

6.3.5 - Institutions Performance Appraisal System for Teaching and Non- Teaching Staff.

INDEX

Sr. No	Documents
1	Sample copy of Performance Appraisal for Teaching
2	Sample copy of Performance Appraisal for Non-Teaching



APPRAISAL AND 360º FEEDBACK FORM

(As per AICTE recommendations effective from assessment year 2020-2021)

SECTION A

SECTION A				
Name	Prof. Dr. Vijay Gajanan Neve			
Designation	Professor in Electrical Engineering Department, Dean Academic, HOD			
Department	Electrical Engineering Department			
Academic Year	2020-2021			

A. Teaching Process (Max. Point 20) Note: 10 Credit point for each semester

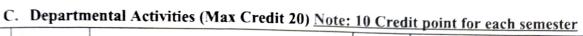
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Sr. No.	Semester	Subject Code	Subject Name	No. of scheduled Classes	No. of Actually held classes	Point earned	Supporting Document Index No.
1	Seventh	7EE03	EP-II	45	51	5	1)Copy of
2	Fifth	5EE04	SS	46	50	5	Time Table 2)Copy of
<u>3</u>	Eighth	8EE03	DSP	48	52	5	Teaching
<u>4</u>	Fourth	4EE02	EM-I	44	47	5	Plan
	Average Weightage out of 20 Points				20		

B. Student's feedback (Max. Point 20) <u>Note: 10 Credit point for each sem. & min. 70%</u> students data

Sr. No.	Semester	Subject Code	Subject Name	Average student feedback on the scale of 20	Point earned	Supporting Document Index No.
1	Seventh	7EE03	EP-II	17.3	17	3)Departme
2	Fifth	5EE04	SS	15.7		ntal Feed back
3	Eighth	8EE03	DSP	18		Analysis
4	Fourth	4EE02	EM-I	14.8		Report
	Average W	eightage o	ut of 20 Points	65.8	17	



No.PointPointII1ODD SemesterOnline Certificate Course on Opportunities and Challenges in Electric Vehicle (07/09/2020 to 16/09/2020)Online Mode on Zoom Application2Online Certificate Course on "AutoCAD in Electrical"(02/11/2020 to 12/11/2020)Online Mode on Zoom Application3Online Certificate Course on "Electronic Circuit Design (07/12/2020 to 18/12/2020)Online Mode on Zoom Application4Online Certificate Course on "Electronic Circuit Design (07/12/2020 to 18/12/2020)Online Mode on Zoom Application4Online Certificate Course on "Electronic Circuit Design (10/12/2020 to 18/12/2020)Online Mode on Zoom Application4Online Certificate Course on "Electronic Circuit Design (21/12/2020 to 01/01/2021) (For Third Year Electrical Engineering)"Online Mode on Zoom Application	Supporting
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(21/12/2020 to 01/01/2021) (For Third Year Electrical Engineering)"	
(For Third Year Electrical Engineering)"	
Engineering)"	
5 Online Certificate Course on Online Mode on	
"Revit MEP & AutoCAD in Zoom	
Electrical"(01/02/2021 to Application	
10/02/2021)	
6 Online Certificate Course on Online Mode on	
"PCB Designing and Switchboard Zoom	
Application Application	
(For Second Year Electrical 9	
Engineering)"	
7 Online Certificate Course on Online Mode on	
"PCB Designing and Switchboard Zoom	
Making (15/03/2021 to 24/03/2021) Application	
(For Third Year Electrical	
Engineering)"	





Sr. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No.
		74thIndependenceDayCelebration-2020 (15 Aug 2020)		On the Ground, JCOET,Yavatmal	
1		Online Celebration of Engineer's Day 2020 (15 th September 2020)		Online Mode	
2	ODD	Counseling Program for Girl Student on "Building Healthy Self Esteem"(20/09/2020)		Ramyya Kannan, Freelance Trainer and Counselor	
3		Report on Awareness Program on Health (Breast Cancer) For Lady Staff (19th October 2020)		Women should be aware about health (Dr.Vijaya V. KawalkarM.D	
4		Program of Tribute to Victims of 26/11 Attacks.			
5		Birth Anniversary online Celebration of Swami Vivekananda (12th January, 2021)			
6	Even	72th Republic Day Celebration-2021(26 Jan 2021)			
7		Womans Day Programme on 08 March 2021			

D. Institute Activities (Max. Credit 10) Note: 5 Credit point for each semester

E. ACR maintained at institute level (Max. Credit 20)

Result (Max 10 Credit Point)

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Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

Result Summary

NO OF ENO

STD 003

Sr. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
1	Seventh	7EE03	EP-H	45	45	100
2	Fifth	5EE04	SS	78	78	100
3	Eighth	8EE03	DSP	45	45	100
4	Fourth	4EE02	EMI	62	62	100
	Average W	eightage ou	it of 10 Points		10	

Research (Max 10 Credit Point)

Research Publication Summary (Weightage period : 1 July to 30 June of every academic year)

Category	SCI	SCI-Extended	Scopus	Scopus Indexed/WOS	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers					4
Total marks earned					4
Average Weightage out of 10 Points				4	

E. Contribution to Society (Max. Credit 10)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		International Yoga Day Celebration-2020-Department of Electrical Engineering organized Online National Quiz Competition. (21 June 2020)		More than 3000 Participants participated from various states of India.	
2	ODD	COVID-19 Awareness and Free Mask0 & Sanitizer Distribution Programme(15th August 2020)		To stop the spreading of corona virus.	
3		Cloth Distribution to Poor & Needy People (18th August 2020)		To help the Poor and Needy People	
4	Even	Tree Plantation programme (26 Jan 2021)		Awareness about healthy life from tree plantation, Save Tree Save Life, Venue At Galvha,tq-Bhabh ulgaon,Dist Yavatmal	
5		Free Food Packets Distribution Programme(24th March 2021)		To serve the food to the daily wagers, needy peoples.	

Summary

Summary	Academic Year 2020-21	Academic Year 2019-20	Academic Year 2018-2019
A. Teaching Process (Max. Points 20)	20		SULM SULA
B. Student's feedback (Max. Point 20)	17		e i na reguer
C. Departmental Activities (Max. Point 20)	19	bhailemana na Shini an Shini	ller i triber y staat se
D. Institute Activities (Max. Points 10)	10	с в ман — 200 година Станата и станата и с	
E. ACR (Max. Points 20)	20	and and all the second s	ennin e secit.
F. Contribution to Society (Max. Points 10)	10		n an ann an Sin Mandaadh
Total (Max. Points 100)	96	an a	en i nun managar e antara
Total on 10 Point Scale	9,6		prover të Angel Angelangel Alfrédere sering ("André Mer

Date:

2009

Signature of Faculty Member

SECTION B

Observations, Recommendation and Suggestion of Head of Department

Name	Prof. Dr. Vijay Gajanan Neve
Designation	Professor in Electrical Engineering Department, Dean Academic, HOD
Department	Electrical Engineering Department
Academic Year	2020-2021
Appraisal Score in 10 Point Scale	9.6

Observations: (In respect of the weightage of activities claimed)

\backslash	Head	of	Depart	ment
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Recommendations/Remedial Measures suggested:

 Head of Department
X

SEAL

Signature of Head of Department

SECTION C

Recommendations/Approval of Director

Performace is up to the mark Date: 9/6/202/ lege Signature of HEathGibBepartment Jagadanabha Collage of Engineering & Technology Ami Road,Kinhi,Yavatmal SEAL STD 2009

Jagadambha College of Engineering and technology

Appraisal report of Non teaching staff

Session-2020-21

Name: Ritesh N. Subheway Education: B.A. I.T.I (Machinist) Date of Joining: 02-01-2018 Designation: Work Shop Asst (Machinist) Remark of Head of the Department:

Summary of Staff Member's Job Responsibilities (Brief Job Description)

A score of one is low and score of five is high

NOTE: One column in each category must be checked.

		1	2	3	4	5	NA
	STAFF/STUDENT RELATIONS - Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?					V	-
	ATTENDANCE/JOB PERFORMANCE - Do you reach college on time?					~	•
	Do you take leave only with prior permission of your HOD?						-
	When unplanned leave is taken do you inform your HOD or Administrator?						
3	RESPONSE TO SUPERVISION -					V	
	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?						
4	POTENTIALITIES - Do you have the talent, ability to respond to training or ambition for growth?	-				V	1
5	JOB KNOWLEDGE - Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job					V	



Do you meet work standards and complete all works always on time and focus on your work only?

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EMPLOYEE SIGNATURE

Remark of HOD:

He is sincere in his duties (responsibilities assigned from time to sime by higher Authority

Remark of Principal: Found hardworking in his duties.

HOD Dr.V.L.Bhambere H.O.D.[Mech]Jcoet,Ytl



Principal

DATE 20/05/2021

Principal Jagadambha Collage of Engineering & Technology Arni Road,Kinhi,Yavatmal Jagadambha College of Engineering and technology

Appraisal report of Non teaching staff

Session-2020 - 21

Name: Amol Sansiv Rao

Education: BA, ITI (aspentey.

Date of Joining: 6 06 2009

Designation: Workshop Assistant

Remark of Head of the Department:

Summary of Staff Member's Job Responsibilities (Brief Job Description) A score of one is low and score of five is high

NOTE: One column in each category must be checked.

		1	2	3	4	5	NA
1	STAFF/STUDENT RELATIONS - Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?				~		
2	ATTENDANCE/JOB PERFORMANCE - Do you reach college on time?						
	Do you take leave only with prior permission of your HOD?					~	
	When unplanned leave is taken do you inform your HOD or Administrator?						
3	RESPONSE TO SUPERVISION -						
	Do you positively respond to any instruction, guidance, correction and discipline by your superiors?					~	
4	POTENTIALITIES - Do you have the talent, ability to respond to training or ambition for growth?					~	
5	JOB KNOWLEDGE - Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job					~	



functions satisfactorily?

Do you meet work standards and complete all works always on time and focus on your work only?

EMPLOYEE Apao. DATE 20 5/2021 SIGNATURE

Remark of HOD:

Punctual in the his work, hardworking. Remark of Principal: Found honest in his dubies.

HOD Dr.V.L.Bhambere H.O.D.[Mech]Jcoet,Ytl



Principal Principal Jagadambha Collage of Engineering & Technology Arni Road,Kinhi,Yavatmal