SINHGAD TECHNICAL EDUCATION SOCIETY

सिंहगड टेक्निकल एज्युकेशन सोसायटी

Non Teaching Performance Appraisal Report for Group 'A, B & C' Employees

Sinhgad Institutes

Period of Assessment (April to March) : From _____ to _____, Employee Code: _____

Name in Full: _____ Designation: _____

College / Institute: _____ Campus: _____

Joining date (STES): _____ Joining date (College/Institute):_____

Educational Qualification: _____

Nature of duties: _____
_____

Summary of the Performance

To be filled in by Heads / Principal / Director

Assessment Head	Maximum marks	Marks as per self assessment by the employee	Marks given by the by the Reporting Officer
Attendance during the assessment year	10		
Knowledge	16		
Quality of Work	12		
Communication	8		
Supervisory ability	10		
Initiative & Co-operation	16		
Interpersonal Relations	8		
Sub Total of ('A' and 'B')	**80**		
C) Evaluation of Reporting Officer	**20**	--	
Grand Total	**100**		

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : _____

Remarks of the Heads /Principal/Director (if any): _____

Place :

Date :

(Head/Principal/Director)
(Name, Signature & Stamp)

Final Review of the Accepting Authority :- Accepted / Not Accepted / Remarks if any

PRESIDENT / VICE-PRESIDENT / SECRETARY

Sr No	Parameters of Assessment	Figures / Remarks filled by employee	Maximum Marks	Marks as per self assessment by the employee	Evaluation By Reporting Officer
1	**Attendance during the Assessment year**		10		
1.1	% of Attendance during actual working days during Assessment year (Present days/total working days) x 100 90% & above = 4, 75 to 89% = 3, 50 to 74% = 2, below 50% = 1		4		
1.2	No. of late comings in Assessment year Below 12 = 2, 12 to 24 = 1, Above 24 = 0		2		
1.3	No. of times the leave was not pre-sanctioned (except on medical grounds) 0 time = 2, below 2 time = 1, more than 2 time = 0		2		
1.4	Leave without pay if any during Assessment year Nil = 2, Less than 10 days = 1, More than 10 days = 0		2		
2	**Knowledge**		16		
2.1	Whether competent in required job skills & knowledge Yes = 4, Partly Yes = 2, No = 0		4		
2.2	Whether exhibits ability to learn & apply new skills Yes = 3, Partly Yes = 2, No = 0		3		
2.3	Whether uses resources effectively Yes = 3, Partly Yes = 2, No = 0		3		
2.4	Interpretation of Rules & Regulations of the University/Society correctly Yes = 3, Partly Yes = 2, No = 0		3		
2.5	Use of logics for disposal of complaints/grievances/requests in satisfactory manner Yes = 3, Partly Yes = 2, No = 0		3		
3	**Quality of Work**		12		
3.1	Promptness (Timely completion of work) Yes = 4, Takes own time = 2, No = 0		4		
3.2	Accuracy in work Always = 4, Some times = 2		4		
3.3	Punishment / Warnings / Memos if any received during Assessment period. (in written form) Nil = 2, One time = 1, More than one time = 0		2		
3.4	Appreciation received if any (in written form) Yes =2, No =0		2		
4	**Communication**		8		
4.1	Whether expresses ideas & thoughts clearly Yes = 2, Never = 0		2		
4.2	Whether exhibits good listening & grasping capacity Yes = 2, No = 0		2		
4.3	Whether keeps others adequately informed Yes = 2, No = 0		2		
4.4	Ability of noting & drafting Good = 2, Average = 1, No = 0		2		
5	**Supervisory ability**		10		
5.1	Ability to guide and to help other colleagues Yes = 2, No = 0		2		
5.2	Whether responds to the instructions and guidelines from higher authorities Yes = 2, No = 0		2		
5.3	Ability to shoulder duties and responsibilities of higher post Yes = 2, Not yet = 0		2		
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities Yes = 2, Not applicable = 1		2		
5.5	Reporting to high authority the difficulties in work assigned Proper = 2, Unwarranted = 0		2		
6	**Initiative & Co-operation**		16		
6.1	Whether follows protocols/hierarchy in office matters Yes = 2, No = 0		2		
6.2	Ability to do work with minimum instructions Yes = 2, No = 0		2		

6.3	Ability to identify importance of the work assigned Yes = 2, No = 0		2		
6.4	Whether performs daily duties satisfactorily Yes = 2, No = 0		2		
6.5	Involvement in work/other than regular duties assigned Yes = 2, No = 0		2		
6.6	Whether displays positive outlook in pleasant manner with co-workers, faculty, staff, students, parents and public in general Yes = 2, No = 0		2		
6.7	Whether positive and flexible approach to work requirements as per situation Yes = 2, No = 0		2		
6.8	Whether maintains records properly and update Yes = 2, No = 0		2		
7	**Interpersonal Relations**		8		
7.1	Tendancy to help, co-workers. Yes = 2, No = 0		2		
7.2	Outcome of feedback obtained from colleagues, staff & faculty Good = 2, Average = 1, Below Average = 0		2		
7.3	Whether accepts principle of collective responsibilities Yes = 2, No = 0		2		
7.4	Outstanding work during Assessment year (Details of outstanding work, if any) --- --- ---		2		
	Sub Total		80	A=	B=

(Name & Signature of employee)

Place & Date: _____

C) Evaluation in Specific parameters by the Reporting Officer/HOD:

Sr No	Parameter / Criteria	Actual Remarks	Maximum Marks	Evaluation by HOD /Reporting Officer
1	Reliability / Dependability	Yes / No	4	
2	Honesty	Yes / No	2	
3	Integrity & Character	Good / Not Good / No Comment	2	
4	Whether willful worker	Yes / No	3	
5	General Intelligence	Good / Average	4	
6	Whether perform duties independently	Yes / Partly Yes / No	3	
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	
		Total	20	

(Name & Designation of the Reporting Officer with Stamp)

Note :

1) Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of the Performance" by the respective Heads / Principal / Director himself.

2) If difference between "A" & "B" of the summary is more than 15, and if marks obtained under sub-head 'C' are less than 10 then such cases shall be referred to the Scrutiny Committee & Evaluation of Scrutiny Committee shall be final.

SINHGAD TECHNICAL EDUCATION SOCIETY

Performance Appraisal of Faculty in Management Institutes

Employee Code:_____

Name in Full:_____ **Designation:** _____

Institute:_____

Joining date at STES:_____ **Joining date at Institute:**_____

Period of Assessment: From_____ **To**_____

<table>
<tr><td align="center">Instructions for Submitting Performance Appraisal Report
of
Faculty in Management Institutes</td></tr>
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1. Concerned faculty should enter their self-evaluation scores for all the assessment parameters of every assessment head as per the specific instructions. Enter total of every assessment head in column 'A' of PI table.

2. One can score more than the optimum score specified for the assessment parameter.

3. Completed appraisal form should be submitted to the HoD/Director.

4. HoD /Director should submit the report duly completed in all respect, to the Founder President/ Founder Secretary Vice President as the case may be for final review without loss of time so as to complete final review before expiry of Tenure of the Faculty/ Academic Year.

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Calculation of Performance Indicator (PI):

Assessment Head: Optimum Marks	Self-Evaluation Score	Evaluation by HOD/Director	S=A+B/2
Academic Activities(AA):100			
Professional Development and Institutional Contribution(PDIC):90			
Research Contribution(RC):50			
Assessment by HoD/Director(AHD):10			
Total-250			

Signature of the Faculty _____

Signature & Name of the HoD/Director_____

President/Vice-President/Secretary

Sr,.No.	Particulars	Optimum score	Self-Evaluation	Evaluation by Director
1	Academic Activities	100		
1.1	Teaching –Learning and Evaluation related activities	35		
1.1.1.	Lecures taken as percentage of lectures allocated as per academic calendar (100% compliance = 12 points Term I Total number of lectures allocated : _____ Total Number of Lectures taken : _____ Term II Total number of lectures allocated : _____ Total Number of Lectures taken : _____			
1.1.2	STP Case study contact hours undertaken as percentage of those actual allocated as academic calendar (100% compliance = spoints) Term I STP Case study contact hours allocated : _____ STP Case study contact hours taken : _____ Term II STP Case study contact hours allocated : _____ STP Case study contact hours taken : _____ STP/ case study can be counted on the basis of numbers	5		
1.1.3	Soft skills /Domain Specific Training sessions / Foundation Program (Besdes STP) of other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise	5		
1.1.4	A. University examination duties (Question paper setting and Evaluation of answer scripts)as per duties allotted . B. University Online /In semester /Internal test Examination work such as coordination, invigilation, flying squad duties etc. C. College/Internal examination / Evaluation duties for internal /continues assessment work As 3allotted (100% compliance =5 points)	5		
1.1.5	Use of Innovative teaching-learning methodologies, Updated subject content and course improvement along with subject material sharing with the students.			
1.1.6	Mentoring and counseling Program (Teachers Guardia of minimum ten students)			
1.2	Co Curricular, Extra Curricular & Extension Activities Coordination of student centric activities	35		
1.2.1	Generation of Industry Exposure opportunities for	15		

	students Through :- 1. Internship 2. On Job Training 3. Industrial Visit 4. Memorandum of Understanding 5. Sponsored projects 6. Research Projects 7. Short Selling Assignments 8. Industry expert interaction 9. Corporate Mentoring 10 Industry Workshops 11 Any other activity Coordinator 5 Points				
1.2.2	ORGANISING MANAGEMENT EVENTS & BRANDING ACTIVITIES (COORDINATOR – 5 POINTS)	20			
	1. Students training program 2. Spectrum 3. National Level Competition 4. Sports activity 5. Cultural Activity 6. Co-curricular Activity 7. CSR Activities & other governmental & non-governmental channels, etc 8. Entrepreneurship cell 9. Alumni Cell 10. Sinhgad Student Council (SSC) 11. Online course 12. Educational Tour / Site Visit 13. Admission Work 14. Education Exhibition 15. In - house Publication 16. Library Committee 17. Result Analysis / Time Table preparation 18. Training & Placement Support 19. Class coordination 20. Presence on official social media activities / posts, etc 21. Any other need based activity assigned by Director / HOD				
1.3	STUDENT FEEDBACK TERM I COURSE I COURSE II COURSE III COURSE IV TERM II COURSE I COURSE II COURSE III COURSE IV	15			

	1ST Author /2nd Author 3rd Author - 3/2/1			
3.3	Research Paper in Conference Proceeding etc. International / National 1ST Author /2nd Author-3/2/1	5		
3.4	Research Publications (books, Chapters in books, other than referred journal articles with ISBN/ISSN) Number of Text or Reference Books published by International Publishers with an established peer review system Complete Book-5 Chapter -3	5		
3.5	Number of articles published in leading Newspapers and magazines such as Economic Times, Business Standards, Financial Express, HBR Business Today etc. 1ST Author /2nd Author-2/1	2		
3.6	Sponsored /Funded Projects carried out /ongoing	5		
3.7	Consultancy Projects Carried Out / ongoing (5 Point each)	5		
3.8	Research Guidance (Maximum 5 Points) Ph.D (Awarded /In Progress) 5/2 Degree awarded Nos : ………… Number of research Scholars under guidance minimum four	5		
3.9	**Involvement in student Research activities (Encouraging Student for BCUD research Proposals /Participation in Project, competitions / Undertaking Projects under CSR / Participation I Consultancy ,Sponsored Projects / industry interaction)**	8		
	RC	50		
4	**Assessment by HOD /Director**	10		
	1.Punctuality -02 (Attendance, leaves) 2. Integrity & character 02 3. Reliability 01 4. Relation with stake holders – 01 05. Proficiency to shoulder institute level responsibility 04	02 02 01 01 04		
	AHD (10)	10		