



### 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 360<sup>0</sup> FEEDBACK FORM

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

## 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**

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

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

Sr. No.	Semester	Subject Code	Subject Name	Average student feedback on the scale of 20	Point earned	Supporting Document Index No.
<u>1</u>	Seventh	7EE03	EP-II	17.3	17	3)Departmental Feedback Analysis Report
<u>2</u>	Fifth	5EE04	SS	15.7		
<u>3</u>	Eighth	8EE03	DSP	18		
<u>4</u>	Fourth	4EE02	EM-I	14.8		
<b>Average Weightage out of 20 Points</b>				<b>65.8</b>	<b>17</b>	



**C. Departmental Activities (Max Credit 20) Note: 10 Credit point for each semester**

Sr. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No.
1	<b>ODD Semester</b>	Online Certificate Course on Opportunities and Challenges in Electric Vehicle (07/09/2020 to 16/09/2020)	<b>10</b>	Online Mode on Zoom Application	
2		Online Certificate Course on "AutoCAD in Electrical"( 02/11/2020 to 12/11/2020)		Online Mode on Zoom Application	
3		Online Certificate Course on "Electronic Circuit Design (07/12/2020 to 18/12/2020) (For Second Year Electrical Engineering)"		Online Mode on Zoom Application	
4		Online Certificate Course on "Electronic Circuit Design (21/12/2020 to 01/01/2021 ) (For Third Year Electrical Engineering)"		Online Mode on Zoom Application	
5	<b>EVEN</b>	Online Certificate Course on "Revit MEP & AutoCAD in Electrical"(01/02/2021 to 10/02/2021)	<b>9</b>	Online Mode on Zoom Application	
6		Online Certificate Course on "PCB Designing and Switchboard Making (01/03/2021 to 10/03/2021) (For Second Year Electrical Engineering)"		Online Mode on Zoom Application	
7		Online Certificate Course on "PCB Designing and Switchboard Making (15/03/2021 to 24/03/2021) (For Third Year Electrical Engineering)"		Online Mode on Zoom Application	



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

Sr. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No.
	ODD	74th Independence Day Celebration-2020 (15 Aug 2020)		On the Ground, JCOET, Yavatmal	
1		Online Celebration of Engineer's Day 2020 (15 <sup>th</sup> September 2020)		Online Mode	
2		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	Even	Birth Anniversary online Celebration of Swami Vivekananda (12th January, 2021)			
6		72th Republic Day Celebration-2021(26 Jan 2021)			
7		Womans Day Programme on 08 March 2021			

**E. ACR maintained at institute level (Max. Credit 20)****Result (Max 10 Credit Point)**

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**

Sr. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
1	Seventh	7EE03	EP-II	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 Weightage out 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	ODD	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		COVID-19 Awareness and Free Mask & 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.	





Date: .....

SEAL

Signature of Head of Department


SECTION C

Recommendations/Approval of Director

Performance is up to the mark.

Date: 9/6/2021



  
Signature of Head of Department  
Principal  
Jagadamba Collage of Engineering & Technology  
Ami Road, Kinhi, Yavatmal

Appraisal report of Non teaching staff

Session-2020-21

Name: Ritesh N. Subheware

Education: B.A. I.T.I (Machinist)

Date of Joining: 02-01-2018

Designation: Workshop 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
1	<b>STAFF/STUDENT RELATIONS -</b> Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?					✓	
2	<b>ATTENDANCE/JOB PERFORMANCE -</b> 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	<b>RESPONSE TO SUPERVISION -</b>  Do you positively respond to any instruction, guidance, correction and discipline by your superiors?					✓	
4	<b>POTENTIALITIES -</b> Do you have the talent, ability to respond to training or ambition for growth?					✓	
5	<b>JOB KNOWLEDGE -</b> 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  
SIGNATURE

Dr. V. L. Bhambere

DATE 20/05/2021

Remark of HOD:

He is sincere in his duties (responsibility assigned from time to time by higher authority)

Remark of Principal: Found hardworking in his duties.

Dr. V. L. Bhambere

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



Dr. V. L. Bhambere

Principal  
Principal  
Jagadamba Collage of Engineering &  
Technology Amri Road, Kinhi, Yavatmal

Appraisal report of Non teaching staff

Session- 2020 -21

Name: Amol Sanjiv Rao

Education: BA, ITI Carpentry.

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	<b>STAFF/STUDENT RELATIONS -</b> Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?				✓		
2	<b>ATTENDANCE/JOB PERFORMANCE -</b> 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	<b>RESPONSE TO SUPERVISION -</b>  Do you positively respond to any instruction, guidance, correction and discipline by your superiors?					✓	
4	<b>POTENTIALITIES -</b> Do you have the talent, ability to respond to training or ambition for growth?					✓	
5	<b>JOB KNOWLEDGE -</b> 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  
SIGNATURE

Aao.

DATE 20/5/2021

Remark of HOD:

Punctual in his work, hard working.

Remark of Principal:

Found honest in his duties.

WShah

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

HR

**Principal**  
Principal  
Jagadamba Collage of Engineering &  
Technology Arni Road, Kinhi, Yavatmal

