

6.3.5 Performance Appraisal of Teaching Staff

1. Blank Performance Appraisal Form
2. Filled Performance Appraisal Form



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE's
COLLEGE OF ENGINEERING, PANDHARPUR

ISO 9001-2000 Certified Institute & Accredited by Institute of Engineers, India,
P.B. No. 54, Gopalpur -Ranjanji Road, Gopalpur, Pandharpur- 413 304,
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(Approved by A.I.C.T.E., New Delhi and affiliated to Solapur University, Solapur)
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Performance Appraisal of Teaching Staff

A] Academic Appraisal

(Para 2.1.1 in Guide Lines)

Name of the Teacher : -----

Designation : -----

Duration of Appraisal : **01-07-21** to **30 – 06 – 22**

1. Performance of Engaging Lectures / Practicals :

| Sr. No. | Class /Course | Subject taught | No. of Lectures Target | Lectures Actually Engaged | Percentage Target Achieved | Average of Col. (6) | Performance And Multipling factors | Max Weight | Weight Achieved (8) * (9) |
|---------|---------------|----------------|------------------------|---------------------------|----------------------------|---------------------|------------------------------------|------------|---------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| 1. | | | | | Excellent-1.0 (100-91) | 10 | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |

Note :* indicates multiplication sign.

2. Performance of Attendance of Students :

| Sr. No. | Class /Course | Subject taught | Sum of students present | Lectures Actually Engaged | Students On Roll | Average Attendance= $\frac{(4) * 100}{(5) * (6)}$ | Average of Col. (6) | Performance And Multipling factors | Max Weight | Weight Achieved (8) * (9) |
|---------|---------------|----------------|-------------------------|---------------------------|------------------|---|------------------------|------------------------------------|------------|---------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| 1. | | | | | | | Excellent-1.0 (100-91) | 10 | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |

3. Performance of Results : (Theory Subject)

| Sr. No. | Class /Course | Subject 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 Multipling 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) | 15 | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |

Total Weight Achieved in TABLES 1,2,3,=

4. Other performance: -

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|-----|---|---------------------------------|------|---------|------|
| | | Excellent | Good | Average | Poor |
| 1. | Class Room Planning and Control: a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, LCD, VCR, TV, etc. | | | | |
| 2. | For Teachers Concerned with Laboratory Work: a) Planned Laboratory instructions including management of practical. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models, etc. e) Development of new laboratory setups/ planning and procurement of consumables required for practical. | | | | |
| | OR | | | | |
| 2. | For Teachers Not Concerned with Laboratory Work: a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subject other than his own discipline. e) Preparation and display of instructional material. | | | | |
| 3. | Students Guidance and Counseling : a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independence study technique. | | | | |

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|-----|---|---------------------------------|------|---------|------|
| | | Excellent | Good | Average | Poor |
| 4. | <p>Assignments / Evaluation:</p> <ul style="list-style-type: none"> a) Giving assignments regularly and assessing promptly. b) Maintaining quality and standard of questions / evaluation. c) Providing feedback to the students about shortcomings. d) Innovations in paper setting / evaluation. e) Record keeping of students' profile. | | | | |
| 5. | <p>Curriculum / Learning Resources Development:</p> <ul style="list-style-type: none"> 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) Development of e-learning materials/ Preparation of computer software as a teaching aid. | | | | |
| 6. | <p>Seminars/ Training:</p> <ul style="list-style-type: none"> a) Use of library books, periodicals, journals, etc. b) Attendance in seminars/ conferences/ workshops. c) Writing articles in state, national, international level periodicals/ journals/ Conferences. d) Delivering speech in other institutions. e) Memberships of professional bodies, awards and honours. | | | | |
| 7. | <p>CO-curricular Activities:</p> <ul style="list-style-type: none"> a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation. b) Organizing cultural programmes/sports / extra- curricular activities etc. c) Organizing industrial visits / study tours for students or taking interest in NCC/ NSS / Blood Donation / Plantation / Medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person. | | | | |
| 8. | <p>Administrative Functions :</p> <ul style="list-style-type: none"> a) Contribution to conduct gymkhana activities/ procurement of equipment. b) Worked as examination / gathering / admission in-charge. c) Maintenance of building /electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector /warden. d) Worked as in charge for house keeping / environmental hygiene / cleanliness of classrooms /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 | | | | |

FINAL ASSESSMENT:

| Particulars | | | Weight achieved |
|--|----------------------|-----------------------|-----------------|
| a) Total weight achieved in TABLES other than Other performance. | | | |
| Weight Other performance | No. of tick Marks | Multiplying factor | |
| b) Excellent | | 1.5 | |
| c) Good | | 1.0 | |
| d) Average | | 0.75 | |
| e) Poor | | 0.3 | |
| f) Special weight given by Reporting Officer (Max.5) | | | |
| g) Total weight achieved out of 100 | | | |

Note: The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight is given.)

Note: Grade be given as indicated below:
 100-81 (Outstanding)
 81-71 (Excellent)
 71-61 (Very good)
 60-51 (Good)
 50-35 (Average)
 24-00 (Below Average)

General evaluation and grade:

GRADE:

Place:

Date:

Signature:
and Designation:
of Reporting Officer

Remark of Reviewing Officer:

- I agree with evaluation made by Reporting Officer.
- I wish to change the grade given by Reporting officer on following grounds:

GRADE:

Place:

Date:

Signature:
Designation:
Reviewing Officer

B] General Appraisal (Estimate of General Ability and Character)

| | | | | | | |
|----|--|------------------------|----------------------------|-----------------|-------------|---------------|
| 1. | Industry and Application: | Outstanding | Very good | Good | Average | Below Average |
| 2. | Capacity to get work done by Subordinates : | Outstanding | Very good | Good | Average | Below Average |
| 3. | Relations with colleagues and the public : | Cooperative | Courteous | Helpful | Indifferent | Unfriendly |
| 4. | General intelligence : | Very Brilliant | Brilliant | Intelligent | Average | Dull |
| 5. | Administrative ability including judgment initiative and drive and decision making | Outstanding Average | Very good Below Average | Positively Good | Good | |
| 6. | Aptitude to higher learning : | Outstanding | Very good | Good | Average | Below Average |

Place:

Date:

Signature:

Designation:
Reporting Officer

C] Evaluation by Students :

(a) Theory Evaluation (if applicable)

| Name of Subject and class | No. of Students for Theory subject (s) | SUM total of score of Theory subject (s) | Average Theory score out of 100 $4 = 3 / 2$ |
|----------------------------|--|--|--|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| Average of column 3 | | | |

(b) Practical Evaluation (if applicable)

| Name of Subject and class | No. of Students for Practicals subject (s) | SUM total of score of Practicals subject (s) | Average Practicals score out of 50 $4 = 3 / 2$ |
|----------------------------|--|--|---|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| Average of column 3 | | | |

$$(c) \text{Score out of 20} = \left\{ \frac{\text{Score in (a) (if applicable)} + \text{Score in (b) (if applicable)}}{100 \text{ (if applicable)} + 50 \text{ (if applicable)}} \right\} \times 20$$

Reporting Officers Score =



Shri Vithal Education & Research Institute's

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 (Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)
 NBA Accredited all eligible UG Programmes, NAAC Accredited Institute, Accredited by The Institution of Engineers (India), Kolkata and TCS, Pune. ISO 9001-2015 Certified Institute



ISO 9001:2015
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Performance Appraisal of Teaching Staff

A] Academic Appraisal

(Para 2.1.1 in Guide Lines)

Name of the Teacher

: Anilashrao Patre

Designation

: placement officer

Duration of Appraisal

: 01-07-2021 to 30-06-2022

1. Performance of Engaging Lectures / Practicals :

| Sr. No. | Class /Course | Subject taught | No. of Lectures Target (4) | Lectures Actually Engaged (5) | Percentage Target Achieved (6) | Average of Col. (6) (7) | Performance And Multipling factors (8) | Max Weight (9) | Weight Achieved (8) * (9) (10) |
|---------|---------------|----------------|----------------------------|-------------------------------|--------------------------------|-------------------------|--|----------------|--------------------------------|
| 1. | Ty-sem-I | IFOR | 44 | 46 | 100% | 100 | Excellent-1.0 (100-91) | 10 | 10 |
| 2. | MBA-I(sem-I) | PMoR | 48 | 51 | 100% | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |

Note :* indicates multiplication sign.

2. Performance of Attendance of Students :

| Sr. No. | Class /Course | Subject taught | Sum of students present (4) | Lectures Actually Engaged (5) | Students On Roll (6) | Average Attendance= $\frac{(4) * 100}{(5) * (6)}$ (7) | Average of Col. (6) (8) | Performance And Multipling factors (9) | Max Weight (10) | Weight Achieved (8) * (9) (11) |
|---------|---------------|----------------|-----------------------------|-------------------------------|----------------------|---|-------------------------|---|-----------------|--------------------------------|
| 1. | Ty-sem-I | IFOR | 2548 | 46 | 64 | 86.53 | 90.065 | Excellent-1.0 (100-91) Good - 0.7 (90.81) Average-0.5 (60-41) Poor - 0.2 (40-00) | 10 | 7 |
| 2. | MBA-I(sem-I) | PMoR | 3198 | 51 | 67 | 93.59 | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |

3. Performance of Results : (Theory Subject)

| Sr. No. | Class /Course | Subject taught | Average result of same subject for last 3 years in institute (4) | % of students securing marks above 3 years average (5) | Average of Col. (5) (6) | Performance And Multipling factors (7) | Max Weight (8) | Weight Achieved (7) * (8) (9) |
|---------|---------------|----------------|--|--|-------------------------|--|----------------|-------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1. | TY-Sem-I | IEOR | | 73.84 | | Excellent- 1.0 (100-81) | | |
| 2. | MBA-sem-II | PM&F | 100% | 79.30 | 76.55 | Good- 0.7 (80-61) | 15 | 10.5 |
| 3. | | | | | | Average- 0.5 (60-41) | | |
| 4. | | | | | | Poor- 0.2 (40-00) | | |

Total Weight Achieved in TABLES 1,2,3, = 27.5

4. Other performance: -

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|-----|---|---------------------------------|------|---------|------|
| | | Excellent | Good | Average | Poor |
| 1. | Class Room Planning and Control: a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, LCD, VCR, TV, etc. | | ✓ | | |
| 2. | For Teachers Concerned with Laboratory Work: a) Planned Laboratory instructions including management of practical. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models, etc. e) Development of new laboratory setups/ planning and procurement of consumables required for practical. | | ✓ | ✓ | |
| 2. | OR | | | | |
| 2. | For Teachers Not Concerned with Laboratory Work: a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subject other than his own discipline. e) Preparation and display of instructional material. | | ✓ | ✓ | |
| 3. | Students Guidance and Counseling : a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independence study technique. | ✓ | ✓ | ✓ | ✓ |

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|-----|--|---------------------------------|------|---------|----------|
| | | Excellent | Good | Average | Poor |
| 4. | Assignments / Evaluation: <ul style="list-style-type: none"> a) Giving assignments regularly and assessing promptly. b) Maintaining quality and standard of questions / evaluation. c) Providing feedback to the students about shortcomings. d) Innovations in paper setting / evaluation. e) Record keeping of students' profile. | | ✓ | ✓ | |
| 5. | Curriculum / Learning Resources Development: <ul style="list-style-type: none"> 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) Development of e-learning materials/ Preparation of computer software as a teaching aid. | | ✓ | ✓ | |
| 6. | Seminars/ Training: <ul style="list-style-type: none"> a) Use of library books, periodicals, journals, etc. b) Attendance in seminars/ conferences/ workshops. c) Writing articles in state, national, international level periodicals/ journals/ Conferences. d) Delivering speech in other institutions. e) Memberships of professional bodies, awards and honours. | ✓ | ✓ | ✓ | |
| 7. | CO-curricular Activities: <ul style="list-style-type: none"> a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation. b) Organizing cultural programmes/sports / extra- curricular activities etc. c) Organizing industrial visits / study tours for students or taking interest in NCC/ NSS / Blood Donation / Plantation / Medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person. | | ✓ | ✓ | |
| 8. | Administrative Functions : <ul style="list-style-type: none"> a) Contribution to conduct gymkhana activities/ procurement of equipment. b) Worked as examination / gathering / admission in-charge. c) Maintenance of building /electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector /warden. d) Worked as in charge for house keeping / environmental hygiene / cleanliness of classrooms /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 | | 11 | 20 08 01 |

FINAL ASSESSMENT:

| Particulars | | | Weight achieved |
|--|--------------------------------|-----------------------|-----------------|
| a) Total weight achieved in TABLES other than Other performance. | | | 27.5 |
| Other performance | Weight No. of tick Marks | Multiplying factor | |
| b) Excellent | 11 | 1.5 | 16.5 |
| c) Good | 20 | 1.0 | 20.0 |
| d) Average | 08 | 0.75 | 06.00 |
| e) Poor | 01 | 0.3 | 0.3 |
| f) Special weight given by Reporting Officer (Max.5) | | | |
| g) Total weight achieved out of 100 | | | 70.5 |

Note: The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight is given.)

Note: Grade be given as indicated below:
 100-81 (Outstanding)
 81-71 (Excellent)
 71-61 (Very good)
 60-51 (Good)
 50-35 (Average)
 24-00 (Below Average)

General evaluation and grade:

Very Good

GRADE: Very Good

Place: Pandharpur

Date: 11-08-2022

Signature: 
 and Designation: HEAD,
 of Reporting Officer, Dept. of Mechanical Engg
 C.O.E. Pandharpur

Remark of Reviewing Officer:

I agree with evaluation made by Reporting Officer.
 I wish to change the grade given by Reporting officer on following grounds:

GRADE: Very Good

Place: Pandharpur

Date: 11-08-2022

Signature: 
 Designation: Reviewing Officer

PRINCIPAL
 SVERI's College of Engineering,
 Pandharpur

B] General Appraisal (Estimate of General Ability and Character)

| | | | | | |
|---|------------------------|----------------------------|-----------------|-------------|---------------|
| 1. Industry and Application: | Outstanding | Very good | Good | Average | Below Average |
| 2. Capacity to get work done by Subordinates : | Outstanding | Very good | Good | Average | Below Average |
| 3. Relations with colleagues and the public : | Cooperative | Courteous | Helpful | Indifferent | Unfriendly |
| 4. General intelligence : | Very Brilliant | Brilliant | Intelligent | Average | Dull |
| 5. Administrative ability including judgment initiative and drive and decision making | Outstanding Average | Very good Below Average | Positively Good | Good | |
| 6. Aptitude to higher learning : | Outstanding | Very good | Good | Average | Below Average |

Place: Pandharpur

Date: 11-08-2022

Signature: 

Designation:
Reporting Officer
HEAD,
Dept. of Mechanical Engg
C.O.E. Pandharpur

C] Evaluation by Students :

(a) Theory Evaluation (if applicable)

| Name of Subject and class | No. of Students for Theory subject (s) | SUM total of score of Theory subject (s) | Average Theory score out of 100 $4 = 3 / 2$ |
|---------------------------|--|--|--|
| 1 | 2 | 3 | 4 |
| IE OR TY | 64 | 4172 | 66.18 |
| | | | |
| | | | |
| | | | |
| Average of column 3 | | | |

(b) Practical Evaluation (if applicable)

| Name of Subject and class | No. of Students for Practicals subject (s) | SUM total of score of Practicals subject (s) | Average Practicals score out of 50 $4 = 3 / 2$ |
|---------------------------|--|--|---|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| Average of column 3 | | | |

$$(c) \text{Score out of 20} = \left\{ \frac{\text{Score in (a) (if applicable)} + \text{Score in (b) (if applicable)}}{100 \text{ (if applicable)} + 50 \text{ (if applicable)}} \right\} \times 20$$

Reporting Officers Score =

$$\begin{aligned}
 & \frac{66.18 + 0}{100 + 0} \times 20 \\
 & = 13.036
 \end{aligned}$$

6.3.5 Performance Appraisal of Non-Teaching Staff

1. Blank Performance Appraisal Form
2. Filled Performance Appraisal Form



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE's
COLLEGE OF ENGINEERING, PANDHARPUR

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(Approved by A.I.C.T.E., New Delhi and affiliated to PAH Solapur University, Solapur)
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Date:

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A
(To be filled by Staff Member)

Academic Year: 2020-2021

| | |
|---|-----|
| 1. Name | |
| 2. Date of joining | |
| 3. Designation | |
| 4. Department/Section | |
| 5. Pay Band | Rs. |
| 6. Grade Pay | Rs. |
| 7. Academic/Technical Qualification | |
| 8. Details of Educational courses being pursued | |
| 9. Details of the present duties | |

Date:

Signature of the staff member

PART-B
 (To be filled by Reporting Officer)

| Name : | | | | | | | |
|--|-------------|-----------|-----------|-----------------|--------------|----------|------|
| Designation : | | | | Pay Band : Rs. | | | |
| Date of Appointment : | | | | Grade Pay : Rs. | | | |
| Department/Section : | | | | | | | |
| CATEGORY | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 1 PROFESSIONAL COMPETENCE | | | | | | | |
| 1.1 Knowledge of rules, regulation and procedure | | | | | | | |
| 1.2 Ability to organize work and carry it out | | | | | | | |
| 1.3 Ability and willingness to take up additional load in times of emergency | | | | | | | |
| 1.4 Creativity and innovation | | | | | | | |
| 1.5 Ability to learn new skills | | | | | | | |
| 2. PERFORMANCE | | | | | | | |
| 2.1 Maintenance of Files/Records | | | | | | | |
| 2.2 Accuracy & Speed of work | | | | | | | |
| 2.3 Neatness & tidiness of work | | | | | | | |
| 2.4 Completion of work on schedule | | | | | | | |
| 2.5 Diligence and sense of responsibility | | | | | | | |

| 3. PERSONAL CHARACTERISTICS | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|---------------------------------|-------------|-----------|-----------|------|--------------|----------|------|
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 3.1 Attendance | | | | | | | |
| 3.2 Punctuality | | | | | | | |
| 3.3 Discipline | | | | | | | |
| 3.4 Interaction with colleagues | | | | | | | |
| 3.5 Integrity and behavior | | | | | | | |
| TOTAL POINTS : | /150 | | | | | | |

| | | | | | | |
|---|---|-----------|------|--------------|----------|------|
| 4. OVERALL EVALUATION | | | | | | |
| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | | | | | | |
| 5. Any significant contribution made by the Employee : | | | | | | |
| 6. Special remarks if any of the Reporting Officer : | | | | | | |
| Date : | Signature of the Reporting Officer | | | | | |
| 7. Remarks if any of Reviewing officer : | | | | | | |
| Date : | Signature of Reviewing Officer | | | | | |

| * COMPUTATION OF OVERALL EVALUATION | | Points | Percentage of Points |
|--|--|---------------|-----------------------------|
| Outstanding | | 142 to 150 | 95 to 100 |
| Excellent | | 135 to 141 | 90 to 94 |
| Very Good | | 120 to 134 | 80 to 89 |
| Good | | 90 to 119 | 60 to 79 |
| Satisfactory | | 75 to 89 | 50 to 59 |
| Marginal | | 60 to 74 | 40 to 49 |
| Poor | | 30 to 59 | 20 to 39 |
| Total Points 150 | | | |



Date:

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A

(To be filled by Staff Member)

Academic Year: 2021-2022

| | |
|---|--------------------------------|
| 1. Name | Mr. Samadhan Dattatraya More |
| 2. Date of joining | 01/10/2015 |
| 3. Designation | Junior Clerk |
| 4. Department/Section | Office |
| 5. Pay Band | Rs. 5200 - 20200 |
| 6. Grade Pay | Rs. Basic + AGP 6790 + 1900 |
| 7. Academic/Technical Qualification | M.Com., M.B.A, 4DC&A PG DBF |
| 8. Details of Educational courses being pursued | |
| 9. Details of the present duties | Office |

Date: 29/07/2022

MMOD
Signature of the staff member

PART-B
(To be filled by Reporting Officer)

| | | | | | | | |
|--|-------------|-----------|-----------|------|--------------|----------|------|
| Name : Mr. Samadhan Dattatraya More Designation : Junior Clerk Date of Appointment : 01/10/2015 Department/Section : Office | | | | | | | |
| CATEGORY | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 1 PROFESSIONAL COMPETENCE | | | | | | | |
| 1.1 Knowledge of rules, regulation and procedure | | | ✓ | | | | |
| 1.2 Ability to organize work and carry it out | | | ✓ | | | | |
| 1.3 Ability and willingness to take up additional load in times of emergency | | | ✓ | | | | |
| 1.4 Creativity and innovation | | | | ✓ | | | |
| 1.5 Ability to learn new skills | | | | ✓ | | | |
| 2. PERFORMANCE | | | | | | | |
| 2.1 Maintenance of Files/Records | | ✓ | | | | | |
| 2.2 Accuracy & Speed of work | | | ✓ | | | | |
| 2.3 Neatness & tidiness of work | | | ✓ | | | | |
| 2.4 Completion of work on schedule | ✓ | | | | | | |
| 2.5 Diligence and sense of responsibility | | | ✓ | | | | |

| PERSONAL CHARACTERISTICS | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|---------------------------------|-----------------|-----------|-----------|------|--------------|----------|------|
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 3.1 Attendance | | ✓ | | | | | |
| 3.2 Punctuality | | ✓ | | | | | |
| 3.3 Discipline | | | ✓ | | | | |
| 3.4 Interaction with colleagues | | | ✓ | | | | |
| 3.5 Integrity and behavior | | ✓ | | | | | |
| TOTAL POINTS : | 121 /150 | | | | | | |

| 4. OVERALL EVALUATION | | | | | | |
|-----------------------|-----------|-----------|------|--------------|----------|------|
| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | | ✓ | | | | |

5. Any significant contribution made by the Employee :

—

6. Special remarks if any of the Reporting Officer :



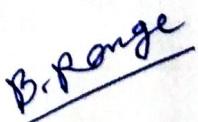
Signature of the Reporting Officer

REGISTRAR

SVERI's College of Engineering,

Pandharpur

7. Remarks if any of Reviewing officer :



Signature of Reviewing Officer

PRINCIPAL

SVERI's College of Engineering,

Pandharpur

Date : 11/08/2022

Date : 11/08/2022

| * COMPUTATION OF OVERALL EVALUATION | | Points | Percentage of Points |
|--|--|---------------|-----------------------------|
| Outstanding | | 142 to 150 | 95 to 100 |
| Excellent | | 135 to 141 | 90 to 94 |
| Very Good | | 120 to 134 | 80 to 89 |
| Good | | 90 to 119 | 60 to 79 |
| Satisfactory | | 75 to 89 | 50 to 59 |
| Marginal | | 60 to 74 | 40 to 49 |
| Poor | | 30 to 59 | 20 to 39 |
| Total Points 150 | | | |