



Shri Vile Parle Kelavani Mandal's

# Institute of Technology, Dhule.

Survey.No. 499, Plot No. 02, Behind Gurudwara, Mumbai - Agra Road, Dist.  
Dhule, Maharashtra, 424001

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## Performance Appraisal Form





Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule

Teachers Performance Appraisal Form

Performance Appraisal Form

Name of the Teacher:

Name of the Institute: Shri Vile Parle Kelavani mandal's Institute of Technology Dhule

Department:

Designation:

Assessment Year:

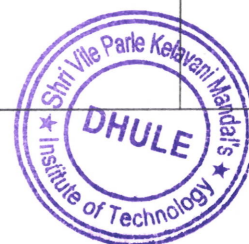
Category 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES  
(MAXIMUM POINTS: 180)

1.1) TEACHING LEARNING ACTIVITIES

SN	SEMESTER	I	II
1	Total Theory load		
2	Total Practical load		
3	Total Tutorial Load		
4	PhD Student Guidance Load		
5	PG Student Guidance Load		
6	UG Student Guidance Load		
7	Administrative Load (HOD/Vice Principal)		
	Total Load	0	0

1.1A) PERFORMANCE IN ENGAGING LECTURES / PRACTICALS/ TUTORIALS /ADMINISTRATIVE LOAD/  
RESEARCH SUPERVISION/PROJECT GUIDANCE (MAXIMUM SCORE: 50 POINTS)

SN (1)	Class /Course (2)	Subject Taught (3)	No. of Hours Targeted (4)	Hrs. Actually Engaged (5)	% Target Achieved (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor (8)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1			192		0	0	Unsatisfactory-0	50	0	
2			192		0					



**1.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 20 POINTS)**

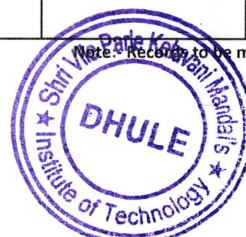
SN (1)	Class /Course (2)	Subject Taught (3)	Sum of Students Present (4)	Lectures Actually Engaged (5)	Students on Roll (6)	Avg. Attendance= (4)*100 (5)*(6) (7)	Avg. of Col. (7) (8)	Performance & Multiplying Factor	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1											
2											
3									20	0	
4											
5											
6											

**1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 20 POINTS)**

SN (1)	Class /Course (2)	Subject Taught (3)	% Result of the Same Subject in the University (4)	% Result of the Same Subject in the Institute (5)	Column (5/4)*100 (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1										
2										
3										
4						0.00	0	20	0	
5										
6										

**1.2) LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS (MAXIMUM SCORE: 10POINTS)**

SN (1)	Type of Activity (2)	No. of Students Benefited (3)	No. of Hours Engaged for the Activity (4)	API Score Claimed (Sum of Col. (4) /30)*2	Verified API Score (11)
1	Remedial Coaching				
2	Career Counseling ( Topper Monitoring )				
3	Competitive Exam Preparation				
4	General Counseling ( SE students about CGPA)				
5	Soft Skill Development of the Student			0	
6	Extra Teaching Load				
7	Additional Post Graduate Teaching				
8	Add on Courses				
9	Any other Approved by Principal				



**1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)**

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Updated Lecture Notes		
2	Lab Manuals		
3	List of E Resource		
4	Question Paper Solution		
5	Any other Approved by Principal		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)**

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Teacher Diary		
2	To Prepare and use ICT based Teaching Material		
3	Seminar (Points)/ GD (Points=5)/ Case Study (Points=5)		
4	Any other Approved by Principal		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**1.5) STUDENTS FEEDBACK (MAXIMUM SCORE: 15 POINTS)**

SN	Class	No. of students involved in feedback	Feedback frequency per course	Methodology	API Score Claimed	API Score Verified
1				Online feedback		
2				Manual paper feedback		
3				Online feedback		
4				Manual paper feedback		
<b>TOTAL</b>					<b>0</b>	<b>0</b>

**1.6) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):**

SN	Type of Examination Work	API Score Claimed	Verified API Score
1	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records		
2	Examination Work Assigned by University		
3	Examination Work Assigned by Institute		
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**CATEGORY-1****TOTAL API SCORE CLAIMED****0****TOTAL API SCORE VERIFIED****0**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES  
(MAXIMUM SCORE: 70)**

**2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (MAXIMUM SCORE: 30 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	MESA/NSS/NCC Chief Program Officer	10		
2	Other Program Officer	8		
3	Student Welfare Officer	5		
4	NET/SET Workshop Conduct(1 Week)	5		
5	Cultural Activities (Departmental/Institutional)	5		
6	Lectures on Special Topics	5		
7	Quiz (Points=5)/ Debate(Points)/ Elocution(Points)	5		
8	Study Tour	5		
9	Avishkar (Student Guidance)	5		
10	Essay Competition	5		
11	Exhibition	5		
12	Science Day Celebrations	5		
13	Subject Association	5		
14	Sports Activities	5		
15	Counseling	5		
16	Anti Ragging Committee	5		
17	Sexual Anti Harassment Committee	5		
18	Cultural Committee	5		
19	Sports Activity	5		
20	Other	5		
21	Any other Activity Approved by Principal	5		
<b>TOTAL</b>			<b>0</b>	<b>0</b>

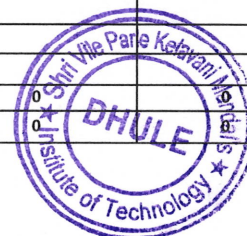
**2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 25 POINTS)**

**2.2A) COMMUNITY WORK (MAXIMUM SCORE: 5 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Election Duty, Small Family, Distributed one month grossary to diesaster affected families	5		
<b>TOTAL of 2.2A</b>			<b>0</b>	<b>0</b>

**2.2B) ADMINISTRATIVE AND ACADEMIC (MAXIMUM SCORE: 20 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector	5		
2	Vice Principal	10		
3	Admission Committees	5		
4	Discipline Committee	5		
5	Statutory Committees of the University	5		
6	Placement Activity	5		
7	Any other Academic Committee Appointed by Principal	5		
8	Any other Administrative Committee Appointed by Principal	5		
9	Academic Committee* (Class Teacher (Points=5), Local Guardian(Points), Time Table (Points), Examination Competitive Exam Committee such as NET/SET/GATE etc)(Points).			
10	NAAC/NBA Committee	5		
11	Internal Quality Assurance Cell(IQAC )	5		
12	Any other Academic Committee Appointed by Principal	5		
13	Any other Academic Committee Appointed by Principal	5		
<b>TOTAL of 2.2B</b>				
<b>TOTAL of 2.2( 2.2A &amp; 2.2B)</b>				



**2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES (MAXIMUM SCORE: 15 POINTS)**

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Participation in Seminar( <b>Points=2</b> ) / Symposia( <b>Points</b> ) / Conference (Active Participation: 2 Points, Attended: 1 Points)	2		
2	Convener( <b>Points=5</b> )/Organizing Secretary( <b>Points</b> )/Chairman( <b>Points</b> ) / Member of professional Body( <b>Points</b> )	5		
3	Talks Delivered in Program Outside	5		
4	General Article Publication( <b>Points=5</b> )/ Editor of the conference proceeding( <b>Points</b> ) /Reviewer of journal( <b>Points</b> )			
TOTAL			0	0

**CATEGORY-2**

TOTAL API SCORE CLAIMED

0

TOTAL API SCORE VERIFIED

0

**CATEGORY-1 + CATEGORY-2**

TOTAL API SCORE CLAIMED

0

TOTAL API SCORE VERIFIED

0



**CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION**  
**\*\* (Refer Manual for the Marks)**

**3.1) PUBLISHED PAPER IN JOURNAL (JOURNAL+CONFERENCE PROCEEDINGS =MAXIMUM 30 POINTS)**

SN	Title with Page No.	Journal	ISSN/ISBN No.	Peer Reviewed	Impact Factor	No. of Co-Authors	Whether you are the main author?	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
6								0	
7								0	
8								0	
9								0	
10								0	
TOTAL								0	0

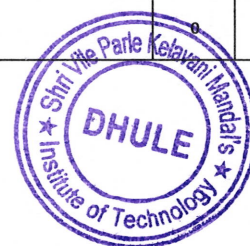
**3.2) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS (MAXIMUM 25 POINTS)**

**3.2.1A) PUBLISHED BOOKS**

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1								
2								
3								
TOTAL of 3.2.1.A							0	0

**3.2.1B) ARTICLES/CHAPTERS PUBLISHED IN BOOKS**

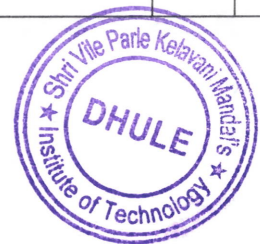
SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Chapters	API Score Claimed	Verified API Score
1						0	
2						0	
TOTAL of 3.2.1.B						0	0
TOTAL of 3.2.1						0	0



3.2.2A) PAPERS IN CONFERENCE PROCEEDINGS									
SN	Title with Page no.	National / International or Other	Details of Conference Publication	Full Paper or Abstract	ISSN/ ISBN No.	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
6								0	
7								0	
8								0	
9								0	
10								0	
TOTAL of 3.2.2.A								0	0

3.2.2B) AVISHKAR/ ANY OTHER								
SN	Title of Paper/Poster/Model	Avishkar	Prize Won	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score	
1						0		
2						0		
3						0		
4						0		
TOTAL of 3.2.2.B							0	0
TOTAL of 3.2.2 (This total will be added in 3.1 as a research publication )							0	0

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 20 POINTS)									
SN	Title	Agency	Period	Type of Project	Grant/ Amount Mobilized (Rs. Lakh)	Are You Principal Investigator?	No. of Co-Invest.	API Score Claimed	Verified API Score
1								0	
2								0	
3								0	
4								0	
5								0	
TOTAL								0	0





**3.4) RESEARCH GUIDANCE / QUALIFICATION (MAXIMUM 20 POINTS)****3.4A) RESEARCH GUIDANCE (MAXIMUM 10 POINTS)**

SN	Research Guidance	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score
1	M. Phil /ME/ M Pharm				0	
2	MCA/M.ed/MSC				0	
3	Ph.D. or Equivalent				0	
TOTAL of 3.4A					0	0

**3.4B) RESEARCH QUALIFICATION (MAXIMUM 10POINTS)**

SN	Qualification	Submitted	Awarded	API Score Claimed	API Score Claimed
1	Ph.D.			0	
2	M.Phil			0	
TOTAL of 3.4B				0	0
TOTAL of 3.4				0	0

**3.5) PATENT / IPR (MAXIMUM 15 POINTS)**

SN	Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score
1					0	
2					0	
TOTAL					0	0

**3.6) TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PARTICIPATION (MAXIMUM 15 POINTS)**

SN	Programme	Duration (Mention in Days)	Organized By	API Score Claimed	Verified API Score
1					
2				0	
3				0	
4				0	
5				0	
TOTAL				0	0

**CATEGORY-3**

TOTAL API SCORE CLAIMED	0
TOTAL API SCORE VERIFIED	0



#### IV. SUMMARY OF API SCORES

Category	Criteria	API for Assessment Year	API Score Claimed	Verified API Score	Diff. in %
I	Teaching , Learning and Evaluation Related Activities		0	0	#DIV/0!
II	Co-curricular, Extension, Professional Development etc		0	0	#DIV/0!
	Total I+II		0	0	#DIV/0!
III	Research and Academic Contribution		0	0	#DIV/0!
IV	Others*				

Mention Year of Experience In this Institute	10
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#### Grade on the Basis of API Score Claimed

API Category I+II	API Category III	Grade
0	0	Not Accepted

#### Grade on the Basis of API Score Verified

API Category I+II	API Category III	Grade
0	0	Not Accepted



**UNDERTAKING**

I **0** undertake that the information provided is correct as per records submitted by me to College/ Institute and /or documents enclosed along with the duly filled API Proforma.

**Date**

**Signature of the Teacher with Designation**

**\*\*Note:** The special API Score of maximum of 5 each may be awarded by principal for the following activities for reward category only. This score shall be added to the score total secured in category I +II.

- 1) Extra ordinary contribution beyond institution (Please mention activities for which special weight is given)
- 2) Overall impression of the teacher (Like attitude, Integrity, Self discipline, Loyalty Towards Institute etc).

**API GRADES TABLE AND ASSESSMENT SUMMARY**

Grade shall be given according to API score as shown below.

API Category I +II	API Category III	Grade
241 - 250	>60	<b>O</b> (outstanding)
231 - 240	41-60	<b>A+</b> (Excellent)
221 - 230	>40	<b>A</b> (Very Good)
211 - 220	21-40	<b>B+</b> (Positively Good)
186 - 210	>20	<b>B</b> (Good)
171 - 185	11-20	<b>C+</b> (Satisfactory)
151 - 170	≥10	<b>C</b> (Satisfactory)
>200 *	<10*	<b>C</b> (Satisfactory)
150 - 200	< 10	Improvement Required
< 150	<10	Not Acceptable

**\*NOTE 1 : Applicable only for Assistant Professor with teaching experience less than five year**  
**Note 2: Grade will be awarded based on API of Category I +II and API of Category III. Minimum value of API between two of them (Category I +II & Category III) will be considered for grading.**

**REMARK OF THE ASSESSMENT OFFICER:**

Assessment Grade:	<b>Not Accepted</b>
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Place

Date

ASSESSMENT OFFICER SIGN AND DESIGNATION  
(Chairman IQAC / HOD)

**REMARK OF REVALUATION OFFICER:**

- 1) I agree with the above assessment.
- 2) I want to change above allotted grade due to following reasons:

YES/NO

Revised Grade:	
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Place

Date

REVALUATION OFFICER SIGN AND DESIGNATION  
(Principal)



**APPENDIX ('D-1)**

**FORM OF SIX MONTH REPORT FOR SUBMISSION DURING THE PERIOD OF PROBATION  
AND FOR CONFIRMATION IN SERVICE OF THE TEACHER**

**I BASIC INFORMATION**

Name of the College in full : Shri Vile Parle Kelavani Mandal's \_\_\_\_

i Name of the Employee (in full)  
Shri/Smt./Kum. : \_\_\_\_\_  
(Beginning with Surname)

ii Qualification of the teacher : \_\_\_\_\_

Degree & Post Graduate Degree Examination	Special/ Principal subject offered	Allied/ Additional/ Subordinate subjects offered	Class obtained	Year of Passing	University

iii Subject taught and faculty :

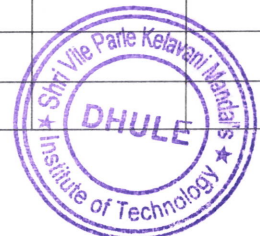
iv Designation :

v Date of Birth :

vi Date of joining the present college :

vii Teaching Experience at the college level : \_\_\_\_\_ years & \_\_\_\_\_ months

Name of the Institution where employed previously	Period of service with dates	Designation	Classes taught	Subjects taught	Scale of Pay



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II Participation in extra mural activities

- i Extra-Curricular activities – debates, cultural activities, counseling to students, Planning Forums, Union, NSS, NCC, Scouting etc.
- ii Service to community – Adult Education, Extension Service etc.

III Help rendered in college administration by membership of various committee such as Discipline Committee, Admission Committee, Students Welfare Committee etc.

V Any other information :

IV **General Observation:-**

- (i) Attendance
  - (a) Regularity.....
  - (b) Punctuality.....
- (ii) Student-teacher relationship.....
- (iii) Colleague Relationship.....
- (iv) Class control.....
- (v) Reading habits and other matter.....

Place:

Date:

Signature of the Principal



Seal of the College

## APPENDIX – “D-2”

### FORM OF ASSESSMENT OF WORK OF COLLEGE TEACHING STAFF

YEAR OF ASSESSMENT \_\_\_\_\_

#### I BASIC INFORMATION

- i. Name of the College in full : Shri Vile Parle Kelavani Mandal's\_\_\_\_
- ii Region in which situated  
(Urban/Rural) : .....
- iii Name of the Employee (in full) :  
Shri/Smt./Kum.  
(Beginning with Surname)
- iv Date of Birth :
- v Qualification of the Employee:-

Degree & Post Graduate Degree Examination	Special/ Principal Subject Offered	Allied/ Additional/ Subordinate subjects offered	Class obtained	Year of Passing	University

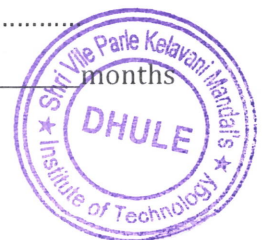
vi. Subjects taught and faculty:.....

vii Designation:.....

viii (a) Date of joining the present College:.....

(b) Date of approval of appointment by the University .....

ix. Teaching Experience at the college level. \_\_\_\_\_ years \_\_\_\_\_ months



Names of the institution where employed previously	Period of service with dates	Designation	Classes taught	Subjects taught	Scale of pay

**II. Courses taught and work load. Number of Periods per week:**

	Lectures	Tutorials	Practical	Subjects and Papers taught
Under Graduate				
Post Graduate				
M. Phil				

**II a. Student Feedback**

Period (from - to)	Subject	Total no of students	Feedback taken from (no of students)	Student Feedback



**II b. Result**

Period (from - to)	Subject	Total no of students appeared	Number of students passed	Result in %

**III Teaching Method Applied**

Name and describe new teaching methods used, if any, besides lecture methods, i.e.:

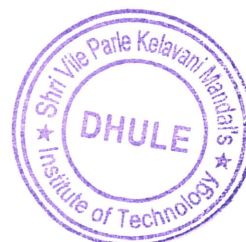
- i Distributing lecture synopsis and bibliography.....
- ii Encouraging questions in the class.....
- iii Announcing topics for discussion in advance.....
- iv Holding Seminars.....
- v Use of Audio Visual aids .....  
(wherever facilities exists)
- vi Holding of moot courts, arranging for court visits etc. in case of law students.

**IV Contributing to TEQUIP/AICTE approved program in the college or through ULP (wherever such schemes exists)**

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**V Any other contribution in:**

- i. Teaching Methods
- ii. Evaluating Techniques





iii. Course Development etc.

**VI Academic and Professional Growth (during the preceding three Years):-**

- i Research qualification acquired.....
- ii Research Projects Undertaken.....
- iii Research papers published indicating titles and names of journals in which published.....
- iv Guidance rendered to Research Scholars.....
- v Participation in Seminars, Workshops and Conferences  
.....
- \*vi Participation in Orientation programmes, Refresher Courses etc.....
- \*vii Faculty improvement programme.....
- \*viii Any other type of training.....

**VII Participation in extra mural activities**

- i Extra-curricular activities – debates, cultural Activities, counselling to students, Planning Forums, Union, NSS, NCC, Scouting etc.
- ii Service to Community – Adult Education, Extension Service etc.  
.....

**VIII Help rendered in college administration by membership of various committee such as Discipline Committee, Admission Committee, Students Welfare Committee etc.**

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**IX Any other information about contribution (not conveyed above) relevant to proper assessment of activities.**

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**X General Observation:-**

- (i)** Attendance
  - (a) Regularity.....
  - (b) Punctuality.....
- (ii)** Student-teacher relationship.....
- (iii)** Colleague Relationship.....
- (iv)** Class control.....
- (v)** Reading habits and other matter.....

Place:

Date:

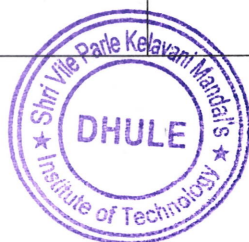
Signature of the Employee

\*(wherever such facilities exist)

**Evaluation by the Head of the Department or the senior- most Teaching Staff/In-charge in the Department or Principal**

Item	Factual Verification		EVALUATION				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
**I							
**II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

Date:



**Signature of the Head of the Department or the Senior most Teaching Staff/In-charge in the Department or Principal**

**Observation of the Principal:**

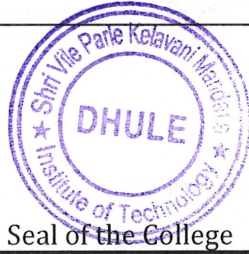
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Date:



Seal of the College

Signature of the Principal

- 
- \*: Head of the Department or in his absence the senior most Teaching Staff/In-charge in the Department or the Principal where he happens to be the Head of the Department shall verify that all the columns in the forms are filled in before he gives his ratings of evaluation and forwards the assessment report to the Principal/the University.
  - \*\* : Evaluation is not expected in respect of columns I and II.

# Shri Vile Parle Kelavani Mandal

## Self Appraisal Form

### Non Teaching

Name of Institute:	Dept:
Name:	Position:
Date of Joining:	Location:
Appraisal Date:	

#### To be filled in by the Employee:

1. State your main duties and responsibilities

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2. What do you consider to be your most important achievements/contribution during the year?

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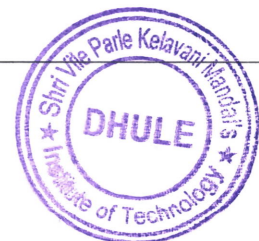
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3. Mention if any training programmes/workshops/seminars Attended/Organized or any Qualification acquired during the year.

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## Shri Vile Parle Kelavani Mandal

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4. What sort of training/experience would benefit you in the next year?

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5. Any Other Information not covered above:

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**To be filled in by the Reporting Officer:**

**Do you agree with the assessment given above? Observation & Comments if any:**

Date:

Place:

Signature:

Name of the Employee:



Signature:

Name & Designation of the  
Reporting Officer: