



JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM

Tah. Narkhed, Dist. Nagpur-441301 (M.S.)

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

College Code: 341

(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)

ISO 9001:2015 Certified, NIRF Participated

Website: www.jvmd.co.in

E-mail: jvmthugaondeo@gmail.com

JVMD/2022/14

Date: 01/01/2022

Declaration

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

Hence this certificate.

Convener
Internal Quality Assurance
Cell (IQAC), JVM Thugaondeo
Dist. Nagpur (M.S.)



Principal
Jeevan Vikas Mahavidyalaya
Devgram (Thugaondeo)
Tah. Narkhed, Dist. Nagpur

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

JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM

Tah. Narkhed, Dist. Nagpur (M.S)

Internal Quality Assurance Cell (IQAC) Guidelines

INTRODUCTION

Antyoday Mission's Jeevan Vikas Mahavidyalya, Devgram was started in 1996 with mere Arts faculty and since then marching on all fronts in academic, sports, cultural, research, skill development and placement. During this journey, the college has achieved many important milestones of national standard and got new coinage. But still we did not reach our '*Manzil*' (Goal). We have capable intellectual resources but still these resources are not discernible in applied way. If we continue our work with the current pace, we will not be able to achieve our aim and hence the college IQAC guidelines have been prepared to synchronize working speed with global quality culture to get new global identity because we know sky is the limit. And these guidelines would help to travel on set path.

VISION

"To make academic and research quality the defining element of higher education at global level with the transformation of society."

MISSION

- Act college as a research institute.
- Improve academic excellence.
- Develop IT culture.
- Strengthen college society relations
- Organize sports activity for Olympic.
- Enhance the placement ratio to prestigious position.
- Impart moral values to become responsible ideal citizen.
- Work for the conservation of Environment.
- Build the system of good governance in all units.

WHAT IS THE NEED OF THIS?

We know promotion during service as per eligibility is our right and that you will get. But at the same time, as an employee we have to shoulder the responsibility of the institution and society also. We cannot waver from this. For this we will have to work with devotion and continually breaking the

JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM

Tah. Narkhed, Dist. Nagpur (M.S)

Internal Quality Assurance Cell (IQAC) Guidelines

INTRODUCTION

Antyoday Mission's Jeevan Vikas Mahavidyalya, Devgram was started in 1996 with mere Arts faculty and since then marching on all fronts in academic, sports, cultural, research, skill development and placement. During this journey, the college has achieved many important milestones of national standard and got new coinage. But still we did not reach our '*Manzil*' (Goal). We have capable intellectual resources but still these resources are not discernible in applied way. If we continue our work with the current pace, we will not be able to achieve our aim and hence the college IQAC guidelines have been prepared to synchronize working speed with global quality culture to get new global identity because we know sky is the limit. And these guidelines would help to travel on set path.

VISION

"To make academic and research quality the defining element of higher education at global level with the transformation of society."

MISSION

- Act college as a research institute.
- Improve academic excellence.
- Develop IT culture.
- Strengthen college society relations
- Organize sports activity for Olympic.
- Enhance the placement ratio to prestigious position.
- Impart moral values to become responsible ideal citizen.
- Work for the conservation of Environment.
- Build the system of good governance in all units.

WHAT IS THE NEED OF THIS?

We know promotion during service as per eligibility is our right and that you will get. But at the same time, asan employee we have to shoulder the responsibility of the institution and society also. We cannot waver from this. For this we will have to work with devotion and continually breaking the

routine framework. Then this would be possible. Hence these IQAC guidelines are prepared. It will give new identity to everyone and at the same time pleasure.

CAREER ADVANCEMENT SCHEME (CAS) FOR COLLEGES TEACHERS

I. *Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)*

Eligibility:

Assistant Professors who have completed four years of service with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M. Tech., M. V .Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days duration on teaching methodology; and
- ii. Any one of the following: Completed Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up Gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria: A teacher shall be promoted if

- i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three of the last four years of the assessment period as prescribed in Appendix III, Table I, and
- ii. The promotion is recommended by the screening-cum evaluation committee.
- iii. *One Research Papers in UGC Approved Journals per year.*
Three Research Paper in International Journal published out of India during assessment Period. (Total: 5 + 3 = 08)

II. *Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)*

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11.

- 2) Any two of the following in the last five years of Academic Level-11: Completed courses / programmes from among the categories of Refresher Courses/Research Methodology/
- 3) Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

Note: The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges from 01.07.2020.

CAS Promotion Criteria: A teacher shall be promoted if

- i) The teacher gets ‘_satisfactory’ or ‘_good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix III, Table 1) and
- ii) The promotion is recommended by the Screening cum evaluation committee.
- iii) *Two Research Papers in UGC Approved Journals per year.*
Two Research Paper in International Journal published out of India during assessment Period. (Total: 6 + 3 = 09)

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Selection Grade Assistant Professor who have completed three years of service in that grade.
- 2) Ph.D. degree in concerned subject/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification); or contribution

towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOC's course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A teacher shall be promoted if

- i) The teacher gets '_satisfactory' or '_good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix III, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended through selection committee constituted as per these Regulations.
- iii) *Two Research Papers in UGC Approved Journals per year.*
Two Research Paper in International Journal published out of India during assessment period .
One book based on syllabus during assessment period (Total: 06 + 02 +01B = 09)
One Major/Two Miner Research Project (during Stage-1 to stage 3)

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

1. Associate Professors who have completed three years of service in that grade.
2. Ph.D. degree in concerned subject/allied/relevant discipline.
3. A minimum of 10 research publications in peer reviewed/ UGC listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix III, Table 2

CAS Promotion Criteria: A teacher shall be promoted if

- i) The teacher gets '_satisfactory' or '_good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix III, Table 1 and at least 110 research score as per Appendix III, Table 2.
- ii) The promotion to the post of Professor is recommended through selection committee as per these Regulations.
- iii) *Two Research Papers in UGC Approved Journals per year.*
Two Research Paper in International Journal published out of India during assessment Period.
Two books based on Syllabus of RTMNU during assessment period
(Total: 06 + 02 +02B = 09)
One Major Research Project and Ph.D. Research Guide and Research Centre of the Subject

Antyoday Mission

Jeevan Vikas Mahavidyalaya, Devgram

IQAC's COLLEGE GUIDELINES

The following guidelines have been prepared on behalf of IQAC as per the instructions of UGC.

- To publish in at least 2 research papers in UGC approved journal every year.
- One research paper must be published in international journal. (Publication out of India.)
- Each department should try to bring at least two books based on the syllabus. (During 5 Years)
- Certificates will not be accepted without actual participation in any Programme, Seminar, Conferences, and FDP.
- Each faculty must submit CAS form to IQAC before 30th April. After this the CAS form will not be accepted and faculty will be personally responsible for the technical difficulties arising out of this.
- Every faculty should try to submit their research project to governmental or non-governmental organization. Record in this regard should be submitted to IQAC. The submitted research project should be followed.
- E-contents, recorded lectures, PPTs, digital notes, model answer-sheet, and ideal question bank should be created and submitted to IQAC.
- Each faculty should organize bridge courses for their subject and submit its record to IQAC
- Value added, Add- on courses should be implemented. It should be submitted to IQAC in the form of detailed report.
- At least 10 University Colors are required every year on of the Sport Department.
- Ground activates must be implemented of sports department in the college and of the same be submitted to IQAC.
- One Student -One Sports scheme should be implemented through Sports Department.
- Each faculty should try to create IT culture on behalf of their department. Record of efforts taken for quality education should be submitted to IQAC.
- Students Library Orientation Programme should be implemented at the beginning of session on behalf of Library Department. The record must be submitted to IQAC with videos and images.
- Library Services to Students and Library up gradation action taken report should submitted to IQAC.
- Faculty should complete Refreshers Orientation FDP courses from HRDC outside of Maharashtra. Otherwise courses will not be considered. Detailed presentation of refreshers orientation FDP should be given after completion.
- Faculty should sanction from IQAC before sending research paper. and the paper will be send after checking plagiarism.

- 'Best Researcher Inspirational Prize' for college faculty will be awarded on behalf of IQAC. For this faculty must enroll in IQAC. The Best Researcher Inspirational Prize will be decided as per the parameters of IQAC.
- Cash prize will be given annually to faculty giving excellence in academic, cultural, extension at university, state, national, international level. For this proposals should be submitted to IQAC.
- Team effort should be made to bring college in the top 100 in NIRF. For this, the record of the effort made by faculty should be submitted to IQAC.
- Work should be completed within the period specified by IQAC. Otherwise the proposal of promotions of faculty will not be accepted.
- It is necessary to organize/ form placement, company linkages, and campus interview of B. Voc and PG department every year. The relevant record should be submitted to IQAC.
- Faculty should cover ICT based MOOC, SWAYAM courses. A report in this regard should be submitted to IQAC. (During 2 Years) and Counsel students for MOOC, SWAYAM courses.

Note: All the guidelines are mandatory to all faculty members of the college.

Date : 8 September 2020

JEEVAN VIKAS MAHAVIDYALAYA, DEVGRAM
Tah.Narkhed, Dist. Nagpur (M.S)

Internal Quality Assurance Cell (IQAC) Guidelines
for the Promotion under Career Advancement Scheme (CAS)

CAS MARKING IN CRITERION I and II

Sr. No	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned): 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above-----Good Below 80% but 70% & above— Satisfactory Less than 70%----Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/conferences/workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed/UGC list of Journals.	Good—Involved in at least 3 activities Satisfactory—1-2 activities Not-satisfactory-Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not
Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as

Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

CAS MARKING IN RESEARCH CRITERION III

Level	CAS Marking in Research Criterion III as per UGC Norms	CAS Marking in Research Criterion III as per College IQAC Norms
Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	One research publication during assessment period.	<ul style="list-style-type: none"> • One Research Papers in UGC Approved Journals per year. • Three Research Paper in International Journal published out of India during assessment period <p>(Total : 5 + 3 = 08)</p>
Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	Three research publications in the peer reviewed journals/UGC listed journals during assessment period.	<ul style="list-style-type: none"> • Two Research Papers in UGC Approved Journals per year. • Two Research Paper in International Journal published out of India during assessment period <p>(Total : 6 + 3 = 09)</p>
Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	A minimum of seven publications in the peer reviewed/ UGC listed journals out of which three research publications shall be published during the assessment period.	<ul style="list-style-type: none"> • Two Research Papers in UGC Approved Journals per year. • Two Research Paper in International Journal published out of India during assessment period • One book based on syllabus

		<p>during assessment period</p> <ul style="list-style-type: none"> • (Total : 06 + 02 +01B = 09) One Major/Two Minor Research Project (during Stage-1 to stage 3)
Associate Professor (Academic Level 13A) to Professor(Academic Level 14) Eligibility:	A minimum of ten research publications in the peer reviewed/ UGC listed journals out of which three research papers shall be published during the assessment period. 4) A minimum of 110 Research Score as per Appendix III, Table 2.	<ul style="list-style-type: none"> • Two Research Papers in UGC Approved Journals per year. • Two Research Paper in International Journal published out of India during assessment period • Two books based on Syllabus of RTMNU during assessment period • (Total : 06 + 02 +02B = 09) • One Major Research Project • Ph.D. Research Guide • Research Centre of the Subject
Professor(Academic Level 14) to Senior Professor(Academic Level 15)	<p>i) Ten years as a Professor.</p> <p>ii) A minimum of ten publications in the peer reviewed / UGC listed journals and two Ph.D. successfully awarded under his/her supervision during this period.</p>	<ul style="list-style-type: none"> • Two Research Papers in UGC Approved Journals per year. • Five Research Paper in International Journal published out of India during assessment period • Three books based on Syllabus of RTMNU during assessment period • (Total : 20 + 05 +03B = 28) • Two students be awarded Ph.D. till the date. • One Major Research Project

PERFORMANCE APPRAISAL OF SENIOR COLLEGE TEACHER

Name	Dr. mangesh G. Acharya				
Designation	Head, Department of Political science				
Department	political science				
Appraisal Category	Outstanding 5	Excellent 4	Good 3	Satisfactory 2	Poor 1
A. PROFESSIONAL COMPETENCE					
1. Bridge Course			3		
2. Extra efforts for Slow-learners			3		
3. Modern Teaching Methods		4			
4. Use of personal laptop		4			
5. Excellency in Computer		4			
6. Excellency in English Communication					1
7. Presentation Skills		4	3		
8. Any professional skill/ training completed during the session		4			
9. Behavior in Campus		4			
10. Extra responsibility of Society apart from teaching-learning			3		
11. Dress Code and Personal Appearance		4			
12. Punctuality		4			
13. Any appreciation for outstanding work			3		
14. Orientation/ Refresher / MOOC Course				2	
15. Participation in University/College Committee			3		
B. ACADEMIC PERFORMANCE					
16. Teaching Plan/ Annual Plan/ Monthly Plan			3		

17. Daily Diary										NA
18. Use of ICT in teaching			4							
19. Subject Knowledge				4						
20. Online Class/Google Form/Video Recording/ Audio Recording/ PPTs/E-contents/Question bank/Ideal Answer sheet/ PDF Notes/ Video Clips/Others			4							
21. Use of teaching models			4							
22. Completion of syllabus			4							
23. Evaluation of students (Unit Test, Oral, GD, Google forms, Seminar, Term/ Annual Examination, Projects, Study Tours,)			4							
24. Expert's Guidance					3					
25. Participation as Resource in Seminar, Conferences, Panel Discussion, Guest Lecture			4							
26. Departmental Programme organization for Students					3					
27. Examination Responsibility At University Level (Assessment, Paper Setting, Moderation, Super Moderation)					3					
28. Assignment and Projects of Students					3					
C. Research Activities										
29. MRP/Gov. Projects /Institutional Projects										1
30. Research paper in UGC listed Journal, Inter National Journal, Scopus and Others out of Country	5									

31. Peer Reviewed Journal					
32. Book Chapters			3		
33. Seminars Volumes					
34. Subject Based Book Publications					
35. Subject related Articles Publications	5				
36. Subject related Blogs others			3		

D. EXTRA CURRICULAR ACTIVITIES

37. Value Education for students			3		
38. Organization of Competitions			3	-	
39. Students Award for Excellent Performance				2	
40. Special University Level Work		4			
41. Participation in Cultural and Social Activities of college		4			

E. INNOVATIVE PRACTICES

42. Difficulty Counter			3		
43. Teacher-Guardian (Mentor-Mentee)			3		
44. Best Practice			3		

Any Other Contribution Made by the Teacher

- Excellent articles published in daily newspaper related to Inter-national relations.
- Drive completed successfully during Pandemic Period "Vaccination at your door"

	PROFESSIONAL COMPETENCE	ACADEMIC PERFORMANCE	RESEARCH ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	INNOVATIVE PRACTICES
Points	75	65	40	25	15
Grand Total	49/75	43/60	17/35	16/25	9/15
Percent age	66%	72%	49%	64%	60%
Grade	Excellent	Excellent	Good	Excellent	Good.

GRADING BASED ON POINTS

GRADE	POINTS
Outstanding	Up to 100%
Excellent	Up to 80%
Good	Up to 60%
Satisfactory	Up to 40%
Poor	Up to 20%

Declaration by the Head

I declare that the evaluation of the teacher made above is true, authentic and unbiased as per my knowledge and belief.

Head of the Institution

Remarks of Observation Committee

PERFORMANCE APPRAISAL OF SENIOR COLLEGE TEACHER

Name	Dr. Yogesh M. Samde				
Designation	Assistant Professor (AL-12)				
Department	English				
Appraisal Category	Outstanding 5	Excellent 4	Good 3	Satisfactory 2	Poor 1
A. PROFESSIONAL COMPETENCE					
1. Bridge Course		4		2	
2. Extra efforts for Slow-learners			3		
3. Modern Teaching Methods		4	3		
4. Use of personal laptop			3		
5. Excellency in Computer			3		
6. Excellency in English Communication		4			
7. Presentation Skills				2	
8. Any professional skill/ training completed during the session					
9. Behavior in Campus		4			
10. Extra responsibility of Society apart from teaching-learning		4			
11. Dress Code and Personal Appearance		4			
12. Punctuality		4	0		
13. Any appreciation for outstanding work				2	
14. Orientation/ Refresher / MOOC Course				2	
15. Participation in University/College Committee			3		
B. ACADEMIC PERFORMANCE					
16. Teaching Plan/ Annual Plan/ Monthly Plan			3		

						NA
17. Daily Diary		4				
18. Use of ICT in teaching			4			
19. Subject Knowledge						
20. Online Class/Google Form/Video Recording/ Audio Recording/ PPTs/E-contents/Question bank/Ideal Answer sheet/ PDF Notes/ Video Clips/Others		4				
21. Use of teaching models		4	3			
22. Completion of syllabus		4				
23. Evaluation of students (Unit Test, Oral, GD, Google forms, Seminar, Term/ Annual Examination, Projects, Study Tours.)		4				
24. Expert's Guidance			3			
25. Participation as Resource in Seminar, Conferences, Panel Discussion, Guest Lecture		4				
26. Departmental Programme organization for Students			3			
27. Examination Responsibility At University Level (Assessment, Paper Setting, Moderation, Super Moderation)				3		
28. Assignment and Projects of Students				3		
C. Research Activities						
29. MRP/Gov. Projects /Institutional Projects			4			
30. Research paper in UGC listed Journal, Inter National Journal, Scopus and Others out of Country		4				

31. Peer Reviewed Journal					1
32. Book Chapters			3		
33. Seminars Volumes					NA
34. Subject Based Book Publications				2	
35. Subject related Articles Publications					1
36. Subject related Blogs others					1

D. EXTRA CURRICULAR ACTIVITIES

37. Value Education for students			3		
38. Organization of Competitions				2	
39. Students Award for Excellent Performance				2	
40. Special University Level Work				2	
41. Participation in Cultural and Social Activities of college		4			

E. INNOVATIVE PRACTICES

42. Difficulty Counter		4			
43. Teacher-Guardian (Mentor-Mentee)		4			
44. Best Practice		4			

Any Other Contribution Made by the Teacher

Village Development Activity is assigned to me and work is in progress.

1

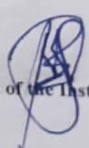
	PROFESSIONAL COMPETENCE	ACADEMIC PERFORMANCE	RESEARCH ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	INNOVATIVE PRACTICES
Points	75	65/60	40	25	15
Grand Total	48	42	16	13	12
Percentage	64%	70%	40%	52%	80%
Grade	Good	Excellent	Satisfactory	Good	Excellent

GRADING BASED ON POINTS

GRADE	POINTS
Outstanding	Up to 100%
Excellent	Up to 80%
Good	Up to 60%
Satisfactory	Up to 40%
Poor	Up to 20%

Declaration by the Head

I declare that the evaluation of the teacher made above is true, authentic and unbiased as per my knowledge and belief.


Head of the Institution

Remarks of Observation Committee

Administrative
Salary
e Portal

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

NAME	Rajesh S Ingale			
DESIGNATION	Head clerk			
DEPARTMENT/ SSECTION	Office			
APPRAISAL CATEGORY	EXCELENT 4	GOOD 3	SATISFACTORY 2	POOR 1
A. PROFESSIONAL COMPETENCE				
1. Record keeping		3		
2. Up-gradation of Record			2	
3. Accuracy and Excellency in Computer		3		
4. Letter Writing and Drafting		3		
5. Communication with Students		3		
6. Interaction with staff members		3		
7. Ability to learn new duties		3		
8. Knowledge of rules, Regulation and Procedures			2	
9. Ability to organize work and carry it out		3		
B. QUALITY OF WORK				
10. Scholarship record			2	
11. Financial Audit within time-limit			2	
12. Responding to government portals and offices		3		
13. Follow up of Authority's order	4			
C. PERSONAL CHARACTERISTICS				
14. Punctuality in duty	4			
15. Holding extra responsibility of the office	4			
16. Behavior in office and premise		3		
17. Neatness of work		3		
18. Any skill training completed			2	
19. Any appreciation for work during academic session		3		
20. Special contribution for society		3		

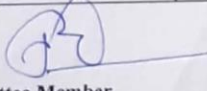
Any Other Contribution Made by the employee

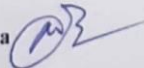
• Fully devoted and moulds as per situations


	PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSNOL CHARACTERISTICS
POINTS	25	20 11	22
GRAND TOTAL	36	16	28
GRADE	Good	Good	Excellent

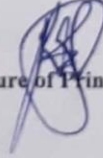
GRADING BASED ON POINTS

GRADE	POINTS
Excellent	75 and above
Good	60-74
Satisfactory	35-59
Poor	Below 35


Dr. Yogesh Sarode
Performance Appraisal Committee Member


Dr. Mangesh Acharya
IQAC Coordinator


Dr. Raju Shrirame
Vice-Principal


Signature of Principal

PERFORMANCE APPRAISAL OF SENIOR COLLEGE TEACHER

Name					
Designation					
Department					
Appraisal Category	Outstanding 5	Excellent 4	Good 3	Satisfactory 2	Poor 1
A. PROFESSIONAL COMPETENCE					
1. Bridge Course					1
2. Extra efforts for Slow-learners					1
3. Modern Teaching Methods				2	
4. Use of personal laptop			3		
5. Excellency in Computer			3		
6. Excellency in English Communication				2	
7. Presentation Skills			3		
8. Any professional skill/training completed during the session			3		
9. Behavior in Campus		4			
10. Extra responsibility of Society apart from teaching-learning					1
11. Dress Code and Personal Appearance		4			
12. Punctuality					1
13. Any appreciation for outstanding work					1
14. Orientation/ Refresher / MOOC Course		4			
15. Participation in University/College Committee					1
B. ACADEMIC PERFORMANCE					
16. Teaching Plan/ Annual Plan/ Monthly Plan				2	

17. Daily Diary						NA
18. Use of ICT in teaching				2		
19. Subject Knowledge			3			
20. Online Class/Google Form/Video Recording/ Audio Recording/ PPTs/E-contents/Question bank/Ideal Answer sheet/ PDF Notes/ Video Clips/Others				2		
21. Use of teaching models				2		
22. Completion of syllabus				2		
23. Evaluation of students (Unit Test, Oral, GD, Google forms, Seminar, Term/ Annual Examination, Projects, Study Tours,)				2		
24. Expert's Guidance			3			
25. Participation as Resource in Seminar, Conferences, Panel Discussion, Guest Lecture						1
26. Departmental Programme organization for Students						1
27. Examination Responsibility At University Level (Assessment, Paper Setting, Moderation, Super Moderation)				2		
28. Assignment and Projects of Students				2		
C. Research Activities						
29. MRP/Gov. Projects /Institutional Projects						1
30. Research paper in UGC listed Journal, Inter National Journal, Scopus and Others out of Country						1

31. Peer Reviewed Journal						1
32. Book Chapters						1
33. Seminars Volumes						1
34. Subject Based Book Publications						1
35. Subject related Articles Publications						1
36. Subject related Blogs others						1

D. EXTRA CURRICULAR ACTIVITIES

37. Value Education for students						1
38. Organization of Competitions						1
39. Students Award for Excellent Performance						1
40. Special University Level Work						1
41. Participation in Cultural and Social Activities of college			3			

E. INNOVATIVE PRACTICES

42. Difficulty Counter					2	
43. Teacher-Guardian (Mentor-Mentee)					2	
44. Best Practice					2	

Any Other Contribution Made by the Teacher — Nil

	PROFESSIONAL COMPETENCE	ACADEMIC PERFORMANCE	RESEARCH ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	INNOVATI VE PRACTICES
Points	75	65	40	25	15
Grand Total	34/75	24/60	8/40	7/25	6/15
Percent age	46%	40%	20%	28%	40%
Grade	Good	Satisfactory	Poor	Satisfactory	Satisfactory

GRADING BASED ON POINTS

GRADE	POINTS
Outstanding	Up to 100%
Excellent	Up to 80%
Good	Up to 60%
Satisfactory	Up to 40%
Poor	Up to 20%

Declaration by the Head

I declare that the evaluation of the teacher made above is true, authentic and unbiased as per my knowledge and belief.


Head of the Institution

Remarks of Observation Committee

PERFORMANCE APPRAISAL OF SENIOR COLLEGE TEACHER

Name	Dr. pravin m. gharpure				
Designation	Associate professor				
Department	Marathi				
Appraisal Category	Outstanding 5	Excellent 4	Good 3	Satisfactory 2	Poor 1
A. PROFESSIONAL COMPETENCE					
1. Bridge Course				2	
2. Extra efforts for Slow-learners			3		
3. Modern Teaching Methods			3		
4. Use of personal laptop			3		
5. Excellency in Computer			3		0
6. Excellency in English Communication					1
7. Presentation Skills			3		
8. Any professional skill/ training completed during the session			3		
9. Behavior in Campus			3		
10. Extra responsibility of Society apart from teaching-learning				2	
11. Dress Code and Personal Appearance			3		
12. Punctuality			3		
13. Any appreciation for outstanding work				2	
14. Orientation/ Refresher / MOOC Course				2	1
15. Participation in University/College Committee			3		
B. ACADEMIC PERFORMANCE					
16. Teaching Plan/ Annual Plan/ Monthly Plan			3		

17. Daily Diary					NA
18. Use of ICT in teaching			3		
19. Subject Knowledge			3		
20. Online Class/Google Form/Video Recording/ Audio Recording/ PPTs/E-contents/Question bank/Ideal Answer sheet/ PDF Notes/ Video Clips/Others		4			
21. Use of teaching models		4			
22. Completion of syllabus		4			
23. Evaluation of students (Unit Test, Oral, GD, Google forms, Seminar, Term/ Annual Examination, Projects, Study Tours,)		4			
24. Expert's Guidance			3		
25. Participation as Resource in Seminar, Conferences, Panel Discussion, Guest Lecture				2	
26. Departmental Programme organization for Students				2	
27. Examination Responsibility At University Level (Assessment, Paper Setting, Moderation, Super Moderation)		4			
28. Assignment and Projects of Students			3		
C. Research Activities					
29. MRP/Gov. Projects /Institutional Projects					1
30. Research paper in UGC listed Journal, Inter National Journal, Scopus and Others out of Country					1

31. Peer Reviewed Journal			3		
32. Book Chapters					1
33. Seminars Volumes					1
34. Subject Based Book Publications					1
35. Subject related Articles Publications					1
36. Subject related Blogs others					1

D. EXTRA CURRICULAR ACTIVITIES

37. Value Education for students			3		
38. Organization of Competitions			3		
39. Students Award for Excellent Performance		by			
40. Special University Level Work					1
41. Participation in Cultural and Social Activities of college			3		

E. INNOVATIVE PRACTICES

42. Difficulty Counter			3		
43. Teacher-Guardian (Mentor-Mentee)				2	
44. Best Practice				2	

Any Other Contribution Made by the Teacher — Nil


	PROFESSIONAL COMPETENCE	ACADEMIC PERFORMANCE	RESEARCH ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	INNOVATI VE PRACTICES
Points	75	65/60	40	25	15
Grand Total	39	39	10	14	07
Percent age	52	65	25	56	46
Grade	Good	Excellent	Satisfactory	Good	Satisfactory

GRADING BASED ON POINTS

GRADE	POINTS
Outstanding	Up to 100%
Excellent	Up to 80%
Good	Up to 60%
Satisfactory	Up to 40%
Poor	Up to 20%

Declaration by the Head

I declare that the evaluation of the teacher made above is true, authentic and unbiased as per my knowledge and belief.


 Head of the Institution

Remarks of Observation Committee