






6.3.5 institution Performance Appraisal System for Teaching and Non Teaching

DECLARATION

	<p>''न हि ज्ञानेन सदृशं पवित्रमिह विद्यते'' OFFICE OF THE PRINCIPAL C.P. & BERAR EDUCATION SOCIETY'S COLLEGE TULSIBAG, MAHAL, NAGPUR -440032 0712 - 2722329 Fax No. : 0712 - 2722329 Web Site : www.cpberar.co.in E-mail id : info@cpberar.co.in Estd. : 1960</p>	
CPBC/IQAC/SSR- 6/284/2022	Date: - 14.12.2022	
DECLARATION		
<p>The Information, report, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct</p>		
<p>Hence this certificate</p>		
 Dr. Arvind Sovani IQAC Coordinator C.P. & Berar E. S. College Nagpur		 Dr. Milind Barhate Chairman, IQAC and Principal, C.P. & Berar E. S. College Nagpur

PERFORMANCE APPRAISAL OF TEACHING STAFF

Every year, the college staff is given the University **performance appraisal form** to fill on the last day of the academic session. The form includes information on various heads like regularity of classes taken, evaluation/paper setting work, conduct of staff member, number of publications, co and extra curricular activities, etc. This is verified and endorsed by both the head of the concerned department as well as the Principal.

Some Sample Performance Appraisal Forms for Teaching Staff in the Prescribed University Format

Sample 1 2022-23

Appendix - III

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
(PART A, PART B & PART C)
(For Teachers other than Physical Education Persons and Librarians)

Session/Year _____
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters): **DR JAYA GOLATKAR**

2. Father's Name/Mother's Name/ Husband's Name: **NARENDRA GOLATKAR**

3. Department/College: **Psychology / C.P. & Berar E.S. College**

4. Current Designation & Grade Pay: **Assistant Professor.**

5. Date of last Promotion: **11/11/2019**

6. Address for correspondence (with pincode) **32, Postal Audit Colony Pratap Nagar, Nagpur, 44002**

10. Permanent address (with Pincode) _____

Telephone No: **9422821103**

Email: **golatkar.jaya3@gmail.com**

8. Whether acquired any degrees or fresh academic qualifications during the year:

10. Academic Staff College Orientation/Refreshers Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
Refresher Short term	Nagpur	28/8/19-31/8/19	HRDS Nagpur
Short term c.	Nagpur	25/11/19 to 30/11/19	HRDC Nagpur
Short term c.	Nagpur		

18

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS (Appendix-I) proforma before filling out this section)

**CATEGORY : I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester wise details, where necessary)

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record
01	BA I	U.G.	L, S, T, P	08	95%
02	BA II	U.G.	L, S, T, P	08	95%
03	BA III	U.G.	L, S, T, P	08	95%

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours I

	API Score
(a) Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	20
(b) Teaching Load in excess of UGC norm (max score:10)	10

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
01	B.A I	Dr. Pandit	Principles of Economics	Notes, Assignment
02	BA II	Dr. Paulinga	Vidhyakasha	ICT, Seminar, Question Bank, Paper cutting,
03	BA III	Dr. Banna	—	Reference Books.

API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus prescribed by providing additional resources to

API Score 20

19

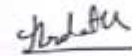
(iii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.No.	Short Description	API Score
1	classroom Black-board Teaching method	05
2	Prepare fresh resource material for	05
3	Group discussion for II & final yr. stu. ^{BA II & III}	05
4	Seminal & Paper presentation	05
Total Score (Max Score:20)		20

(iv) Examination Duties Assigned and Performed


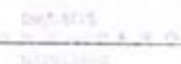
S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
01	RTMNU Prac. Exam.	External	100%	05
02	RTMNU Prac. Exam	Internal	100%	05
03	RTMNU Prac. Exam	Invigilator	100%	05
04	Valuation of Ans. Book of RTMNU	Valuation I & III	100%	05
05	College Exam	Chief Scribe	100%	05
Total Score (Max: 25)				25

Total Score (Category : I) :-



Signature of Teacher

Verified and found correct :-


 Signature of
 V.C./H.O.D./Principal
C. P. & Berar E. S. College
NAGPUR.
Final Score approved by the Screening/Selection Committee: _____
(For Category: I)

 Signature of Chairman
 Screening/Selection Committee

41

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PRAS (Appendix-B) proforma before filling out this section)

CATEGORY: III.

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals Nil

S.No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co. authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles/Chapters published in Books Nil

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-author	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers in Conference Proceedings Nil

S.No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

(ii) Books published as single author or as editor

Nil

i.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

(i & ii) Ongoing and Completed Research Projects and Consultancies

i.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score
1					
2					
3					
4					
5					

(iii & iv) Completed Projects/ Consultancies

Nil

i.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent an outcome	API Score
1						
2						
3						
4						
5						

23

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil. or equivalent				
Ph.D. or equivalent				

(E)(i) Training Courses, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

121

S.No.	Programme	Duration	Organised by	API Score
1	We 4 Change	one day	C.P. & Berar College - Na	-
2	Empower Mental Health Dealing with	One day	Dr L.D. Balkhande, College Paun.	-
3	Digital Bone App	7 day	Smt B.M.M. Nagre	-
4				
5				

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia


S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score
1	Emotional Int. & Patem	Role of high school	Bhivapur Mah.	National Seminar	03
2	Empt Int Creativity	The imp. of sports	Shivaji College - Hingl.	National Seminar	03
3	Relation between				03
4					
5					

24


(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S.No.	Title of the Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :- _____


 Signature of Teacher

Verified and found correct :


 Signature of V.C./Principal
**G. P. & Berar H. S. College
 NAGPUR.**

Total Score approved by the Screening/Selection Committee: _____
 for Category: (III)

 Signature of Chairman
 Screening/Selection Committee

10. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total (I+ II)			
III	Research and Academic Contribution (For entire period)			

[Handwritten Signature]

Signature of Teacher

Verified and found correct :

[Handwritten Signature]
Signature of V.C. /Principal/H.O.D.

Principal
C. P. & Berar E. S. College
NAGPUR.

Signature of Chairman
Screening/Selection Committee

26

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

	6.
	7.
	8.
	9.
	10.

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD/ School
Chairperson/Principal

Principal
G. P. & Berar H. S. College
MAGPUR.

The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Appraisal of Teaching Staff (Based on Student Feedback):

In addition to the appraisal form all teachers have to fill at the end of the session, student feedback is also critical for teacher appraisal. When the student feedback is taken and analysed, respective teachers are made aware of the feedback received by them and given suggestions accordingly.

Sample 2 (2022-23)

Performance found satisfactory

शिक्षकेतर कर्मचारी वर्गाकरीता गोपनीय अहवालाचा नमुना

भाग-१

स्वयंमुल्यमापनाचा नमुना


१) कर्मचाऱ्यांचे नाव	- श्री. अजय नारायणराव आचार्य
२) कर्मचाऱ्यांचे पदनाम	- कनिष्ठ लिपिक
३) सध्याच्या किंवा तत्सम पदावरील सेवेचा कालावधी	- १३ वर्षे ११ महिने
४) तुमच्या कार्यवधाचे सक्षिप्त वर्णन आणि वर्षाधारण सुधारणा नेमून दिलेली उघिष्टे नमुद करा	- मा. प्राचार्य, भोंकी सांगितलेली शिक्षापीठ विद्याशास्त्रीक कामे, विद्यार्थी संबंधित कामे व इतर कायमितीय कामे
५) तुम्हाला ठरवून दिलेल्या लक्ष्यांच्या संदर्भात केलेल्या वर्षांच्या तुमच्या कामाचे मुल्यमापन तुम्ही कसे कराल	- उत्तम
६) तुम्ही केलेल्या यांगल्या कामाची एखादी/ काही विशिष्ट बाय/बाबी तुम्ही नमुद करू शकाल काय ?	- दिलेले सर्व कामे उत्तम पद्धतीने युअर कामे

K.M. Acharya
कर्मचाऱ्यांचे नाव व स्थिती
(श्री. ए. एन. आचार्य)

गोपनीय अहवाल लिहिणाऱ्या अधिकाऱ्याचा अभिप्राय

१) वरील मुल्यमापनाशी आपण सहमत आहात काय ? असल्यास तसे नमुद करावे नसल्यास त्याची कारणे सादीत	- होय
२) आपल्या मते कर्मचाऱ्यांचे दोष व काही कमतरता आढळल्यास त्यांचावत या कर्मचाऱ्यांच्या जबाबदाऱ्या कोणत्या	-
३) या कर्मचाऱ्यांच्या सगळी व त्यांचे जवतेशी संबंध सावावत रूप्या आपले सर्वसाधारण मत दावे.	- समतुल्य

ठिकाण - नागपुर
दिनांक - १६/०८/२०२०



Principal
C.P. and Berar S. S. College
Tulsibag, Nagpur

Sample 2 (2022-23)

Performance found satisfactory

शिक्षकेतर कर्मचारी वर्गाकरीता गोपनीय अहवालाचा नमुना

भाग-१

स्वयंमुल्यमापनाचा नमुना


१) कर्मचार्याचे नाव	- डॉ. अजय नारायण शिव आचार्य
२) कर्मचार्याचे पदनाम	- कनिष्ठ क्विथीक
३) लक्षाच्या किंवा तत्सम पदावरील सेवेचा कालावधी	- ७६ वर्षे
४) तुमच्या कर्तव्याचे सक्षिप्त वर्णन आणि वर्गधारण तुम्हाला नेमून दिलेली उच्चिष्टे नमुद करा	- मा. प्राचार्य यांनी सांगितलेले विद्यापीठ विभागातील कामे, विद्यार्थी संबंधित कामे व इतर कार्यालयीन कामे
५) तुम्हाला ठरवून दिलेल्या लक्षाच्या संदर्भात गेल्या वर्षीच्या तुमच्या कामाचे मूल्यमापन तुम्ही कसे करात	- उत्तम
६) तुम्ही केलेल्या चांगल्या कामाची एखादी/ काही विशिष्ट बाब/ बाबी तुम्ही नमुद करू शकत काय ?	- दिलेले सर्व कामे उत्तम पद्धतीने पूर्ण केले

A.N Achyuk
कर्मचार्याचे नाव व स्वाक्षरी
डॉ. अ. अ. आचार्य

गोपनीय अहवाल लिहिणाऱ्या अधिकाऱ्याचा अभिप्राय

१) वरील मूल्यमापनाशी आपण सहमत आहात काय ? असल्यास तसे नमुद करावे. नसल्यास त्याची कारणे द्यावीत	- होय
२) आपल्या मते कर्मचार्याचे टोप व काही कमतरता आढळल्यास त्याबाबत या कर्मचार्यांच्या जबाबदाऱ्या कोणत्या	-
३) या कर्मचार्यांच्या सन्देशी व त्याचे जबाबदाऱ्या संबंध चाचवत आपण आपले सर्वसाधारण मत द्यावे.	- समाधानकारक

ठिकाण - नागपुर
दिनांक - २१/०७/२२



Principal
C.P. and Berar E.S. College
Tulsibag, Nagpur

डॉ. अ. सोवनी
DR. ARVIND SOVANI
CO-ORDINATOR, IQAC
C. P. & BERAR COLLEGE, NAGPUR



Principal
C.P. and Berar E.S. College
Tulsibag, Nagpur.