	Jagdamba Education Society's
	SND College of Engineering and Research Center, Yeola

Annual Performance Appraisal Form for Teaching staff

EMPLOYEE DETAILS:

Name of the faculty	
Qualification (Year of Passing)	
Register for PhD (Registration Date & Probable Date of Completion)	
Department	
Designation	
Total Experience Teaching:- Industry:-	
Date of Joining the Institute	
Approval Status (If Yes provide reference no & date)	

CATEGORY – I: TEACHING, LEARNING & EVALUATION

Sr. No.	Academic Performance Indicator(API)	API Score Allotted	Self Evaluation	Evaluation by HOD	Evaluation By Dean Academics
1.	Lectures, Tutorials, Practical's conducted (Attendance sheet, monthly syllabus coverage)	07			
2.	Participatory & Innovative Teaching-Learning Methodologies used (NPTEL Videos,PPT,MCQ,etc)	07			
3.	Library Utilization 1.Books Referred 2.Journals Referred (Record from Librarian)	04			
4.	Result Analysis (For Subjects taught in last academic year with previous two year comparison & also with SPPU)	04			
5.	Active Participation in Department & Institute Level Activities.	04			
6.	Sponsored Project/Industry Internship (Provide Details of contact used to help students)	04			
	TOTAL (I)	**30**			

CATEGORY – II : CO-CURRICULAR AND EXTRA CURRICULAR

Sr. No.	Academic Performance Indicator(API)	API Score Allotted	Self Evaluation	Evaluation by HOD	Evaluation By Dean Academics

1.	**Technical Activity**
	
	Guest Lecture organized for Students
	   a)Institute Level (2)
	   b)Department Level(2)
	(Conduction record in details)
	
	Workshops organized for Students(2)
	Certificate Course/ Add on Course organized for Students(2)
	(Conduction record in details)
		10			

2.	**Co-curricular & Extracurricular activities** Organizing industrial visit/ NSS/Blood donation/ Plantation/Medical camp/ Internships/sports/cultural activity,etc (All necessary document proof of meetings,planning,execution,etc)	10			
3.	**Academic and Administrative Committees & Responsibilities** College level : Incharge (2) Member (1) Department level : Incharge (2) (All necessary document proof of meetings,planning,execution,etc)	10			
	TOTAL (II)	**30**			

CATEGORY – III: RESEARCH & DEVELOPMENT

Sr. No.	Academic Performance Indicator(API)	API Score Allotted	Self Evaluation	Evaluation by HOD	Evaluation By Dean Academics
1.	Faculty Paper Publications/ Published Books/Chapters in Books IEEE/SCOPUS/SCI conference /Journal (papers in hard copy)	08			
2.	Sponsored Research Projects/ External Funding for Research Activities (Sponsorships details, Efforts toward this)	08			
3.	Workshops/STTP/FTP/Industrial Training/Online courses Attended/Organized (Complete document proof)	08			
4.	Consultancy Projects (All document proof of agreement ,etc)	08			
5.	Patent filled/received Overseas/ Indian (Patent filing and further communication details)	08			
	TOTAL (III)	40			

EVALUATION SUMMARY:

Academic Performance Indicator(API)	API Score Allotted	Self Evaluation	Evaluation by HOD	Evaluation By Dean Academics
Category – I :Teaching, Learning & Evaluation	30			
Category – II :Co-Curricular & Extra Curricular	30			
Category – III :Research and Development	40			
Total	**100**			

ADDITIONAL COMMENTS (if any) by THE FACULTY

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Sign of Faculty   **Sign of HOD**

Sign of Dean Academic

	Jagdamba Education Society's
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Annual Performance Appraisal Form for Non-Teaching staff

EMPLOYEE DETAILS:

Name of the faculty	
Qualification on date of Joining	
Present Qualification	
Department	
Designation	
Date of Joining the Institute	
Total Experience	
Current Salary	

WORK EXECUTION DETAILS (50)

Sr.	Task of Evaluation	Self Evaluation (5 Credits each)	Evaluation by HOD	Evaluation By Dean Academics
1	I am helpful to the teachers whenever they approach me for help.			
2	I develop a good rapport with the public especially during admission process.			
3	I respond quickly to the needs of the student, faculty and institution			
4	I always give proper information to my HOD during leave (planned & unplanned).			
5	I complete the work for the day on time.			
6	If needed I extend my work timings to complete the task assigned.			
7	I positively respond to any instruction, guidance, correction and discipline by my superiors.			
8	I can immediately locate the files (for which I am responsible) when asked for data			
9	I report on time to work.			
10	Neatness of individual and work allotted			

EVALUATION SUMMARY:

Academic Performance Indicator(API)	API Score Allotted	Self Evaluation	Evaluation by HOD	Evaluation By Dean Academics
Work Execution Details	50			
Total	**50**			

ADDITIONAL COMMENTS (if any) by THE Non-Teaching Staff

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Sign of Non-Teaching Staff   **Sign of HOD**

Sign of Dean Academic