



“Techno-social Excellence”
Marathwada Mitra Mandal’s
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047

CRITERION-6
INDEX

6.3.1: The institution has performance appraisal system

**The institution has performance appraisal system.
Click on respective link.**

Point No.	Parameter	Sr. No.	Supportive Documents
6.3.1	The institution has performance appraisal system	1	<u>Policy of Performance Appraisal System</u>
		2	<u>Appraisal Form 1 (Blank sample)</u>
		3	<u>Appraisal Form 2 (Blank sample)</u>
		4	<u>Sample of Filled Appraisal form for Teaching Staff</u>
		5	<u>Sample of Filled Appraisal form for Non-Teaching Staff</u>



"Techno-Social Excellence"

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT) Lohgaon, Pune-411047.

Policy Document

Appraisal System for Teaching and Non-Teaching Staff

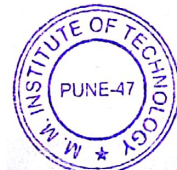
Background

The policy document is designed by HODs of all departments in consultation with Principal. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy.

Purpose of Appraisal System

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

The staff appraisal is evaluation of their performance on measurable parameters. This appraisal is done of the vital parameter for future appreciations. Appraisal will be based on evaluation parameters of both semesters for an Academic Year. Benchmark for feedback is defined clearly. The staff will be made aware of benchmark well before the commencement of the academic year.



Performance Based Appraisal System for Teaching Staff:

The institute has designed the performance-based appraisal system based on the guidelines of the All India Council for Technical Education (AICTE) 360 degree appraisal, Government of Maharashtra and Savitribai Phule Pune University.

Self-appraisal is carried out on the parameters that include –

(A) Teaching – Learning Activities

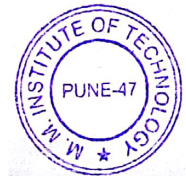
- Development and quality of Teaching Material and e-contents
- Subjects Taught in the year / Class Conduction
- Student's feedback
- Assessment and evaluation including CO-PO mapping and Attainment
- Innovative teaching-learning activities

(B) Co-curricular activities and extra-curricular

- Participation in Department / Institute level Committees
- Involvement in NAAC / NBA activities related to department
- Student Support, help, Concern, Feedback to students on their performance
- Steps taken / initiated for betterment of student's experience in the Department / Institute

(C) R&D

- Publications in Journals, conference proceedings / workshops / seminars / symposium / books etc.
- Seminar / workshops attended / organized, by faculty, seminar/workshop organized by faculty, contribution as guest / expert lecture, consultancy etc.
- Industry Liaison and efforts for placement



An appraisal committee (consisting of senior staff from all departments) verifies the self-appraisal. The HOD and Principal carries out a personal interaction with staff and reviews the performance appraisal in the next step.

Appraisal System for Non-Teaching Staff

The appraisal of non-teaching staff is carried out on certain defined parameters including - Laboratory activities, Participation in department / institute level activities, work assigned and completed by staff, etc. The appraisal is carried out by HOD and Principal in a personal interaction with the staff.

Suggestions for improvement and betterment are given and corrective actions are suggested to staff wherever necessary. This appraisal is one of the major factors for further appreciation, regular increments and promotion. Punitive action is recommended to the management as per the case may be. Wherever necessary, the management interacts with staff for their problems, difficulties and suggest ways for improving their performance.

Principal
M.M.I.T.





Marathwada Mitramandal's
Institute of Technology
Lohgaon, Pune

Self Appraisal Form submitted for 360 degree appraisal

Period of Assessment: June 2022 to May 2023

Part I- Self Appraisal Form

Name of Faculty:		Date of Joining MMIT:	
Designation:		Department:	Mechanical Engg.
Status of University Approval:			

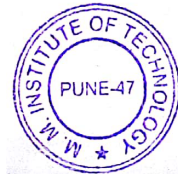
Instruction to fill the form:
Please attach the proofs of the documents in sequence alongwith numbering. Mention the respective document number in the Evidence column (From point 2 to point 5)

1 Teaching Learning process

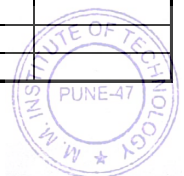
Note: Score will be in percentage of Maximum marks in 5 point scale (Excellent: 100%, Very Good: 80%, Good: 60%, Average: 40%, Poor: 20%, Dissatisfied: 0%)

Semester 1 (2022-23)

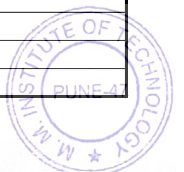
Sr. No.	Assessment head	Max. Marks	Course Name			Average self assesement	Verified by HoD
1	Course plan prepared and updated	1					
2	% of lectures conducted against planned	1					
3	Updated theory attendance sheets	1					
4	Average attendance of students (More than 75%)	1					
5	Lab manual prepared	1					
6	Practical plan prepared and updated	1					
7	Practical continuous assessment completed	1					
8	Course outcomes with PO/PSO mapping and justification	1					
9	Course attainment calculation sheet updated as on date	1					
10	Course end survey	1					
11	Actions taken in case of non-attainment of CO-PO (proof)	1					
12	Subjective/objective question bank	3					
13	Result of subject	5					
14	Creation of teaching material using Google classroom Notes: 3 marks PPTs: 3 marks	6					
Total marks earned		25			0.00	0	



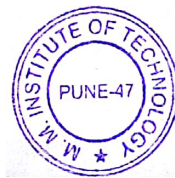
Semester 2 (2022-23)							
Sr. No.	Assessment head	Max. Marks	Course Name			Average self assessment	Verified by HoD
1	Course plan prepared and updated	1					
2	% of lectures conducted against planned	1					
3	Updated theory attendance sheets	1					
4	Average attendance of students (More than 75%)	1					
5	Lab manual prepared	1					
6	Practical plan prepared and updated	1					
7	Practical continuous assessment completed	1					
8	Course outcomes with PO/PSO mapping and justification	1					
9	Course attainment calculation sheet updated as on date	1					
10	Course end survey	1					
11	Actions taken in case of non-attainment of CO-PO (proof)	1					
12	Subjective/objective question bank	3					
13	Creation of teaching material using Google classroom Notes: 3 marks PPTs: 3 marks	6					
14	Result of subject	5					
	Total marks earned	25				0.00	0
Total marks earned (Sem I + Sem II) out of 25						0.00	0
2 Students' feedback							
Assessment head	Course 1	Course 2	Course 3	Average Marks	Conversion of Sem I and Sem II (out of 25)	Average feedback verified by HOD (out of 25)	Evidence
Sem-I course name							
Feedback points Sem-I (out of 100)							
Sem-II course names							
Feedback points Sem - II (out of 100)							
3 Department level activities							
Select the departmental activities (Maximum Marks =20)							
Sr. No.	Activities	Max. Marks	Sem Assessment marks	Marks awarded by HOD	if any other, mention the activity	Evidence	
1		4					
2		4					
3		4					
4		4					
5		4					
6		4					
7		4					
8		4					
9		4					
10		4					
11		4					
12		4					
13		4					
14		4					
15		4					
Total			0	0			



4 Institute level activities						
A Select the Institutional activities (Office bearer: Maximum Marks: 10)						
Sr. No.	Activities	Max. Marks	Self Assessment marks	Marks awarded by HOD	if any other, mention the activity	Evidence
1		5				
2		5				
3		5				
4		5				
5		5				
Total			0	0		
B Select the Institutional activities (Maximum Marks: 10)						
Sr. No.	Activities	Maximum Marks	Self Assessment marks	Marks awarded by HOD	if any other, mention the activity	Evidence
1		5				
2		5				
3		5				
4		5				
5		5				
Total			0	0		
Total Institute Level activities		0				
Total (A + B) out of 10			0	0	0	
5 Professional Development						
A Self Development						
Activity	Details	Maximum Marks	Self Assessment marks claimed	Marks awarded by HOD		
Certifications completed		1				
Training programme attended		1	1			
Organizing a conference/ Participation in conference		1				
Publications - Conference / Books / Chapter / Paper /		1	1			
Interaction with outside world, Revenue Generation,		1	1			
Total (A) out of 5		5	3	0		
B Contribution to society - By Concerned faculty to be verified by HOD (Maximum 5)						
The faculty is involved in different initiatives by AICTE / SPPU / Institution - Blood donation, Induction Programme, Yoga classes, Association						
Sr. No	Contribution to Society (5 marks per activity)	Self Assessment marks claimed	Marks awarded by HOD			
1						
2						
3						
4						
Total Marks		0	0			
Total (A + B) out of 10			3	Marks awarded by	0	
I hereby declare that the information given above is				Signature:		
Date:				Name of Faculty:		



Part II- For Office use								
6 Annual Confidential Report - Assessment by HOD further verified by the Head of Institution (Maximum points 10)								
Assessment Criterion						Maximum Marks	Assessment on a five point scale Low - 0.2, High - 1	Remark
Punctuality (Daily reporting time)						1		
Employee's State of health (comment on Extra medical leaves taken, leave without pay etc. that						1		
Integrity towards work						1		
Accomplishment of planned work with quality output						1		
Communication skills						1		
Ability to motivate and develop subordinates to work in a team						1		
Attitude of work with a sense of responsibility						1		
Planning ability and Coordination ability						1		
Leadership qualities						1		
Decision making ability						1		
Total						10	0	
Summary of								
Section -->	1	2	3	4	5	6	Total	
Max. Marks	25	25	20	10	10	10	100	
Points obtained	0	0	0	0	0	0	0	
Outcome of Assessment								
Total marks upto →	90 and above - 100	75 and above -less than 90	60 and above - less than 75	Less than 60	⇒		Category	
Category →	A	B	C	D				
With the help of relevant evidences, I have assessed the self appraisal form of ----- 0								
Date:				Name and Signature of HOD				
--Verified by --								
Date:				Signature of Principal				





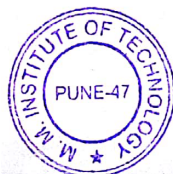
Academic Year: 2022-23

Faculty Evaluation Form (Institute) - V5

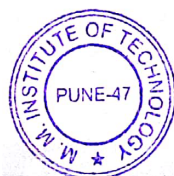
Name of Faculty :

Department :

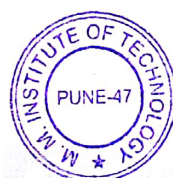
Sr.	Assessment Parameter	Max.	Self	HOD	Principal	
A. ACADEMICS						
1	CO-PO Attainment (A.Y. 2021-22-SEM II) (If Attainment is calculated then 50 Points otherwise 0 Points)	50				
Subj 1	Year		Select from dropdown			
	Name of Subject					
	CO Target					
	CO Attainment					
Subj 2	Year					
	Name of Subject					
	CO Target					
	CO Attainment					
2	CO-PO Attainment (A.Y. 2022-23 SEM I) (If Attainment is calculated then 50 Points otherwise 0 Points)	50				
Subj 1	Year					
	Name of Subject					
	CO Target					
	CO Attainment					
Subj 2	Year					
	Name of Subject					
	CO Target					
	CO Attainment					
3	Handwritten Notes (Topicwise, Standardwise, Yearwise) for A.Y. 2022-23 SEM I (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	Unit 1	25				
	Unit 2	25				
	Unit 3	25				
	Unit 4	25				
	Unit 5	25				
	Unit 6	25				
4	Handwritten Notes (Topicwise, Standardwise, Yearwise) for A.Y. 2022-23 SEM II (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	Unit 1	25				
	Unit 2	25				
	Unit 3	25				
	Unit 4	25				
	Unit 5	25				
	Unit 6	25				



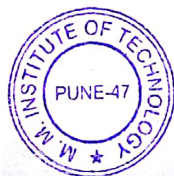
5	Video Lectures (Topicwise) for A.Y. 2022-23 SEM I (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	No. of Video Lect. for Unit 1		10			
	No. of Video Lect. for Unit 2		10			
	No. of Video Lect. for Unit 3		10			
	No. of Video Lect. for Unit 4		10			
	No. of Video Lect. for Unit 5		10			
	No. of Video Lect. for Unit 6		10			
6	Video Lectures (Topicwise) for A.Y. 2022-23 SEM II (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	No. of Video Lect. for Unit 1		10			
	No. of Video Lect. for Unit 2		10			
	No. of Video Lect. for Unit 3		10			
	No. of Video Lect. for Unit 4		10			
	No. of Video Lect. for Unit 5		10			
	No. of Video Lect. for Unit 6		10			
7	List of E- Books available -Sem-I (Related to your allotted subject)		10			
	List of E- Books available -Sem-II (Related to your allotted subject)		10			
8	NAAC / AQAR File Updation		30			
9	NBA File Updation		50			
10	Extra Lecture/Remedial Lecture Report Sem-I 2022-23		5			
	Extra Lecture/Remedial Lecture Report Sem-II 2022-23		5			
11	Sem 1: Solution to Exam Papers (In SEM, End SEM) / MCQs for Subject		5			
	Sem 2: Solution to Exam Papers (In SEM, End SEM) / MCQs for Subject		5			
12	Sem 1, 2022-23 : Guest Lecture / Program Conducted / Additional Guidance		5			
	Sem 2, 2022-23: Guest Lecture / Program Conducted / Additional Guidance		5			
13	Virtual Lab Experiment Report Sem-I: 2022-23		10			
	Virtual Lab Experiment Report Sem-II : 2022-23		10			
14	List of Slow Learner and Advance Learner with Criteria		10			



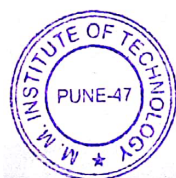
15	Identification and action taken for slow learner: Mention Details Below	50			
16	Identification and action taken for advance learner: Mention Details Below	50			
17	Subject Results (Must be verified and signed by Dean, Academics)				
	Result of Subjects of last three semesters / year of same subject				
	Year / Semester	2022-23			
	Name of Subject 1				
	Result of Subject 1 (%)				
	Name of Subject 2				
	Result of Subject 2 (%)				
	Average:				
	If average result of AY 2021-22 Sem II >= Average of last 3 even sem, 50 marks, else 0	50			
	Result of Subjects of last three semesters / year of same subject				
	Year / Semester	2019-20	2020-21	2021-22	
	Name of Subject 1				
	Result of Subject 1 (%)				
	Name of Subject 2				
	Result of Subject 2 (%)				
	Average:				
	If average result of AY 2022-23 Sem I >= Average of last 3 odd sem, 50 marks, else 0	50			
18	Average attendance of Students (Must be verified and signed by Dean, Academics)				
	Sem 1: 2022-23 (Points = Average % Attendance of all students divided by 2)	50			
	Sem 2 : 2022-23 (Points = Average % Attendance of all students divided by 2)	50			
19	Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-1: 2022-23	10			
	Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-2: 2022-23	10			
20	Innovative Teaching Methodology Adopted - Sem 1: 2022-23	10			
	Innovative Teaching Methodology Adopted - Sem 2: 2022-23	10			
21	Number of Books Issued and Library Visited (10 Points if Books issued in year are more than 5 and 15 points if number of visit to library are 12 in year, Otherwise Zero points)	25			
22	Faculty or Project students visited British Library/ARAI/Jaykar Library	5			



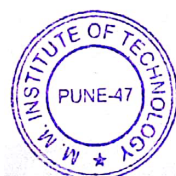
23	Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-I: 2022-23			20			
	Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-II: 2022-23			20			
24	E- Content developed by Faculty (NPTEL, MOOCS, SWYAM, PG-Pathshala)			10			
25	Rubrix Developed						
	Sem-I: 2022-23 (Rubrix for _____)			10			
	Sem-II: 2022-23 (Rubrix for _____)			10			
26	Google Classroom/ERP upations (2022-23 Sem I & II)			60			
27	Student Feedback	Class	Subject	Feedback	50		
	2022-23 Sem I						
	2022-23 Sem II						
	Average feedback (out of 100) _____ Converted to 50: _____						
Total				1230	0	0	0
B. RESEARCH & DEVELOPMENT							
28	BE Project - Paper Presented/Published in UGC approved journals (Mention of affiliation with MMIT is mandatory for 10 points otherwise 5 points) Mention details of Papers presented / Published below			10			
29	Published Papers in peer reviewed Journals (Web of science/SCOPUS) / Published Patent (First author: 50, Second author: 25) (Mention of affiliated to MMIT is mandatory for 50 points otherwise 25 points)						
	Sem-I: 2022-23, Publication in paper			50			
	Name of Journal:						
	Title of Paper:						
	Dates of publication:						
	Sem-II: 2022-23, Publication in paper			50			
	Name of Journal:						
	Title of Paper:						
	Dates of publication:						



	Granted Patent (Mention of affiliated to MMIT is mandatory for 50 points otherwise 25 points) Title and date:-.....	50			
30	Seminar/Conference/Symposium Attended by Faculty				
	Sem-I: 2022-23, Dates :-.....	5			
	Sem-II: 2022-23 Dates:-.....	5			
31	STTP/Workshop Attended by Faculty				
	Sem-I : 2022-23 Dates :-	5			
	Sem-II : 2022-23 Dates :-	5			
32	Seminar/Conference/Symposium Organized by Faculty				
	Sem-I: 2022-23 Dates :-.....	5			
	Sem-II: 2022-23 Dates :-.....	5			
33	STTP/Workshop Organized by Faculty				
	Sem-I: 2022-23	10			
	Sem-II: 2022-23	10			
34	Guest/Resource Person at other Insitute				
	Sem-I: 2022-23	5			
	Sem-II: 2022-23	5			
35	Book Published/ Chapters in Book Name of Publishers:- Year of Publications:-	10			
36	Funds received from recognized body Details:-	25			
37	Consultancy (Revenue generation)				
	Sem-I: 2022-23, Details:-	10			
	Sem-II : 2022-23 Details:-	10			
38	Faculty Awards/Faculty Recognition				
	Sem-I: 2022-23, Details:-				
	Sem-II: 2022-23, Details:-	5			
39	List of Free Journals - Scopus, UGC (For Students reference) 1 Journal of Engineering and Applied Science (Scopus) 2 Archive of Mechanical Engineering (Scopus) 3 International Journal of Renewable Energy Research (Scopus) 4 Advanced Engineering Forum (UGC) 5 Internatonal Journal of Appiled Industrial Engineering (UGC)	10			
Total		290	0	0	0

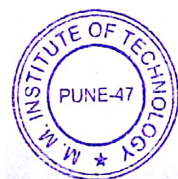


C. INDUSTRY LIASION					
40	Industry Visit Output (Internship, BE Project, Training)				
	Visit in the month of June 2022, Date:.....	5			
	Visit in the month of July 2022 Date:.....	5			
	Visit in the month of Aug 2022 Date:.....	5			
	Visit in the month of Sept 2022 Date:	5			
	Visit in the month of Oct 2022 Date:.....	5			
	Visit in the month of Nov 2022 Date:.....	5			
	Visit in the month of Dec 2022 Date:.....	5			
	Visit in the month of Jan 2023 Date:.....	5			
	Visit in the month of Feb 2023 Date:.....	5			
	Visit in the month of Mar 2023 Date:.....	5			
	Visit in the month of Apr 2023 Date:.....	5			
	Visit in the month of May 2023 Date:	5			
41	Students Placement through the effort of Faculty (25 per placement, Max Points=50, if more than 2 placement, add additional Points in final count) Name of student and Company 1. 2.	50			
42	Additional Membership Taken , Date:-	5			
43	MoU's signed and activity conducted under MoU's				
	Sem-I: 2022-23 Details :-.....	10			
	Sem-II : 2022-23 Details :-.....	10			
Total		135	0	0	0
D. STUDENTS INVOLEMENT AND DEVELOPMENT					
44	GFM - Scholarship Status data	10			
	GFM- Pending fee (IF zero pending fee, full points otherwise zero points)	15			
45	GFM - Communication Records (Phone & Whatsapp) (if there is no documentation then consider zero Points)				
	Sem-I: 2022-23	10			
	Sem-II: 2022-23	10			
46	Passed Out Students Details (Higher Education, Placement, Competitive Exam) (10 Points per students, Max Points 50, if more than 5 detials, add additional Points in final count) 1. 2. 3. 4. 5.	50			
Total		95	0	0	0



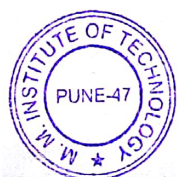
E. CONTRIBUTION FOR DEVELOPMENT OF INSTITUTION					
47	Admission in A.Y 2022-23 by Faculty Reference (20 per admission, Max Points 100, if more, add additional Points in final count) Name of student and FE/DSE -Branch 1. 2. 3. 4. 5.	100			
48	Institute Profile / Portfolio	10			
49	Contribution in Best Practices	25			
50	Lab Incharge (Yes/No)	10			
51	Contribution as HOD/Dean/Co-ordinator (IQAC/NAAC/NBA/NSS/SDO)	25			
52	Contribution as Professor/Associate Professor	25			
53	Quality Initiative Program Taken				
	Sem-I: 2022-23	5			
	Sem-II: 2022-23	5			
54	Any Social Work done (Specify Approach Helping Hand.....)	5			
55	News in Paper (News in paper due to contribution of faculty / published by faculty)	10			
56	Last 3 Year Grades Avg Points Points for Grade A=30, B=20, C=10, D=0 If Last 3 years grades are B,A,D, then Avg Points = $20+30+0/3=16.66=17$. Max Points 30	30			
Total		250	0	0	0
F. LWP/Warning letters/Insubordination (This is negative Points)					
57	Letter of Warning by HoD/Dean/CEO/Principal(20 per letter) Points= No. of warning letters x 20 =				
58	Leave Without Pay (10 per LWP) Points= No of LWP x 10 =				
59	Letter of Observation by HoD/Dean/CEO/Principal (5 per letter) No. of Observation letters x 5 =.....				
60	Insubordination (HoD/Principal can deduct Max 50 Points) Details.....				
Total (Q)		0	0	0	0

Any other achievements / accomplishments (Not covered above)



Summary of Appraisal

Sr	Category	Max. Points		HOD	Principal
A	Academics	1230	0	0	0
B	Research & Development	290	0	0	0
C	Industry Liasion	135	0	0	0
D	Students Involvement and Development	95	0	0	0
E	Contribution in Development of Institution	250	0	0	0
P	Total Points (P)	2000	0	0	0
Q	Sum of Additional Points if any [Q] (Refer above points for calculation) 1. 2.				
R	Sum of Not Applicable points if any [R] (Refer above points for calculation) 1. 2. 3.				
S	LWP(This is negative marking) [S] S= Number of LWP*10				
T	Observation letters (This is negative marking) [T] T= Number of Warning letters*25				
U	Warning letters (This is negative marking) [U] U= Number of Warning letters*100				
	Final Points = (P +Q + R) - (S+T+U)				
	Note: Faculties are required to prepare a file of all documents for verification with the Index and submit the file to respective HoDs.				
	Signature				
	Date				



Undertaking by Faculty

- 1 All the information submitted / produced / stated by me during the appraisal process is true and correct. No information is false and / or fabricated.
- 2 If at a later stage, information submitted / produced / stated by me is found to be false / incorrect / fabricated, a punitive and / or disciplinary action would be initiated by me and I myself would be self responsible for any further loss / consequences
- 3 I do agree with the assessment done by Committee Members / HOD / Principal and also do agree with the points that are verified and assessed by them
- 4 I am aware that my further appreciations / recommendations by the HOD / Principal to the management would largely depend on the appraisal. I would fully agree with the decision of the management in this regard.
- 5 I am giving this undertaking solely after reading and agreeing all above points carefully and not under the influence of anyone.

Name of the faculty

Signature

Date





Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)
 Lohgaon, Pune 47

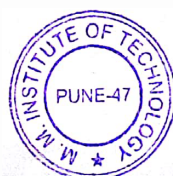
Academic Year: 2022-23

Faculty Evaluation Form (Institute) - V5

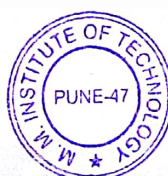
Name of Faculty : Mr. Anil G. Darekar

Department : Engineering Sciences

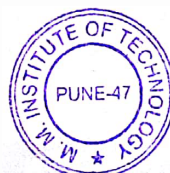
Sr.	Assessment Parameter	Max.	Self	HOD	Principal	
A. ACADEMICS						
1	CO-PO Attainment (A.Y. 2021-22-SEM II) (If Attainment is calculated then 50 Points otherwise 0 Points)	50	0	0		
Subj 1	Year					FE
	Name of Subject					Engineering Chemistry
	CO Target					
	CO Attainment					
Subj 2	Year					Select from dropdown
	Name of Subject					
	CO Target					
	CO Attainment					
2	CO-PO Attainment (A.Y. 2022-23 SEM I) (If Attainment is calculated then 50 Points otherwise 0 Points)	50	50	50		
Subj 1	Year					FE
	Name of Subject					Engineering Chemistry
	CO Target					
	CO Attainment					
Subj 2	Year					Select from dropdown
	Name of Subject					
	CO Target					
	CO Attainment					
3	Handwritten Notes (Topicwise, Standardwise, Yearwise) for A.Y. 2022-23 SEM I (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	Unit 1	25	25	25		
	Unit 2	25	25	25		
	Unit 3	25	25	25		
	Unit 4	25	25	25		
	Unit 5	25	25	25		
	Unit 6	25	25	25		
4	Handwritten Notes (Topicwise, Standardwise, Yearwise) for A.Y. 2022-23 SEM II (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)					
	Unit 1	25	25	25		
	Unit 2	25	25	25		
	Unit 3	25	25	25		
	Unit 4	25	25	25		
	Unit 5	25	25	25		



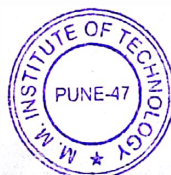
	Unit 6	25	25	25	
5	Video Lectures (Topicwise) for A.Y. 2022-23 SEM I (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)				
	No. of Video Lect. for Unit 1	10	0	0	
	No. of Video Lect. for Unit 2	10	0	0	
	No. of Video Lect. for Unit 3	10	10	10	
	No. of Video Lect. for Unit 4	10	10	10	
	No. of Video Lect. for Unit 5	10	10	10	
	No. of Video Lect. for Unit 6	10	10	10	
6	Video Lectures (Topicwise) for A.Y. 2022-23 SEM II (5 Points per unit if all topics are covered as per syllabus otherwise Points will be 0)				
	No. of Video Lect. for Unit 1	10			
	No. of Video Lect. for Unit 2	10			
	No. of Video Lect. for Unit 3	10	10	10	
	No. of Video Lect. for Unit 4	10	10	10	
	No. of Video Lect. for Unit 5	10	10	10	
	No. of Video Lect. for Unit 6	10	10	10	
7	List of E- Books available -Sem-I (Related to your allotted subject)	10	10	10	
	List of E- Books available -Sem-II (Related to your allotted subject)	10	10	10	
8	NAAC / AQAR File Updation	30	30	30	
9	NBA File Updation	50	0	0	
10	Extra Lecture/Remedial Lecture Report Sem-I 2022-23	5	5	5	
	Extra Lecture/Remedial Lecture Report Sem-II 2022-23	5	5	5	
11	Sem 1: Solution to Exam Papers (In SEM, End SEM) / MCQs for Subject	5	5	5	
	Sem 2: Solution to Exam Papers (In SEM, End SEM) / MCQs for Subject	5	5	5	
12	Sem 1, 2022-23 : Guest Lecture / Program Conducted / Additional Guidance	5	5	5	
	Sem 2, 2022-23: Guest Lecture / Program Conducted / Additional Guidance	5	5	5	
13	Virtual Lab Experiment Report Sem-I: 2022-23	10	0	0	
	Virtual Lab Experiment Report Sem-II : 2022-23	10	0	0	
14	List of Slow Learner and Advance Learner with Criteria	10	10	10	
15	Identification and action taken for slow learner: Mention Details Below	50	50	50	
	Extra Practice sessions conducted by giving assignments & repeated Tests was conducted				
16	Identification and action taken for advance learner: Mention Details Below	50	0	0	



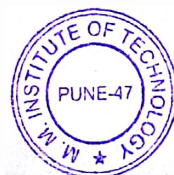
17	Subject Results (Must be verified and signed by Dean, Academics)							
Result of Subjects of last three semesters / year of same subject								
Year / Semester		2021-22	2022-23					
Name of Subject 1		Engineering Chemistry	Engineering Chemistry					
Result of Subject 1 (%)		81.98	90.97					
Name of Subject 2								
Result of Subject 2 (%)								
Average:								
If average result of AY 2021-22 Sem II >= Average of last 3 even sem, 50 marks, else 0					50	50	50	
Result of Subjects of last three semesters / year of same subject								
Year / Semester								
Name of Subject 1								
Result of Subject 1 (%)								
Name of Subject 2								
Result of Subject 2 (%)								
Average:								
If average result of AY 2022-23 Sem I >= Average of last 3 odd sem, 50 marks, else 0					50	50	50	
18	Average attendance of Students (Must be verified and signed by Dean, Academics)							
Sem 1: 2022-23 (Points = Average % Attendance of all students divided by 2)					50	45	45	
Sem 2 : 2022-23 (Points = Average % Attendance of all students divided by 2)					50	45	45	
19	Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-I: 2022-23				10	10	10	
Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-2: 2022-23					10	10	10	
20	Innovative Teaching Methodology Adopted - Sem 1: 2022-23				10	0	0	
Innovative Teaching Methodology Adopted - Sem 2: 2022-23					10	0	0	
21	Number of Books Issued and Library Visited (10 Points if Books issued in year are more than 5 and 15 points if number of visit to library are 12 in year, Otherwise Zero points)				25	20	20	
Faculty or Project students visited British Library/ARAI/Jaykar Library					5	0	0	
23	Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-I: 2022-23				20	0	0	
Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-II: 2022-23					20	20	20	
24	E- Content developed by Faculty (NPTEL, MOOCS, SWYAM, PG-Pathshala)				10	0	0	
25	Rubrix Developed							
Sem-I: 2022-23 (Rubrix for _____)					10	0	0	
Sem-II: 2022-23 (Rubrix for _____)					10	0	0	
26	Google Classroom/ERP upations (2022-23 Sem I & II)				60	60	60	
27	Student Feedback	Class	Subject	Feedback	50	47	47	
2022-23 Sem I		FE	Engineering Chemistry	95.13				
2022-23 Sem II		FE	Engineering Chemistry	92.83				
Average feedback (out of 100) _____ Converted to 50: _____								



17	Subject Results (Must be verified and signed by Dean, Academics)							
Result of Subjects of last three semesters / year of same subject								
Year / Semester		2021-22	2022-23					
Name of Subject 1		Engineering Chemistry	Engineering Chemistry					
Result of Subject 1 (%)		81.98	90.97					
Name of Subject 2								
Result of Subject 2 (%)								
Average:								
If average result of AY 2021-22 Sem II >= Average of last 3 even sem, 50 marks, else 0				50	50	50		
Result of Subjects of last three semesters / year of same subject								
Year / Semester								
Name of Subject 1								
Result of Subject 1 (%)								
Name of Subject 2								
Result of Subject 2 (%)								
Average:								
If average result of AY 2022-23 Sem I >= Average of last 3 odd sem, 50 marks, else 0				50	50	50		
18	Average attendance of Students (Must be verified and signed by Dean, Academics)							
	Sem 1: 2022-23 (Points = Average % Attendance of all students divided by 2)				50	45	45	
	Sem 2 : 2022-23 (Points = Average % Attendance of all students divided by 2)				50	45	45	
19	Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-I: 2022-23				10	10	10	
	Use of Smart Board / ICT - Way of Use (PPT, any tool)-Sem-2: 2022-23				10	10	10	
20	Innovative Teaching Methodology Adopted - Sem 1: 2022-23				10	0	0	
	Innovative Teaching Methodology Adopted - Sem 2: 2022-23				10	0	0	
21	Number of Books Issued and Library Visited (10 Points if Books issued in year are more than 5 and 15 points if number of visit to library are 12 in year, Otherwise Zero points)				25	20	20	
	Faculty or Project students visited British Library/ARAI/Jaykar Library				5	0	0	
23	Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-I: 2022-23				20	0	0	
	Value Added/ Add-on-Course taken (30-40 Hrs)-Sem-II: 2022-23				20	20	20	
24	E- Content developed by Faculty (NPTEL, MOOCS, SWYAM, PG-Pathshala)				10	0	0	
25	Rubrix Developed							
	Sem-I: 2022-23 (Rubrix for _____)				10	0	0	
	Sem-II: 2022-23 (Rubrix for _____)				10	0	0	
26	Google Classroom/ERP upations (2022-23 Sem I & II)				60	60	60	
27	Student Feedback	Class	Subject	Feedback	50	47	47	
	2022-23 Sem I	FE	Engineering Chemistry	95.13				
	2022-23 Sem II	FE	Engineering Chemistry	92.83				
	Average feedback (out of 100) _____ Converted to 50: _____							



Total		1230	927	927	0
B. RESEARCH & DEVELOPMENT					
28	BE Project - Paper Presented/Published in UGC approved journals (Mention of affiliation with MMIT is mandatory for 10 points otherwise 5 points) Mention details of Papers presented / Published below	10	0	0	
29	Published Papers in peer reviewed Journals (Web of science/SCOPUS) / Published Patent (First author: 50, Second author: 25) (Mention of affiliated to MMIT is mandatory for 50 points otherwise 25 points)		0	0	
	Sem-I: 2022-23, Publication in paper				
	Name of Journal:	50			
	Title of Paper:				
	Dates of publication:				
	Sem-II: 2022-23, Publication in paper				
	Name of Journal:	50	0	0	
	Title of Paper:				
	Dates of publication:				
	Granted Patent (Mention of affiliated to MMIT is mandatory for 50 points otherwise 25 points) Title and date:-.....	50	0	0	
30	Seminar/Conference/Symposium Attended by Faculty				
	Sem-I: 2022-23, Dates :	5	0	0	
	Sem-II: 2022-23 Dates:-.....	5	0	0	
31	STTP/Workshop Attended by Faculty				
	Sem-I : 2022-23 Dates :-7 & 8th February-NEP & 20th February-PBL	5	5	5	
	Sem-II : 2022-23 Dates :-.....	5	0	0	
32	Seminar/Conference/Symposium Organized by Faculty				
	Sem-I: 2022-23 Dates :-.....	5	0	0	
	Sem-II: 2022-23 Dates :-.....	5	0	0	
33	STTP/Workshop Organized by Faculty				
	Sem-I: 2022-23	10	0	0	
	Sem-II: 2022-23	10	0	0	
34	Guest/Resource Person at other Insitute				
	Sem-I: 2022-23	5	5	5	
	Sem-II: 2022-23	5	5	5	
35	Book Published/ Chapters in Book Name of Publishers:- Year of Publications:-	10	0	0	
36	Funds received from recognized body Details:-	25	0	0	
37	Consultancy (Revenue generation)				
	Sem-I: 2022-23, Details:-	10	0	0	



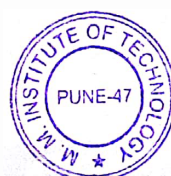
	Sem-II : 2022-23 Details:-	10	0	0	
38	Faculty Awards/Faculty Recognition				
	Sem-I: 2022-23, Details:-		0	0	
	Sem-II: 2022-23, Details:-	5	0	0	
39	List of Free Journals - Scopus, UGC (For Students reference) 1..... 2..... 3..... 4..... 5.....	10	0	0	
Total		290	15	15	0

C. INDUSTRY LIASION

40	Industry Visit Output (Internship, BE Project, Training)				
	Visit in the month of June 2022, Date:.....	5	0	0	
	Visit in the month of July 2022 Date:.....	5	0	0	
	Visit in the month of Aug 2022 Date:.....	5	0	0	
	Visit in the month of Sept 2022 Date:10th Sept.	5	5	5	
	Visit in the month of Oct 2022 Date:8th October	5	5	5	
	Visit in the month of Nov 2022 Date:.....	5	0	0	
	Visit in the month of Dec 2022 Date:...	5	0	0	
	Visit in the month of Jan 2023 Date:.....	5	0	0	
	Visit in the month of Feb 2023 Date:.....	5	0	0	
	Visit in the month of Mar 2023 Date:.....	5	0	0	
	Visit in the month of Apr 2023 Date:.....	5	0	0	
	Visit in the month of May 2023 Date:.....	5	0	0	
41	Students Placement through the effort of Faculty (25 per placement, Max Points=50, if more than 2 placement, add additional Points in final count) Name of student and Company 1. Vishal Adhav - S.S.Khardekar, India PVT. LTD. 2.Mr. Baban Meher - S.S.Khardekar, India PVT. LTD. 3.Mr. Vikas Koli - S.S.Khardekar, India PVT. LTD. 4.Mr. Kundan Ghugut - S.S.Khardekar, India PVT. LTD. 5.Mr. Chaitanya Shinde - S.S.Khardekar, India PVT. LTD. 6. Mr. Akshay Shinde - S.S.Khardekar, India PVT. LTD. 7.Mr. Kaustubh Atkire - S.S.Khardekar, India PVT. LTD. 8.Mr. Shubham Nikam- S.S.Khardekar, India PVT. LTD.	50	50	50	
42	Additional Membership Taken , Date:-	5	0	0	
43	MoU's signed and activity conducted under MoU's				
	Sem-I: 2022-23 Details :-18th October - Heartfulness Educational Trust	10	10	10	
	Sem-II : 2022-23 Details :-.....	10	0	0	
Total		135	70	70	0

D. STUDENTS INVOLEMENT AND DEVELOPMENT

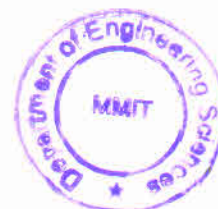
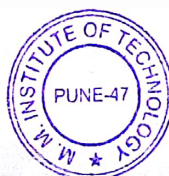
44	GFM - Scholarship Status data	10	10	10	
	GFM- Pending fee (IF zero pending fee, full points otherwise zero points)	15	15	15	



45	GFM - Communication Records (Phone & Whatsapp) (if there is no documentation then consider zero Points)				
	Sem-I: 2022-23	10	10	10	
	Sem-II: 2022-23	10	10	10	
46	Passed Out Students Details (Higher Education, Placement, Competitive Exam) (10 Points per students, Max Points 50, if more than 5 details, add additional Points in final count) 1. 2. 3. 4. 5.	50	0	0	
Total		95	55	45	0

E. CONTRIBUTION FOR DEVELOPMENT OF INSTITUTION

47	Admission in A.Y 2022-23 by Faculty Reference (20 per admission, Max Points 100, if more, add additional Points in final count) Name of student and FE/DSE -Branch 1.MHASKE PRASHANT SHAHURAJ-Mechanical 2.BAGALI SHIVANAND PRAKASH-Mechanical 3.AVHAD ADITYA BALASAHEB - Mechatronics 4.GAIKWAD PRIYANSHU SACHIN-Mechatronics 5.GAIKWAD PRIYANKA SACHIN - Civil 6. DHONE PRATHMESH PRAVEEN-AI & DS 7. KADAM PARESH DEVIDAS-Computer 8.KUMBHAR KARTIK BALAJI- Computer 9.MALI SANSKRITI SHASHIKANT -Computer 10. SHELKE AKANKSHA SUNIL -Computer 11.DHUMAL ANJALI SOMNATH-Computer	100	100	100	
48	Institute Profile / Portfolio	10	0	0	
49	Contribution in Best Practices	25	25	25	
50	Lab Incharge (Yes/No)	10	10	10	
51	Contribution as HOD/Dean/Co-ordinator (IQAC/NAAC/NBA/NSS/SDO)	25	0	0	
52	Contribution as Professor/Associate Professor	25	0	0	
53	Quality Initiative Program Taken				
	Sem-I: 2022-23	5	5	5	
	Sem-II: 2022-23	5	5	5	
54	Any Social Work done (Specify Approach Helping Hand.....NSS)	5	5	5	
55	News in Paper (News in paper due to contribution of faculty / published by faculty)	10	0	0	
56	Last 3 Year Grades Avg Points Points for Grade A=30, B=20, C=10, D=0 If Last 3 years grades are B,A,D, then Avg Points = $20+30+0/3=16.66=17$. Max Points 30	30	0	0	
Total		250	150	150	0



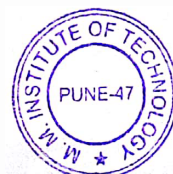
F. LWP/Warning letters/Insubordination (This is negative Points)					
57	Letter of Warning by HoD/Dean/CEO/Principal(20 per letter) Points= No. of warning letters x 20 =		0	0	
58	Leave Without Pay (10 per LWP) Points= No of LWP x 10 =		0	0	
59	Letter of Observation by HoD/Dean/CEO/Principal (5 per letter) No. of Observation letters x 5 =		0	0	
60	Insubordination (HoD/Principal can deduct Max 50 Points) Details.....		0	0	
Total (Q)		0	0	0	0

Any other achievements / accomplishments (Not covered above)

1. Arranged Heartfulness Meditation Sessions for overall progress of FE Students on every sunday.
2. Conducted motivational sessions for FE & Architecture College Students .
3. Arranged visits of FE Students at ISKCON New Vedic Cultural Center, Pune for attending sessions on "Concentration Improvement for Academic Progress" & " Study tips with effective handling of Examination Pressure.

Summary of Appraisal

Sr	Category	Max. Points	Self Assessment	HOD	Principal
A	Academics	1230	927	927	0
B	Research & Development	290	15	15	0
C	Industry Liasion	135	70	70	0
D	Students Involvement and Development	95	45	45	0
E	Contribution in Development of Institution	250	150	150	0
P	Total Points (P)	2000	1207	1207	0
Q	Sum of Additional Points if any [Q] (Refer above points for calculation) 1. Placements: Point No. 41 = 150 2. Admissions: Point No. 47 = 120		270	270	
R	Sum of Not Applicable points if any [R] (Refer above points for calculation) 1. Contribution as HOD 2. Contribution as Prof / Asso. Prof. 3. CO-PO Attainment for 21-22 Sem II		180	180	
S	LWP(This is negative marking) [S] S= Number of LWP*10				
T	Observation letters (This is negative marking) [T] T= Number of Warning letters*25				
U	Warning letters (This is negative marking) [U] U= Number of Warning letters*100				
Final Points = (P +Q + R) - (S+T+U)			1657	1657	



Note: Faculties are required to prepare a file of all documents for verification with the Index and submit the file to respective HoDs.				
Signature				
Date				

Undertaking by Faculty

- 1 All the information submitted / produced / stated by me during the appraisal process is true and correct. No information is false and / or fabricated.
- 2 If at a later stage, information submitted / produced / stated by me is found to be false / incorrect / fabricated, a punitive and / or disciplinary action would be initiated by me and I myself would be self responsible for any further loss / consequences
- 3 I do agree with the assessment done by Committee Members / HOD / Principal and also do agree with the points that are verified and assessed by them
- 4 I am aware that my further appreciations / recommendations by the HOD / Principal to the management would largely depend on the appraisal. I would fully agree with the decision of the management in this regard.
- 5 I am giving this undertaking solely after reading and agreeing all above points carefully and not under the influence of anyone.

Amil G. Darekar

Name of the faculty

Ah. Darekar

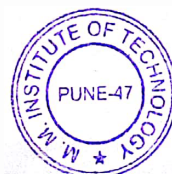
Signature

Date 19/10/2023

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Self-Appraisal Form 2022 - 23 [Non Teaching Staff] - V2

Staff Information

Sr.	Particular	Details
1	Department	Engineering sciences
2	Name of Staff	Gayatri Shridhar Kulkarni
3	Date of Joining	26 th December 2022
4	Current designation	Laboratory Assistant
5	Email	Gayatri.Kulkarni@mmit.edu.in
6	Contact Number	8626002583
7	Total Medical Leaves taken by you in the current academic year	0
8	Total Leave without Pay taken by you	1
9	Reason for Leave without Pay taken by you	Health Issue
10	Rate yourself about the promptness of work assigned to you	93%

A Lab Practical Conduction [Maximum Points = 25]

Mention the lab names you have taken care of during the academic year

Sem	Lab Name	Lab Incharge	No. of Practicals Conduction along with Lab Incharge	% of practical conducted	Self appraisal Points (Max 20)	Points verified by HOD	Points verified by Principal
Sem 1	chemistry	A. Dabekar	8	100%	20	20	
Sem 1	civil	M. Pawar	-				
Sem 2	chemistry	A. Dabekar	5				
Sem 2	civil	M. Pawar	6	85%			
Average final Points (Converted to 25)							

B Lab and Maintenance Activities [Max Points = 25]

Mention your contribution in Lab maintenance in brief

Sem	Lab and Maintenance Activities carried by you	Self appraisal Points (Max 25)	Points verified by HOD	Points verified by Principal
Sem 1	Purchase order of chemicals and	25	25	
Sem 1	Apparatus for lab of chemistry			
Sem 2	Purchase order of chemicals for			
Sem 2	civil lab, help of students handling			
Average final Points (Converted to 25) apparatus & chemicals				

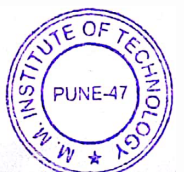
PH meter, conductometer made running

C Department Activities [Maximum Points = 20]

C-1 Participation in Department Committees [Max points = 5]

Participation in functional committee regarding any aspect of Departmental management / Students Welfare

Write in detail the activity / activities in the department. Also mention your contribution on a 0 to 5 pointscale for each activity.



Sr.	Activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
1	PTM	Helping for Registration	5	5	
2	Insem exam	Assistant of senior supervisor help			
3	Endsem Exam	Supervision duty and Stationary work			
Average final Points (Converted to 5)					

C-2 Involvement in NBA activities related to department [Max points = 5]

Mention your involvement in NBA activities related with department. Also mention your contribution on a 0 to 5 pointscale for

Sr.	Activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
Average final Points (Converted to 5)					

C-3 Student Support, help, Concern to students [Max Points = 5]

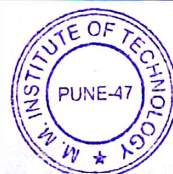
Mention the efforts taken by you for student support, help, concern during practical / other occasions incl GFM, if applicable

Sr.	Activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
1	GFM of B2 batch	conduct meetings and solving students problems	4.5	5	
2		Help for getting uniforms in students			
Average final Points (Converted to 5)					

C-4 Steps taken / initiated for betterment of student's experience in the Dept [Max Points = 5]

Mention outcomes of activities conducted / initiated for betterment of student's experience at MMIT

Sr.	Activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
1	practical demo	Explain the practical and provide to good chemicals and apparatus	5	5	



Average final Points (Converted to 5)				

D Institute Level Activities [Maximum Points = 20]

D-1 Participation in NAAC / AQAR Activities [Max points = 5]

Mention your contribution in NAAC files / AQAR related with Institute Level and rate your contribution on a 0 to 5 pointscale

NAAC / AQAR file	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
	Nil			
	Recently joined			
Average final Points (Converted to 5)				

D-2 Participation in Functional Committees under Deans [Max points = 5]

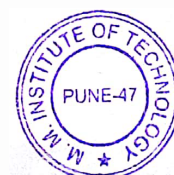
Write in brief about the activity and mention your contribution on a 0 to 5 pointscale for each activity.

Dean	Activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
Dean Academics		Nil			
Dean Student Affairs		Recently joined			
Dean					
Dean R&D					
Average final Points (Converted to 5)					

D-3 Your rating for Participation in functional committee regarding any aspect of Institutional management / Students Welfare,

Write in brief about the activity and mention your contribution on a 0 to 5 pointscale for each activity.

Title of Committee / Work	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
	Nil Recently joined			
Average final Points (Converted to 5)				



D-4 Contribution / Steps initiated for the admission related activities [Max Points = 5]

Write in brief about the activity and mention your contribution on a 0 to 5 pointscale for each activity.

Nature of admission related activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
	Nil - Recently joined			
	23-24 - Involvement initiated			
Average final Points (Converted to 5)				

D-5 Contribution / Steps initiated for the Training & Placement Activities [Max Points = 5]

Write in brief about the activity and mention your contribution on a 0 to 5 pointscale for each activity.

Nature of T&P activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
	NA			
Average final Points (Converted to 5)				

D-6 Contribution / Steps initiated for the institute development activities (other than above) [Max Points = 5]

Write in brief about the activity and mention your contribution on a 0 to 5 pointscale for each activity.

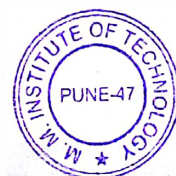
Nature of institute development activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
	Nil - Recently joined			
Average final Points (Converted to 5)				

E Overall Academic lab Performance [Max Points = 10]

[Annual Confidential Reports by HOD / Principal]

Justify your overall academic lab performance in brief	Your rating to self performance	Points	Self appraisal Points (Max 10)	Points verified by HOD	Points verified by Principal
1] Prepare a solutions for practical in both lab 2] Provide good Apparatus and solutions 3] Help in students on practical time both lab 4] Maintain the cleanness of both lab	Extraordinary	10	10	10	
	Excellent	9			
	Very Good	8			
	Good	7			
	Satisfactory	5			
	Poor	2			
Unsatisfactor	0				

F Contribution to Society [5 points per activity / semester [Max points = 10]

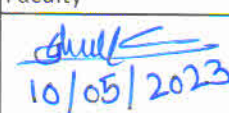
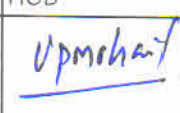



[AICTE Guidelines: 5 credit points per activity. e.g. Induction Program, Unnat Bharat Abhiyan, Yoga Classes, Blood Donation,

Nature of activity	Please mention your contribution in brief	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
Average final Points (Converted to 5)				

Summary of Appraisal

Sr.	Particular	Max. Points	Self appraisal Points (Max 5)	Points verified by HOD	Points verified by Principal
A	Lab Related Activities	20	20	20	
B	Lab Maintainance	20	20	20	
C	Department Activities				
C-1	Participation in Department Committees	5	5	5	
C-2	Department NBA Activities and Files	5	-	-	
C-3	Student support, help, concern	5	5	5	
C-4	Steps for student's betterment	5	5	5	
D	Institute Activities				
D-1	NAAC / AQAR Files updation	5	-	-	
D-2	Functional Committees under Deans	5	-	-	
D-3	Contribution other than Committess under Deans	5	-	-	
D-4	Contribution in the admission related activities	5	-	-	
D-5	Contribution in Training & Placement Activities	5	-	-	
D-6	Contribution in the institute development activities	5	-	-	
E	Overall Academic Lab Performance [ACR by Princi	10	10	10	
F	Contribution to Society	10	-	-	
Total Appraisal Points [Out of 110]		110	65	65	
Total Appraisal Points [Converted to 100]		100			

	Faculty	HOD	Principal
Signature with Date	 10/05/2023		

Undertaking by Staff

- 1 All the information submitted / produced / stated by me during the appraisal process is true and correct. No information is
- 2 If at a later stage, information submitted / produced / stated by me is found to be false / incorrect / fabricated, a punitive
- 3 I do agree with the assessment done by Committee Members / HOD / Principal and also do agree with the points that are
- 4 I am aware that my further appreciations / recommendations by the HOD / Principal to the management would largely depend
- 5 I am giving this undertaking solely after reading and agreeing all above points carefully and not under the influence of anyone.

Gayatri S. Kulkarni
Name of the faculty


Signature

10/05/2023
Date

