



विद्याधनं सर्वधनं प्रधानम्।

**Lonavala Education Trust's
Dr. B. N. Purandare Arts, Smt. S. G. Gupta Commerce and Smt.
S. A. Mithaiwala Science College, Lonavala**

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

**Sample Self-Appraisal Form
of Teaching Staff**



SAVITRIBAI PHULE PUNE UNIVERSITY

Lonavala Education Trust's Dr. B.N. Purandare Arts, Smt. S.G. Gupta
Commerce and Smt. Shardaben Amrutlal Mithaiwala Science College,
Valvan, Lonavala-410403, Tal. Maval, Dist. Pune

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 2020-2021

SECTION - A : GENERAL

1.	Name	:	Amar Shankar Katkar
2.	Designation	:	Assistant Professor
3.	Name of the Department	:	Department of Physics
4.	Communication Address	:	Lonavala Education Trusts Dr. B.N. Purandare Arts, Smt. S.G. Gupta Commerce and Smt. Shardaben Amrutlal Mithaiwala Science College, Valvan, Lonavala-410403, Tal. Maval, Dist. Pune
5.	Email /Telephone / Mobile number	:	amarkatkar@gmail.com 7387992599
6.	YEAR OF PERFORMANCE APPRAISAL	:	2020-2021

SECTION - B: Appendix –II Table 1
Assessment criteria and methodology for college teachers

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr	Activity	Grading Criteria		Self-appraisal grading		Verifying 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	528	
		Below 80% but 70% & above	Satisfactory	No.of Classes Taught	528	
		Less than 70%	Not Satisfactory	% of classes Taught	100	
				Grade	Good	
2.	Involvement in The University/College Students 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 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 /conferences /workshops, other college/university activities. e) Evidence of actively involved in guiding Ph.D. students. f) Conducting minor or major research project sponsored by national or international agencies. g) At least one single or joint	Involved in at least 3 activities	Good	Sr.No	Yes/ No	
		1-2 activities	Satisfactory	a)	Yes	
				b)	Yes	
				c)	Yes	
		Not involved /undertaken any of the activities	Not Satisfactory	d)	Yes	
				e)	No	
				f)	No	
				g)	Yes	
				Grade	Good	

			Total	00	
	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	00	
2	Editor of Book by International Publisher	10	10	--	
	Editor of Book by National Publisher	08	08	--	
	(b) Translation works in Indian and Foreign Language by qualified faculties				
	Chapter or Research paper	03	03	--	
	Book	08	08	--	
			Total	00	
	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	--	
	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	--	

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.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 i.e. Teaching 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, Extraordinary Leave, Sabbatical, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves /deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score
(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 acknowledge for patent filing and approval letters, students Ph.D. awarded letter etc.)

SN	Academic/Research Activity	Faculty of Sciences/ Engineering /Agriculture /Medical/ Veterinary Sciences	Faculty of languages/ Humanities/Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/Mana gement & other related disciplines	Self-appraisal Score	Verified Score
	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	00	
	The Research score for research papers would be augmented as follows:				
	Peer-Reviewed or UGC-listed journals (Impact factor to be determined as per Thomson Reuter's list):				
1	i) Paper in refereed journals without impact factor	: 5 Points			
	ii) Papers with impact factor less than 1	: 10 Points			
	iii) Papers with impact factor between 1 and 2	: 15 Points			
	iv) Papers with impact factor between 2 and 5	: 20 Points			
	v) Papers with impact factor between 5 and 10	: 25 Points			
	vi) Papers with impact factor > 10	: 30 Points			
	a) Two authors	: 70% of total value of publication for each author			
	b) More than two authors	: 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			

4	(a) Research Guidance		Total	00		
	Ph. D.	10/degree awarded	10/degree awarded	--		
		05/ thesis submitted	05/thesis submitted	--		
	M. Phil/P.G. dissertation	02/degree awarded	02/degree awarded	--		
	Note: For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.					
	(b) Research Projects Completed					
	More than 10 lakhs	10	10	--		
	Less than 10 lakhs	05	05	--		
	Research Projects On-going					
	More than 10 lakhs	05	05	--		
Less than 10 lakhs	02	02	--			
Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each						
(c) Consultancy		03	03	--		
			Total	00		
5	(a) Patents					
	International	10	10	--		
	National	07	07	--		
	(b)* Policy documents (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	--		
	Awards/ Fellowship					
	International	07	07	--		
	National	05	05	05		
			Total	05		
6	*Invited lectures/Resource Person/paper presentation in seminars/ Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once)					
	International (Abroad)	07	07			
	International (within Country)	05	05	05		

National	03	03		
State/University	02	02	--	
*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/Resource person/paper presentations shall have an upper capping of 30% of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.				
Total			10	

**** Separate Sheet attached**

Sr. No.	Academic /Research Score	Self-appraisal Score	Verified Score
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2			
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula	--	
4	a) Research Guidance/ b) Research Projects Completed/ c) Research Projects On-going/ d) Consultancy	--	
5	a) Patents/ b) Policy documents/ c) Awards/ Fellowship	--	
6	<u>Invited lectures/Resource Person/paper presentation in seminars/Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once)</u> 1. Paper presented entitled "Synthesis of Cu ₂ O nanorice using wheat-grass (riticum aestivum) and investigation of optical properties" in Sixth International Conference on "Advances in Materials Science", organized by Department of Physics and IQAC,Raje Ramrao Mahavidyalaya, Jath, Kolhapur 23/04/2021 on 24/04/2021.	05	
Total of- III (1+2+3+4+5+6)		05+05= 10	

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students the formula shall be 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.
- For the purpose of calculating research score of the person, the combined research Score from the categories of Policy Document and Invited lectures / Resource Person /paper presentation shall have an upper capping of 30% of the total research Score of the person.
- The research score shall be from the minimum of 3 categories out of 6 categories.

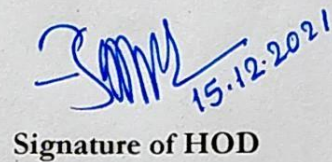
I certify that the information provided is correct as per records available with the college and/or documents enclosed along with the duly filled PBAS proforma.

Date: 15 / 12 / 2021

Place: Lonavala


Dr. A.S. Kattkar

Signature of the Faculty
with Designation, place and Date


15.12.2021
Signature of HOD

**Sample Self-Appraisal Form
of Non-Teaching Staff**



लोणावळा एज्युकेशन ट्रस्टचे

डॉ. बी. एन. पुरंदरे कला, श्रीमती एस. जी. गुप्ता वाणिज्य आणि
श्रीमती एस. ए. मिठाईवाला विज्ञान महाविद्यालय, लोणावळा

गोपनीय मूल्यांकन व स्वयंमूल्यांकन प्रतिवेदन

(शिक्षकेत्तर / तांत्रिकेत्तर / तांत्रिक सेवकांसाठी (नियम १२ अनुसार))

कर्मचारी क्रमांक :- 124
नाव :- श्री. प्रविण ओमप्रकाश चव्हाण
विभाग :- कार्यालय शाखा :
सध्याचे पद :- कनिष्ठ लिपिक

भाग १ : स्वयंमूल्यांकन (वैयक्तिक माहिती) संबंधित सेवकाने भरावयाची माहिती

जन्मदिनांक :- 12/06/2018

राष्ट्रीयत्व व धर्म :- भारतीय - हिंदू

अनुसूचित जात/अनुसूचित जमात/भटक्या विमुक्त जाती/इतर मागासवर्गीय :

सध्याचा पत्ता :- सर्वे नं ४९, लेन नं ६, हायरकर डोळी, त्राशिगुत्ता,
मुंडवा, पुणे ४३६.

कायमचा पत्ता :- वशीळममाणे

महाविद्यालयीन सेवेत प्रविष्ट झाले त्यावेळेस धारण केलेले पद : कनिष्ठ लिपिक

महाविद्यालयात सेवेत प्रविष्ट झाल्याचा दिनांक : 01/02/2007

महाविद्यालयीन सेवेत प्रथम प्रविष्ट झाल्यापासून झालेल्या पदोन्नती

अ.क्र.	पद	दिनांक
१		
२		
३		
४		

मातृभाषा :- मराठी

अवगत असलेल्या इतर भाषा :- मराठी, हिंदी, इंग्रजी

शैक्षणिक पात्रता :

अ.क्र.	पदवी	विद्यापीठ/बोर्ड	वर्ष
१	<u>एम.ए.</u>	<u>पुणे विद्यापीठ</u>	<u>२०१३-१४</u>
२			
३			
४			

शैक्षणिक वर्ष २०१८-१९ मध्ये सोपविलेली कामे

MIS, AISHE, पत्रव्यवस्था, व-चारमाहिती, आठमाहिती अर्थसंकल्प, वेतनभविष्यती,
पेन्शन वेतन वावराची कामे, DCPS (वेतन), शासन पेन्शनवेतन, एच.बी. प्रस्ताव,
NSS पेन्शनवेतन, अ.नि.नि. अलिप्त परतणावा/नापरतणावा प्रस्ताव, रजा रोखीकडणी,

शैक्षणिक वर्ष २०१८-१९ मध्ये केलेली कामे २. कामे

वरील सर्व कामे

शैक्षणिक वर्ष मध्ये केलेले विशेष उल्लेखनीय कार्ये

शैक्षणिक वर्ष मध्ये मिळालेली बक्षिसे अथवा झालेल्या शिक्षा

वरील सर्व माहिती खरी असून त्याच्या पुराव्यादाखल आवश्यक पुरावे माझेकडे आहेत.

दिनांक :/...../२०२२

स्वाक्षरी : [Signature]

नांव : पं. ए. ए. ए. ए.

ठिकाण :

पद : अभिष्ट लिपिक

सर्वसाधारण समर्थता व चारित्र्य या संबंधातील गोपनीय मूल्यांकन प्रतिवेदन

नांव :- प्रविण आमपकारा चव्हाण

प्रतिवेदन काळात धारण केलेले पद :- कनिष्ठ लिपीक

विभाग / शाखा :- कार्यालय

मूल्यांकनाचा आढावा

(चौकोनात ✓ अशी खूण करावी)

अ. क्र.	नांव	अति उत्कृष्ट	उत्कृष्ट	निश्चित चांगली	चांगला	साधारण	साधारणपेक्षा कमी
		अ+	अ	ब+	ब	क	क-
१	तांत्रिक समुचितता						
	उद्योगप्रियता		✓				
	कार्यतत्परता	✓					
	उपक्रमशिलता		✓				
	नीटनेटकेपणा	✓					
	अचुकता		✓				
	कामातील नियमितपणा	✓					
	कामातील व्यवस्थितपणा व पध्दतशिरपणा	✓					
	काम उरकण्याची तत्परता	✓					
	उपस्थितीमधील वक्तशीरपणा		✓				
	वरिष्ठांशी वर्तणूक	✓					
	सहकाऱ्यांशी वर्तणूक	✓					
	विद्यार्थ्यांशी वर्तणूक	✓					
	भरवसा	✓					
	काम करवून घेण्याची क्षमता		✓				
२	सर्वसाधारण निरीक्षण						
	सर्वसाधारण मत व ग्रहणक्षमता	✓					
	नेतृत्वाचे गुण		✓				
	कामाबाबतची माहिती	✓					
	तांत्रिक समर्थता	✓					
	कामाव्यतिरिक्त इतर विशेष		✓				
	सर्वसाधारण बुद्धिमत्ता		✓				
	सचोटी व चारित्र्य	✓					

१. प्रशासकीय समर्थता :- उत्तम
- (निर्णयशक्ती, उपक्रमशीलता,
कामातील उरक, तत्परता व धडाडी)
२. सध्याच्या पदावर यापुढे चालू :- उत्तम
- ठेवण्याची पात्रता
३. पदोन्नतीसाठी योग्यता :- उत्तम
४. वर नमूद केलेल्या बाबींशिवाय :-
- काही बाबी/पैलू नमूद करावयाचे
असल्यास येथे नमूद करावे
५. प्रतिवेदन अधिकाऱ्याची शिफारस :-
- निरीक्षण

दिनांक :/...../२०२

स्वाक्षरी :
.....

नांव :
.....

ठिकाण :
.....

पद :
.....

(परिच्छेद १, २ व ३ मधील सर्व बाबी सर्व श्रेणीतील कर्मचाऱ्यांना लागू होतीलच असे नाही. जेथे एखादी बाब लागू होत नसेल तेथे प्रतिवेदन अधिकाऱ्यांनी लागू नाही असे म्हणावे. मूल्यांकन पाच श्रेणींवर आधारलेले असेल उदा. २) अति उत्कृष्ट (अ+), २) उत्कृष्ट (अ), ३) निश्चित चांगला (ब+), ४) चांगला (ब), ५) साधारण (क), ६) साधारण पेक्षा कमी (क-))

पुनरावलोकन अधिकाऱ्याचा अहवालावरील अभिप्राय

१. पुनरावलोकन अधिकाऱ्याच्या सेवेतील :-
- प्रतिवेदन कालातील कालखंड :-
२. आपण प्रतिवेदन अधिकाऱ्यांशी सहमत :-
- आहात काय, किंवा आपण त्यात काही :-
- बदल सुचवू इच्छिता का किंवा अधिक :-
- काही म्हणून इच्छिता :-
३. सवेकासाठी अभिप्रायाचे निरीक्षण आणि :-
- प्रतिवेदन अधिकाऱ्यांकडून काही :-
- मागवावयाचे झाल्यास स्पष्टीकरण :-
४. सेवकाला कळवावयाचे अभिप्राय, :-
- त्रुटी व प्रतिवेदन अधिकाऱ्यांकडून :-
- मागवावयाचे झाल्यास स्पष्टीकरण :-

दिनांक :/...../२०२

स्वाक्षरी :

नांव :

ठिकाण :

पद :



Lonavala Education Trust's
Dr. B. N. Purandare Arts, Smt. S. G. Gupta Commerce and
Smt. S. A. Mithaiwala Science College, Lonavala

Appraisal Forms (List of Teaching staff)

S.N.	Name of Teacher	Designation	Department
1	Dr.B.N.Pawar	Principal	Physics
2	DR. G. S. MALI	Professor	Economics
3	DR. J. O. BACHHAV	Asso. Prof.	Commerce
4	DR. R. G. KADU	Asso. Prof.	Marathi
5	DR. N. B. CHAUDHARI	Asso. Prof.	Commerce
6	SHRI. D. S. MAHAJAN	Asso. Prof.	Physical Education
7	DR. S. S. LANDGE	Asst. Prof.	Political Science
8	DR. R. J. DEORE	Asso. Prof.	Marathi
9	SHRI. S. B. APATE	Asst. Prof.	English
10	DR. V. A. PATIL	Asst. Prof.	Botany
11	SMT. RANJUBALA. BALA	Asst. Prof.	Physics
12	MR. S. G. SONTAKKE	Asst. Prof.	Chemistry
13	DR. S. S. POKALE	Professor	Zoology
14	DR. L. G. INGAWALE	Asso. Prof.	Commerce
15	DR. D. J. DAREKAR	Professor	Psychology
16	SHRI. N. S. BODKE	Asst. Prof.	Mathematics
17	SHRI. M. C. NAGTILAK	Asst. Prof.	Chemistry



18	DR. SUPORNA. MITRA	Asst. Prof.	English
19	SHRI. S. N. LABADE	Asst. Prof.	Chemistry
20	MS. P. N. MANE	Asst. Prof.	English
21	SHRI. D. A. KADAM	Asst. Prof.	Zoology
22	DR. A.S. KATKAR	Asst. Prof.	Physics
23	DR. P.R. SHINGARE	Asst. Prof.	Botany
24	MS. D. S. PADHEY	Asst. Prof.	Commerce



Handwritten signature
18/12/21

Handwritten signature
Principal 18.12.2021

Lonavala Education Trust's Dr. B.N.
Purandare Arts, Smt. S.G. Gupta
Commerce and Smt. Shardaben Amrutlal
Mithaiwala Science College, Valvan,
Lonavala, Tal- Maval, Dist. Pune- 410 403



Lonavala Education Trust's
Dr. B. N. Purandare Arts, Smt. S. G. Gupta Commerce and Smt. S. A.
Mithaiwala Science College, Lonavala

Appraisal Forms (List of Non-Teaching staff)

SR. NO	NAME
1	MR. B. K. SATKAR
2	MS. P. B. GAIKWAD
3	MS. S. S. RANE
4	MR. P. O. CHAVAN
5	MR. R. R. PATEKAR
6	MR. B. B. KEWALE
7	MR. M. S. PAWAR
8	MS. C. R. THAKAR
9	MR. S. S. HOGLE
10	MR. S. G. GAIKWAD
11	MS. PRATIBHA TIKONE
12	Mr. V. V. Kattakallam

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Principal 18.12.21

Lonavala Education Trust's Dr. B. N.
Purandare Arts, Smt. S. G. Gupta
Commerce and Smt. Shardaben Amrutlal
Mithaiwala Science College, Valvan
Lonavla, Tal- Maval, Dist. Pune- 410 403