

(SPPU ID. - PU/PN/ACS/161/2001 & CAAP011670) (AISHE code -41724) (Jr. Index No.:- 11.16.026) (Permanently Affiliated to Savitribai Phule Pune University, Pune & Approved by Govt. of Maharashtra) (Affiliated to HSC, Pune and Approved by Higher Secondary Education, Govt. of Maharashtra) NAAC Accredited 'B' Grade, UGC- 2f & 12B, ISO 9001-2015 & ISO 14001-2015, Green Campus

Opp. Amphenol Company, Near Datta Mandir, Landewadi, Bhosari, Pune - 411 039. Email: rjspmacs@ gmail.com, rajmata_college@yahoo.co.in Website: www.rjspmcollege.ac.in Contact No.: 7020987679, 7559207459

*Metric Number- 6.3.5

The institution has Performance Appraisal System for teaching and non-teaching staff

- A good Performance Appraisal System is efficiently followed by the college through a welldeveloped mechanism
- Performance Based Assessment System (PBAS): The PBAS is monitored by the IQAC and management team. For up- gradation and promotions, the teachers submit the form to the head of the department who after evaluating forwards it to the IQAC. The IQAC of the college assesses and validates the report and gives it to the Principal.
- Term end reports: Every teacher has to report the activities academic, nonacademic and research in the report that is acknowledged by the principal of the college and is referred for the promotion. The management also takes cognizance of these reports while giving increments in the salary.
- Through feedback and its analysis: college collects feedbacks from all its stakeholders. The analysis of the feedback helps in taking necessary action and also in improvisation of the performance of the teachers.





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INDEX

Sr. No.	Title
1	Appraisal Form for Teaching
2	Appraisal Form for Non-Teaching



Appraisal Form for Teaching



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL's Arts, Commerce and Science College,

Landewadi, Bhosari, Pune - 411039

Sub:

Teacher's Self-Appraisal/ Performance Report 17-18

Department:

Date of Joining:_____

Teaching Experience:____

Name of the Faculty:

Workload:____

Verified Verified Score Verified Score Sr. Self Title . Score Details Score by by Registrar / No. by Principal Remark Score HOD **Vice Principal** Education(Ph.D) . (Any one) Ph.D awarded :25 1. Ph.D Submitted :10 25 Ph.D Registered :5 NET/SET Passed : 20 PG with 55% : 05 04 per yr Experience Approved / 2. 02 per yr Only Teaching Non Approved Teaching pedagogy used 3. 05 Avg. Results for Last 3 Years Above 80 %:20 4. 20 Above 60 % to 80 % :15 50 % - 60 % :10 Below 50 :00

5.	Research Papers Published in a. ISBN Journals.etc. b. UGC listed Journal c. ISSN Journal etc.	10 / paper 07 / paper 05 / paper				*	
6.	Patents Approved/ Granted: 20 Applied:10						•
7.	Publication Books :10 Chapters in books :05		3				
8.	Contribution in Student Extension Activity Admission . Exam. Academics, SWO. NSS. ALUMINI , SPPU WORK Other Portfolio Extra Activities	10 / Portfolio 05 / Portfolio			•		
9.	Present Post (HOD) : 10 Past Post (HOD) : 05						
10.	Contribution in University Syllabus Restructuring	05		÷			
11.	Role for Subject Development (Bridge Course, Remedial and Advanced teaching etc.)	05					Cinata Jijau stor

12.	Contribution for Students Placements	. 05				
13.	Role as Mentor for Students (Mentee)	05				
14.	Paper Presentation in Seminar/ Conference at State / National / International Level	2 / paper				
15.	Seminar/ Conference At State / National / International Level Attended	1/ Each				
16.	Role for Examination Conduct (Sr. Supervisor CEO)	05				
17.	Awards achieved from different institutions	05				
18.	Contribution in NAAC	10				
19.	Self SWOT Analysis (Strength, Weakness, Opportunities, Threats)	05	•		Ansie	Landewacti King Bhosani Sing

Sci. Colle

20.	Coordinator, Co-coordinator, Resource person, Convener in Seminar & Conference	05	a		· · .		
21.	Punctuality in Work / Adaptability/ Dependability/ Initiative	10					
22.	Academic Development (Refresher/Orientation/ FDP/ QIP other related Course)	5/ program	e R				
23.	Research Project Completed/ Ongoing and fund Raising	5/ project		, a			
24.	Relation with / Attachment Students : 05 Parents : 05 Alumni : 05 Visitors : 05					•	
25.	Contribution in Admin Part : Student Related : 05 Finance Related : 05 Committee Related : 05						
	TOTAL SCORE					(le	Landewadt.

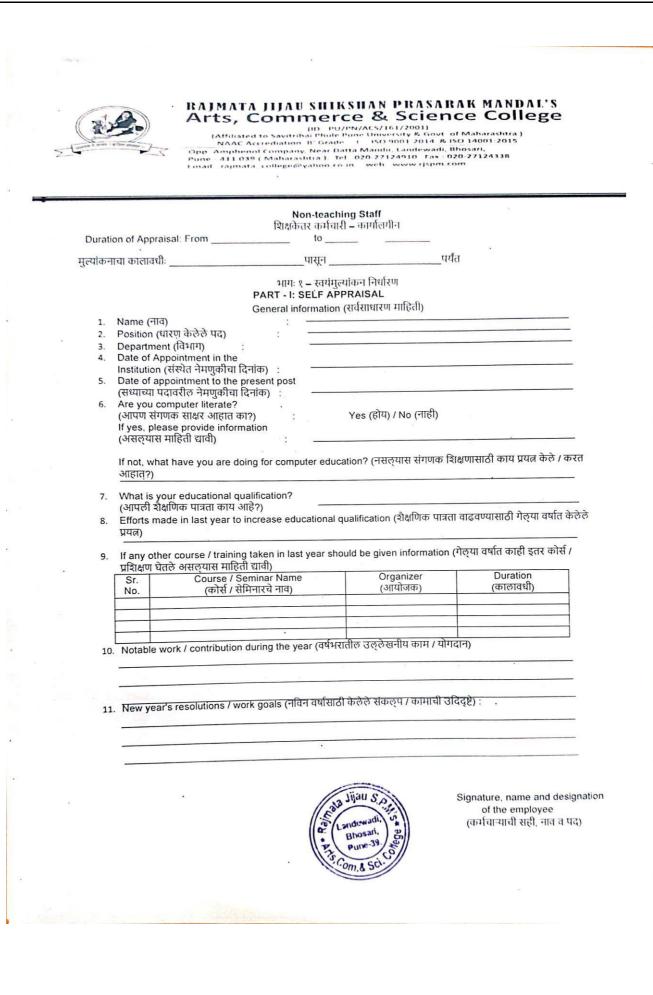
Faculty

HOD

Registrar/Vice Principal

Principal

Appraisal Form for Non-Teaching





Part: 2 – Feedback of the Reporting Officer

भाग : २ - प्रतिवेदन अधिकाऱ्याचा अभिप्राय

Do you agree with the opinion of the said employee?

- (सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?)
 - If not, give the reasons (नसल्यास त्याची कारणे)

2. Feedback on the employee's general aptitude and character (कर्मचाऱ्याची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय) TC D

	A+	A	A-	B+	В	D-	0
Industry love and work readiness (उद्योग प्रियता व कार्य तत्यरता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							-
General intelligence (सर्वसाधारण बुध्दीमत्ता) .							
Integrity and character (सचोटी व चारित्र्य)						-	
Ability to work from subordinates (हाताखालील कर्मचाऱ्यांकडून काम करुन घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)	8						
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)		1			-		
Ability to work independently (स्वतंत्रपणे काम करण्याची	2 ÷						
왕파데) 1] A+ : Outstanding 3] A- : Nearing Very Good 5]	B : Goo	od 7	7] C : B	elow A	verage		

2] A : Very Good 4] B+ : Positively Good 6] B- : Average What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने 3

काय करायला हवे)?

8.

4. Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?) Required area if any (असल्यास आवश्यक क्षेत्र)

5. How is the employee's physical ability? (कर्मचाऱ्याची शारिरीक क्षमता कशी आहे?)

Ability to work as a member of a group (एखाद्या गटातील एक सदस्य या नात्याने काम करण्याची क्षमता) 6.

7. Eligibility for promotion (पदोन्नतीसाठी पात्रता) Inappropriate (अयोग्य) Appropriate according to seniority (जेष्ठतेनुसार योग्य) Suitable for quick promotion (त्वरीत बढतीसाठी योग्य)

General Assessment (🗸 to be done) (सर्वसाधारण मुल्यांकन) (🗸 करावी) B B+ A-

B-A A+ 1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 2] A : Very Good 4] B+ : Positively Good 6] B- : Average 7] C : Below Average 6] B- : Average

C

9. Regular annual increment should be given engilaring be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात ये.इ. नये येऊ नये.





RAJMATA JIJAU SIIIKSIIAN PRASARAK MANDAL'S Arts, Commerce & Science College (ID PU/PN/ACS/161/2001) (Affiliated to Savitribai Phule Pune University & Govt of Maharashtra) NAAC Accrediation B' Grade 1 ISO 9001 2014 & ISO 14001:2015 Opp Amphenol Company, Near Datta Mandir, Landewaidi, Bhosari, Pune - 411 039 (Maharashtra) Tel 020-27124910 Fax: 020-27124338 Email rajmata college@yahoo.co.in web www.rjspm.com

Signature (सही) Name of Head of Department (विभाग प्रमुखाचे नाव) Part 3. - Opinion of the Reviewing Officer भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

 Do you agree with the feedback of the reporting officer? (प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) If not, the reasons (नसल्यास त्याची कारणे)

२. Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन अधिकाऱ्याचा अभिप्राय / शेरा)

Signature (सही)

Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव)





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RAJMATA JIJAU SIIIKSIIAN PRASARAK MANDAL'S Arts, Commerce & Science College (ID PU/PN/ACS/161/2001) (Affiliated to Savitribai Phule Pune University & Govt of Maharashtra) NAAC Accrediation IV Grade 1 ISO 9001 2014 & ISO 14001:2015 Opp Amphenol Company, Near Datta Mandu, Landewald, Bhosan, Pune 411 039 (Maharashtra) Tel 020 27124910 Tax 020-27124338 Email rajmata college@yahoo.co.in web www.(Jspm.com

		चतुर्थ श्रेणी कम	f – Peon / Watc चिारी – शिपाई / वॉ	वमन	
Durat	ion of Appraisal: From	to	°		
मुल्यांकन	नाचा कालावधीः	पासृ	ल	पर्यंत	
			SELF APPRAIS		
		भागः १ – स	वयंमुल्यांकन निर्धार	ण	
	Nama (TE)	General information	ation (सर्वसाधारण	माहिता)	
	Name (नाव) Position (धारण केलेले पद)				
	Department (विभाग)				
	Date of Appointment in the	· · ·			
	Institution (संस्थेत नेमणुकीचा f	देनांक) : —			
5.	Date of appointment to the	present post			
6	(सध्याच्या पदावरील नेमणुकीचा	दिनाक) : —			
ь.	Are you computer literate? (आपण संगणक साक्षर आहात क	12)	Yes (होय)	/ No (नाही)	
	If yes, please provide inform	nation	103 ((14)	, 110 (1101)	
	(असल्यास माहिती द्यावी)	: _			
		_			
	lf not, what have you are do आहात?)	oing for computer e	education? (नसल्	्यास संगणक शिक्षणासाठा	काय प्रयत्न कल / करत
7.	What is your educational qu	alification?			
	(आपली शैक्षणिक पात्रता काय अ	((इ?)		कौशकित पात्र म नगरनाण	पानी गेन्सा नर्णन केने
8.	Efforts made in last year to	increase educatio	nal qualification	(राक्षणिक पत्रिता वाढवण्याः	नाठा गल्या वषात कल
	प्रयत)	•			
9.	Notable work / contribution	during the year (व	र्षभरातील उल्लेख	नीय काम / योगदान)	
2.					1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
10.	New year's resolutions / wo	rk goals (नविन वर्षा	साठी केलेले संकल्	प / कामाची उदिद्ष्टे) : 🕐	
10.		322U 09			
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> Signature, name and designation of the employee (कर्मचाऱ्याची सही, नाव व पद)

Part: 2 – Feedback of the Reporting Officer भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

- Do you agree with the opinion of the said employee? (सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?) If not, give the reasons (नसल्यास त्याची कारणे)
- Feedback on the employee's general aptitude and character (कर्मचाऱ्याची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय)

A-	B+	B	B-	C
			_	
	7] C : B	7] C : Below A] C : Below Average	7] C : Below Average

3. What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)?

 Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?) Required area if any (असल्यास आवश्यक क्षेत्र)

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6. General Assessment (🗸 to be done)' (सर्वसाधारण मुल्यांकन) (🗸 करावी)

A+	A	A-	D+	D	D-	C
1] A+ : Ou	tstanding 3] A-	: Nearing Very	Good 5] B : Goo d 6] B- : Averag	d 7]C:E qe	Below Average	

 Regular annual increment should be given /should not be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.





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Signature (सही) Name of Head of Department (विभाग प्रमुखाचे नाव)

> Part 3. - Opinion of the Reviewing Officer भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

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Signature (सही)

Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव)

