Dr. D.Y. Patil Educational Federation's

Dr. D. Y. Patil Institute Of Management & Entrepreneur Development, Varale, Talegaon, Pune 410507

Performance Appraisal

Name in Full: **Designation:**

Department: **Date of Joining:**

Period of Assessment:

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future in terms of:

A.   Strengthen the relationship between you and the employee.

B.   Open up channels of communication.

C.   Appraise past performance.

D.   Recognize good performance.

E.   Identify areas that might require improvement.

F.   Enable you to assess your own communication and supervisory skills.

Performance Indicator

Sr No.	Assessment Heads	Average Self-Appraisal	Average Appraisal by HOD
1.	Staff Criteria		
2.	Criteria		
	Average Score		

HR   HOD   Director

DIRECTOR
DR.D.Y.P.I.M.E.D.
Varale,Maval,Pune 410 507

Assessment Score

Excellent	Very Good	Good	Average	Poor	Non Satisfactory
5	4	3	2	1	0

SELF APPRAISAL

Sr No.	1. Staff Criteria	Score
1	Attendance & Punctuality :	
2	Efficiency : To complete tasks in an orderly and planned way- meet deadlines	
3	Quality of work carried out: To work to high standards of quality.	
4	Coping: To complete tasks under adverse conditions.	
5	Flexibility: To deal effectively with changes in tasks and conditions of work.	
6	Initiative: To be able to operate independently and to be pro-active.	
7	Ability to solve problems: To recognise and develop new ideas and solutions.	
8	Overview: To take into account consequences and implications of actions/solutions for a wide range of organisational issues and areas of business.	
9	Ability to influence: To win others over by setting an example and showing commitment to ideas, solutions and initiatives.	
10	Willing to accept responsibility: To be willing to take on additional responsibility and to stand up for decisions taken.	
11	Co-operation: To work well with others both within and outside own area and to communicate effectively.	
12	Computer Savy :	
	Total	
	Average	

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Employee Signature

Appraisal by HOD

Sr No.	2. Criteria	Final Appraisal
1	Attendance & Punctuality :	
2	Understanding of the Job: Does the employee have adequate knowledge to complete the tasks required by the job?	
3	Institutional Commitment : Does the employee demonstrate commitment to institutional effectiveness and The College's mission?	
4	Quality of Work: Is the quality of work acceptable and do estimate established standards? Does the employee perform Accurately and efficiently?	
5	Productivity and Efficiency: Does the employee complete Assignments and manage time well?	
6	Reliability/Dependability: Does the employee follow through on assigned tasks to accommodate the work Expected?	
7	Initiative: Does the employee demonstrate initiative by taking action with a minimum of direction as situations arise?	
8	Service : Does the employee demonstrate a desire to serve and show willingness to provide good service to Students /faculty/staff and the public?	
9	Professionalism: Does the employee project and sustain a Positive image of the College within the educational and local communities?	
10	Ethics : Does the employee exhibit honesty and high ethical Standards while performing his/her job duties?	
11	Communication: Does the employee provide accurate and clear written and verbal information, present information and listen effectively, comprehend and follow directions, and Ask appropriate questions?	
12	Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	
	Total	
	Average	

HOD Signature

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Note: Employee / HOD comments may be in terms of:

EMPLOYEE COMMENTS:

1. Training Requirement :

2. Facilities Requirement :

3. Suggestion :

4. Modification in policies :

5. Addition :

6. Methodology :

Employee Signature   :

Date   :

HOD COMMENTS:

1. Training Requirement :

2. Facilities Requirement :

3. Suggestion :

4. Modification in policies :

5. Addition :

6. Methodology :

HOD Signature :

Date   :

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Performance Appraisal of Faculty

Name in Full: _____   Designation: _____

Department: _____   Date of Joining: _____

Period of Assessment: From: _____ to _____

Instructions

1. Self-evaluation scores for all the parameters of every assessment must be filled by faculty member as per the guidelines and enter total of every assessment head in column 'SA' of API table.

2. Your score may be more than the optimum score specified.

3. Completed appraisal form along with necessary proofs should be submitted to the HoD.

4. Head of the Department is supposed to verify scores for every parameter. If head is not satisfied with the 'SA' justification for the same is necessary and enter the scores in column 'HA' of API table.

5. If the difference of score in column 'SA' and column 'HA' of API table is less than 15, column 'FA' is equal to column 'HA' **OR** If the difference of score in column 'SA' and column 'HA' of API table is greater than or equal to 15, then average score of column 'SA' and 'HA' should be entered in Column 'FA'

Academic Performance Indicator (API):

Assessment Head: Optimum Marks	Self Appraisal (SA)	HoD Appraisal (HA)	Final Appraisal (FA*)
Student Engagement (SE): 115			
Professional Progress and Involvement (PPI): 45			
Research Achievements (RA): 25			
Appriasal by HoD/Director (AHP): 15			
Total - 200			

FA* = Average of SA and HA if |SA − HA| ≥ 15; Otherwise FA*= HA

Signature
Name of the Faculty   _____

Signature
Name of the HoD   _____

1) Student Engagement (SE) [115]

1.1 Teaching- Learning (TL) [35]

Sr. No	Parameter			Optimum Score	Self Appraisal	Appraisal by HOD
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 8 points) • Makeup lecturers may be counted as against any leave			[08]		
		SEM-I	SEM-II			
	Total Number of lectures allocated					
	Total Number of lectures conducted					
1.1.2	Seminars (S), Tutorials (T), practical (P), contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 8 points) • Remedial lecturers may be counted as against any leave			[08]		
		SEM-I	SEM-II			
	Total Number S, T, and P allocated					
	Total Number S, T, and P conducted					
1.1.3	Extra Lectures, Remedial Lectures/ Practical or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise (2 hour excess per week = 2.5 points for each semester)			[04]		
		SEM-I	SEM-II			
	Number of Extra Hours conducted					
	(Verification for 1.1.1 to 1.1.3 : Official Attendance Record)					
1.1.4	University examination duties (Question paper setting, evaluation of answer papers etc.) as per duties allotted (100% compliance = 3 points)			[03]		
1.1.5	University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. (100% compliance = 3 points)			[03]		
1.1.6	College/Internal examination/Evaluation duties for internal/ continuous assessment work as allotted (100% compliance = 3 points) *(Verification for 1.1.4 to 1.1.6 :Official appointment order)*			[03]		
1.1.7	Use of Innovative teaching – learning methodologies; Use of Information and communications technology (ICT); like k- point or any animation software, Updated subject content and course improvement, Subject material, Laboratory manual sharing with the students -(1 point per activity for all assigned subjects in AY)			[03]		
1.1.8	Design and Development of Value Addition Program (VAP) for more than 10 Hrs. (3 points per VAP), *(Verification for 1.1.7 Course file and for 1.1.8 exclusive VAP material)*			[03]		

1.2 Co Curricular & Extra Curricular (CCEC) [25]

Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD
1.2.1	**Coordination of student centric activities, Creation of industry exposure opportunities for students** (As a Coordinator (Institute level-5/Dept. level-2) Or as Member (Institute level-2/Dept. level-1) - **(5/2/1 point pattern)** Internship, Sandwich training, Industrial Visit for live projects and interactions, Memorandum of Understanding (MOU), Sponsored projects Placement Support, Any other …**(Personal liaison that benefits to the department to establish long term relationship with industry)**	[15]		

Sr. No	Parameter		Optimum Score	Self Appraisal	Appraisal by HOD
1.2.2	**Coordination of activities mentioned in Sr.no.1 to 21)** **(5/2/1 point pattern)** *(Verification for 1.2.1 and 1.2.2 : Official appointment order/ certificate/attendance/any other relevant document)*				
	1. Technical Festivals 2. National level competition 3. Sports activity 4. Cultural activity 5. Co-curricular activity 6. CSR activities like NSS/ NGO 7. Entrepreneurship Cell 8. Alumni 9. Students Council 10. Students Training Program 11. Sanskriti/ Zion/ Parakram	12. Value Addition Program 13. Counseling/ Admission work 14. Magazine Committee 15. Library Committee 16. Result analysis Committee 17. Time table Committee 18. Training and Placement support 19. Teacher Guardian /Class Teacher 20. Spoken tutorials/ Online course 21. Educational Tour/Site visit 22. Any other need-based activity assigned by Director/HOD. (Pl. Specify)	[10]		
1.3	**Student Attendance, Feedback and Results (SAFR)**				**[55]**
1.3.1	**Attendance of Students:** Average of the student's attendance in the entire Theory/Practical work load assigned during the entire academic year. (Final score is to be calculated based on Average of points scored in all the Theory/Practical work load assigned in both the semesters) *(Verification : Official attendance record)*		[10]		

		SEM-I	SEM-II			
	Theory 1					
	Theory 2					
	Practical 1/Tutorial 1					
	Practical 2/Tutorial 2					

1.3.2	**Student feedback (TH/PR) :** Score proportional to average of percentage of *student's Feedback* obtained for all assigned theory and practical Subjects in both the Semester.*(Verification : Official feedback record)*			[25]		

		SEM-I	SEM-II			
	Theory 1					
	Theory 2					
	Practical 1					
	Practical 2					

1.3.3	**SPPU Results of students (TH/PR):** More than average of previous three years results in the respective subject/practical – '20' points otherwise If the results are less by 10% compared to the average of three years - '0' points and in between give proportional points. (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters of Specific University pattern) *(Verification : University ledger)*			[20]		

		SEM-I	SEM-II			
	Theory 1					
	Theory 2					
	Practical 1					
	Practical 2					

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SE Total out of [115]

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2) Professional Progress & Involvement (PPI) [45]

2.1 Professional Progress (PP) [10]

Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
2.1.1	Qualification improvement (Ph. D – 10/Post Doctorate – 10) (Ph. D registered - 4) – for every progress report submission – 2 points	[4]		
2.1.2	Acquiring status of Certified trainer for skill development courses from reputed organization, Membership of Professional Bodies	[2]		
2.1.3	Certification of International/ National repute from reputed organization. (e.g. *EdX* offers free online courses and classes. Find the latest Massive open online course (MOOC) National Programme on Technology Enhanced Learning (NPTEL) and from the world's best universities including MIT, Harvard, Berkeley, UT etc.)	[2]		
2.1.4	Awards/ Recognition/ Any other achievement through professional bodies of national/international repute (e.g. Best Teacher, Young Scientist award given by ISTE). *(Verification for 2.1 : Certificate/letter/report)*	[2]		

2.2 Professional Involvement (PI) [35]

Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
2.2.1	Contribution in conducting the activities of professional bodies (like IEEE, CSI, IETE etc.) for either to the students or faculty- (5 points for every activity like FDP, SDP, Seminar, workshop etc. conducted with individual as a main resource person)	[5]		
2.2.2	Interaction with outside world : **A→10 points, B → 5 points per activity** A Externally Funded Project / B Subject Expert for Interview panel Member A Invited as a speaker / B Judge for National Conference A Live industrial projects / B Reviewer - International/ National Journal A Any Other Please Specify / B Resource person for conferences/ seminars/ workshops/ symposia etc	[5]		
2.2.3	**Organization of Training program (FDP/SDP/STTP/Workshop/Seminar etc.) :** Organization of short term training courses - Two week duration (10)points/ One week (5 points) /for less than one week (proportional), Coordinator: Co-Coordinator: Member = (5:3:1)	[5]		
2.2.4	**Participation in Training Program:** Participation in short term training courses - Two week duration (10) points/ One week (5 points)/for less than one week (proportional)	[5]		
2.2.5	**Internal Revenue Generation (IRG) :** Other than the research grant IRG through organizing FDP/SDP/STTP/Workshop/Seminar- 3 points for each Rs.15000 or proportionate- Coordinator: Co-Coordinator: Member = (3:2:1)	[3]		
2.2.6	**Brand Building Activity (BBA):** Individual accounts on LinkedIn, Face book, Twitter, and Google+ and Building an audience and developing the brand name of the department and institute [3/2]	[5]		
2.2.7	**Institutional/Department level Governance responsibilities assigned** (Institutional : Departmental: Member – 3: 2 : 1) -NBA/NAAC/NIRF coordinator/Member - 3/2/1- IQAC Coordinator/Member - 3/2/1, SWO - 3/2, CEO – 3/2, Any other departmental responsibility – 3/2, Member of BoS/Faculty/Academic council / Senate : 2 each, Member of other college / university level committees: 2 each, Contribution in activities of statutory bodies: 2 each, Any other DPU level/Institute level responsibility allotted : 4 (PI specify): --------------------*(Verification for 2.2 : Office order/Attendance/ Certificate/ Account details/letter/report)*	[7]		
	PPI Total out of [45]			

DVPIMED Institute of Management & Entrepreneurship Development Performance Appraisal

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3) Research Achievements (RA) [25]

Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD
3.1	**Research Publication (journals)** Number of articles in refereed International Journals (For every publication with Scopus indexed -5 points, Web of Science indexed – 3 points and Google scholar indexed – 2 points)	[5]		
3.2	**Number of articles National/International level research papers in non-referred / journals, but having ISSN numbers and the list of journals prepared by the university and hosted on its website** (2 points each)	[2]		
3.3	**Number of full papers in Conference Proceedings, etc.** (For every publication in International Conference Proceedings- 3 points, and national Conference Proceedings – 2 points)	[3]		
3.4	**Number of Subject Books by other local publishers** With ISBN/ISSN numbers or Number of chapters in edited books	[2]		
3.5	**Organization of conference (International/National)**	[3]		
3.6	**Sponsored/ Funded Projects/consultancy** carried out/ ongoing	[2]		
3.7	**Number of Patents/Technology transfer / Commercialization/ Product /Copy right National/ International**	[2]		
3.8	**Research Guidance** M. E. – 2 points for every awarded degree / B.E – 1 point for every awarded group Degree awarded Nos.: -------- Ph. D (Awarded/In progress) (8/1) Degree awarded Nos.: -------- Number of research scholars under guidance : -----------	[2]		
3.9	**Involvement in student Research activities** **1 point for each of the following activity:** • Encourage the students to pursue Master's and Ph.D. • Encourage students to participate in research related activities. • Inculcate research culture in the institute by arranging motivational lectures to emphasize towards awareness of research, patent, copyrights, research tools etc. • Motivate faculty for the BCUD research proposals. • Encourage students for participation in project competition. • Undertake projects with specialized themes and social needs. • Strengthen association with research organizations such as DRDO, ARAI, CWPRS etc. • Consultancy, sponsored projects, and industry interaction. • Promote interdisciplinary projects *(Verification for 3.1 to 3.9: Published paper/URL/Books/ Certificate/account details/notification/letter/report)*	[4]		
	RA Total out of [25]			

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5)	Appraisal by the HoD /Director (AHP)			[15]

5.1	Appraisal by the HoD		[10]

Sr. No	Parameter	Optimum Score	Appraisal by HOD
5.1.1	Punctuality	[2]	
5.1.2	Integrity and Character	[2]	
5.1.3	Reliability	[1]	
5.1.4	Relation with the stakeholders (Internal/External) Peer review assessment	[1]	
5.1.5	Proficiency to shoulder department level Responsibility	[2]	
5.1.6	Command over English	[2]	

5.2	Appraisal by the Director		[5]

Sr. No	Parameter	Optimum Score	Appraisal by Director
5.2.1	Contribution at institute and department level responsibilities	[3]	
5.2.2	Integrity of work	[2]	
	AHP Total out of [15]		

Signature
Name of the Faculty _____

Signature
Name of the HoD _____

For Office use only _____

Director
_____

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