



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 360⁰ 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	
Average Weightage out of 20 Points				20			

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		
Average Weightage out of 20 Points				65.8	17	



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	ODD Semester	Online Certificate Course on Opportunities and Challenges in Electric Vehicle (07/09/2020 to 16/09/2020)	10	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	EVEN	Online Certificate Course on "Revit MEP & AutoCAD in Electrical"(01/02/2021 to 10/02/2021)	9	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 th 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.	



Summary

Summary	Academic Year	Academic Year	Academic Year
	2020-21	2019-20	2018-2019
A. Teaching Process (Max. Points 20)	20		
B. Student's feedback (Max. Point 20)	17		
C. Departmental Activities (Max. Point 20)	19		
D. Institute Activities (Max. Points 10)	10		
E. ACR (Max. Points 20)	20		
F. Contribution to Society (Max. Points 10)	10		
Total (Max. Points 100)	96		
Total on 10 Point Scale	9.6		

Date:


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)

.....
..... *Head of Department*
.....
.....

Recommendations/Remedial Measures suggested:

.....
..... *Head of Department*
.....
.....



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. Subhewar

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	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
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	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
SIGNATURE

Aao.

DATE 20/5/2021

Remark of HOD:

Punctual in ~~to~~ his work, hard working.

Remark of Principal: Found honest in his duties.

WShah

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

HR

Principal

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

