RAYAT SHIKSHAN SANSTHA'S

SWAMI SAHAJANAND BHARATI COLLEGE OF EDUCATION, SHRIRAMPUR DIST-AHMEDNAGAR

DOCUMENTARY EVIDENCE IN SUPPORT OF THE CLAIM

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF

Swami Sahajanand Bharati College of Education, Shrirampur
(Affiliated to Savitribai Phule Pune University, Pune)

YEAR OF PERFORMANCE APPRAISAL:

PART 'A'

SECTION – A: GENERAL

1	Name	:	
2	Designation	:	
3	Name of the Department / Centre	:	
4	CommunicationAddress	:	
5	Email /Telephone / Mobile number	:	
6	Year of Performance Appraisal	:	

SECTION - B: **Appendix II**

TABLE 1
Assessment Criteria and Methodology for University Teachers

Sr.	Activity	Grading Criteria			Self-appraisal Grading			Verified Grading
1.	Teaching (Number of classes taught/total classes assigned) x 100% **(Classes taught includes sessions on tutorials, lab and other teaching related activities)**	80% & above	:	Good	Total Classes Assigned	:	592	
		Below 80% but 70% & above	:	Satisfactory	No. of Classes Taught	:	585	
		Less than 70%	:	Not satisfactory	% of Classes Taught	:	98.82%	
					Grade	:	Good	
2.	Involvement in the university /college student related activities /research activities : (a) Administrative responsibilities such as head, chairperson/ Dean /Director/ Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper	Involved in at least 3 activities	:	Good	Sr.		Yes/No	
		1-2- activities	:	Satisfactory	(a)		Yes	
		Not involved / undertaken any of the activities	:	Not satisfactory	(b)		Yes	
					(c)		Yes	
					(d)		-----	
					(e)		-----	
					(f)		-----	
		Note: Number of activities can be within or across the broad categories of activities			(g)		Yes	
					Grade		**Good**	

	evaluation.			
	(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
	(d) Organizing seminars / conference /workshop, other college /university activities.			
	(e) Evidence of activity involved in guiding PhD students.			
	(f) Conducting minor or major research project sponsored by national or international agencies.			
	(g) At least one single or joint publication in peer-reviewed or UGC list of journals.			

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at S.No.2.
Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S.No.2.
Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, ordinances of the parent institution.

Methodology for University and College Teacher for calculating Academic/ResearchScore

(Assessment must be based on evidence produced by the teacher such as: copy of publication, project sanction letter, utilization and completion certificates issued by the University and acknowledgement for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages/ Humanities/ Arts /Social /Sciences /Library / Education / Commerce / Management & other related disciplines	Self-appraisal Score	Verified Score
1.	(*) Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	2 X 25=50 (Im F. 5-10)	
	Publication (other than Research papers)				
	(a) Books authored which are published by;				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
2.	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
3.	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02		
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrant for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/paper/e-book	10	10		

#	Category				
4.	**(a) Research guidance**				
	Ph.D.	10 per degree awarded	10 per degree awarded		
		05 per thesis submitted	05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	2×2 = 04	
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing:				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5.	**(a) Patents**				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6.	***Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)**				
	International (Abroad)	07	07		
	International (within Country)	05	05	1×5 = 5	
	National	03	03		
	State/ University	02	02		
			Total 50+0+0+4+0+5 = 59	59	

Date:

(*) The Research score for research papers and would be augmented as follows:

Peer-Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's list):

i)   Paper in refereed journals without impact factor - 05 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v)   Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

a)   Two authors - 70% of total value of publication for each author

b)   More than two author - 70% of total value of publication for the first /principal/corresponding author and 30% of total value of publication for each of the joint author

c)   Joint Project - Principal Investigator and Co-investigator would get 50% each

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% oOf the total score for supervisor and Co-supervisor. Supervisor and Co- supervisor, both shall get 7 marks each.
- *For the purpose of calculating score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resources person /paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Overall Grading				
Sr. No.	Grade Claimed	Overall Grade Claimed	Grade Verified	Overall Grade Verified
Table-1	Good	Good	Good	Good
Table-2	Good		Good	

Date   :

Place   : Shrirampur

Signature of the Faculty with Designation   Signature of HOD

Signature of Coordinator, IQAC   (College Seal)   Signature of Principal

Principal
S.S.B.College of Education
Shrirampur, Dist.Ahmednagar

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DOCUMENTARY EVIDENCE IN SUPPORT OF THE CLAIM

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

Non-Teaching Staff Blank Format of Performance Appraisal

Rayat Shikshan Sanstha's
SWAMI SAHAJANAND BHARATI COLLEGE OF EDUCATION, SHRIRAMPUR

Performance Appraisal Form for Non-Teaching Staff
Year....................

1. Name of the Faculty   :
2. Position Title   :
3. Date of Entry into Service   :
4. No. of Years in Service   :
5. Date of Retirement   :
6. Qualification   :
7. Details of Current Responsibilities   :

I.   PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	pacity to supervise* (For Supervising Staff Only)					
7	you possess good knowledge(theory, hands on) for all aspects of the job to performyour job functions satisfactorily?					

II.   PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

PRINCIPAL
S.S.B. College of Education
Shrirampur, Dist. A.Nagar