

Sinhgad Institutes

Performance Appraisal Form for Head of the Department

In

Engineering Institutes

Employee Code: _____

Department: _____

Name in Full: _____

Designation: _____

Institute: _____

Campus: _____

Joining date at STES: _____

Joining date at Institute: _____

Period of Assessment: From _____ to _____



PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING

S. No. 40, Kondhwa - Saswad Road,

Kondhwa (Bk), Pune - 411043

Instructions for submitting Performance Appraisal Report
for
Head of the Department in Engineering Institutes

1. In support of each assessment parameter, appropriate proofs are to be provided.
2. One can score more than the optimum score specified for the assessment parameter.
3. Concerned Director/ Dean 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.
4. Completed appraisal form should be submitted to the Management.
5. On receipt of the form, Management shall score against each parameter/ sub-parameter. The summation of the scores for each parameter is to be provided in column 'B' of PI table by Management.
6. The calculation is to be done and the final PI is to be calculated in Column 'C'.

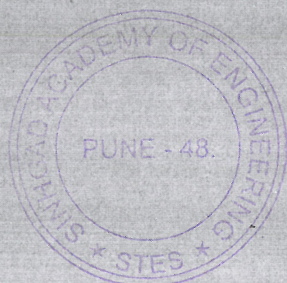
Calculation of Performance Indicator (PI):

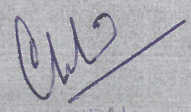
Assessment Head	Optimum Score	Self Evaluation Score (By HoD)	Verified Score (By Principal)	Average : (A+B)/2
		(A)	(B)	(C)
DEPARTMENT	100			
ACADEMICS	100			
INDUSTRY / OTHER INSTITUTES	100			
STUDENTS	100			
FACULTY AND STAFF	100			
PROFESSIONAL CONDUCT / DEVELOPMENT AND CONTRIBUTION TO INSTITUTION/STES	100			
	600	TOTAL SUM (TS)		
		Performance Indicator : (PI = TS / 600)		

Signature : Head of Department

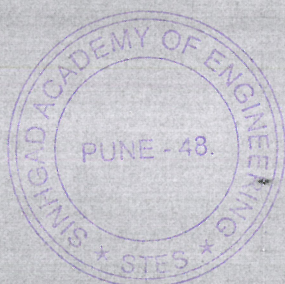
Signature : Principal

President/Vice-President/Secretary




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1	DEPARTMENT			100
	Parameter	Optimum Score	Self Assessment	Evaluation by Principal
1.1	Fosters proper Vision/Mission/Goals of the department which are shared with the stakeholders	10		
1.2	Steers the preparation and implementation of the department Improvement Plan through Budget	10		
1.3	Aligns department's Improvement Plan with available resources (physical, financial, human, time & material resources).	10		
1.4	Ensures the timely Submission of records/reports to the Office/University and other statutory bodies as and when required	10		
1.5	Supervises the preparation and submission of the department's budget	10		
1.6	Prioritizes expenditure in accordance with available cash flow	10		
1.7	Exhibits team-building skills and Manages conflicts	10		
1.8	Nurtures a broader vision for creating the BRAND of the department and make it competent with the Industry BENCHMARK	10		
1.9	Reputation of the department among stake holders	10		
1.10	Presence of department in print and social media	10		
	Total out of : 100			
2	ACADEMICS			100
	Parameter	Optimum Score	Self Assessment	Evaluation by Principal
2.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 10 points) SEMESTER-I Total number of lectures allocated: _____ Total Number of lectures taken: _____ SEMESTER-II Total number of lectures allocated: _____ Total Number of lectures taken: _____ (Makeup lecturers may be counted as against any leave)	10		
2.2	Guides and monitors the implementation of curricular activities	10		
2.3	Designs and supports in implementation of strategies to analyze data and utilize results to ensure efficient curriculum delivery	10		



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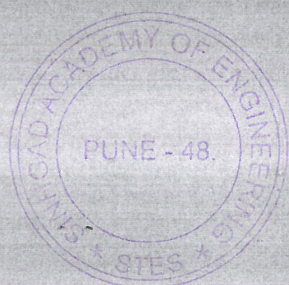


Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY

2.4	Executes strategies to evaluate programme delivery e.g. a. Continuous Assessment of students b. Performance appraisal of staff done c. Students reports and status reports d. Evidence of appropriate actions / decisions taken for intervention/ remediation	10		
2.5	Takes extra effort to monitor results and executes necessary steps for their improvement	10		
2.6	Organize and encourage different technical events in the department	10		
2.7	Active MOUs leading to tangible output in terms of number of projects, research publications and consultancy.	10		
2.8	Number of new laboratories developed/ equipments fabricated/ software developed that are useful for the department	20		
2.9	Number of projects/research groups established at the department level	10		
Total out of : 100				

3	INDUSTRY/ OTHER INSTITUTES	100		
	Parameters	Optimum Score	Self Assessment	Evaluation by Principal
3.1	Networking with other STES institutions	10		
3.2	Regular MDP/FDP/ Training/ Workshop/Seminar/ Conference/Expert lectures delivered	10		
3.3	Initiating consultancy, revenue generating Industry Projects and others	10		
3.4	Initiates Value added certification programs in collaboration with Industry/ agencies	10		
3.5	Association/Membership with professional/Industrial Bodies (IEEE, ASME, CSI, ASM, Industry MOUs etc.)	10		
3.6	Explores and support Internship for students and faculty Members	10		
3.7	Effective Networking with other Institutes outside STES	10		
3.8	Ensures proper and innovative Corporate Social Responsibility activities at Institute/STES	10		
3.9	Liasioning with industry to promote the STES brand for placements	20		
Total out of : 100				



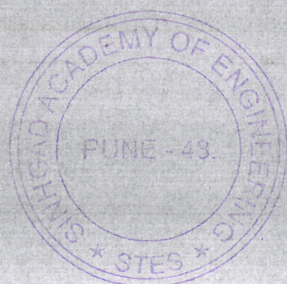
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S. No. 40, Konchwa - Sasurda Road,

Konchwa (Bk), Pune - 411048

4	STUDENTS			100
	Parameters	Optimum Score	Self Evaluation	Evaluation by Principal
4.1	Supervises activities to facilitate overall students' development.	10		
4.2	Devise strategies and programmes to cater to the diverse needs of students.	10		
4.3	Extends the necessary support to properly implement and monitor the mentorship program in the institute	10		
4.4	Undertakes the required efforts to improve the efficacy of the STP	20		
4.5	Efforts made to improve the placement of students compared to previous year	10		
4.6	Efforts made to increase the number of students opting for higher studies (preferably in top 100 world colleges)	10		
4.7	Ensures a proper rapport with the Alumni and their active collaboration with the Institute for Placements/Guest lectures and other activities	10		
4.8	Encourages students to participate in various inter college competitions at the Sinhgad institutes	15		
4.9	Encourages students to participate in various inter college competitions outside the Sinhgad institutes	5		
		Total out of: 100		
5	FACULTY AND STAFF			100
	Parameters	Optimum Score	Self Evaluation	Evaluation by Principal
5.1	Organizes periodic scheduled faculty meeting and keeps a proper record of the minutes of the same	10		
5.2	Supports professional development among faculty members	20		
5.3	Deploys faculty based on competencies and Institute's goals	20		
5.4	Implements and monitors the performance improvement procedures for faculty in accordance with the guidelines and policies of STES	20		
5.5	Utilizes performance improvement data to make decisions/recommendations for faculty development, promotion, deployment and separation	20		



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5.6	Creates learning pathways to challenge and support the functioning of senior faculty (succession planning)	10		
Total out of : 100				
6	PROFESSIONAL CONDUCT/ DEVELOPMENT AND CONTRIBUTION TO INSTITUTION/STES			100
	Parameter	Optimum Score	Self Evaluation	Evaluation by Principal
6.1	Develops and promotes standards governing punctuality and attendance in accordance with the STES Rules	10		
6.2	Exhibits appropriate deportment as per STES standards and observes code of confidentiality	10		
6.3	Sets goals and implements plans for personal and professional development	10		
6.4	Qualification Improvement/Certifications/ achievements /Award/Recognition of national/ international repute	10		
6.5	Facilitates and imparts Consultancy/Training	10		
6.6	Institutional/STES level Governance responsibilities assigned like: appointment as a Member of BOS/Academic Council/University Level Committee etc.	10		
6.7	Organization of Training Program at Institute/ STES level	10		
6.8	Facilitates in conducting activities of professional bodies for students/faculty at institute/STES level	10		
6.9	Efficient Crisis and Contingency Management	20		
Total Out of : 100				
ANY OTHER COMMENTS				

REMARKS BY THE PRINCIPAL

Signature : Head of Department

Signature : Principal



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