

LADY AMRITBAI DAGA COLLEGE FOR WOMEN OF ARTS, COMMERCE & SCIENCE AND SMT. RATNIDEVI PUROHIT COLLEGE OF HOME SCIENCE AND HOME-SCIENCE TECHNOLOGY, SHANKAR NAGAR, NAGPUR-440 010. (M.S.) INDIA

GOVERNMENT OF MAHARASHTRA

H. & T.E. & E.D.-CRF 1096/(20/96)/TE-4.

Performance Appraisal for Head of Department

Name of the Teacher : _____

Designation : _____

Address & Telephone No. : _____

Duration of Appraisal : 01.04.20__ to 31.03.20__

Note: * indicates multiplication sign

1. Performance of Engaging Lectures : (As a teacher)

S. No.	Class/ Course	Subjects taught	No. of Lectures target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col.(6)	Performance and Multiplying factors	Max. Weight	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							Excellent - 1.0 (100-91)	05	
2							Good - 0.7 (90-81)		
3									

2. Performance of Attendance of Students : (As a teacher)

S. No.	Class/ Course	Subjects taught	Sum of students present	Lectures Actually Engaged	Students on roll	Average attendance- (4) * 100 ----- (5) * (6)	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1								Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-00)	05	
2										
3										

3. Performance of Results : (As a teacher)

S. No.	Class/ Course	Subjects taught	Average result of same subject for last 3 years in institute	% of students securing marks above 3 years average	Average of Col.(5)	Performance and Multiplying factors	Max. Weight	Weight Achieved (7)*(8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1						Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-00)	05	
2								
3								

Other Performance--- contd.

Sr. No. (1)	Performance Indicator to be assessed (2)	Evaluation by Reporting Officer (3)			
		Excellent	Good	Average	Poor
2.	Personal Academic Achievement : a) Use of library books, periodicals or participation in seminars/workshops b) Updates knowledge or delivers speeches in other institutions c) Participation in Curriculum or Learning resource development d) Memberships of professional bodies or Awards or honours e) Innovations in Education, Evaluation, Examination reforms.				
3.	Managerial Skill : a) Efficiency in conducting examinations/ admissions/ gymkhana activities b) Projecting image of institution c) Resolving conflicts in the institution d) Maintaining student discipline and creating congenial atmosphere e) Leadership of action in crisis.				
4.	Administrative Skill : a) Maintains good record keeping/handle audit objections effectively b) Prepares proposals for institutions development/ reports of inspections. c) Conducts departmental meetings regularly d) Maintains equipment in the laboratories e) Willing to assume higher responsibility or any responsibilities assigned				
5.	Co-curricular Activities and Staff Development : a) Organising cultural programmes/ gathering/ sports/ competitions b) Interest in activities related to hostel c) Provides extension services to the rural/urban community. d) Deputing/Relieving staff for training programmes e) Organising Continuing Education Training Programmes/ Summer Schools/ Winter Schools/ Distance learning programmes.				
6.	Interaction with External Environment : a) Interaction with industry / UGC/ AICTE/ TIT/ ISTE/ Higher Office b) Interest in Placement of students. c) Participation in Resource generation, Testing, Consultancy etc. d) Liaison with parents, society e) Activities of Alumni association				
Total Number of Tick Marks					

LADY AMRITBAI DAGA COLLEGE FOR WOMEN OF ARTS, COMMERCE & SCIENCE AND SMT. RATNIDEVI PUROHIT COLLEGE OF HOME SCIENCE AND HOME-SCIENCE TECHNOLOGY, SHANKAR NAGAR, NAGPUR-440 010. (M.S.) INDIA

AS PER GOVERNMENT OF MAHARASHTRA

2

Performance Appraisal for Lecturer / Reader /Assistant Professor / Associate Professor/ Professor Administrative Officer

Name of the Teacher : _____

Designation : _____

Address & Phone No. : _____

Duration of Appraisal : 01.04.20__ to 31.03.20__

Note: * indicates multiplication sign

1. Performance of Engaging Lectures / Practicals :

S. No.	Class/ Course	Subjects taught	No. of Lectures target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col.(6)	Performance and Multiplying factors	Max. Weight	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							Excellent - 1.0 (100-91)	05	
2									
3									
4						Good - 0.7 (90-81)			
5									
6									

2. Performance of Attendance of Students :

S. No.	Class/ Course	Subjects taught	Sum of students present	Lectures Actually Engaged	Students on roll	Average attendance- (4) * 100 (5) * (6)	Average of Col (7)	Performance and Multiplying factors	Max. Weight	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1								Excellent - 1.0 (100-81)	05	
2										
3										
4							Average - 0.5 (60-41)			
5										
6							Poor - 0.2 (40 - 00)			

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments/ Evaluation : a) Giving assignments regularly and assessing promptly b) Maintaining quality and standard of questions/evaluation c) Providing feed back to the students about shortcomings d) Innovations in paper setting/evaluation e) Record keeping of students profile				
5.	Curriculum / Learning Resources Development : a) Interest shown in curriculum development or preparation of syllabi b) Preparing question banks c) Motivating students for use of computers d) Giving handouts/upkeep of laboratory manuals / writing books. e) Preparation of computer software as a teaching aid				
6.	Seminars/Training : a) Use of library books, periodicals, journals etc. b) Attendance in seminars / conferences / workshops c) Writing articles in state or national level periodicals d) Delivering speech in other institutions e) Memberships of professional bodies, awards and honours				
7.	Co-curricular Activities: a) Consultancy and testing in the appropriate of work area or organizing continuing education programmes for revenue generation / ability to work as resource person. b) Organising cultural programmes /sports /extra-curricular activities etc. c) Organising industrial visits /study tours for students or taking interest in NCC/NSS/Blood donation/Plantation/medical camps. d) Contribution to maintaining students discipline in general e) Election Duties/Govt. related work / University work				
8.	Administrative Functions : a) Contribution to conduct of gymkhana activities/ procurement or equipment/ books b) Worked as in-charge in examination/ gathering/ admission or worked as rector/ assistant rector/ warden c) Maintenance of department/ staffroom/ library buildings/ electrical installations/ water supply/ computers/ equipment etc. d) Worked as in-charge for house keeping/ environmental hygiene/ cleanness of class rooms/ premises/ gardens/ security. e) Interest taken in activities related to canteen, Co-operative stores etc. or Willingness to take up higher responsibility or any responsibility.				
Total Number of Tick Marks					

सुमेन एज्युकेशन सोसायटीज
 लेडी अमृतबाई डागा कॉलेज फॉर वुमेन ऑफ आर्ट्स, कॉमर्स अँड सायन्स अँड श्रीमती रत्नीदेवी पुरोहित कॉलेज
 ऑफ होमसायन्स अँड होमसायन्स टेक्नॉलॉजी, शंकर नगर, नागापुर - ४४००१०
 संदर्भ : शासन निर्णय, क्रमांक:सीएफआर १२१०/प्र.क्र.४७/२०१०/तेरा, दिनांक - १.११.२०११

अधिकारी/कर्मचारी ह्यांचे गोपनीय अहवाल

परिशिष्ट ब (भाग १)

गोपनीय प्रतिवेदनाचा नमुना Form of Confidential Report

Full Name	:
पूर्ण नाव	:
Father's Name	:
वडिलांचे नाव	:
Date of Birth	:
जन्मतारीख	:
Place of Birth	:
जन्मस्थान	:
	(Village / Town / Taluka / District) गाव / शहर / तालुका / जिल्हा
Nationality and Religion	:
राष्ट्रीयत्व व धर्म	:
Caste category and	:
जात प्रवर्ग	:
Home of Family	:
कुटुंबाचे मूळे ठिकाण	:
Permanent Address	:
कायमचा पत्ता	:
Whether any immovable property held	:
कोणतीही स्थावर मालमत्ता आहे काय ?	:
If so, what and where ?	:
असल्यास, कोणती व कोठे ?	:
Date of Joining Government Service	:
शासकीय सेवेत प्रविष्ट झाल्याची तारीख	:
If service is not continuous, details of	:
previous Government Service.	:
सेवा अखंडित नसल्यास, पूर्वीच्या शासकीय	:
सेवेचा तपशील.	:
Mother tongue	:
मातृभाषा	:
Languages known	:
अवगत असलेल्या भाषा	:
Qualification and Degrees	:
अर्हता व पदव्या	University/ Institute/ Year विद्यापीठ / संस्था / वर्ष

परिशिष्ट-ब (भाग ३)
(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :- दिनांक

ते दिनांक

- (१) शासकीय अधिकार्याचे / कर्मचार्याचे नाव ..
- (२) पद ..
- (३) या वर्षी / कालावधीत नेमून दिलेल्या कामाची ..
उद्दिष्टे (असल्यास)
- (४) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची व ..
वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित)

दिनांक :-

अधिकार्याची / कर्मचार्याची सही,
नाव व पदनाम.

- (१) शासकीय अधिकारी / कर्मचारी यांच्यावरील ..
स्वयंमूल्यनिर्धारणाची सहमत आहारात का ?
- (२) नसल्यास, त्याची कारणे ..

दिनांक :-

१६

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम.

- (14) संगणकसह काम करण्याची आवड : आहे नाही दिसून आली नाही संबंधित नाही
 (18) Willingness to work on : Yes No Not seen Not relevant
 Computer.
 (19) सर्वसाधारण मूल्यमापन :
 (19) General Assessment

- (20) प्रतियोगी : अ+ अत्युत्कृष्ट अ उत्कृष्ट ब+ निश्चित चांगली ब चांगला ब- साधारण क खालखरीक जमी
 (इतरांचे विद्यार्थी)
 (20) Grading : A+ Outstanding A Very good B+ Positively good B Good B- Average C Below Average
 (Write in handwriting)

ठिकाण / Place:-

प्रतिवेदन अधिकार्याची राहणी, नाव व पदनाम

दिनांक/Date :-

Signature, Name & Designation of the Reporting Officer.

परिशिष्ट-ब (भाग ५)

पुनर्विलोकन अधिकार्याचे अंतिम

Remarks of the Reviewing Officer

1. पुनर्विलोकन अधिकार्याच्या इतरांसाठी सेवावधी :
 1. Length of Service under Reviewing Officer :
 2. आपण प्रतिवेदन अधिकार्याची सहमत आहात ? :
 (सहमत नसल्यास, कुठल्या अविद्यार्थ्याची सहमत नाही हे
 विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये
 काही सुधारणा करण्याची किंवा भर घालण्याची आपली
 इच्छा आहे ?
 2. Do you agree with the Reporting Officer ? :
 (If not state specifically the remarks with which
 you do not agree) or do you wish to modify or add
 to his assessment ?

3. प्रतियोगी : अ+ अत्युत्कृष्ट अ उत्कृष्ट ब+ निश्चित चांगली ब चांगला ब- साधारण क खालखरीक जमी
 (इतरांचे विद्यार्थी)
 3. Grading : A+ Outstanding A Very good B+ Positively good B Good B- Average C Below Average
 (Write in handwriting)

ठिकाण / Place:-

पुनर्विलोकन अधिकार्याची राहणी, नाव व पदनाम

दिनांक/Date:-

Signature, Name & Designation of the Reviewing Officer.

गौरीनाथ अहवालानी डेप्युटी प्रम सप्ले मिळाली.

पत्रद्वारे गौरीनाथ अहवालानी प्रम पाठविली असल्यास पत्र क्रमांक व दिनांक.

अधिकारी / कार्यकारी चाचे नाव
 = दिनांकित स्वाक्षरी

संस्करण अधिकार्याचे नाव, पदनाम
 व दिनांकित स्वाक्षरी.

सहपत्र-१

अधिका-याचे/कर्मचा-याचे गोपनीय अहवाल लिहिले/पुनर्विलोकीत केले गेले नाहीत
तेव्हा संस्करण अधिका-याने दयावयाचे प्रमाणपत्र
(शासन निर्णय क्रमांक : सीएफआर१२१०/प्र.क्र.४७/२०१०/तेरा , दिनांक ०१ / ११ / २०११ च्या सूचना क्र.५,१९ व ४७ नुसार)

प्र मा ण प त्र

प्रमाणित करण्यात येते की, श्री/श्रीमती.....

पद यांचे दि. ते दि.या कालावधीतील गोपनीय
अहवाल प्रतिवेदीत/पुनर्विलोकीत केलेले नाहीत. कारण.....

दिनांक :-

ठिकाण :-

संस्करण अधिका-याची सही,

नाव व पदनाम

C-5

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

(PART A, PART B & PART C)

(For Teachers other than Physical Education Persons and Librarians)

Session/Year 20 - 20

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters): MRS.
2. FATHER'S NAME/MOTHER'S NAME/ HUSBAND'S NAME:
3. Department/College:
4. Current Designation & Grade Pay:)
5. Date of last Promotion:
6. Address for correspondence (with Pin code):
7. Permanent address (with Pin code): As above

Telephone No:

Email:

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/Refresher Course attended during the year:
One Orientation and Three Refresher Courses have already been completed.

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date: _____

Signature of teacher

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

CATEGORY : I.

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester wise details, where necessary -

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours :

		API Scores
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score :10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students (Theory and practical) :

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score

(iii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.No.	Short Description	API Score
	Total Score (Max Score:20)	

(v) Examination Duties Assigned and Performed .

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

Total Score (Category : 1) :- 115

CATEGORY: II.
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES

Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/week	API Score
	Total (Max:20)		
10.	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
1.			
2.			
3.			
	Total (Max:15)		
	(iii) Professional Development Activities		
	Total (Max:15)		
	Total Score (I + ii + iii) (Max: 25)		

Total Score (Category : II) :-

CATEGORY: III.

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A Published Papers in Journals-

S.No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co. authors	Whether you are the main author	API Score
1							

B(i) Articles/Chapters published in Books -

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-author	Whether you are the main author	API Score
1							

B(ii) Full Papers in Conference Proceedings -

S.No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main	API Score

B (iii) Books published as single author or as editor -

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							
2							

III C) Ongoing and Completed Research Projects and Consultancies -
I (i & ii) Ongoing Projects/Consultancies

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score
1					
2					

I (iii & iv) Completed Projects/ Consultancies :

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil. or equivalent	NIL			
Ph.D. or equivalent	NIL			

(E)(i) Training Courses, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration) -

S.No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia -

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether International/ national/ state/ regional/ college or university level	API Score
1					

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc. -

S.No.	Title of the Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/national	API Score
1					
2					

Total Score (Category : III) :-

10. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API, Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I+ II			
III	Research and Academic Contribution (For entire period)			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

S.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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

**Signature of the faculty with
Designation, Place & Date**

**Signature of HOD/ School
Chairperson/Principal**

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.