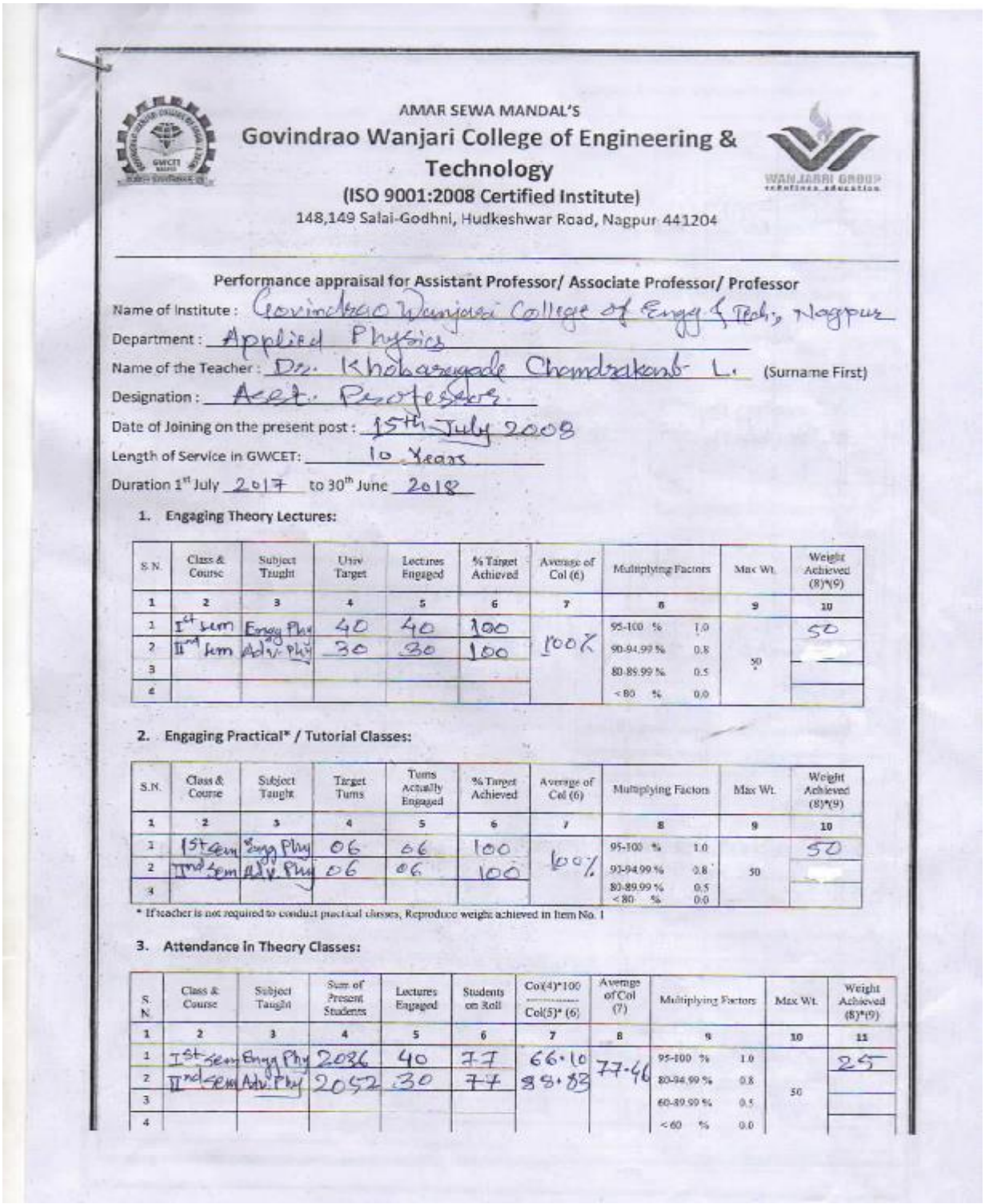
1] Self Appraisal Form of Teaching Staff (4 Pages)



AMAR SEWA MANDAL'S

Govindrao Wanjari College of Engineering & Technology

(ISO 9001:2008 Certified Institute)

148,149 Salai-Godhni, Hudkeshwar Road, Nagpur 441204

Performance appraisal for Assistant Professor/ Associate Professor/ Professor

Name of Institute : Govindrao Wanjari College of Engg. & Tech., Nagpur

Department : Applied Physics

Name of the Teacher : Dr. Khobragade Chandrakant L. (Surname First)

Designation : Asst. Professor

Date of Joining on the present post : 15th July 2009

Length of Service in GWCET: 10 Years

Duration 1st July 2017 to 30th June 2018

1. Engaging Theory Lectures:

S.N.	Class & Course	Subject Taught	Univ Target	Lectures Engaged	% Target Achieved	Average of Col (6)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10
1	I st sem	Engg Phy	40	40	100	100%	95-100 % 1.0	50	50
2	II nd sem	Adv. Phy	30	30	100		90-94.99 % 0.8		
3							80-89.99 % 0.5		
4							< 80 % 0.0		

2. Engaging Practical* / Tutorial Classes:

S.N.	Class & Course	Subject Taught	Target Tutrs	Tutrs Actually Engaged	% Target Achieved	Average of Col (6)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10
1	1st Sem	Engg Phy	06	06	100	100%	95-100 % 1.0	50	50
2	IInd Sem	Adv. Phy	06	06	100		90-94.99 % 0.8		
3							80-89.99 % 0.5		
							< 80 % 0.0		

* If teacher is not required to conduct practical classes, Reproduce weight achieved in Item No. 1

3. Attendance in Theory Classes:

S. N.	Class & Course	Subject Taught	Sum of Present Students	Lectures Engaged	Students on Roll	Col(4)*100 / Col(5)* (6)	Average of Col (7)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10	11
1	I st Sem	Engg Phy	2036	40	77	66.10	77.46	95-100 % 1.0	50	25
2	II nd Sem	Adv. Phy	2052	30	77	88.83		80-94.99 % 0.8		
3								60-89.99 % 0.5		
4								< 60 % 0.0		

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4. Attendance in Practical / Tutorial Classes:

S. N.	Class & Course	Subject Taught	Sum of Students Present	Turns Actually Engaged	Students on Roll	Col(4)*100 / Col(5)* (6)	Average of Col (7)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10	11
1	I st Sem	Engg Phy	453	06	77	98.05	98.91	95-100 % 1.0	50	50
2	II nd Sem	Adv. Phy	461	06	77	99.78		90-94.99 % 0.8		
3								75-89.99 % 0.5		
4								< 75 % 0.0		

5. Result Analysis of Theory Subjects:

S.N.	Class & Course	Subject Taught	No. of Students Appeared	No. of Students Passed	% age Passing	Average of Col (6)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10
1	I st Sem	Engg Phy	51	18	35.29	35.82	95-100 % 1.0	50	00
2	II nd Sem	Adv. Phy	44	16	36.36		90-94.99 % 0.8		
3							80-89.99 % 0.5 60-79.99% 0.4 < 60 % 0.0		

6. Marks scored by students in Theory Subjects:

S.N.	Class & Course	Subject Taught	No. of Students Appeared	Total no. of Marks scored by Students	Average % Col (5) (4)	Average of Col (6)	Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10
1	I st Sem	Engg. Phy	73	987	13.52	16.19 × 2 = 32.38	95-100 % 1.0	50	00
2	II nd Sem	Adv. Phy	48	906	18.87		90-94.99 % 0.8		
3							80-89.99 % 0.5 60-79.99% 0.4 < 60 % 0.0		

7. Comparison with 3 years-Average Results:

S.N.	Class & Course	Subject Taught	Average of 3 years %	Result %age as per Table 5	Rise + Fall -	Algebraic Average of Col (6)	Multiplying Factors for improvement by	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5	6	7	8	9	10
1	I st Sem	Engg. Phy	54.6	35.29	-19.31	-18.47	Improvement by 20% or more 1.0 10-19.99 % 0.6 1-9.99 0.5 For fall -0.5	50	-25
2	II nd Sem	Adv. Phy	54	36.36	-17.64				
3									

8. Students Feedback:

S.N.	Class & Course	Subject Taught	% Feedback	Av. Feedback		Multiplying Factors	Max Wt.	Weight Achieved (8)*(9)
1	2	3	4	5		6	7	8
1	I st Sem	Engg. Phy	76	79		81-100 1.0	100	80
2	II nd Sem	Adv. Phy	82			71-80 0.8		
3						61-70 0.5 51-60 0.3 0.0--50 0.0		

9. Professional Endeavor :

S.N	PARTICULARS	No.	Weight/each	Max.	W/A
9.01	Number of memberships of Professional Bodies such as i.e ISTE, IE, CSI, IEEE, etc	02	10	20	20
9.02	Office Bearer of Professional Body/University		20	20	
9.03	Number of subjects of which hard copy of notes are submitted to HoD	02	20	40	40
9.04	Number of Text book written /Memberships of Editorial Board of Tech. Journal	01	20	20	20
9.05	Number of Students guided for UG/Diploma	01	10	20	10
9.06	Number of students guided for PG	–	20	40	
9.07	Number of papers published in National Journals	–	05	20	
9.08	Number of Paper Published in International Journals	29	20	60	60
9.09	Number of paper presented in International Conference	03	10	20	20
9.10	Number of activities in which actively involved out of Cultural Programs/ Sports/Blood Donation/Plantation/NCC/NSS/Extra Curricular etc.	10	05	20	20
9.11	Number of Experts Lectures delivered beyond syllabus - Inside Institute	03	10	20	20
9.12	Number of Experts Lectures delivered beyond syllabus - Outside Institute	02	20	40	40
9.13	Number STTP/CEP/Seminars/Workshops attended	16	5	10	10
9.14	Prizes/Awards won for projects guided at UG/PG Level	–	10	20	
	Total			370	260

10. Functional Performance : (To be evaluated by Reporting Officer only. Mark Evaluation by HoD)

S.N	Performance Indicator to be Assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1	2	3	4	5	6
10.01	Quality of Sessionals/ Assignments given to the students	✓			
10.02	Timely Assessment of Assignment/Unit Test/ Sessionals etc.	✓			
10.03	Timely display of notices about less attendance of students	✓			
10.04	Documentation as per NBA / NAAC	✓			
10.05	Innovations in Paper Setting/Evaluation	✓			
10.06	Record keeping of Assignments, Sessional marks	✓			
10.07	Maintaining overall Students discipline		✓		
10.08	Organizing Industrial Visits				✓
10.09	Organizing Departmental Activities	✓			
10.10	Participation in Departmental Seminars	✓			
10.11	Preparing / Updating question banks	✓			
10.12	Adding new experiments to lab	✓			
10.13	Arranging lectures of outside faculty from industry/NIT/IIT		✓		
10.14	Regular checking of journals / Drawing sheets / Conducting Special classes for low profile students		✓		
10.15	Punctuality/ Sincerity	✓			
10.16	Behavior with parents / guardians of students	✓			
10.17	Use of ICT in Teaching		✓		
10.18	CO-PO attainment		✓		
10.19	Organizing National/ International/ University level activities		✓		
10.20	Covering content beyond syllabus to fill curricular gap.	✓			
	Marks allotted to each grade	05	03	01	00
				Total weight achieved out of 100	84

Final Assessment

SN	Particulars of Assessment	Score
1	Weight Achieved in item 1 to 10 out of 920	574
2	Special weight for active interest in various departmental activities out of 20	20
3	Special weight for participation in R&D activities out of 40	40
	Total performance out of 980	634

Remarks of Reporting Officer: He involved in various departmental activities & R&D work also good.

Place: Nagpur
Date: 12/06/18

Signature of Reporting Officer
(Seal)

Remarks of Reviewing Officer:

SN	Particulars of Assessment	Score
1	Weight Achieved as above out of 980	634
2	Weight Achieved for outstanding performance beyond department out of 20	20
3	Total Weight achieved out of 1000	654
4	Conversion to out 100	65.4
	Final Score achieved out of 100	65.4

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer: Average.

100-91% --> A+ Outstanding	90-81 % --> A Very Good	80-71 % --> B + Positively Good	70 – 51% --> Average ✓	Below 50 --> C Poor

Comments: He is incharge of NSS. & work Good & Punctuality in work, also leadership qualities are high.

Final Grade Awarded: B

Place: Nagpur
Date: 13/06/18

Signature of Reviewing Officer
(Seal)
Officiating Principal
Govindrao Wanjari College of Engineering & Technology
Chikana Village, Hudkeshwar Road, Nagpur-441204.

2] Appraisal Form of Non-Teaching Staff(3 Pages)

AMAR SEWA MANDAL'S

GovindraoWanjari College of Engineering & Technology

(ISO 9001:2008 Certified Institute)

148,149 Salai-Godhni, Hudkeshwar Road, Nagpur-441204

Performance appraisal for Non-Teaching Staff

Personal Information

(To be filled by the Employee concerned)

Name Father's Name Surname SHAILESH BABARAO PANDE

- Date of Birth as recorded in the S.S.C. Certificate/ School Leaving Certificate: 19/06/1981
- Place of Birth (Village/Town/Taluka/District/State) : NAGPUR
- Home Town (With Residential Address) : Anu Jyoti Appt. plot No 25 old sneh Nagar, Wardha Road
- Permanent Address(Local) : Anu Jyoti Appt. plot No 25 old sneh nagar Wardha Road
- Date of joining College Services and designation at the time of first appointment : 27/07/2010
- Intermediary positions held between Initial appointment and present if any, : LAB ASSISTANT

	Positions	Period From
i)	Lab Assistant	27/07/2010
ii)		
iii)		

- Mother Tongue : MARATHI
- Language Known : MARATHI, HINDI, ENGLISH
- Qualifications and Degree/Diploma : Diploma in Electronic Engineering (M
  College : Dharampeth Tarkund College
  Year : 1998

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Confidential Assessment Report regarding ability and character

Name:- Mr. shailesh pande

Period of Report:- 1st April to 31st March 2018

Post held during the period of report: LAB ASSISTANT

Department/ Office/Section : ETC

Performance Assessment

S.N.	Item	Very Good A	Good B	Fair C	Average D	Below Average E
A	**Technical Adequacy**					
1	Industry			✓		
2	Application			✓		
3	Initiative		✓			
4	Technical Ability	✓				
5	Level of knowledge (Related to the Section/Department)		✓			
6	Methodical and systematic working	✓				
7	Promptness in disposal		✓			
8	Dependability			✓		
9	Capacity to get work done		✓			
B	**General Impression**					
1	Neatness	✓				
2	Leadership qualities		✓			
3	Accuracy		✓			
4	Punctuality in work	✓				
5	General impression and grasp		✓			
6	Regularity in attendance		✓			
7	Relations with Superiors		✓			
8	Relations with Colleagues			✓		
9	Relations with Members of Public	✓				
10	Special. Complementary aptitude qualities etc. Other than job requirements.			✓		
C	**Recommendation**					
1	Administrative ability including judgment, initiative, promptness and drive		✓			
2	Fitness to continue in the present post		✓			
3	Fitness for promotion		✓			
4	Any other item not covered but which you would like to record. Please specify the aspect.			✓		
5	Recommendation, Observation of the Reporting	✓				

Note: Fill all the fields A, B, C for technical staff and B,C for others.

Date:- 20/06/2018 (Signature _____)

Place:- Nagpur

Name and Designation of Reporting Officer / HOD: A S Deshmukh, H. O. D., E & TC Dept., G.W.C.E.T., Salai Godhani, Nagpur

Please mark '√' in appropriate columns to arrive at final assessment.

Observation of Reviewing Office in the Report

(To be filled in by the Reviewing Officer)

Technical Ability Good, systematic work & Punctuality in work. Overall Good.

1. Length of service under Reviewing officer during the period under report. : 1 Year

2. Do you agree with the Reporting Officer or do you wish to modify or add to his/her assessment? : – Yes – No modifications

3. Observation of remarks to the employees and Clarification from the reporting Officer sought, if any. : Nil

4. Communication of remarks to the employees and clarification from the reporting sought, if any. : Nil

Date:- 20/06/2018 (Signature _____)

Place:- Nagpur.

Officiating Principal
Govindrao Wanjari College of Engineering & Technology
Village, Hudkeshwar Road, Nagpur-441204.

Name and Designation of Reviewing Officer / Principal

AMAR SEWA MANDAL'S

GovindraoWanjari College of Engineering & Technology

(ISO 9001:2008 Certified Institute)

148,149 Salai-Godhni, Hudkeshwar Road, Nagpur-441204

Performance appraisal for Non-Teaching Staff

Personal Information

(To be filled by the Employee concerned)

Name Father's Name Surname RAHUL LAXMAN DURGE

- Date of Birth as recorded in the S.S.C. Certificate/ School Leaving Certificate: 04/05/1985
- Place of Birth (Village/Town/Taluka/District/State) : CHANDRAPUR
- Home Town (With Residential Address) : MAHADEO MANDIR ROAD, GADGE BABA Sq. CHANDRAPUR – 442403
- Permanent Address(Local) : PLOT NO. 500, D.H. MANDPE, PROFESSOR COLONY, HANUMAN NAGAR NAGPUR – 440009
- Date of joining College Services and designation at the time of first appointment : 25/08/2009
- Intermediary positions held between Initial appointment and present if any, : LAB. ASSISTAT, system Admin

Positions	Period From
i) LAB. ASSISTANT	— 25/08/2009
ii) system Admin	— 01/07/2016
iii)	

- Mother Tongue : MARATHI
- Language Known : MARATHI, HINDI, ENGLISH.
- Qualifications and Degree/Diploma : BACHELOR OF ENGINEERING
  College : GWCET, NAGPUR
  Year : 2016

Confidential Assessment Report regarding ability and character

Name:- RAHUL L. DURGE

Period of Report:- 1st April to 31st March 2018

Post held during the period of report: SYSTEM ADMIN

Department/ Office/Section : CSE

Performance Assessment

S. N.	Item	Very Good A	Good B	Fair C	Average D	Below Average E
A	**Technical Adequacy**					
1	Industry		✓			
2	Application		✓			
3	Initiative		✓			
4	Technical Ability		✓			
5	Level of knowledge (Related to the Section/Department)					
6	Methodical and systematic working	✓				
7	Promptness in disposal		✓			
8	Dependability					
9	Capacity to get work done	✓				
B	**General Impression**					
1	Neatness	✓				
2	Leadership qualities			✓		
3	Accuracy	✓				
4	Punctuality in work		✓			
5	General impression and grasp					
6	Regularity in attendance	✓				
7	Relations with Superiors	✓				
8	Relations with Colleagues	✓				
9	Relations with Members of Public	✓				
10	Special. Complementary aptitude qualities etc. Other than job requirements.					
C	**Recommendation**					
1	Administrative ability including judgment, initiative, promptness and drive		✓			
2	Fitness to continue in the present post	✓				
3	Fitness for promotion	✓				
4	Any other item not covered but which you would like to record. Please specify the aspect.					
5	Recommendation, Observation of the Reporting					

Note: Fill all the fields A, B, C for technical staff and B,C for others.

Date:- 21/06/18
Place:- Nagpur

(Signature _____)

Computer Science & Engg. Dept.
G.W.C.E.T., Nagpur.

Name and Designation of Reporting Officer / HOD: P.Y. Jane
HOD
CSE
GWCET

Please mark '√' in appropriate columns to arrive at final assessment.

Observation of Reviewing Office in the Report

(To be filled in by the Reviewing Officer)

1. Length of service under Reviewing officer during the period under report. : one year.

2. Do you agree with the Reporting Officer or do you wish to modify or add to his/her assessment? : Yes, I agree, No modification

3. Observation of remarks to the employees and Clarification from the reporting Officer sought, if any. : Nil

4. Communication of remarks to the employees and clarification from the reporting sought, if any. : Nil

Date:- 22/06/18
Place:- Nagpur.

(Signature _____)

Officiating Principal
Govindrao Wanjari College of Engineering & Technology
Bhikana Village, Hudkeshwar Road, Nagpur-441204.

Name and Designation of Reviewing Officer / Principal: _____