_8	5 / Chapter	$M_8 \times 5$ =	
		Total of III (B)				

III(C) RESEARCH PROJECT						
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs No. of Project(s) = P_1	Major Projects amount mobilized with grants above 5 lakhs No. of Project(s) = P_1	20 / Project	$P_1 \times 20 =$	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs No. of Project(s) = P_2	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs No. of Project(s) = P_2	15 / Project	$P_2 \times 15 =$	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) No. of Project(s) = P_3	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. of Project(s) = P_3	10 / Project	$P_3 \times 10 =$	
III(C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs No. of 10 Lakh(s)= R	Amount mobilized with minimum of Rs.2 lakhs No. of 2 Lakh(s)= R	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	$R \times 10 =$	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q_1 b) No. of completed & accepted Minor project(s) = Q_2	Completed project report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q_1 b) No. of completed & accepted Minor project(s) = Q_2	20 / major project and 10 / minor project	$Q_1 \times 20 =$ $Q_2 \times 10 =$	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process a) No. of national level output = O_1 b) No. of international level output = O_2	Major Policy document of Govt. Bodies at Central and State Level a) No. of national level output = O_1 b) No. of international level output = O_2	30 / national level; 50/ International level (output or patent)	$O_1 \times 30 =$ $O_2 \times 50 =$	
Total of III (C)						

III(D) RESEARCH GUIDANCE						
III (D) (i)	M.Phil.	Degree awarded No. of Candidates = D_1	Degree awarded No. of Candidates = D_1	3/candidate	$D_1 \times 3 =$	
III (D) (ii)	Ph.D	Degree awarded a) No. of Candidates = D_2 Thesis submitted b) No. of Candidates = D_3	Degree awarded a) No. of Candidates = D_2 Thesis submitted b) No. of Candidates = D_3	10/candidate 7/ candidate	$D_2 \times 10 =$ $D_3 \times 7 =$	
Total of III(D)						

III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS						
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration No. of Programme(s)=T ₁	(a) Not less than two weeks duration No. of Programme(s)=T ₁	20 each	T ₁ X 20 =	
		(b) One week duration No. of Programme(s)=T ₂	(b) One week duration No. of Programme(s)=T ₂	10 each	T ₂ X 10 =	
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A))	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference No. of Papers=C ₁	a. International conference No. of Papers=C ₁	10 each	C ₁ X 10 =	
		a. National No. of Papers=C ₂	a. National No. of Papers=C ₂	7.5 each	C ₂ X 7.5 =	
		b. Regional /State level No. of Papers=C ₃	b. Regional / State level No. of Papers=C ₃	5 each	C ₃ X 5 =	
		c. Local- University/ College level No. of Papers=C ₄	c. Local- University/ College level No. of Papers=C ₄	3 each	C ₄ X 3 =	
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	10 each	L ₁ X 10 =	
		b. National No. of Lecture(s) and/or Presentation(s) =L ₂	b. National No. of Lecture(s) and/or Presentation(s) =L ₂	5 each	L ₂ X 5 =	
Total of III(E)						
GRAND TOTAL of Category III (A+B+C+D+E)						

The API for joint publications will have to be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/ Supervisor/ Mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) **Assessment by the Vice Chancellor / Head of the Department of the work done under each head of activity :**

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Teaching [Category I of Part 'A']		Extension [Category II of Part 'A']	
Grade	Verified API Score	Grade	Verified API Score
Outstanding	164 – 180	Outstanding	60 – 70
Very Good	148 – 163	Very Good	50 – 59
Positively Good	132 – 147	Positively Good	40 – 49
Good	116 – 131	Good	30 – 39
Average	100 – 115	Average	20 – 29
Below Average	0 – 99	Below Average	0 – 19

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below Average (c)
Teaching						
Extension						
Research						
Administration						

2. (b) **Grading: [General Assessment on the basis of the assessment made in Clause 1(a) above]**
(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:**

3. **Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :**

4. Remarks and suggestions :

Signature
(Head of the Department)

5. Remarks of the Vice-Chancellor (Adverse remarks as well as remarks of appreciation)

Signature
(Vice Chancellor)

GOVERNMENT OF MAHARASHTRA

H. & T.E. E.D.-CRF 1096(20/96)/TE-4

**Performance Appraisal for Lecturer / Reader / Assistant Professor / Associate Professor / Professor
/ Administrative Officer**

Name of the Teacher:	
Designation:	
Name of Institute:	

Duration of Appraisal:	01-04-	to 31-03-
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Note: * indicates multiplication sign

1. Performance of Engaging Lectures / Practicals:

Sr. No.	Class / Course	Subjects taught	No. of lectures target	Lectures actually engaged	Percentage target achieved	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent – 1.0 (100-91) Good – 0.7 (90-81)	05	
2.									
3.									

2. Performance of Attendance of Students: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Sum of students present	Lectures actually engaged	Students on Roll	Average attendance (4)*100 (5)*(6)	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.								Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.										
3.										

3. Performance of Results: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Average results of same subjects for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.								
3.								

Total weight achieved in TABLES 1, 2 and 3

4. Other Performance:

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Classroom Planning and Control:				
	a) Planning of lessons throughout the academic year.				
	b) Effective communication of subject matter and clarity of speech.				
	c) Management of lecture and class control.				
	d) Involvement of students in learning process.				
	e) Use of media such as charts, models, transparencies, OHP, VCR, TV.				
2.	For Teachers Concerned with Laboratory Work.				
	a) Planned laboratory instructions including management of practicals.				
	b) Uniform coverage of term work and guidance for writing journals.				
	c) Checking of journals and making continuous assessment of term work.				
	d) Preparation and display of instructional material, charts, models, etc.				
	e) Planning and procurement of consumables required for practicals.				
	OR				
2.	For Teachers Not Concerned with Laboratory Work.				
	a) Arranging special lectures of eminent persons.				
	b) Conducting special lectures for low profile students.				
	c) Attitude towards maintaining cleanliness and aesthetics.				
	d) Interactions with teachers teaching subjects other than his own discipline.				
	e) Preparation and display of instructional material.				
3.	Students Guidance and Counseling:				
	a) Guidance to students about books and literature.				
	b) Guidance about higher education / career planning.				
	c) Guidance about job opportunities / entrepreneurship.				
	d) Guidance for preparing for interviews / personality development.				
	e) Guidance for independent study technique.				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments / Evaluation				
	a) Giving assignments regularly and assessing promptly.				
	b) Maintaining quality and standard of questions / evaluation.				
	c) Providing feedback to the students about shortcomings.				
	d) Innovations in paper setting / evaluation.				
	e) Record keeping of students' profile.				
5.	Curriculum / Learning Resources Development:				
	a) Interest shown in curriculum development or preparation of syllabi.				
	b) Preparing question banks.				
	c) Motivating students for use of computers.				
	d) Giving handouts / upkeep of laboratory manuals / writing books.				
	e) Preparation of computer software as a teaching aid.				
6.	Seminars / Training:				
	a) Use of library books, periodicals, journals, etc.				
	b) Attendance in seminars / conferences / workshops.				
	c) Writing articles in State and National level periodicals.				
	d) Delivering speech in other institutions.				
	e) Memberships of professional bodies, Awards and Honours.				
7.	Co-curricular Activities:				
	a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.				
	b) Organizing cultural programmes / sports / extra-curricular activities, etc.				
	c) Organizing industrial visits / study tours for students or taking interest in NCC / NSS / blood donation / plantation / medical camps.				
	d) Contribution to maintaining student discipline in general.				
	e) Ability to work as resource person.				
8.	Administrative Functions:				
	a) Contribution to conduct of gymkhana activities / procurement of equipment.				
	b) Worked as examination / gathering / admission in-charge.				
	c) Maintenance of buildings / electrical installations / water supply / computers / equipment, etc. or Worked as Rector / Assistant Rector / Warden.				
	d) Worked as in-charge for house-keeping / environmental hygiene / cleanliness of classrooms / premises / gardens / security.				
	e) Interest taken in activities related to canteen, cooperative stores, etc. or Willingness to take up higher responsibility or any responsibility.				
	Total Number of Tick Marks				

FINAL ASSESSMENT:

Particulars				Weight achieved
a)	Total weight achieved in TABLES other than <i>Other Performance</i> .			
Weight for Other Performance		No. of tick marks	Multiplying factor	
b)	Excellent		2.0	
c)	Good		1.4	
d)	Average		1.0	
e)	Poor		0.4	
f)	Special weight given by Reporting Officer [Max. 5]			
Total weight achieved out of 100				
In words:				

Note: The special weight maximum of 5 may be awarded by reporting officer for the extraordinary contribution beyond institution (Please mention activities for which special weight is given).

टिप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट, ८१-७१ उत्कृष्ट,
७१-६१ निश्चित चांगला, ६०-५१ चांगला,
५०-३५ साधारण, ३४-०० साधारणहून कमी

सर्वसाधारण मूल्यामापन व श्रेणी :

श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन अधिका-याचा सही व शिक्का

पुनर्विलोकन अधिका-याचा अभिप्राय :

☐

मी प्रतिवेदन अधिका-याने केलेल्या मूल्यामापणाशी सहमत आहे .

☐

मी खालील कारणावरून प्रतिवेदन अधिका-याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो .

श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का

GOVERNMENT OF MAHARASHTRA

H. & T.E. E.D.-CRF 1096(20/96)/TE-4

Performance Appraisal for Head of Department

Name of the Head of the Department:	
Designation:	
Name of Institute:	

Duration of Appraisal:	01-04-	to 31-03-
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Note: * indicates multiplication sign

1. Performance of Engaging Lectures: (As a teacher)

Sr. No.	Class / Course	Subjects taught	No. of lectures target	Lectures actually engaged	Percentage target achieved	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent – 1.0 (100-91) Good – 0.7 (90-81)	05	
2.									
3.									

2. Performance of Attendance of Students: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Sum of students present	Lectures actually engaged	Students on Roll	Average attendance (4)*100 (5)*(6)	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.								Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.										
3.										

3. Performance of Results: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Average results of same subjects for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.								
3.								

4. Performance of Attendance: (Department as a whole)

Sr. No.	Name of the teacher	Average of attendance from 2 Column (8) of teacher in the department	Average of Col. (3)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.				Excellent – 1.0 (100-81)	10	
2.				Good – 0.7 (80-61)		
3.				Average – 0.5 (60 – 41)		
4.				Poor – 0.2 (40 – 00)		
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

5. Performance of Results: (Department as a whole)

Sr. No.	Name of the teacher	Average performance from Table 3 Col. (6) of teacher in the department	Average of Col. (3)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.				Excellent – 1.0 (100-81)	10	
2.				Good – 0.7 (80-61)		
3.				Average – 0.5 (60 – 41)		
4.				Poor – 0.2 (40 – 00)		
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Total weight achieved in TABLES 1, 2, 3, 4 and 5

6. Other Performance:

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Supervision on Staff Performance				
	a) Supervision of classes and laboratory sessions of teaching staff.				
	b) Implementing academic calendar.				
	c) Uniform course coverage and synchronizing practicals with theory classes.				
	d) Taking a review of use of charts, models, teaching aids.				
	e) Control on attendance of students in the subjects of the department.				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
2.	Personal Academic Achievement:				
	a) Use of library books, periodicals or participation in seminars / workshops.				
	b) Updates knowledge or delivers speeches in other institutions.				
	c) Participation in Curriculum or Learning resource development.				
	d) Memberships of professional bodies or Awards or Honours.				
	e) Innovations in Education, Evaluation, Examination reforms.				
3.	Managerial Skill:				
	a) Efficiency in conducting examinations / admissions / gymkhana activities.				
	b) Projecting image of institution.				
	c) Resolving conflicts in the institution.				
	d) Maintaining student discipline and creating congenial atmosphere.				
	e) Leadership of action in crisis.				
4.	Administrative Skill:				
	a) Maintains good record keeping / handles audit objections effectively.				
	b) Prepares proposals for institutional development / reports of inspections.				
	c) Conducts departmental meetings regularly.				
	d) Maintains equipment in the laboratories.				
	e) Willing to assume higher responsibility or any responsibilities assigned.				
5.	Co-curricular Activities and Staff Development:				
	a) Organizing cultural programmes / gathering / sports / competitions.				
	b) Interest in activities related to hostel.				
	c) Provides extension services to the rural / urban community.				
	d) Deputing / Relieving staff for training programmes.				
	e) Organizing Continuing Education Training Programmes / Summer Schools / Winter Schools / Distance Learning Programmes.				
6.	Interaction with External Environment:				
	a) Interaction with Industry / UGC / AICTE / TTTI / ISTE / Higher Office.				
	b) Interest in Placement of students.				
	c) Participation in Resource generation, Testing, Consultancy, etc.				
	d) Liaison with parents, society.				
	e) Activities of Alumni association.				
	Total Number of Tick Marks				

FINAL ASSESSMENT:

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than <i>Other Performance</i> .		
	Weight for Other Performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special weight given by Reporting Officer [Max. 5]		
Total weight achieved out of 100			
In words:			

Note: The special weight maximum of 5 may be awarded by reporting officer for the extraordinary contribution beyond institution (Please mention activities for which special weight is given).

टिप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट, ८१-७१ उत्कृष्ट,
७१-६१ निश्चित चांगला, ६०-५१ चांगला,
५०-३५ साधारण, ३४-०० साधारणहून कमी

सर्वसाधारण मूल्यामापन व श्रेणी :

श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन अधिका-याचा सही व शिक्का

पुनर्विलोकन अधिका-याचा अभिप्राय :

☐ मी प्रतिवेदन अधिका-याने केलेल्या मूल्यामापणाशी सहमत आहे .

☐ मी खालील कारणावरून प्रतिवेदन अधिका-याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो .

श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का

परिशिष्ट-ब (भाग-२)

गट “ अ ” ते गट “ क ” चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/कर्मचाऱ्यांना सूचना

१. जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
२. सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
४. “ मी माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले ” किंवा “ वरिष्ठांनी माझे काम नावाजले ” अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
५. स्वयंमूल्यनिर्धारण अहवाल अर्ध्या पानातच लिहावा.
६. स्वयंमूल्यनिर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

१. गोपनीय अहवाल लिहिताना कर्मचाऱ्यांनी भाग-३ मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
२. वरील सूचना क्रमांक ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
३. प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्याभोवती वर्तुळ करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शेरे द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

४. मागासवर्गीय अधिकारी/कर्मचारी यांना येणाऱ्या अडचणी समजून घेऊन त्या दूर करण्याच्या दृष्टीने अधिकारी/कर्मचारी यांनी केलेले प्रयत्न व त्यांच्याबाबतचा दृष्टिकोन याबाबतची नोंद परिशिष्ट “ब” (भाग-४) मधील बाब क्रमांक १० येथे नमूद करावी.
५. (अ) गोपनीय अहवालाच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या समोरील शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.
(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.
(क) अत्युत्कृष्ट शेरे नोंदविताना गोपनीय अहवाल काळातील कर्मचाऱ्याच्या कामकाजाच्या मूल्यांकनासाठी ठेवलेल्या कच्च्या टिपणावरून (Ephemeral Roll) अत्युत्कृष्ट शेऱ्याच्या पृष्ठार्थ वस्तुस्थितीदर्शक समर्थन गोपनीय अहवालात देणे आवश्यक आहे.
(ड) साधारण, सर्वसाधारण, बरा, ठीक, सुमार या शेऱ्यांची वर्गवारी प्रतिकूल स्वरूपाची असल्याचे प्रतिवेदन अधिकाऱ्यांनी लक्षात घ्यावे.

पुनर्विलोकन अधिकाऱ्यांना सूचना

१. अधिकारी/कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
२. प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.
३. अत्युत्कृष्ट शेरे नोंदविताना त्यांच्या पृष्ठार्थ वस्तुस्थितीदर्शक समर्थन नोंदवावे.

परिशिष्ट-ब (भाग ३)
(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :-

(१) शासकीय अधिकार्याचे/कर्मचार्याचे नाव ..

(२) पद ..

(३) या वर्षी/कालावधीत नेमून दिलेल्या कामाची
उद्दिष्टे (असल्यास) ..

(४) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची
व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित) ..

अधिकार्याची/कर्मचार्याची सही, नाव
व पदनाम.

शासकीय अधिकारी/कर्मचारी यांच्या वरील
स्वयंमूल्यनिर्धारणाशी सहमत आहात का ? ..

(२) नसल्यास, त्याची कारणे ..

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम.

परिशिष्ट-ब (भाग ४)

गट " अ " ते गट " ह " च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चरित्र यांसंबंधी अभिप्राय

Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers/Employees

- | | |
|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| (१) नाव | : श्री./श्रीमती/कुमारी |
| (1) Name | : Shri / Smt. / Kum. |
| (२) प्रतिवेदनाचा कालावधी | : पासून : दिवस महिना वर्ष पर्यंत : दिवस महिना वर्ष |
| (2) Period of Report | : From : Date Month Year To : Date Month Year |
| (३) धारण केलेले पद/पदे | : |
| (3) Post/Posts held | : |
| (४) उद्योगप्रियता व कार्यतत्परता | : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी |
| (4) Industry & Application | : Outstanding Very good Good Average Below Average |
| (५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता. | : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी प्रश्न उद्भवत नाही |
| (5) Capacity to get work done by subordinates. | : Outstanding Very good Good Average Below Average Question does not arise |
| (६) सहकारी व जनता यांच्याशी असलेले संबंध | : सहकार्याचे सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण |
| (6) Relations with colleagues & public | : Cooperative Courteous Helpful Indifferent Unfriendly |
| (७) सर्वसाधारण बुद्धिमत्ता | : अत्युत्कृष्ट उत्कृष्ट चांगली साधारण साधारणपेक्षा कमी |
| (7) General Intelligence | : Outstanding Very good Good Average Below Average |
| (८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यांसह कार्यक्षमता. | : अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली साधारण साधारणपेक्षा कमी |
| (8) Administrative ability including judgement initiative & drive. | : Outstanding Very Good Positively Good Good Average Below Average |
| (९) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असेल तेथे): | : |
| (9) Technical/ Professional ability (Where relevant). | : |
| (१०) मागासवर्गीयांबाबतचा दृष्टिकोन | : मदतीचा सहानुभूतीचा असहानुभूतीपूर्ण तटस्थ |
| (10) Attitude towards backward class | : Helpful Sympathetic Unsympathetic Neutral |
| (११) विशेष कल | : |
| (11) Special Attitude | : |
| (१२) सचोटी व चरित्र | : |
| (12) Integrity & Character | : |
| (१३) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय ? | : होय अंशतः नाही |
| (13) Whether powers delegated are fully utilised ? | : Yes Partly No |
| (१४) पदोन्नतीसाठी पात्रता | : अयोग्य ज्येष्ठतेनुसार योग्य |
| (14) Fitness for Promotion | : Unfit Fit in normal course (according to seniority) |
| (१५) प्रशिक्षणासाठी आवश्यक क्षेत्र | : येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा. |
| (15) Areas of training required | : |
| (१६) प्रकृतिमान | : चांगले नाही चांगले उत्कृष्ट |
| (16) State of Health | : Not Good Good Very Good |
| (१७) क्षेत्रीय स्तरावर काम करण्याची योग्यता | : आहे नाही संबंधित नाही |
| (17) Fitness for field work | : Yes No Not relevant |

(१८) संगणकावर काम करण्याची आवड	: आहे	नाही	दिसून आली नाही	संबंधित नाही
(18) Willingness to work on Computer	: Yes	No	Not seen	Not relevant
(१९) सर्वसाधारण मूल्यमापन	:			
(19) General Assessment	:			

- (२०) प्रतवारी : अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब - साधारण, क साधारणपेक्षा कमी.
(हाताने लिहावी)
- (20) Grading : A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average.
(Write in handwriting)

ठिकाण :—
Place :—

दिनांक :—

प्रतिवेदन अधिकाऱ्याची सही,
नाव व पदनाम.

Date :—

Signature, Name & Designation
of the Reporting Officer.

परिशिष्ट-ब (भाग ५)

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय Remarks of the Reviewing Officer

- पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी ..
1. Length of Service under Reviewing Officer ..
- आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात ? ..
(सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही सुधारणा करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?
2. Do you agree with the Reporting Officer ? :
(If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?
- प्रतवारी : अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब - साधारण, क साधारणपेक्षा कमी.
(हाताने लिहावी)
3. Grading : A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average.
(Write in handwriting).

ठिकाण :—
Place :—

दिनांक :—

पुनर्विलोकन अधिकाऱ्याची सही,
नाव व पदनाम.

Date :—

Signature, Name & Designation
of the Reviewing Officer.