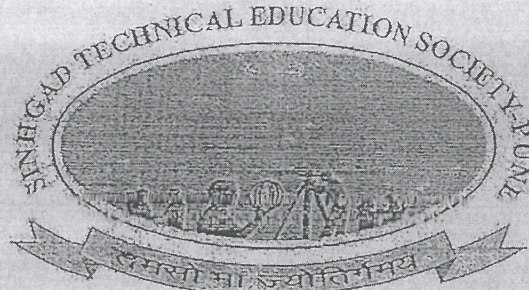
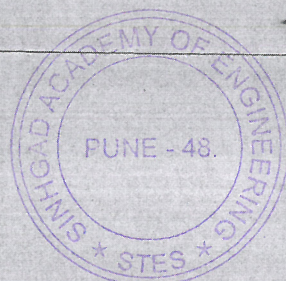


SINHGAD TECHNICAL EDUCATION SOCIETY



**Sinhgad Institutes**

Performance Appraisal Form  
For  
Faculty Members in Engineering Institutes

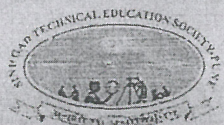


*[Signature]*

PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 40, Kondhwa - S. No. 40 Road,  
Kondhwa (Bk), Pune - 411048





Sinhgad Institutes

## Performance Appraisal Form for Faculty Members in Engineering Institutes

Employee Code: \_\_\_\_\_

Name in Full: \_\_\_\_\_ Designation: \_\_\_\_\_

College / Institute: \_\_\_\_\_ Campus: \_\_\_\_\_

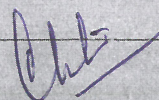
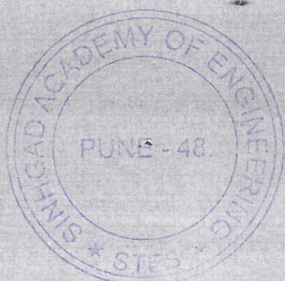
Department: \_\_\_\_\_

Joining date at STES: \_\_\_\_\_ Joining date at Institute: \_\_\_\_\_

Period of Assessment: From \_\_\_\_\_ to \_\_\_\_\_

### Instructions for Submitting Performance Appraisal Form for Faculty Members in Engineering Institutes

1. In support of each assessment parameter, appropriate proofs are to be attached.
2. One can score more than the optimum score specified for the assessment parameter.
3. Concerned faculty member 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 along with necessary proofs should be submitted to the HoD.
5. On receipt of the form, HoD shall verify scores of every assessment parameter. HoD shall give justification for his/her corrections if he/she is not satisfied with the scores entered by the faculty member. Enter total of verified score of every assessment head in column 'B' of PI table.
6. HoD jointly with faculty member shall complete Column 'C' of PI table as under:
  - If the difference of score in column 'A' and column 'B' of PI table is less than 15, column 'C' is equal to column 'B' OR
  - If the difference of score in column 'A' and column 'B' of PI table is greater than or equal to 15, then average score of column 'A' and 'B' should be entered in Column 'C'.
7. Principal/Director should submit the report duly completed in all respect, to the Founder President/ Founder Secretary 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 Member/ Academic Year.



PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 40, Kondhwa - Sasrud Road,  
Kondhwa (Bk), Pune - 411048



## Calculation of Performance Indicator (PI):

Assessment Head: Optimum Marks	Self evaluation Score	Evaluation by HoD	$C = \frac{(A + B)}{2}$ If $ A - B  \geq 15$ ; Otherwise $C = B$
	(A)	(B)	(C)
Student Centric Activities (SCA): 115			
Professional Development and Academic Contribution (PDAC): 45			
Research Contribution (RC): 25			
Assessment by HoD/Principal (AHP): 15			
Total - 200			

Signature

Name of the Faculty Member \_\_\_\_\_

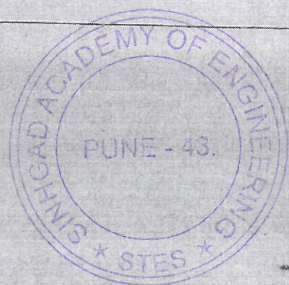
Signature

Name of the HoD \_\_\_\_\_

Signature :

Name of the Principal :

President/Vice-President/Secretary



PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 40, Kondhwa - G. S. Road,  
Kondhwa (Bk), Pune - 411 043



1) Student Centric Activities (SCA) [115]

1.1 Teaching- Learning and Evaluation related activities [35]

Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 8 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	[08]		
1.1.2	Seminars, tutorials, practical, contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 8 points) SEMESTER-I No. of seminars, tutorials, practical allocated: _____ No. of Hours of seminars, tutorials, practical taken: _____ SEMESTER-II No. of seminars, tutorials, practical allocated: _____ No. of Hours of seminars, tutorials, practical taken: _____ • Remedial lecturers may be counted as against any leave (Verification for 1.1.1 to 1.1.3 : Official attendance record)	[08]		
1.1.3	Extra Lectures, Remedial Lectures/ Practical or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise (2 hour excess per week = 2.5 points for each semester)	[04]		
1.1.4	University examination duties (Question paper setting, evaluation of answer scripts etc.) as per duties allotted (100% compliance = 3 points)	[03]		
1.1.5	University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. (100% compliance = 3 points)	[03]		
1.1.6	College/Internal examination/Evaluation duties for internal/ continuous assessment work as allotted (100% compliance = 3 points) (Verification for 1.1.4 to 1.1.6 : Official appointment order)	[03]		
1.1.7	Use of Innovative teaching – learning methodologies; a) Use of Information and communications technology (ICT), like k- point or any animation software, b) Updated subject content and course improvement c) Subject material sharing with the students. (1 point for each activity for all assigned subjects in both the semesters)	[03]		
1.1.8	Design and Development of Value Addition Program (VAP) for more than 10 Hrs. (3 points per VAP) (Verification for 1.1.7 Course file and for 1.1.8 exclusive VAP material)	[03]		



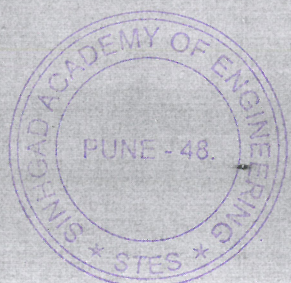
*[Signature]*

PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 10, Kondhwa, Sinhgad Road,  
Kondhwa (W), Pune - 411 048



1.3 Student Attendance, Feedback and Results [55]				
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
1.3.1	<p>Attendance of Students</p> <p>SEMESTER-I</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1/Tutorial 1</p> <p>4. Practical 2/ Tutorial 2</p> <p>SEMESTER-II</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1/Tutorial 1</p> <p>4. Practical 2/ Tutorial 2</p> <p>* Average of the student's attendance in all the Theory/Practical work load assigned during the entire academic year. (Final score is to be calculated based on average of points scored in all the Theory/Practical work load assigned in both the semesters)</p> <p>(Verification 1.3.1 : Official attendance record)</p>	[10]		
1.3.2	<p>Student feedback (TH/PR)</p> <p>SEMESTER-I</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1</p> <p>4. Practical 2</p> <p>SEMESTER-II</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1</p> <p>4. Practical 2</p> <p>* Score proportional to average of percentage of "No problem Student's Feedback" obtained for all assigned theory and practical Subjects in both the Semester.</p> <p>(Verification 1.3.2 : Official feedback record/GEMS report)</p>	[25]		
1.3.3	<p>Results of students (TH/PR)</p> <p>SEMESTER-I</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1</p> <p>4. Practical 2</p> <p>SEMESTER-II</p> <p>1. Theory 1</p> <p>2. Theory 2</p> <p>3. Practical 1</p> <p>4. Practical 2</p> <p>* More than average of previous three years results in the respective subject/practical - '20' points otherwise</p> <p>If the results are less by 10% compared to the average of three years - '10' points and in between give proportional points.</p> <p>(Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters of Specific University pattern)</p> <p>(Verification 1.3.3 : Official result analysis /University ledger)</p>	[20]		
		SCA Total out of [115]		

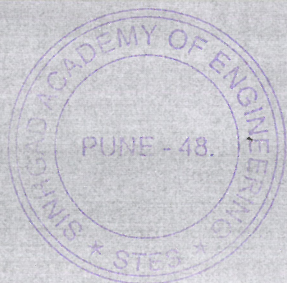


*Chit*

PRINCIPAL  
SINHGAD ACADEMY OF ENGINEERING  
S. No. 40, Kondhwa - Sahyad Road,  
Kondhwa (Bk), Pune - 411048



1.2 Co Curricular, Extra Curricular & Extension Activities [25]				
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
1.2.1	<p>Coordination of student centric activities As Coordinator (Institute level-5/Dept. level-2) Or as Member (Institute level-2/Dept. level-1)</p> <p>Creation of industry exposure opportunities for students Through: (5/2/1 points per activity)</p> <ol style="list-style-type: none"> <li>1. Internship</li> <li>2. Sandwich training</li> <li>3. Industrial Visit for live projects and Interactions</li> <li>4. Memorandum of Understanding (MOU)</li> <li>5. Sponsored projects</li> <li>6. Placement Support</li> <li>7. Any other ...</li> </ol> <p>(Personal liaison that benefits to the department to establish long term relationship with industry is important)</p>	[15]		
1.2.2	<p>Coordination of activities mentioned in Sr.no.1 to 21) (5/2/1 points per activity)</p> <ol style="list-style-type: none"> <li>1) Students training Program (STP)</li> <li>2) Technic / Technical Festivals</li> <li>3) National level competition</li> <li>4) Sports activity</li> <li>5) Cultural activity</li> <li>6) Co-curricular activity</li> <li>7) CSR activities like PRAYAS /NSS/ other Governmental and non-Governmental channels etc.</li> <li>8) Entrepreneurship Cell</li> <li>9) Alumni</li> <li>10) Sinhgad Students Council (SSC)</li> <li>11) Spoken tutorials/ Online course (MOOC)</li> <li>12) Educational Tour/Site visit</li> <li>13) Value Addition Program (VAP)</li> <li>14) Counseling/ Admission work</li> <li>15) Magazine Committee</li> <li>16) Library Committee</li> <li>17) Result analysis Committee</li> <li>18) Time table Committee</li> <li>19) Training and Placement support</li> <li>20) Teacher Guardian /Class Teacher</li> <li>21) Any other need based activity assigned by Principal/HOD. (Pl. Specify) _____</li> </ol> <p>(Verification for 1.2.1 and 1.2.2 : Official appointment order/ certificate/attendance/any other relevant document)</p>	[10]		



*[Signature]*

PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING

S. No. 40, Khandwa - Sawad Road,  
Khandwa (Bk) Pune - 411048



2) Professional Development & Academic Contribution (PDAC)				[45]	
2.1 Professional Development (PD)				[10]	
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD	
2.1.1	Qualification improvement (Ph. D – 10/Post Doctorate – 10) (Ph. D registered - 4) – for every progress report submission – 2 points	[4]			
2.1.2	Acquiring status of Certified trainer for skill development courses from reputed organization.	[2]			
2.1.3	Certification of International/National repute from reputed organization. (e.g. EdX offers free online courses and classes. Find the latest Massive open online course (MOOC) from the world's best universities including MIT, Harvard, Berkeley, UI etc.)	[2]			
2.1.4	Awards/ Recognition/ Any other achievement through professional bodies of national/international repute (e.g. Best Teacher, Young Scientist award given by ISTE). (Verification for 2.1 : Certificate/letter/report)	[2]			
2.2 Academic Contribution (AC)				[35]	
2.2.1	Contribution in conducting the activities of professional bodies (like IEEE, CSI, IETE etc.) for either to the students or faculty- (5 points for every activity like FDP, SDP, Seminar, workshop etc. conducted with individual as a main resource person)	[5]			
2.2.2	Interaction with outside world (Please specify)	[5]			
	A Contribution in Externally Funded Project				B Subject Expert for Interview panel Member
	A Invited as a Keynote speaker				B Judge for National Level Paper Presentation
	A Contribution in live industrial projects				B Reviewer Person for International/ National Journal
					B Resource person for conferences/ seminars/ workshops/ symposia etc
	A → 10 points for each activity, B → 5 points for each activity				
2.2.3	Organization of Training program (FDP/SDP/STTP/Workshop/Seminar etc.) Organization of short term training courses Two week duration (10)points/ One week (5 points) /for less than one week (proportional) Coordinator: Co-Coordinator: Member = (5:3:1)	[5]			
2.2.4	Participation In Training Program Participation in short term training courses Two week duration (10) points/ One week (5 points)/for less than one week (proportional)	[5]			



PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 40, Kunchwa - 32, S. No. Road,  
Kunchwa (Bk), Pune - 41048



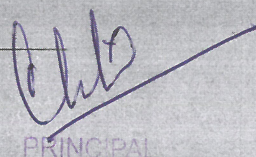
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
2.2.5	<b>Internal Revenue Generation (IRG)</b> (other than the research grant) through the Organization of FDP/SDP/STTP/Workshop/Seminar 3 points for each Rs.15000 or proportionate Coordinator: Co-Coordinator: Member = (3:2:1)	[3]		
2.2.6	<b>Brand Building Activity (BBA)</b> Individual accounts on LinkedIn, Facebook, Twitter, and Google+ and Building an audience and developing the brand name of the department and institute	[5]		
2.2.7	<b>Institutional/Department level Governance responsibilities assigned</b> (Institutional : Departmental: Member – 3: 2 : 1) NBA/NAAC/NIRF coordinator/Member - 3/2/1 IQAC Coordinator/Member - 3/2/1 SWO - 3/2 College Examination Officer – 3/2 Any other departmental responsibility – 3/2 Member of BoS/Faculty/Academic council / Senate : 2 each Member of other college / university level committees: 2 each Contribution in activities of statutory bodies: 2 each Any other STES level/Institute level responsibility allotted : 4 (PI specify): _____ (Verification for 2.2 : Office order/Attendance/ Certificate/ Account details/letter/report)	[7]		
<b>PDAC Total out of [35]</b>				

### 3) Research Contribution (RC)

[25]

Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
3.1	<b>Research Publication (journals)</b> Number of articles in refereed International Journals ( For every publication with Scopus indexed -5 points, Web of Science indexed - 3 points and Google scholar indexed – 2 points)	[5]		
3.2	Number of articles National/International level research papers in non-referred / journals, but having ISSN numbers and the list of journals prepared by the university and hosted on its website (2 points each)	[2]		
3.3	Number of full papers in Conference Proceedings, etc. (For every publication in International Conference Proceedings- 3 points, and national Conference Proceedings – 2 points)	[3]		
3.4	Number of Subject Books by other local publishers With ISBN/ISSN numbers or Number of chapters in edited books	[2]		
3.5	Organization of conference (International/National)	[3]		
3.6	Sponsored/ Funded Projects/consultancy carried out/ ongoing	[2]		



  
PRINCIPAL

SINHGAD ACADEMY OF ENGINEERING  
S. No. 40 Kondhwa - Saswad Road,  
Kondhwa (Bk), Pune - 411045





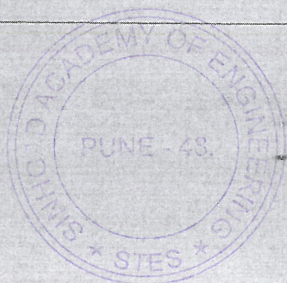
# SINHGAD TECHNICAL EDUCATION SOCIETY

Sinhgad Institutes

3.7	Number of Patents/Technology transfer / Commercialization/ Product /Copy right National/ International	[2]		
3.8	Research Guidance 1. M. E. – 2 points for every awarded degree / B.E – 1 point for every awarded group Degree awarded Nos.: ----- 2. Ph. D (Awarded/In progress) (8/1) Degree awarded Nos.: ----- Number of research scholars under guidance : -----	[2]		
3.9	Involvement in student Research activities 1 point for each of the following activity: <ul style="list-style-type: none"><li>• Encourage the students to pursue Master's and Ph.D.</li><li>• Encourage students to participate in research related activities.</li><li>• Inculcate research culture in the institute by arranging motivational lectures to emphasize towards awareness of research, patent, copyrights, research tools etc.</li><li>• Motivate faculty for the BCUD research proposals.</li><li>• Encourage students for participation in project competition.</li><li>• Undertake projects with specialized themes and social needs.</li><li>• Strengthen association with research organizations such as DRDO, ARAI, CWPRS etc.</li><li>• Consultancy, sponsored projects, and industry interaction.</li><li>• Promote interdisciplinary projects</li></ul> (Verification for 3.1 to 3.9: Published paper/URL/Books/ Certificate/account details/notification/letter/report)	[4]		
RC Total out of [25]				

Signature :

Name of the Faculty : \_\_\_\_\_



*[Handwritten Signature]*

PRINCIPAL  
SINHGAD ACADEMY OF ENGINEERING  
S.No. 40, Konshwa - 3, Road,  
Konshwa (Bk), Pune - 411048



5) Assessment by the HoD /Principal (AHP)				[15]
5.1 Assessment by the HoD				[10]
Sr. No	Parameter	Optimum Score	Evaluation by HOD	
5.1.1	Punctuality	[2]		
5.1.2	Integrity and Character	[2]		
5.1.3	Reliability	[1]		
5.1.4	Relation with the stakeholders (Internal/External) Peer review assessment	[1]		
5.1.5	Proficiency to shoulder department level Responsibility	[2]		
5.1.6	Command over English	[2]		
5.2 Assessment by the Principal				[5]
Sr. No	Parameter	Optimum Score	Evaluation by Principal	
5.2.1	Contribution at institute and department level responsibilities	[3]		
5.2.2	Integrity of work	[2]		
AHP Total out of [15]				

ANY OTHER COMMENTS:

Signature :

Name of the HoD :

Signature :

Name of the Principal :



SINHGAD ACADEMY OF ENGINEERING  
S. No. 10, Kondhwa Road, Kondhwa (Bk), Pune - 411 004