



Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and a Performance Appraisal System for Teaching and Non-teaching staff.

The institution has a well-established system for appraisal of teaching and non-teaching staff. It is mandatory for all teaching and non-teaching staff to submit annually the appraisal form at the end of the academic year. The teaching and non-teaching staff have different format of appraisal form. The performance appraisal system consists of self-appraisal and appraisal by reviewing officer. For evaluating performance of a Professor, more emphasis is given to research contribution whereas for assistant professor more emphasis is given to student centric activity

Sr.No	Description
1	Faculty Appraisal Form (Offline/Online)
2	Non-Teaching Staff Performance Appraisal Form
3	Non-Teaching staff group D Appraisal Form

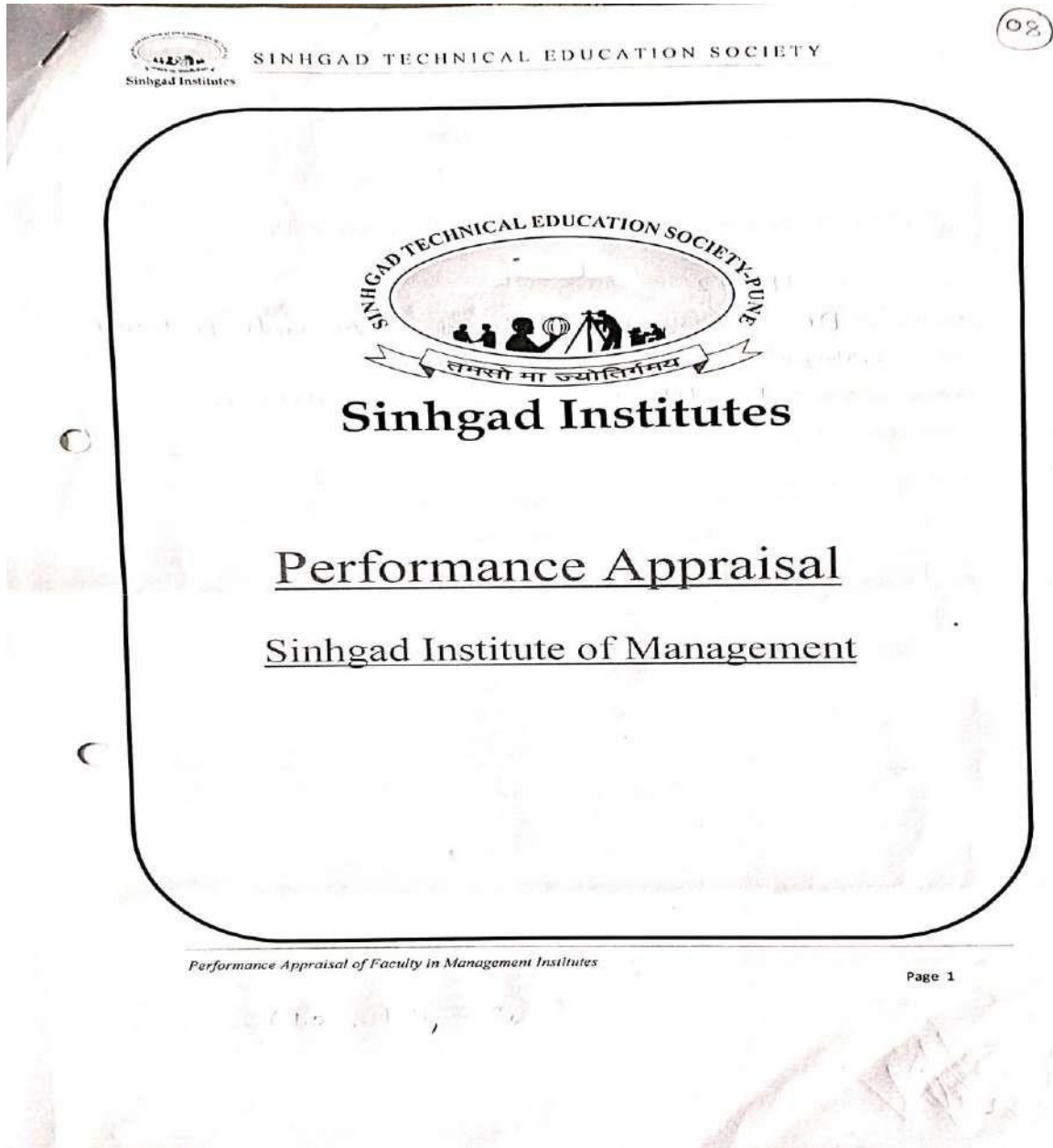




Sinhgad Institutes

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SINHGAD TECHNICAL EDUCATION SOCIETY



Sinhgad Institutes

Performance Appraisal of Faculty in Management Institutes

Employee Code: 11222
Name in Full: Dr. Avinash Bhaskar Joshi Designation: Associate Professor
Institute: Sinhgad Institute of Management
Joining date at STES: 27/1/2022 Joining date at Institute: 27/1/2022
Period of Assessment: From _____ to _____

**Instructions for Submitting Performance Appraisal Report
of
Faculty in Management Institutes**

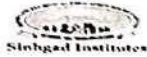




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1. Concerned faculty should enter their self-evaluation scores for all the assessment parameters of every assessment head as per the specific instructions. Enter total of every assessment head in column 'A' of PI table.
2. One can score more than the 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.

Calculation of Performance Indicator (PI):

Assessment Head: Optimum Marks	Self-evaluation Score (A)	Evaluation by HoD /Director (B)	$S = \frac{A+B}{2}$ (S)
Academic Activities (AA): 100	80	80	
Professional Development and Institutional Contribution (PDIC): 90	46	60	
Research Contribution (RC): 50	15	15	
Assessment by HoD/Director (AHD): 10			+10
Total - 250	141	155	148

Performance Appraisal of Faculty in Management Institutes

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63.2%.





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SINHGAD TECHNICAL EDUCATION SOCIETY

Signature
of the Faculty

[Handwritten Signature]
20/09/2022

Signature &
Name of the HoD/
Director

President/Vice-President/Secretary

Sr. No	Parameter	Optimum Score	Self-Evaluation	Evaluation by Director
1	Academic Activities	100	80	80
1.1	Teaching- Learning and Evaluation related activities	35	29	29
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 12 points)	12	12	12
	Term I Total number of lectures allocated: _____ Total Number of lectures taken: _____			
	Term II Total number of lectures allocated: _____ Total Number of lectures taken: _____			

Performance Appraisal of Faculty in Management Institutes

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Signature
of the Faculty

[Handwritten Signature]
 20/09/2022

Signature &
Name of the HoD/
Director

President/Vice-President/Secretary

Sr. No	Parameter	Optimum Score	Self-Evaluation	Evaluation by Director
1	Academic Activities	100	80	80
1.1	Teaching- Learning and Evaluation related activities	35	29	29
1.1.1	Lectures 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: _____	12	12	12

Performance Appraisal of Faculty in Management Institutes

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1.1.2	STP, Case Study contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 5points) 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: _____ <i>STP /Case Study can be counted on the basis of numbers</i>	5	121	121
1.1.3	Soft Skills /Domain Specific Training sessions /Foundation Program (Besides STP) or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise. <i>Comp. life skills in the session</i>	5	5	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 /continuous assessment work as allotted (100% compliance = 5 points)	5	4	4
1.1.5	Use of Innovative teaching – learning methodologies; Updated subject content and course improvement along with subject material sharing with the students.	4	4	4
1.1.6	Mentoring and Counseling Program(Teacher Guardian of minimum ten students)	4	4	4
1.2	Co-Curricular, Extra Curricular & Extension Activities	65	58	58
1.2.1	Coordination of student centric activities Generation of industry exposure opportunities for students through 1. Internship 2. On Job Training 3. Industrial Visit 4. Memorandum of Understanding (MOU) 5. Sponsored projects 6. Research Projects 7. Short Selling Assignments 8. Industry Expert Interaction 9. Corporate Mentoring 10. Industry Workshops 11. Any other activity-----	15	10	10

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SINHGAD TECHNICAL EDUCATION SOCIETY		Sinhgad Institutes		
1.2.2	Organizing Management Events and Branding activities <div style="border: 1px solid black; padding: 2px; display: inline-block;">Coordinator -5 points</div> <ol style="list-style-type: none"> 1. Students training Program (STP) 2. Spectrum 3. National level competition 4. Sports activity 5. Cultural activity 6. Co-curricular activity ✓ 7. CSR activities and other Governmental and non-Governmental channels etc. ✓ 8. Entrepreneurship Cell ✓ 9. Alumni Cell 10. Sinhgad Students Council (SSC) 11. Online course 12. Educational Tour/Site visit 13. Admission work 14. Education Exhibitions ✓ 15. In-house publication 16. Library Committee 17. Result analysis /Time table preparation ✓ 18. Training and Placement support 19. Class Coordination ✓ 20. Presence on official social media activities/posts etc. ✓ 21. Any other need based activity assigned by Director/HOD. (Pl. Specify - e.g. FDP, Digital Trainers certification Program)	20	15	15
1.3	Student feedback Term-I Course I ED Course II S M Course III I M Course IV Term-II Course I SNVM Course II M M Course III M S Course IV * Score proportional to average of No-problem feedback obtained for all courses.	15	15	15
1.4	Results of students Term-I Course I ED	10	6	6

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SINHGAD TECHNICAL EDUCATION SOCIETY

	Course II Course III Course IV Term-II Course I Course II Course III Course IV	S M 2 M S N V M M M M J			
1.5	Attendance of Students Term-I Course I Course II Course III Course IV Term-II Course I Course II Course III Course IV	ED S M I. M S N V M M M M. S.	05	4	4
			AA	100	108 108
2	Professional Development and Institutional Contribution			90	46
2.1	Relevant Up-gradation of Knowledge/Professional Skill /Degree(Maximum Score-20)(A+B+C+D)		20	9	
	A. Qualification improvement (Ph. D /Post Doctorate /Any other qualification (Ph. D – 5/Post Doctorate – 5. Any other-2)	PMA	05	5	
	B. Acquiring status of Certified trainer for skill development courses from reputed organization.(2 points for every certification)	ISTD	05	8 2	
	C. Certification from International/National reputed organization. (2 points for every certification like Six-sigma, TQM, Kaizen, Financial Modeling, IFRS etc.)		05	-	
	D. Awards/ Recognition/ Any other achievement through professional bodies of national/international repute. (7 Points for each Awards/recognition)	PMA	05	-	
2.2	Membership /Contribution in conducting activities of Professional bodies like AIMA,CSI,ISTD for either to the students or faculty/National Conference – (1 points for every activity)	MCCRA, ISTD, PMA	05	3	





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2.3	Interaction with outside world (Please specify) (3 points for each activity) 1. Externally Funded Project/BCUD Projects 2. Guest/keynote speaker - <i>to be conducted</i> 3. Contribution in live industrial projects. 4. Subject Expert for Interview panel Member 5. Judge for National Level Paper Presentation 6. Reviewer Person for International/National Journal 7. Resource person for conferences/seminars/ workshops/ symposia etc. 8. Coordination for any project sanctioned by AICTE/UGC/SPPU	10	9	
2.4	Organization of Training program (FDP/SDP/MDP/Workshop/Seminar etc.) <i>ENTREPRENEUR CONCLAVE</i> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Coordinator -5 points</div>	10	10	
2.5	Efforts towards Revenue Generation (RG) other than research grant through Coordination of (Rs.10000/- & above)FDP/SDP/MDP/Workshop/Seminar/Sponsorship/Grants as a coordinator/ member] <div style="border: 1px solid black; padding: 2px; display: inline-block;">Coordinator -5 points</div>	05	-	
2.6	Institutional/STES level Governance responsibilities assigned like Research Heads/Committee Heads/NBA/NAAC/NIRF coordinator/Member/ IQAC Coordinator/Member /SWO /College Examination Officer/ARC/Coordinators/Member of BOS/Faculty/Academic council / Senate /Member of other college / university level committees/Contribution in activities of statutory bodies or Any other STES level/Institute level responsibility allotted (Pl specify): -----	15	-	
2.7	Placement Support ✓ A. Number of placement related activities conducted (Domain Training, GD, PI, Company Specific Training, Job fair etc.) B. Number of companies invited on campus ✓ C. Number of placement offers	25	15	C
PDIC		90	55	55





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3	Research Contribution	50	15	
3.1	Research Publication (journals) Article/Paper in Peer reviewed refereed International Journals 1 st Author/2 nd Author/3 rd Author-5/3/2	10	05	
3.2	Article/Paper National/International level research papers in non-refereed / journals but having ISSN /ISBN numbers 1 st Author/2 nd Author/3 rd Author-3/2/1	5	—	
3.3	Research Paper in Conference Proceedings etc. International / National 1 st Author/2 nd Author/3 rd 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	5	
3.5	Number of articles published in leading Newspapers and magazines such as Economic Times, Business standards, Financial Express, HBR, Business Today etc. 1 st Author/2 nd Author 2/1	5	—	
3.6	Sponsored/ Funded Projects carried out/ ongoing	5	05	
3.7	Consultancy Projects carried out / ongoing (5 point each)	5	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 students for BCUD research Proposals/ participation in project, Competition / Undertaking projects under CSR/ participation I consultancy, sponsored projects/ industry interaction} (articles on the cell wall)	5	5	
	RC	50	25	25
4	Assessment by HoD/ Director	10		
	1. Punctuality - 02 (Attendance, Leaves)	02		
	2. Integrity and Character -02	02		
	3. Reliability -01	01		
	4. Relation with stakeholders-01	01		
	5. Proficiency to shoulder Institute level responsibility -04	04		
				10





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		AHD (10)	10		
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Guidelines for calculation of Performance Indicator (PI):

Assessment Head	Percentage Scaling Factor(PSF)	
	Professor/ Associate Professor	Assistant Professor
Academic Activities (AA)	40	50
Professional Development and Institutional Contribution (PDIC)	20	20
Research Contribution (RC)	30	20
Assessment by Director (AHD)	10	10

Performance Indicator (Prof/ Asso. Prof.) = $(0.4 * AA) + (0.2 * PDIC) + (0.3 * RC) + (0.1 * AHD)$

Performance Indicator (Assistant Professor) = $(0.5 * AA) + (0.2 * PDIC) + (0.2 * RC) + (0.1 * AHD)$

Actual calculation of Performance Indicator (PI):

Assessment Head	Score (S)	Weighted Score as per Designation(S*PSF)	Score obtained in previous year
Academic Activities (AA-100)			
Professional Development and Institutional Contribution (PDIC-90)			
Research Contribution (RC-50)			
Assessment by HoD / Director (AHD-10)			148/250

Performance Appraisal of Faculty in Management Institutes

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63.2%





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Total	PI=	Previous yearPI=
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Signature of the Faculty

[Handwritten Signature]
29/09/2012

Signature of the HOD/
Director

[Handwritten Signature]





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Sinhgad Institutes

Performance Appraisal

Sinhgad Institute of Management

Performance Appraisal of Faculty in Management Institutes

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SINHGAD TECHNICAL EDUCATION SOCIETY



Performance Appraisal of Faculty in Management Institutes

Employee Code: _____
Name in Full: Adv. Dr. Girish Jagadish Bakshi Designation: Asst. Prof
Institute: SIOM
Joining date at STES: 20.05.2022 Joining date at Institute: 20.05.2022
Period of Assessment: From _____ to _____

**Instructions for Submitting Performance Appraisal Report
of
Faculty in Management Institutes**





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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.

Calculation of Performance Indicator (PI):

Assessment Head: Optimum Marks	Self-evaluation Score (A)	Evaluation by HoD /Director (B)	$S = \frac{A+B}{2}$ (S)
Academic Activities (AA): 100	65	70	72.5
Professional Development and Institutional Contribution (PDIC): 90	50	40	55
Research Contribution (RC): 50*	19	26	19.5
Assessment by HoD/Director (AHD): 10	-	10	10
Total - 250	134	186	158.0

* Joined on 20/05/2022

Performance Appraisal of Faculty In Management Institutes





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Signature
of the Faculty


20.09.2022

Signature &
Name of the HoD/
Director

President/Vice-President/Secretary

Sr. No	Parameter	Optimum Score	Self-Evaluation	Evaluation by Director
1	Academic Activities	100	65	90
1.1	Teaching- Learning and Evaluation related activities	35	22	
1.1.1	Lectures 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: -	12	06 <i>one term only</i>	





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1.1.2	STP, Case Study contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 5points) <i>Planned for next academic year</i> 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: _____	5		
1.1.3	STP /Case Study can be counted on the basis of numbers Soft Skills /Domain Specific Training sessions /Foundation Program (Besides STP) or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise.	5	4	
1.1.4	<i>HR Related matters awarded to</i> 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 /continuous assessment work as allotted ✓	5	4	
1.1.5	(100% compliance = 5 points) Use of Innovative teaching – learning methodologies; Updated subject content and course improvement along with subject material sharing with the students.	4	4	
1.1.6	Mentoring and Counseling Program(Teacher Guardian of minimum ten students)	4	4	
1.2	Co-Curricular, Extra Curricular & Extension Activities	65	40	
1.2.1	Coordination of student centric activities Generation of industry exposure opportunities for students through 1. Internship ✓ 2. On Job Training 3. Industrial Visit 4. Memorandum of Understanding (MOU) 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	15	10	





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1.2.2	Organizing Management Events and Branding activities <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Coordinator -5 points</div> <ol style="list-style-type: none"> 1. Students training Program (STP) 2. Spectrum 3. National level competition 4. Sports activity 5. Cultural activity 6. Co-curricular activity ✓ 7. CSR activities and other Governmental and non-Governmental channels etc. 8. Entrepreneurship Cell 9. Alumni Cell ✓ 10. Sinhgad Students Council (SSC) 11. Online course 12. Educational Tour/Site visit 13. Admission work 14. Education Exhibitions 15. In-house publication 16. Library Committee 17. Result analysis /Time table preparation 18. Training and Placement support ✓ 19. Class Coordination 20. Presence on official social media activities/posts etc. ✓ 21. Any other need based activity assigned by Director/HOD. ✓ (Pl. Specify – e.g. FDP , Digital Trainers certification Program)	20	10	
1.3	Student feedback Term-I Course I – Course II – Course III – Course IV – Term-II Course I <i>BGS</i> Course II <i>ER&LL</i> Course III <i>CSR</i> Course IV <i>IE&E</i> <i>* Score proportional to average of No-problem feedback obtained for all courses.</i>	15	10	
1.4	Results of students Term-I Course I –	10	06	





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INSTITUTES PERFORMANCE APPRAISAL - ONLINE





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Appraisal 19-20 filled in April 2021

Sinhgad Institutes Ankush Gajendra Kudale

Performance Appraisal Year 2019-2020

GENERAL

- My Profile
- Evaluation
- Report Analysis
- Help
- Raise Ticket IMPORTANT!

Guidelines

- Faculty has to complete the appraisal under the mentioned 3 heads.
 - Student Centric Activities (SCA)
 - Professional Development & Academic Contribution (PDAC)
 - Research Contribution (RC)
- The total scores for each will be automatically calculated and Performance Indicator will reflect depending on the grade/profile of the Faculty
- Only after all segments are complete, the faculty can submit the form.

Performance Appraisal Forms Year 2019-2020

Ankush Gajendra Kudale
Assistant Professor/Lecturer
Emp Code : 14/L/2481/8483
Management - MCA
Sinhgad Institute of Management (SIOM)-Vadgaon/Ambegaon
MCA
NA
ankush.kudale@sinhgad.edu
Mobile: 9922325799
Date of Joining: 01.09.2008

Once you submitted either one of below forms you can not edit!

Status	Assessment Head	Self Evaluation
Done	Student Centric Activities (SCA)	94
Done	Professional Development & Academic Contribution (PDAC)	77
Done	Research Contribution (RC)	42
Performance Indicator (PI) <small>Based on Self Evaluation</small>		70.7

submitted

Student Centric Activities (SCA)





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Web interface for Student Centric Activities (SCA) showing a table with columns for Sr.No., Parameter, Maximum Score, and Self Evaluation. It includes a sidebar with navigation options like My Profile, Evaluation, and Report Analysis.





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1.1.2	Seminars, tutorials, practical (laboratory), Case study contact hours, STP undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 8 Points)	8	8
SEMESTER-I			
	seminars, tutorials, practicals, STP, case study contact hours allocated:	136	
	seminars, tutorials, practicals, STP, case study contact hours taken:	130	
SEMESTER-II			
	seminars, tutorials, practicals, STP, case study contact hours allocated:	98	
	seminars, tutorials, practicals, STP, case study contact hours taken:	94	
<ul style="list-style-type: none"> Remedial lecturers may be counted as against any leave STP /Case Study can be counted on the basis of numbers 			
1.1.3 *	Lectures or other teaching duties/Soft Skills/Domain Specific Training sessions/Foundation Program (besides STP) / Assignments/Open Book test, Tests conducted in excess of Governing bodies norms (viz- AICTE/MSBTE/SPPU/UGC) per week for entire semester or proportional otherwise (2 hour excess per week = 1 Point for each semester)	4	4
1.1.4 *	Governing bodies (viz -SPPU/MSBTE) examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted. (100% compliance = 3 Points) or more for additional duties allocated.	3	3
1.1.5 *	Governing bodies (viz -SPPU/MSBTE) Online/InSemester/ Internal test Examination work such as co-ordination, invigilation, flying squad duties etc. (100% compliance = 3 Points) or more for additional duties allocated.	3	3
1.1.6 *	College /Internal examination/Evaluation duties for internal /continuous assessment work as allocated (100% compliance = 3 Points) or more for additional duties allocated.	3	3
1.1.7 *	Use of Innovative teaching – learning methodologies ; use of ICT, like K point or any animation software . Update subject content and course improvement alongwith subject material sharing with the students.	3	3
1.1.8 *	Design and Development of Value Additional Program (VAP) for more than 10 Hrs (3 Points per VAP)	3	3
OR			
Mentoring and Counseling Program(Teacher Guardian of minimum ten students) (Pharmacy and Management Stream)			
		NA	





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1.2 Co-Curricular, Extra Curricular & Extension Activities(25 Marks)

25

25

1.2.1 * Creation of industry exposure opportunities for students through (5 points per activity)

15

17

- Internship
Sandwich training
Industrial Visit
Memorandum of Understanding(MOU)
Sponsored projects
Placement support
Research Projects
Short Selling Assignments
Corporate Mentorship
Industry workshops
Skill Development Initiatives
Please Specify for any other option

1

Title

Project sem VI

Score

2





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1.2.2 * Coordination of activities mentioned in Sr.no. 1 to 21
(5 points per activity)

10

15.00

As Coordinator :- (Institute level- 5 Points / Dept level- 2 Points)

As Members :- (Institute level- 2 Points / Dept level- 1 Points)

- Student training program(STP)
- Techtonic / Spectrum (Mgt)
- 3) Inter Collegiate / State (ACS) / National level competition
- Sports activity
- Cultural activity
- Co curricular activity
As Coordinator Institute level ▼
- CSR activities like PRAYAS/NSS/other Governmental and non-Governmental channels etc.
- Entrepreneurship Cell
- Alumni
- Sinhgad Students Council (SSC)
- Spoken tutorials/Online course (MOOC)
- Educational Tour (or Exhibitions) /Site visit
- Value Addition Program (VAP)





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- Value Addition Program (VAP)
Counselling / Admission work
Magazine Committee
Library Committee
Result analysis Committee
Time table Committee
Training and Placement support
Teacher Guardian / Class Teacher
Class Co-ordination
Students Grievance Cell
In House publication
Presence on social media activities/posts etc
Communication skills/Online certification courses
Please Specify for any other option

1.3 * Student feedback (TH/PR)
SELECTED 1

20

20





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1.3 * Student feedback (TH/PR)

20

20

SEMESTER-I

1) Theory 1

4

2) Theory 2

4

3) Practical 1

5

4) Practical 2

0

Student feedback (TH/PR)

SEMESTER-II

1) Theory 1

4

2) Theory 2

4

3) Practical 1

5

4) Practical 2

0

* Score proportional to average of No-problem feedback obtained for all theory and practical assigned Subjects.

1.4 * Results Of students(TH/PR)

10

6

SEMESTER-I

1) Theory 1

82

2) Theory 2

76

3) Practical 1

100

4) Practical 2

100

SEMESTER-II

1) Theory 1

100

2) Theory 2

100

3) Practical 1

100

4) Practical 2

100

*More than average of previous three years results in the respective subject/practical-'10' Points otherwise '5' points (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters.)





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1.5 * Attendance Of students(TH/PR)

10

8

SEMESTER-I

1) Theory 1

80

2) Theory 2

76

3) Practical 1

76

4) Practical 2

75

SEMESTER-II

1) Theory 1

77

2) Theory 2

77

3) Practical 1

76

4) Practical 2

78

*Average of student's attendance in all the subjects/practicals assigned during the entire academic year. (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters.)

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Professional
Development & Academic Contribution (PDAC)

Professional Development and Academic Contribution (PDAC)

Table with 4 columns: Sr.No., Parameter, Optimum Score, Self Evaluation. Contains 3 rows of data regarding qualification improvement, certified trainer status, and international/national reputation certifications.





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2.4	Awards/Recognition/Any other achievement through professional bodies of national/international repute (7 Points per activity)	7	
<input type="text" value="Please specify"/>			
2.5	Contribution in conducting activities of Professional bodies (viz – AIMA, CSI,ISTD) to the students and / or faculty (5 points for every activity)	5	
<input type="text" value="Please specify"/>			
2.6	Interaction with outside world (Please specify)	15	15
<input type="checkbox"/> A) Externally Funded Project			
<input type="checkbox"/> A) Invitation as a Keynote speaker			
<input checked="" type="checkbox"/> A) Contribution in live industrial projects			
<input type="checkbox"/> B) Subject Expert for Interview panel Member			
<input type="checkbox"/> B) Judge for National Level Paper Presentation			
<input type="checkbox"/> B) Reviewer Person for International/National Journal			
<input checked="" type="checkbox"/> B) Resource person for conferences/seminars/workshops/symposia etc.			
<i>A-10 points for each activity and B-5 points for each activity</i>			





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2.7

Organization of Training program
(FDP/SDP/MDP/STTP/Workshop/Seminar/Sponsorship/Grants/Symposia
etc.)

15

7

3

Duration

lessthanweek

Position

cocoordinator

Duration

oneweek

Position

cocoordinator

Duration

lessthanweek

Position

cocoordinator

2.8

Participation in Training Program

10

21

Participation in short term training courses not less than

Two Week Duration (10 Points)

Enter the number of Programs

0

One Week Duration (5 Points)

Enter the number of Programs

3

less than one Week Duration (3 points)

Enter the number of Programs

2





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2.9 Internal Revenue Generation (IRG) other grant other than research grant through Organization of FDP / SDP / STTP / Workshop / Seminar
5 points for each RS. 25000 Or Proportionate
Please specify Amount
Sponsorship Amount
1 points for each RS. 5000
5000

2.10 Institutional /STES level Governance responsibilities assigned like
Principal/Director - (5 Points)
Vice Principal - (5 Points)
HOD - (4 Points)
NBA / NAAC / NIRF coordinator - (3 Points)
NBA / NAAC / NIRF member - (2 Points)
IQAC Coordinator - (3)
IQAC Member - (2)
SWO - (3 Points)
College Examination Officer - (3 Points)
Member of BoS / Faculty / Academic Council / Senste: (2 points each)
Member of other College / University level committees : (2 points each)
Contribution in activities of Statutory bodies : (2 points each)
Please Specify for any other option
2
Admission committee 2
Admission committee 2
Grievance committee 2

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Research Contribution (RC)

Research Contribution (RC)

Sr.No.	Parameter	Optimum Score	Self Evaluation
3.1	Research Publication (Journals) Number of articles in referred International Journal Scopus Articles (0) <input type="text" value="1"/> Article - 1 Total Authors <input type="text" value="2"/> Author Position <input type="text" value="1"/> <input type="button" value="Calculate Scopus Score"/> Web of Science Articles (0) <input type="text" value="0"/> Google Scholar Articles (0) <input type="text" value="0"/>	12	<input type="text" value="4"/>





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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.

8

5

Articles (0) 3

Article : 1

Total Authors 3

Author Position 1

Article : 2

Total Authors 3

Author Position 1

Article : 3

Total Authors 3

Author Position 1

Calculate Score





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3.3 Number of full papers in Conference Proceedings , etc.

5

3

International (0) 1

Article : 1

Total Authors 2

Author Position 1

Calculate Score

National (0) 3

Article : 1

Total Authors 3

Author Position 1

Article : 2

Total Authors 3

Author Position 1

Article : 3

Total Authors 3

Author Position 1

Calculate Score





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3.4 Research Publications (books, in chapters in books , other than referred journal articles)

6 5

Number of Text or reference Books Published by International Publishers with an established peer review system (complete book – 4 points)

Books (0) 0

Number of chapters in edited books chapter – 2 points)

Chapters (0) 3

Article : 1

Total Authors 3

Author Position 1

Article : 2

Total Authors 3

Author Position 1

Article : 3

Total Authors 3

Author Position 1

Calculate Score





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3.5 Number of Subjects Books by National level publishers/State and Central Govt.

8

3

Number of publications with ISBN/ISSN number

Publications (0) 2

Article : 1

Total Authors 2

Author Position 1

Article : 2

Total Authors 2

Author Position 1

Calculate Score

Number of chapters in edited books

Chapters (0) 0

3.6 Number of Subjects Books by other local publishers

2

0

NA

NA





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3.7 Chapters in knowledge based volumes by Indian/ National level publishers.

2

0

NA

NA

3.8 Organization of conference

10

2

International Level (0) 0

National Level (0) 1

Conference : 1

Position cocoordinator

Calculate Score

3.9 Sponsored / Funded Projects carried out / ongoing

a

Number of Projects amount mobilized with grants above 3.00 lakhs

10

0

0

b

Number of Projects amount mobilized with grants from 0.5 lakhs to 3.00 lakhs

6

0

0

c

Number of Minor Projects from central/state funding agencies with grants below Rs.0.5 lakhs

2

0

0





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3.10 Consultancy Projects carried out / ongoing

10

0

Amount mobilized with minimum of RS. 10,000 (3 points each)

Amount mobilized Rs

0

3.11 No. of patents / Technology transfer /Products / Copy right
National / International

10

0

International

Filed 0

Awarded 0

National

Filed 0

Awarded 0

Copyrights

International

Filed 0

Awarded 0

National

Filed 0

Awarded 0

3.12 Research Guidance

10

15

Degree Awarded (ME)

No. of Project Groups(BE) 15

PhD Awarded 0

PhD in progress 0





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3.12	Research Guidance	10	15
	Degree Awarded (ME)		
	No. of Project Groups(BE)	15	
	PhD Awarded	0	
	PhD in progress	0	

3.13	Involvement in student research activity	5	5
------	--	---	---

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NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

SINHGAD TECHNICAL EDUCATION SOCIETY

सिंहगड टेक्निकल एड्युकेशन सोसायटी

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

Period of Assessment (April to March) : From 1/7/23 to 30/6/23 Employee Code: 21463

Name in Full Deepti Sagar Velhal Designation: Accounts clerk

College / Institute: Sinhgad Institute of Mgt. Campus: Vadgaon

Joining date (STES): 01/07/2022 Joining date (Colleg /Institute): 01/07/2022

Educational Qualification: MBA - (finance)

Nature of duties: ① SWP entries ② All types of payment voucher ③ All types of Receipt ④ Cash handle ⑤ assist to salary process ⑥ advance settlement

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	07	07
Knowledge	16	16	12
Quality of Work	12	10	08
Communication	8	08	06
Supervisory ability	10	10	08
Initiative & Co-operation	16	16	14
Interpersonal Relations	8	06	05
Sub Total of ('A' and 'B')	80	73	60
C) Evaluation of Reporting Officer	20	---	14
Grand Total	100		74

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : 74

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

Place : PUNE

Date : 21/6/23

DIRECTOR

(Head/Principal/Director)
Sinhgad Institutes
S. No. 44, Vadgaon (BK), Pune-411001.
(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 Remark filled by employe	Maximum Marks	Marks as per self assessment by the employee	Evaluation By Reporting Officer
1	Attendance during the Assessment year		10	7	7
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	94%	4	4	4
1.2	No. of late comings in Assessment year Below 12 = 2, 12 to 24 = 1, Above 24 = 0		2	2	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	0	0
1.4	Leave without pay if any during Assessment year Nil = 2, Less than 10 days = 1, More than 10 days = 0	4	2	1	1
2	Knowledge		16	16	12
2.1	Whether competent in required job skills & knowledge Yes = 4, Partly Yes = 2, No = 0		4	4	3
2.2	Whether exhibits ability to learn & apply new skills Yes = 3, Partly Yes = 2, No = 0		3	3	3
2.3	Whether uses resources effectively Yes = 3, Partly Yes = 2, No = 0		3	3	2
2.4	Interpretation of Rules & Regulations of the University/Society correctly Yes = 3, Partly Yes = 2, No = 0		3	3	2
2.5	Use of logics for disposal of complaints/grievances/requests in satisfactory manner Yes = 3, Partly Yes = 2, No = 0		3	3	2
3	Quality of Work		12	10	8
3.1	Promptness (Timely completion of work) Yes = 4, Takes own time = 2, No = 0		4	4	3
3.2	Accuracy in work Always = 4, Some times = 2		4	4	3
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	2	2
3.4	Appreciation received if any (in written form) Yes = 2, No = 0		2	0	0
4	Communication		8	8	6
4.1	Whether expresses ideas & thoughts clearly Yes = 2, Never = 0		2	2	1
4.2	Whether exhibits good listening & grasping capacity Yes = 2, No = 0		2	2	1
4.3	Whether keeps others adequately informed Yes = 2, No = 0		2	2	2
4.4	Ability of noting & drafting Good = 2, Average = 1, No = 0		2	2	2
5	Supervisory ability		10	10	8
5.1	Ability to guide and to help other colleagues Yes = 2, No = 0		2	2	2
5.2	Whether responds to the instructions and guidelines from higher authorities Yes = 2, No = 0		2	2	2
5.3	Ability to shoulder duties and responsibilities of higher post Yes = 2, Not yet = 0		2	2	1
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities Yes = 2, Not applicable = 1		2	2	2
5.5	Reporting to high authority the difficulties in work assigned Proper = 2, Unwarranted = 0		2	2	1
6	Initiative & Co-operation		16	16	14
6.1	Whether follows protocols/hierarchy in office matters Yes = 2, No = 0		2	2	2
6.2	Ability to do work with minimum instructions Yes = 2, No = 0		2	2	1

6.3	Ability to identify importance of the work assigned Yes = 2, No = 0		2	2
6.4	Whether performs daily duties satisfactorily Yes = 2, No = 0		2	1
6.5	Involvement in work other than regular duties assigned Yes = 2, No = 0		2	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	2	2
6.7	Whether positive and flexible approach to work requirements as per situation Yes = 2, No = 0	2	2	2
6.8	Whether maintains records properly and update Yes = 2, No = 0	2	2	2
7	Interpersonal Relations	8	6	5
7.1	Tendency to help co-workers. Yes = 2, No = 0	2	2	2
7.2	Outcome of feedback obtained from colleagues, staff & faculty Good = 2, Average = 1, Below Average = 0	2	2	2
7.3	Whether accepts principle of collective responsibilities Yes = 2, No = 0	2	2	1
7.4	Outstanding work during Assessment year (Details of outstanding work, if any)	2	0	0
Sub Total		80	A = 73	B = 60

Place & Date: 1/06/2023

Rupali
(Name & Signature of employee)

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	3
2	Honesty	Yes / No	2	2
3	Integrity & Character	Good / Not Good / No Comment	2	2
4	Whether willful worker	Yes / No	3	2
5	General Intelligence	Good / Average	4	2
6	Whether perform duties independently	Yes / Partly Yes / No	3	2
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	1
Total			20	14

Rupali Wankar
Rupali
(Name & Designation of the Reporting Officer with Stamp)

Note :

- 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.
- 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

सिंहगड टेक्निकल एड्युकेशन सोसायटी

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

Sinhgad Institutes

Period of Assessment (April to March) : From 18 July 2022 to 17 July 2023 Employee Code: 4/A/2528/2157

Name in Full: Aishwarya Rajaram Gaikwad Designation: Training And Placement Assistant

College / Institute: Sinhgad Institute of Management Campus: Vadgaon Bk.

Joining date (STES): 18 July 2022 Joining date (Colleg /Institute): 18 July 2022

Educational Qualification: Bachelor of Engineering (Electrical Engineering)

Nature of duties: All Placement duties like Sending registration email, responses

to CPC, Updating company registration Excel sheet, Interview schedule emails, CV sharing and Query Emails, Updating TCS & FirstNaukri certification, co-ordinating companies.

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	03	03
Knowledge	16	16	11
Quality of Work	12	10	08
Communication	8	08	07
Supervisory ability	10	10	08
Initiative & Co-operation	16	16	15
Interpersonal Relations	8	08	05
Sub Total of ('A' and 'B')	80	71	57
C) Evaluation of Reporting Officer	20	---	14
Grand Total	100		71

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : 71

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

Place : PUNE

Date : 23/6/23


DIRECTOR
(Head/Principal/Director)
Sinhgad Institute of Management
(Name, Signature & Stamp)
Vadgaon (Bk.), Pune

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

PRESIDENT / VICE-PRESIDENT / SECRETARY

Sr No	Parameters of Assessment	Figures Remark filled by employe :	Maximum Marks	Marks as per self assessment by the employee	Evaluation By Report Office
1	Attendance during the Assessment year		10		3
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	86%	4	3	3
1.2	No. of late comings in Assessment year Below 12 = 2, 12 to 24 = 1, Above 24 = 0		2	0	0
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	5	2	0	0
1.4	Leave without pay if any during Assessment year Nil = 2, Less than 10 days = 1, More than 10 days = 0		2	0	0
2	Knowledge		16		11
2.1	Whether competent in required job skills & knowledge Yes = 4, Partly Yes = 2, No = 0		4	4	3
2.2	Whether exhibits ability to learn & apply new skills Yes = 3, Partly Yes = 2, No = 0		3	3	2
2.3	Whether uses resources effectively Yes = 3, Partly Yes = 2, No = 0		3	3	2
2.4	Interpretation of Rules & Regulations of the University/Society correctly Yes = 3, Partly Yes = 2, No = 0		3	3	2
2.5	Use of logics for disposal of complaints/grievances/requests in satisfactory manner Yes = 3, Partly Yes = 2, No = 0		3	3	2
3	Quality of Work		12		8
3.1	Promptness (Timely completion of work) Yes = 4, Takes own time = 2, No = 0		4	4	3
3.2	Accuracy in work Always = 4, Some times = 2		4	4	3
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	2	2
3.4	Appreciation received if any (in written form) Yes = 2, No = 0		2	0	0
4	Communication		8		7
4.1	Whether expresses ideas & thoughts clearly Yes = 2, Never = 0		2	2	2
4.2	Whether exhibits good listening & grasping capacity Yes = 2, No = 0		2	2	1
4.3	Whether keeps others adequately informed Yes = 2, No = 0		2	2	2
4.4	Ability of noting & drafting Good = 2, Average = 1, No = 0		2	2	2
5	Supervisory ability		10		8
5.1	Ability to guide and to help other colleagues Yes = 2, No = 0		2	2	2
5.2	Whether responds to the instructions and guidelines from higher authorities Yes = 2, No = 0		2	2	2
5.3	Ability to shoulder duties and responsibilities of higher post Yes = 2, Not yet = 0		2	2	1
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities Yes = 2, Not applicable = 1		2	2	1
5.5	Reporting to high authority the difficulties in work assigned Proper = 2, Unwarranted = 0		2	2	2
6	Initiative & Co-operation		16		15
6.1	Whether follows protocols/hierarchy in office matters Yes = 2, No = 0		2	2	2
6.2	Ability to do work with minimum instructions Yes = 2, No = 0		2	2	2

6.3	Ability to identify importance of the work assigned Yes = 2, No = 0		2	2	2
6.4	Whether performs daily duties satisfactorily Yes = 2, No = 0		2	2	2
6.5	Involvement in work/other than regular duties assigned Yes = 2, No = 0		2	2	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	2	2
6.7	Whether positive and flexible approach to work requirements as per situation Yes = 2, No = 0		2	2	1
6.8	Whether maintains records properly and update Yes = 2, No = 0		2	2	2
7	Interpersonal Relations		8		5
7.1	Tendency to help, co-workers. Yes = 2, No = 0		2	2	2
7.2	Outcome of feedback obtained from colleagues, staff & faculty Good = 2, Average = 1, Below Average = 0		2	2	2
7.3	Whether accepts principle of collective responsibilities Yes = 2, No = 0		2	2	1
7.4	Outstanding work during Assessment year (Details of outstanding work, if any) <u>Co-ordinating companies and sessions.</u>		2	2	—
Sub Total			80	A= 71	B= 57

Place & Date: Pune & 19/06/2023

(Name & Signature of employee)

Rid

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	3
2	Honesty	Yes / No	2	2
3	Integrity & Character	Good / Not Good / No Comment	2	2
4	Whether willful worker	Yes / No	3	2
5	General Intelligence	Good / Average	4	2
6	Whether perform duties independently	Yes / Partly Yes / No	3	2
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	1
Total			20	14

Rupali
Rupali Wadgaonkar
 (Name & Designation of the Reporting Officer with Stamp)
 REGISTRAR
 Sinhgad Institute of Management
 Wadgaon (Budruk)

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 Institutes

SINGHAD TECHNICAL EDUCATION SOCIETY

सिंहगड टेक्निकल एज्युकेशन सोसायटी

Non Teaching Performance Appraisal Report (For Group 'D' Employees)

शिक्षकेतर कर्मचा-यांच्या कामगिरीचा मूल्यमापन अहवाल (गट 'ड' मधील कर्मचा-यांकरिता)

Period of Assessment (April to March) : From 03/7/18 to 2/7/2019 Employee Code: 4/K/4486/18587
मूल्यांकन कालावधी (एप्रिल ते मार्च) पासून पर्यंत कर्मचारी क.

Name in Full: Kabir Prashant Dattatray Designation: Peon/MPW (MALE)
संपूर्ण नाव पद / हुददा

College / Institute: Sinhgad Institute of Management Campus: Vadgaon (BK)
महाविद्यालय / संस्था Vadgaon BK संकुल

Joining date (STES): _____ Joining date (College/Institute): 03/07/2017
संस्थेत रुजू झाल्याची तारीख (एस.टी.ई.एस.) रुजू झाल्याची तारीख (महाविद्यालय / संस्था)

Educational Qualification: BA - Appearing (Economic)
शैक्षणिक पात्रता

Nature of duties: Peon Work / office work
कामाचे स्वरूप

Summary of the Performance, कामगिरीचा सारांश

To be filled in by Heads / Principal / Director

Assessment Head मूल्यांकन शिर्ष	Maximum marks जास्तीत जास्त गुण	Marks as per self assessment by the employee कर्मचा-याने प्राप्त केलेले गुण	Marks given by the by Reporting Officer (प्रतिवेदन अधिका-याचे मूल्यांकन)
Attendance during the assessment year	20	18	18
Interpersonal Relations	10	10	09
Initiative & Co-operation	08	08	07
Quality of Work	42	32	27
Sub Total (एकूण)	80	68	61
Evaluation of Reporting Officer प्रतिवेदन अधिका-याचे मूल्यांकन	20	--	16
Grand Total (एकूण बेरीज)	100	68	77

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : 77

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

Place : PUNE

Date : 28/6/19

(Head / Principal / Director)
(Name DIRECTOR Stamp)

Final Review of the Accepting Authority :- Accepted / Not Accepted / Sinhgad Institute of Management
No. 44/1, Vadgaon (BK), Pune-411 041.

PRESIDENT / VICE-PRESIDENT / SECRETARY

Sr. No. अ.क	Parameter of Assessment मुल्यांकनाचे घटक	Figures / Remarks to be filled by employee कर्मचा-यांनी भरावयाची जाकडेवारी / अभिप्राय	Maximum Marks जास्तीत जास्त गुण	Marks as per self assessment by the employee कर्मचा-याचे स्वतःचे मूल्यमापन	Evaluation by Reporting Officer प्रतिवेदन अधिका-यांनी केलेले मूल्यमापन
1	Attendance during the assessment year अहवाल वर्षातील उपस्थिती		20	18	18
1.1	% of Attendance during actual working days during Assessment year अहवाल वर्षामधील उपस्थितीची टक्केवारी (उपस्थित दिवस ÷ प्रत्यक्ष कामाचे दिवस) x 100 १०% पेक्षा अधिक-८, ७५% ते ८९%-९, ५०% ते ७४%-४, ५०% पेक्षा कमी-२	९३%	8	8	8
1.2	No. of late comings in Assessment year अहवाल वर्षामध्ये उशिरा आलेल्या दिवसांची संख्या १२ पेक्षा कमी - ४, १२ ते २४ - २, २४ पेक्षा जास्त - ०	एकही नाही	4	4	4
1.3	No. of times the leave were not pre-sanctioned (except on medical grounds) पूर्व मंजूरीशिवाय घेतलेल्या रजांची चारंवारता ० वेळा - ४, २ वेळा - २, २ पेक्षा जास्त वेळा - ०	२ वेळा	4	2	2
1.4	Leave without pay if any during Assessment year अहवालाचे वर्षातील दिना घेतून रजा एकही नाही - ४, दहापेक्षा कमी - २, दहापेक्षा अधिक - ०	एकही नाही	4	4	4
2	Interpersonal Relations आंतरवैयक्तिक संबंध		10	10	१०
2.1	Frequency of complaints to higher authorities about colleagues & others वरिष्ठ अधिका-यांकडे सहका-यांबद्दल तसेच इतरांबाबत केलेल्या तक्रारींची चारंवारता - आहे - २, नाही - ०	नाही	2	2	२
2.2	Tendency to help co-workers, if they require. सहका-यांना मदतीची आवश्यकता असल्यास मदत करण्याची प्रवृत्ती. आहे - ६, नाही - ०	आहे	6	6	५
2.3	Outcome of feedback obtained from colleagues, staff & faculty सहकारी/कर्मचारी व शिक्षकांकडून मिळालेल्या प्रतिसादाचे स्वरूप चांगले - २, सर्वसाधारण - १	चांगले	2	2	२
3	Initiative & Co-operation पुढाकार आणि सहकार्य		08	08	०७
3.1	Ability to do work with minimum instructions कमीत कमी सूचनानुसार काम करण्याची क्षमता आहे - २, नाही - ०	आहे	2	2	२
3.2	Ability to identify importance of the work assigned नेमून दिलेल्या कामाचे महत्त्व ओळखण्याची क्षमता आहे - २, नाही - ०	आहे	2	2	१
3.3	Whether performs daily duties satisfactorily दैनंदिन काम व्यवस्थितपणे पार पाडता का? चांगले - २, समाधानकारक - १, असमाधानकारक - ०	चांगले	2	2	२
3.4	Involvement in work/duties at Institute level संस्था स्तरावरील काम / कर्तव्यांमध्ये सहभाग आहे - २, नाही - ०	आहे	2	2	२
4	Quality of Work कामाची गुणवत्ता		42	32	२७
4.1	Promptness (Timely completion of work) कामातील तत्परता (वेळेत काम पूर्ण करणे) आहे - १०, सर्वेडीनुसार - ५, नाही - ०	आहे	10	10	८
4.2	Accuracy in work कामातील अचूकता आहे - १०, अशांत आहे - ५, नाही - ०	आहे	10	10	९

4.3	Outstanding work during Assessment year वर्षभरात केलेले उल्लेखनीय काम, (असल्यास - २, नसल्यास - ०) <u>SPPU EXAM, Work</u>	आहे	2	2	-
4.4	Punishment; warnings / Memos received if any (in written form) कोही शिक्षा/लेखी स्वरूपातील झापन/ताकीद मिळाली असल्यास एकही नाही - १०, एक असेल - ५, एक पेक्षा जास्त - ०	नाही	10	10	10
4.5	Appreciation received if any (in written form) कौतुक / प्रशंसा प्राप्त झाली असल्यास (लेखी स्वरूपात) एकही नाही - ०, एक असेल - ५, एक पेक्षा जास्त - १०	एकही नाही	10	0	-
Sub Total एकूण			80	A=	B=

Place & Date: PUNE
स्थळ आणि दिनांक 11-06-2019

Prashant
Prashant .D. Kabir
(Name & Signature of employee)
(कर्मचाऱ्यांचे नाव व स्वाक्षरी)

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	Yes / No	4	3
2	Dependability	Yes / No	2	2
3	Honesty	Yes / No	2	2
4	Integrity & Character	Good / Not Good / No Comment	2	2
5	Whether willful worker	Yes / No	3	2
6	General Intelligence	Good / Average	4	3
7	Whether perform duties independently	Yes / Partly Yes / No	3	2
Total			20	16

Lupak
REGISTRAR
(Name & Designation of the Reporting Officer with Stamp)
Sinhgad Institute of Management
Survey No. 44/1, Vadgaon (Budruk),
Off. Sinhgad Road, Pune - 411 041

Note :

- Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of Performance" by the respective the Heads / Principal / Director himself.
- If difference between "A" & "B" of the summary in 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 Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY
सिंहगड टेक्निकल एज्युकेशन सोसायटी
Non Teaching Performance Appraisal Report for Group 'A, B & C'
Employees

Period of Assessment (April to March) : From 6/2/2019 to 5/2/2020 Employee Code: 4/M/191/18105

Name in Full: Mrs. Manisha Nitin Deshpande Designation: Assistant Librarian

College / Institute: Sinhgad Institute of Management Campus: Nadgaon (Bk.)

Joining date (STES): 6 Feb, 2017 Joining date (College/Institute): 6, Feb, 2017

Educational Qualification: M.A. M.L.T.S. SET. 2016 May.

Nature of duties: 1. Issue/Return of Books. 2. Books order Typing. 3. Data Entry. 4. Registration of members

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	10	10
Knowledge	16	16	16
Quality of Work	12	10	10
Communication	8	08	8
Supervisory ability	10	10	10
Initiative & Co-operation	16	16	16
Interpersonal Relations	8	08	6
Sub Total of ('A' and 'B')	80	78	76
C) Evaluation of Reporting Officer	20	--	20
Grand Total	100		96

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : 96

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

Place : PUNE

Date : 7/1/2020

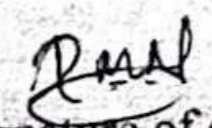
(Head/Principal/Director)
(Name, Signature & Stamping)
Nadgaon (Bk.), Pune-411 041.

Final Review of the Accepting Authority :- Accepted / Not Accepted /

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		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	90.46%	4	4	4
1.2	No. of late comings in Assessment year Below 12 = 2, 12 to 24 = 1, Above 24 = 0	NIL	2	2	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	0	2	2	2
1.4	Leave without pay if any during Assessment year Nil = 2, Less than 10 days = 1, More than 10 days = 0	NIL	2	2	2
2	Knowledge		16		16
2.1	Whether competent in required job skills & knowledge Yes = 4, Partly Yes = 2, No = 0	Yes	4	4	4
2.2	Whether exhibits ability to learn & apply new skills Yes = 3, Partly Yes = 2, No = 0	Yes	3	3	3
2.3	Whether uses resources effectively Yes = 3, Partly Yes = 2, No = 0	Yes	3	3	3
2.4	Interpretation of Rules & Regulations of the University/Society correctly Yes = 3, Partly Yes = 2, No = 0	Yes	3	3	3
2.5	Use of logics for disposal of complaints/grievances/requests in satisfactory manner Yes = 3, Partly Yes = 2, No = 0	Yes	3	3	3
3	Quality of Work		12		10
3.1	Promptness (Timely completion of work) Yes = 4, Takes own time = 2, No = 0	Yes	4	4	4
3.2	Accuracy in work Always = 4, Some times = 2	Always	4	4	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	NIL	2	2	2
3.4	Appreciation received if any (in written form) Yes = 2, No = 0	NO	2	0	0
4	Communication		8		8
4.1	Whether expresses ideas & thoughts clearly Yes = 2, Never = 0	Yes	2	2	2
4.2	Whether exhibits good listening & grasping capacity Yes = 2, No = 0	Yes	2	2	2
4.3	Whether keeps others adequately informed Yes = 2, No = 0	Yes	2	2	2
4.4	Ability of noting & drafting Good = 2, Average = 1, No = 0	Good	2	2	2
5	Supervisory ability		10		10
5.1	Ability to guide and to help other colleagues Yes = 2, No = 0	Yes	2	2	2
5.2	Whether responds to the instructions and guidelines from higher authorities Yes = 2, No = 0	Yes	2	2	2
5.3	Ability to shoulder duties and responsibilities of higher post Yes = 2, Not yet = 0	Yes	2	2	2
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities Yes = 2, Not applicable = 1	Yes	2	2	2
5.5	Reporting to high authority the difficulties in work assigned Proper = 2, Unwarranted = 0	Proper	2	2	2
6	Initiative & Co-operation		16		16
6.1	Whether follows protocols/hierarchy in office matters Yes = 2, No = 0	Yes	2	2	2
6.2	Ability to do work with minimum instructions Yes = 2, No = 0	Yes	2	2	2

6.3	Ability to identify importance of the work assigned Yes = 2, No = 0	Yes	2	2	2
6.4	Whether performs daily duties satisfactorily Yes = 2, No = 0	Yes	2	2	2
6.5	Involvement in work/other than regular duties assigned Yes = 2, No = 0	Yes	2	2	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	Yes	2	2	2
6.7	Whether positive and flexible approach to work requirements as per situation Yes = 2, No = 0	Yes	2	2	2
6.8	Whether maintains records properly and update Yes = 2, No = 0	Yes	2	2	2
7	Interpersonal Relations		8		(6)
7.1	Tendency to help, co-workers. Yes = 2, No = 0	Yes	2	2	2
7.2	Outcome of feedback obtained from colleagues, staff & faculty Good = 2, Average = 1, Below Average = 0	Good	2	2	2
7.3	Whether accepts principle of collective responsibilities Yes = 2, No = 0	Yes	2	2	2
7.4	Outstanding work during Assessment year (Details of outstanding work, if any) Help in admission process.	Yes	2	2	0
Sub Total			80	A = 78	B = 76

Mrs. Manisha N. Deshpande

 (Name & Signature of employee)

Place & Date: Pune, 2/01/2020.

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	4
2	Honesty	Yes / No	2	2
3	Integrity & Character	Good / Not Good / No Comment	2	2
4	Whether willful worker	Yes / No	3	3
5	General Intelligence	Good / Average	4	4
6	Whether perform duties independently	Yes / Partly Yes / No	3	3
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	2
Total			20	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.