BHARATI VIDYAPEETH COLLEGE OF ENGINEERING,

LAVALE, PUNE-412115

TEACHING STAFF

CONFIDENTIAL REPORT

SUBMITTED   THROUGH H.O.D.   :

NAME OF THE STAFF MEMBER   :

DESIGNATION & DEPARTMENT   :

DATE OF JOINING   :

VALIDITY OF APPOINTMENT ORDER   :

SUBJECTS:

1)

2)

3)

PRACTICLES:

1)

2)

3)

GENERAL APPRISAL GUIDELINES:

Sr. No.	Guidelines	Bad	Ok	Good	Can be Improved	Remarks
1	Attendance					
2	Conduct					
3	Discipline					
4	Progress					
5	Motivation					
6	Co-operation					
7						
8						

PERTAINING TO TEACHING

Sr. No.	Guidelines	Bad	Ok	Good	Can be Improved	Remarks
1	Clarity of Ideas					
2	Fluency of Language					
3	Administration					
4	Class Control					
5	Innovative Ideas & Participation					
6						
7						
8						

➢ **Recommended for continuation / Promotion / Discontinue**

H.O.D.   **PRINCIPAL**

फॉर्म नंबर ६

नियम क्रमांक १२.पहा

शिक्षकेत्तर सेवकांचा गोपनीय अहवाल

१.	महाविद्यालयाचे नाव :		
२.	वैयक्तिक माहिती (संबंधित सेवकाने भरावयाची)		
३.	सेवकाचे नाव : श्री/श्रीमती /कु :		
४.	कार्यालियाचे नाव (विभाग) :		
५.	जन्मतारीख : (सेवापुस्तक/दहावीचे प्रमाणपत्र / शाळा सोडल्याचे दाखल्यावरील नोंदीप्रमाणे)		
६.	जन्म ठिकाण :		
७.	हुद्दा:		
८.	प्रथम नेमणूक तारीख :		
९.	दर्जा (स्थायी /अस्थायी)		
१०.	संवर्ग : (एस.सी /एस.टी./डी.टी./एन.टी /ओ.बी.सी.इ पैकी असल्यास):		
११.	सध्याचा पत्ता व मोबाईल नंबर :		
१२.	कायमचा पत्ता :		
१३.	शैक्षणिक पात्रता :	बोर्ड/ विद्यापीठ	वर्ष
	१.		
	२.		
	३.		
१४.	मातृभाषा:		
१५.	अवगत भाषा :		
१६.	नेमणूक तारखेच्या पदापासून आत्तापर्यंत	पद	कालावधी
	प्राप्त झालेल्या पदांचा तपशील	१.	
		२.	

सदर सेवकाची वर्तणूक व काम करण्याची क्षमता याबद्दलचा गोपनीय अहवाल

१.	सेवकाचे नाव :
२.	अहवालाचा कालावधी :
३.	अहवालाच्या कालावधीत असलेले पद :
४.	अहवालाच्या कालावधीत पार पडलेल्या जबाबदारया(विभाग /कार्यालिय):
५.	अहवाल कालावाधीत घेतलेल्या बिनपगारी रजा :

कार्यालियाने निसंदिग्धपणे भरावयाची माहिती

अ.क्र.	घटक	उत्तम	चांगला	बरा	साधारण	सुधारणा आवश्यक
१.	कामातील तत्परता					
२.	कामातील व्यवस्थितपणा					
३.	कामातील अचूकता					
४.	कामातील वक्तशीरपणा					
५.	हजेरीतील नियमितता					
६.	सहकारी कर्मच्यार्याशी वर्तणुक					
७.	पालक,विद्यार्थी/जनता यांच्याशी संबंध					
८.	काम करण्याची क्षमता					

अ)गुणवत्ता :

अ.क्र.	घटक	उत्तम	चांगला	बरा	साधारण	सुधारणा आवश्यक
१.	आकलन शक्ती					
२.	नेतृत्व गुण					
३.	विभागातील कामकाजाची माहिती					
४.	तांत्रिक क्षमता					
५.	पदा व्यतिरिक्त इतर वैशिष्ठ्ये					

ब) शिफारस :

अ.क्र.	घटक	उत्तम	चांगला	बरा	साधारण	सुधारणा आवश्यक
१.	काम (समधानकारक/ असमाधानकारक					
२.	प्रशासकीय क्षमता (तत्परता,व्यवस्थितपणा)					
३.	सदर काम करण्यासाठी आवश्यक शारीरिक सुदृढता					
४.	बढतीस पात्र					
५.	इतर विशेष बाबी					
६.	सेवा पुढे चालू ठेवावी /ठेवू नये नसल्यास कारणे					
७.	सर्वसाधारण मूल्यमापन					

दिनांक:

ठिकाण :   (डॉ.आर.एन.पाटील)

                                                                      प्र.प्राचार्य

BHARATI VIDYAPEETHS

COLLEGE OF ENGINEERING

Lavale, Pune-412115

SOCIAL TRANSFORMATION THROUGH DYNAMIC EDUCATION

Internal Quality Assurance Cell (IQAC)

Performance Appraisal Report (PAR)

Academic Year:- _____

Faculty Information

Name : Mr./ Mrs./Ms_____(Surname First)

Department: _____

Designation: _____

Highest Qualification:_____

Date Of Joining:_____

Total Experience: Teaching=_____+ Industrial=_____Total=

Academic Performance Indicator

1. Pre Commencement

	Semister-1				Semister-2				Marks (Max 80) Add of Col (1)+(2)+(3)+(4)
Lecture/Practical/Tutorial Conducted	Sub-1 (1)		Sub-2 (2)		Sub-1 (3)		Sub-2 (4)		
	Yes/No	**Marks**	**Yes/No**	**Marks**	**Yes/No**	**Marks**	**Yes/No**	**Marks**	
Name of Subject Taught	Subject Name		Subject Name		Subject Name		Subject Name		
Class & Division									
Preparation lecture plan	Yes/No		Yes/No		Yes/No		Yes/No		
Preparation Practical plan	Yes/No		Yes/No		Yes/No		Yes/No		
Whether PPT of all Units Available	Yes/No		Yes/No		Yes/No		Yes/No		
Question bank	Yes/No		Yes/No		Yes/No		Yes/No		
Identify MOOCs related to subject	Yes/No		Yes/No		Yes/No		Yes/No		
Prepare the rubric/Model for CO calculation	Yes/No		Yes/No		Yes/No		Yes/No		
Prepare Feedback forms	Yes/No		Yes/No		Yes/No		Yes/No		
Total	Out of 20=		Out of 20=		Out of 20=		Out of 20=		**Total**

Guideline for Performance evaluation for 1		**API Marks**		
		Faculty	**HOD**	**Principal**
Head of Department shall ensure the availability of each		**Divide last col. Above by 2 and enter**	**Divide last col. Above by 2 and enter**	**Divide last col. Above by 2 and enter**
Preparation lecture plan	3			
Preparation Practical plan	3			
Whether PPT of all Units Available	3			
Question bank	3			
Identify MOOCs related to subject	3			
Prepare the rubric/Model for CO calculation	3			
Feedback forms prepared	2			
Note:- Valid proof of all must be available with faculty.				

2. Teaching-Learning Evaluation and related Activity

	Lecture/Practical/Tutorial Conducted									
		Semister-1				Semister-2				Avg. of Col. 1,2,3,4	Marks (Max 10)
		Sub-1 (1)		Sub-2 (2)		Sub-1 (3)		Sub-2 (4)			
		%	Marks	%	Marks	%	Marks	%	Marks		
Name of Subject Taught											
Class & Division											
No. of Lectures should have been conducted (As per SPPU/ARB)											
No of lectures actually conducted (As per ARB)											
% of Lecture Conducted		%		%		%		%			
No of Practical Should have been conducted (As per ARB)											
No of Practical actually conducted (As per ARB)											
% of Practical Conducted		%						%			

Guideline for Performance evaluation for 2	API Marks		
	Faculty	HOD	Principal
a) Class Taken (If 100% classes conducted as per university curriculum give full marks and proportionate marks to be given between 100% to 70%, no marks are given for below 70%) **(Maximum Marks 10)** b) For practical 100% Conduction give **10** marks			
b) If more lectures are conducted than university curriculum then give appropriate marks**(Out of 5marks)**			

3. Attendance in Theory Lectures:

SN	Class (Year)	Branch	Subjects taught	No. of Present students in semester	Lectures Engaged	Students on Roll	$\dfrac{Col(5) \times 100}{Col(6) \times Col(7)}$	Average % of Col. (8)	Marks (Max. 20)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	8	9	10
01									
02									

Guideline for Performance evaluation for 3	API Marks		
	Faculty	HOD	Principal
Average percentage in Column 9 above (If % is more than 80% then give full marks, between 50 to 80 give proportionate marks, no marks are given for below 50%) **(Maximum Marks 20)**			

4. Internal Assessment related Activity

Assignment/Class Test/Unit Test etc.										
	Sub-1 (1)		Sub-2 (2)		Sub-2 (3)		Sub-2 (4)		Avg. of Col. 1,2,3,4	Marks (Max 35)
	No.	Marks	No.	Marks	No.	Marks	No.	Marks		
No of Assignment										
No of Class test										
No. of MCQ Test										
Practical Continuous Assessment (Yes/No)										
Any other Assessment activity(Mention below) _____										

2

Guideline for Performance evaluation for 4	API Marks		
	Faculty	HOD	Principal
a) If the assignment on each unit is collected with proper evaluation give full marks **2marks/assignment (Maximum Marks 10)**			
b) If 3 or more class test conducted give 5marks/test **(maximum marks 15marks)**			
c) Any Other related activity give 5marks/activity(Max 10marks)			
Note:- Subject faculty should have sample of at least 5 Students copy of above for proof (if applicable)			

5. Result Analysis of Theory subject (End Sem)

SN	Class (Year)	Branch	Subjects taught	No. of students appeared	No of students passed	% passing	Average of Col. (7)	Marks (Max 25)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01								
02								

Guideline for Performance evaluation for 5	API Marks		
	Faculty	HOD	Principal
a) Average percentage in Column 8 above (If % is more than 90% then give full marks, between 50 to 80 give proportionate marks, no marks are given for below 50%) **(Maximum Marks 25)**			
Note:- Subject difficulty level should be taken into consideration while giving marks to the result analysis by head of the department			

6. Marks scored by students in Theory subjects:

SN	Class (Year)	Branch	Subjects taught	No. of students appeared	No. of students scoring > 75 %	% of students	Average of col.((7)	Marks (Max 30)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01								
02								
03								

Guideline for Performance evaluation for 6	API Marks		
	Faculty	HOD	Principal
a) Average percentage in Column 8 above (If % is more than 80% then give full marks, between 40 to 80 give proportionate marks, no marks are given for below 40%) **(Maximum Marks 30)**			
Note:- The criteria mentioned in column 6 can changed by considering the Subject difficulty level, If changed should be noted in PACMoM			

7. Students Feedback

SN	Class (Year)	Branch	Subjects taught	No of Feedback collected	No. of students in class	% of feedback	Average of Col (7)	Marks (Max 10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.1 Feedback on teaching learning (Max. marks 10)								
01								
02								
5.2 Feedback on Course Outcome (Max. marks 10)								
01								
02								
5.3 Feedback on Curriculum(Max. marks 10)								

01								
02								
5.4 Feedback from Peers (Max. marks 10)								
01								
02								
Average								

Guideline for Performance evaluation for 7	API Marks		
	Faculty	**HOD**	**Principal**
a) Average percentage in Column 8 above (If % is more than 80% then give full marks, between 50 to 80 give proportionate marks, no marks are given for below 50%)**(Maximum Marks 30)**			
Note:- Feedback on each (i.e 5.1, 5.2, 5.3,5.4) should be collected			

8. CO Attainment analysis:

	Sub-1 (1)	Sub-2 (2)	Marks (Max 15)
Expected Attainment Level CO 1			
Actual attainment CO 1			
Expected Attainment Level CO 2			
Actual attainment CO 2			
Expected Attainment Level CO 3			
Actual attainment CO3			
Expected Attainment Level CO 4			
Actual attainment CO 4			
Expected Attainment Level CO 5			
Actual attainment CO 5			
Expected Attainment Level CO 6			
Actual attainment CO 6			
No of Remedial Classes Planned			
No of Remedial Classes Conducted			
		Total	

Guideline for Performance evaluation for 8	API Marks		
	Faculty	**HOD**	**Principal**
a) If CO attainment is done with full justification and documented proof give full marks **(Maximum Marks 10)** b) Remedial classes conducted give 5 marks (Documents must be available)			

9. Use of Teaching – Learning Material:

SN	Class (Year)	Branch	Name of the subject	Date of submission of Teaching Plan to HoD.	No. of PPT used	Additional Resources used	Marks (Max 10)
01							
02							

Guideline for Performance evaluation for 9	API Marks		
	Faculty	**HOD**	**Principal**
a) If Hand Written Notes or PPT or Sufficient teaching material is available give full marks**(Maximum Marks 10)**			
Note:- Documents of additional resources must be available in course file			

10. Sponsored projects sanctioned and executed as Principal Investigator /Co-Investigator

SN	Name of Project	Funding Agency – details	Date of Sanction	Project Cost in Lakh	Duration of scheme	Role Play	Status of Execution	Marks (Max 30)
A. Sponsored Project								
01								
02								
B. Innovative Project (which Leads to 2 UGC CARE / 1 Scopus/ 1Patent)								
01								
02								

Guideline for Performance evaluation for 10	API Marks		
	Faculty	HOD	Principal
A) 1) For sponsored Project Give 10 Marks/project 2) If the fund received is more than 10K per project in academic year with valid proof, then give full marks B) Project is considered as innovative project if 2 UGC or 1Scopus Paper Published in journal or Patent if filled on the project then give 15mrks per project **(Maximum Marks 30)**			
Note:-Only sponsorship letter of project is not sufficient for considering it as sponsored project, a proper costing and its details must be available with students/Guide.			

11. Guest/Industry expert lectureetc. organized(Own Contribution in identifying and inviting eminent guest):

SN	Topic of Lecture	Name of Guest/Expert	Affiliation of Guest/Expert	Date	Marks (Max 20)
01					
02					
03					

Guideline for Performance evaluation for 11	API Marks		
	Faculty	HOD	Principal
a)10marks per guest or expert lecturearranged			
Note:- Guest or expert lecture is not limited to his/her subject only			

12. Research papers published in National / International Journals:

SN	Name of Journal	National / International	Title of paper	Date of publication	Marks (Max 40)
01					
02					
03					

Guideline for Performance evaluation for 12	API Marks		
	Faculty	HOD	Principal
a)Research paper published in National journal then 10marks/paper b) Research paper published in International journal then 20 marks/paper**(Maximum Marks 40)**			
Note:- UGC/ Web of science/SCI Indexed etc. only these journals should be considered **(For→UGC-CARE 10Marks/paper and For→Scopus 20Marks/paper)**			

13. Research papers presented in National/International Conference:

SN	Name of Conference&Organizer	National / International	Title of paper	Date of Presentation	Marks (Max 20)
01					
02					

Guideline for Performance evaluation for 13	API Marks		
	Faculty	HOD	Principal
a)Research paper published in National Conference then 05 marks/paper b) Research paper published in International Conference then 10 marks/paper**(Maximum Marks 20)**			

14. Patent Filled/Published/Granted (National/International):

SN	Title of Patent	National / International	Inventor	Applicants	Date of Filling/Published/Grant	Status	Commercialized (Yes/No)	Marks (Max 60)
01								
02								

Guideline for Performance evaluation for 14	API Marks		
	Faculty	HOD	Principal
30 marks/Patent**(Maximum Marks 40)**			

15. Active Participation in Activities:(Co-Curricular activities such as - Seminars/ Career fair/ Industry Institute Interaction Cell/Library Committee/Expert Lectures delivered in institutes other than own / Examination In charge.) [Extra Curricular Activities. such as Gathering / Cultural Events / Sports-Meet / Blood Donation / Plantation / Corporate Social Activities / NCC / NSS / Community Projects or similar activities.]

SN	Name of activity	Co-curricular/ Extra Curricular	Role played (Organizer/Member, etc)	Achievement if any	Marks (Max 30)
01					
02					
03					

Guideline for Performance evaluation for 15	API Marks		
	Faculty	HOD	Principal
a)10marks per activity for active participation as organizer b) 5 marks for active Member **(Maximum Marks 30)**			
Note:- All proofs to be verified by HoD			

16. Event Organized(such as FDP/STTP/Workshop/Competition etc. in department/College)

SN	Name of Event	Roll Played (Organizer/Coordinator)	Date of event	Level (College/Univ./State/National)	Marks (Max 30)
01					
02					
03					

Guideline for Performance evaluation for 16	API Marks		
	Faculty	HOD	Principal
a)For national level event organized by faculty give 10marks/Event b) for State/University/College level event Give 5marks/Event **(Maximum Marks 30)**			
Note:-Marks are only Given to the Convener/Organizer or Coordinator only			

17. Professional Development Activity

Particular	Yes/No	No.	Details	Marks
a) Are You having a professional body membership				
b) Your participation in various activities other than college activity				
c) Activities conducted under Professional body				
d) No of students are member of Professional body (in Which you're working as advisor)				
e) No of students benefited due to membership				
Any other				
Total				

Guideline for Performance evaluation for 17	API Marks		
	Faculty	HOD	Principal
a)2 marks for each particular (**Maximum Marks 10**)			
Proof of all should be verified (if applicable)			

18. Industry-Institute Interaction

Particular	Yes/No	No.	Details	Marks
a) No of Industry connect				
b) MOU Signed				
c) No of industries on which you are as advisor				
d) Training from/to industry person				
e) Benefit due to Industry Connect (Like Internship/ Project/ Expert Lecture/Placement/Visit etc)				
Total				

Guideline for Performance evaluation for 17	API Marks		
	Faculty	HOD	Principal
a)5 marks for each particular (**Maximum Marks 25**)			
Proof of all should be verified (if applicable)			

19. Department Level Activity

Departmental Activity	Yes/No	Details	Marks
1. GFM			
2. Mentor			
3. Timetable In-charge			
4. Lab In-charge			
5. NAAC Coordinator			
6. NBA Coordinator			
7. No of projects Guided			
8. No of sponsored project received with self-initiative			
9. Industry Visit Organized for students			
10. No of programs conducted for schools			
11. No of Programs conducted under Success Stories			
12. Any other which is not covered above in Departmental Activities _____			
Total			

Guideline for Performance evaluation for 18	API Marks		
	Faculty	HOD	Principal
a)2 marks for each activity(**Maximum Marks 25**)			
Proof of all should be verified (if applicable)			

19. Institute Level Activity

19.1 Institute Level Activity	Yes/No	Details	Marks
1. NAAC Coordinator/ IQAC Member			
2. NBA Coordinator			
3. Contribution to NSS activities			
4. Contribution to Social Media Campaign			
5. Contribution to Academic Committee			
6. Contribution to Cultural Activities			
7. Contribution to R & D Activities			
8. Contribution to Unnat Bharat Abhiyan			
9. Proposals Submitted to funding Agencies			
10. Responsibility as a Member of club formed			
11. Any Other activity			
12. Any Other activity			
		Total	

Performance evaluation criteria for 19.1	API Marks		
	Faculty	HOD	Principal
a)2 marks for each activity(**Maximum Marks 10**)			
Proof of all should be verified (if applicable)			

19.2 Contribution Towards Admissions	Yes/No	Details	Marks
1. Student data shared with college			
2. No of students Counseled			
3. No of students admitted as a result of counseling			
4. No of Colleges Visited for CET Portal			
5. No of students joined MOCK-CET portal as a result of College visits			
		Total	

Guideline for Performance evaluation for 19.2	API Marks		
	Faculty	HOD	Principal
a)2 marks for each activity (**Maximum Marks 10**)			

19.3 Personal Skill Development	Yes/No	Details	Marks
1. No of industries visited for self-learning			
2. Are you invited as a resource person?			
3. Books Authored			
4. Chapters Authored			
5. Awards Received if any			
6. FDP/STTP/any other training Participation			
Any other which is not covered above in Departmental Activities			
		Total	

Guideline for Performance evaluation for 19.3	API Marks		
	Faculty	HoD	Principal
a)2 marks for each activity(**Maximum Marks 10**)			

Summary of PAR

Criteria No	Max. Marks	Self-Assessment	Academic Committee	Remark
1. Pre Commencement	40			
2. Teaching-Learning Evaluation and related Activity	25			
3. Attendance in Theory Lectures:	20			
4. Internal Assessment related Activity	35			
5. Result Analysis of Theory subject (End Sem)	25			
6. Marks scored by students in Theory subjects:	25			
7. Students Feedback	10			
8. CO Attainment analysis:	15			
9. Use of Teaching – Learning Material:	10			
10. Sponsored projects sanctioned and executed as Principal Investigator /Co-Investigator	30			
11. Guest/Industry expert lecture etc. organized:	20			
12. Research papers published in National / International Journals:	40			
13. Research papers presented in National/International Conference:	20			
14.Patent Filled/Published/ Granted (National/International)	60			
15.Active Participation in Activities:	30			
16. Event Organized	30			
17. Professional Development Activity	10			
18. Industry-Institute Interaction	25			
19. Department Level Activity	25			
20. Institute Level Activity	30			
Total	**525**			

Suggestions for improving Department Performance
1
2
Suggestions for improving Institute Performance
1
2
How you wish to contribute further for Department Development?
1
2
3
How you wish to contribute further for College Development?
1
2

I acknowledge the Performance Appraisal Report (PAR) submitted to the committee

Date:-   **Faculty Signature**

Remark(by Academic Committee):-Excellent/Satisfactory/Need improvement/ Not Satisfactory

Suggestions:---

HoD   Academic Committee Principal