

Self Appraisal Staff



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur
 Pin- 416 201 (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

* Approved By AICTE, New Delhi * Recognized by Govt. of Maharashtra & DTE * Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU)
 Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in **EN 6315**

Self-Appraisal Form

- a) Name (Surname first) : Dy./Shri./Smt. Naik Yogesh Ramchandra
 b) Designation : Assistant Professor
 c) Department : Electrical
 d) Date of Appointment : 1/7/2013
 e) Total Teaching Experience : UG: 9.5 years PG: 0

Table 1

A. Highest degree & Score: M-Tech [Power Systems] = 20 m
 (For only Masters: 20 points, for completed PhD: 50 points)

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

B.1 Teaching and Other Contribution to Academic (Max. 40 points)
 (As per the opinion and recommendation of Head of the Department & the proofs available with the department)

Item	Score (5/3/1)	Score Obtained	Score by Head
i. Availability to students during working hours	5	5	5
ii. Punctuality to classes	5	5	5
iii. Regularity in taking classes as per time table	5	5	5
iv. Maintenance of students attendance register and course file	5	5	5
v. Availability for examination work including invigilation / valuation	5	5	5
vi. Participation in curriculum syllabus development	5	5	5
vii. Preparation of course hand outs	5	5	5
viii. Content delivery and nature of communication	5	5	5

B.2.1 Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment. (Max. 05 points)

Sr.no	Duty Assigned	Max Score	Score Obtained	Score by Head
1	Question paper setting for DBATU other University (01 score for each paper)	02 paper setting (Electromagnetics) at RI - Sakhele	01	01
2	Invigilation duties (01 if done)	01	-	-
3	Number of Answer sheets evaluated (score = 02 > 100 01 < 0.99)	02 150 Answer books	02	02

B.2.2 Actual hours spent per academic year (Max. 15 points)

Sr. No.	Subject contents / Courses, Mentoring details	Actual Hours	Hours per semester mentioned with syllabus	Score by Head
SEMESTER 1 (JULY-DEC) YEAR				
①	PS II (T-X)	43	43	
⑪	HVDC & FACTS	36	36	
SEMESTER 2 (JAN-MAY) YEAR				
①	Ind. Automation	35	36	
⑫	POWER SYSTEM	40	42	
Total hours for academic year				
Actual Score = Total hours for academic year / 10				15

B.3 Student Feedback on teacher performance (Max. 100 points)

(% of Students Feedback > 90 : 100 points, 85 to < 90 : 90 points, 80 to < 85 : 80 points, 70 to < 80 : 70 points, 60 to 70 : 50 points and < 60 : No points)

Program/Dept Semester	Course	Feedback	Average Feedback	Score obtained	Score as per Head
T.Y B Tech	PS II	99.5%			
B Tech (L final)	HVDC	96.25%	95.46%	100	10
S Y B Tech	PSI	92.25%			
T.Y B Tech	IAC	93.25%			

B.4 Result Analysis (Max. 100 Points)

(% of Students passing ≥ 90 : 100 points, 80 to < 90 : 90 points, 70 to < 80 : 80 points, 60 to < 70 : 50 points, and < 60 : No points)

Program/Dept Semester	Course	Result	Average Result	Score obtained	Score as per Head
PSII (T.Y)	PSII	100%			
HVDC (B.D)	HVDC	100%	88.89	90	90
PS (S.D)	PS	73.4%	73.4%		
IAC (T.Y)	IAC	82.46%			

B.5 Online Certification Courses (NPTEL etc.) (Max. 30 points)

(Necessary proofs to be enclosed)

(oppers: Fine - Gold: 30 points, Fine: 20 points, Success: completed: 15)

Course Title	Duration	Awarding Institution	Grade	Score Obtained	Score by Head

B.6 Leave details, No of working days : (Max. 10 points)

Sr. No	Type of leave	#Allocated	# Availed		Score	Score by Head
			During academics	Off academics		
	CL	12	05	05		7
	ML	10	04	00	7	
	COFF	60	00	00		
	Total					

Grading Rules:-

- If availed during academics between 100-60% - 0 marks
- If availed during academics between 50-40% - 3 marks
- If availed during academics between 40-20% - 7 marks
- If availed during academics less than 20% - 10 marks

ADMINISTRATIVE AND EXTRACURRICULAR ACTIVITIES

Category of Administrative Work	Max.	Administrative Work	Score obtained	Score by Head
C.1 Administrative Assignment - (Dean, IQAC Co-coordinator, CoE, HOD, etc.)	20	Equi Academic Auditor	20	20
C.2 Central Committee Member/ Co-ordinator/ Incharge (NAAC, NBA, ISO, NPTEL, R&D, exam Cell, Alumni, Faculty Club, Bus Incharge, Discipline, Sports, OSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	15	FE & DSD Facilitator Etc or Blab center Online mock test etc	15	15
C.3 Departmental Committee Member/ Co-coordinator / Incharge (BOS, PAC, DAC, CRC, CCC, MCC, Academic Audit, Class teacher, Mentor, Research Group Co-coordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCP, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	10	Internship -> CO-ordinator (TE) Class Teacher (T.Y.)	10	10
C.4 Development activities Pursuing any higher studies? If yes probable date of completion	If yes 25	-	-	-
C.5 Name of the industry you tried to tie up institution with (Max 20 Points)	If yes 02 per industry	-	-	-

	a) If not, what are your plans for tie up & probable date b) Please mention your number of prospective Industries you can tie up for Industry Institute Interaction cell				
C 6	Mention your contribution Co-curricular and Extracurricular Activities for the past 3 years				
	a) For department	02 per Contribution	07 Parikarma I/c 2020, 2021, web 11c.		
	b) For institute	Max - 20	07 Corona (eac ⁿ camp, Gathering committee) H/c = 08 marks		
	List out the probable contribution that can be made by you in next year		a)		
	a) For department				
	b) For institute		b)		
C 7	Mention the number of admissions you have contributed (02 per admitted student)	Max 30	Admissions	Departmental level	Institute level
			First year Admissions	2021-22=0 2022-23=4	= 08
			DSE Admissions	2021-22=6 2022-23=1	= 08
C 8	FDPs/ STTPs/Workshops Attended last 03 years (in weeks) (01 mark per week)	Max 10	2 FDP = 08 m.		

Appendix II

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score
(Assessment must be based on evidence produced by the teacher such as copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph.D award letter etc.)

Faculty Type - (Choose any one mentioned below) -

Sr. No.	Academic/Research Activity	Faculty of Sciences / Engineering	Faculty of Languages/ Humanities / Library / Physical Education /	Marks obtained
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	24
2.	Publications (other than Research papers)	3 paper (Journal)		
	(a) Books authored which are published by :			
	International publishers	12	12	
	National Publishers	10	10	
	Chapter in Edited Book	05	05	
	Editor of Book by International Publisher	10	10	
	Editor of Book by National Publisher	08	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03	03	
	Book	08	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy	05	05	05

- (i) Use of Digital Pentablot,
- (ii) Use of Paper Scanners
- (iii) Use of Sample Paper

	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course	—
	(e) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20	—
	MOOCs (developed in 4 quadrants) per module/lecture	05	05	—
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	—
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08	—
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course e-book	12	12	
	e-Content (developed in 4 quadrants) per module <i>Developed for Sub IAC</i>	05	05	05
	Contribution to development of e-content module in complete course paper/e-book (at least one quadrant) <i>Developed for Sub IAC & PL</i>	02	02	02+02=04
	Editor of e-content for complete course/ paper e-book	10	10	
	(a) Research guidance last 03 years			
	Ph.D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted	
	(b) Research Projects Completed			
	More than 10 lakhs	10	10	
	Less than 10 lakhs	05	05	
	(c) Research Projects Ongoing :			
	More than 10 lakhs	05	05	
	Less than 10 lakhs	02	02	
	(d) Consultancy	03	03	
5	(a) Patents			
	International	10	10	
	National	07	07	
	(c) Awards/Fellowship			
	International	07	07	
	National	05	05	
6	*Invited lectures, Resource Person, paper presentation in Seminars, Conferences, full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (within country)	05	05	
	National	03	03	
	State/University	02	02	

The Research score for research papers would be argued as follows:

Peer-Reviewed/ Scopus indexed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)

- | | |
|--|-----------|
| (i) Paper in refereed journals without impact factor | 05 Points |
| (ii) Paper with impact factor less than 1 | 10 Points |
| (iii) Paper with impact factor between 1 and 2 | 15 Points |

- (i) Paper with impact factor ≥ 1.0 20 Points
 (ii) Paper with impact factor ≥ 0.5 15 Points
 (iii) Paper with impact factor < 0.5 10 Points

Two authors: 70% of total value of publication for each author

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors

SUMMARY OF SELF-APPRAISAL SCORE (A. Y. 2022-23)

Category		Max Score	Score obtained	Score by Head
Part-A	Educational qualifications and Experience Details			
	Educational Qualifications	50	20	20
	Total Score (Part - A)		50	
Part-B	Teaching Learning and Evaluation Related Activities			
B.1	Teaching and other Contribution to Academia	40	40	40
B.2	Exam duties & innovation in teaching	20	20	20
B.3	Student Feedback on Teacher Performance	100	100%	100
B.4	Result Analysis	100	90%	90
B.5	Online Certification Courses (NPTEL etc.)	30	-	-
B.6	Leave details, No. of working days	10	07	7
	Total Score (Part - B)		300	= 277
Part-C	Administrative and Extracurricular Activities			
C.1	Administrative Assignment	20	20	20
C.2	Central Committee Assignment	15	15	15
C.3	Departmental Assignment	10	10	10
C.4	Development activities	25	25	25
C.5	Industry Institution Initiative	20	-	-
C.6	Co-curricular & Extracurricular activities	20	20	20
C.7	Contribution to Admissions	30	20	20
C.8	FDPs/Training Activities STTPs Workshops Attended	10	10	10
	Total Score (Part - C)		150	130
	Total Score (Part-A + Part - B + Part - C)		500	407

Signature of Faculty

Signature of Head

Signature of Head

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala - 416 201

(** for Table 1)

Qualifying Points - Assistant Professor: 300, Associate Professor: 350, Professor: 400

** for Table 2

Qualifying Points - Assistant Professor: 60, Associate Professor: 80, Professor: 100



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EN 6315

Self-Appraisal Form

- a) Name (Surname first) : Dr./Shri./Smt. **Jabbar Siraj Mavekari**
b) Designation : **Head & Asst. Professor**
c) Department : **civil.**
d) Date of Appointment : **05/08/2012**
e) Total Teaching Experience : UG: **10** PG: **—**

Table 1

A. Highest degree & Score:- **20**
(For only Masters: 20 points, for completed PhD: 50 points)

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

B.1 Teaching and Other Contribution to Academic (Max. 40 points)

(As per the opinion and recommendation of Head of the Department & the proofs available with the department)

Item	Score (5/3/1)	Score Obtained	Score by Head
i. Availability to students during working hours	05	5	5
ii. Punctuality to classes	05	5	5
iii. Regularity in taking classes as per time table	05	5	5
iv. Maintenance of students attendance register and course file	05	4	4
v. Availability for examination work including invigilation / valuation	05	5	5
vi. Participation in curriculum syllabus development	05	1	1
vii. Preparation of course hand outs	05	5	5
viii. Content delivery and nature of communication	05	3	3

B.2.1 Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment. (Max. 05 points)

Sr.no	Duty Assigned	Max Score	Score Obtained	Score by Head
1	Question paper setting for DBATU other University (01 score for each paper)	02	0	0
2	Invigilation duties (01 if done)	01	01	01
3	Number of Answer sheets evaluated (score = 02 > 100 01 < 0-99)	02	02	02

B.2.2 Actual hours spent per academic year (Max. 15 points)

Sr. No.	Subject contents / Courses, Mentoring details	Actual Hours	Hours per semester mentioned with syllabus	Score by Head
SEMESTER 1 (JULY-DEC) YEAR				
	DSS	12x04=48	96	
	MOS	12x04=48		
SEMESTER 2 (JAN-MAY) YEAR				
	MRCs	12x04=48	96	15
	BCE	12x01=12		
	Total hours for academic year	156		
	Actual Score = Total hours for academic year ÷ 10		15	

B.3 Student Feedback on teacher performance (Max. 100 points)

(% of Students Feedback ≥ 90 : 100 points, 85 to < 90 : 90 points, 80 to < 85 : 80 points, 70 to < 80 : 70 points, 60 to < 70 : 50 points and < 60 : No points)

Program/Dept Semester	Course	Feedback	Average Feedback	Score obtained	Score as per Head
Civil	DSS	96%	96	100	100
	MOS	96%			

B.4 Result Analysis (Max. 100 Points)

(% of Students passing ≥ 90 : 100 points, 80 to < 90 : 90 points, 70 to < 80 : 80 points, 60 to < 70 : 50 points, and < 60 : No points)

Program/Dept Semester	Course	Result	Average Result	Score obtained	Score as per Head
Civil	DSS	100%	100%	100	100
	MOS	100%			

B.5 Online Certification Courses (NPTEL etc.) (Max. 30 points)

(Necessary proofs to be enclosed)

(Toppers Elite - Gold 30 points, Elite 20 points, Successful completed 15)

Course Title	Duration	Awarding Institution	Grade	Score Obtained	Score by Head

B.6 Leave details, No of working days : (Max. 10 points)

Sr. No	Type of leave	#Allocated	# Availed		Score	Score by Head
			During academics	Off academics		
	CL	12	06	06	06	06
	ML	03	—	03	06	
	COFF					
	Total					

Grading Rules:-

- If availed during academics between 100-60% - 10 marks
- If availed during academics between 60-40% - 5 marks
- If availed during academics between 40-20% - 7 marks
- If availed during academics less than 20% - 10 marks

ADMINISTRATIVE AND EXTRACURRICULAR ACTIVITIES

Category of Administrative Work	Max.	Administrative Work	Score obtained	Score by Head
C.1 Administrative Assignment (Dean, IQAC Co-coordinator, CoE, HOD, etc)	20	18	18	18
C.2 Central Committee Member/ Co-ordinator/ incharge (NAAC, NBA, ISO, NPTEL R&D, exam Cell, Alumni, Faculty Club, Bus Incharge, Discipline, Sports, OSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	15	15	15	15
C.3 Departmental Committee Member/ Co-coordinator / Incharge (BOS, PAC, DAC, CRC, CCC, MCC, Academic Audit, Class teacher, Mentor, Research Group Co-coordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCP, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	10	10	10	10
C.4 Development activities Pursuing any higher studies? If yes probable date of completion	If yes 25	—	—	—
C.5 Name of the industry you tried to tie up institution with (Max 20 Points)	If yes 02 per industry	—	—	—

	a) If not, what are your plans for tie up & probable date b) Please mention your number of prospective Industries you can tie up for Industry Institute Interaction cell				
C.6	Mention your contribution Co-curricular and Extracurricular Activities for the past 3 years				
	a) For department	02 per	a)	08	
	b) For institute	Max - 20	b)	04	
	List out the probable contribution that can be made by you in next year		a)	08	
	a) For department				
	b) For institute		b)	04	
C.7	Mention the number of admissions you have contributed (02 per admitted student)	Max 30	Admissions	Departmental level	Institute level
			First year Admissions		01
			DSE Admissions		02
C.8	FDPs/ STTPs/Workshops Attended last 03 years (in weeks) (01 mark per week)	Max 10			06

Appendix II

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Faculty Type - (Choose any one mentioned below) -

Sr. No.	Academic/Research Activity	Faculty of Sciences / Engineering	Faculty of Languages / Humanities / Library / Physical Education /	Marks obtained
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	—
2.	Publications (other than Research papers)			
	(a) Books authored which are published by :			
	International publishers	12	12	
	National Publishers	10	10	
	Chapter in Edited Book	05	05	
	Editor of Book by International Publisher	10	10	
	Editor of Book by National Publisher	08	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03	03	
	Book	08	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy	05	05	05

	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course	
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks credit)	20	20	
	MOOCs (developed in 4 quadrants) per module/lecture	05	05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks credit)	08	08	
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course e-book	12	12	
	e-Content (developed in 4 quadrants) per module	05 / 02	05 / 02	02
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02	
	Editor of e-content for complete course/ paper/ e-book	10	10	
	(a) Research guidance last 03 years			
	Ph D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted	
	(b) Research Projects Completed			
	More than 10 lakhs	10	10	
	Less than 10 lakhs	05	05	
	(c) Research Projects Ongoing :			
	More than 10 lakhs	05	05	
	Less than 10 lakhs	02	02	
	(d) Consultancy	03	03	
5	(a) Patents			
	International	10	10	
	National	07	07	
	(c) Awards/Fellowship			
	International	07	07	
	National	05	05	
6	*Invited lectures / Resource Person / paper presentation in Seminars / Conferences * full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (within country)	05	05	
	National	03	03	
	State/University	02	02	

The Research score for research papers would be augmented as follows:

Peer-Reviewed/ Scopus indexed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)

- | | |
|---|-----------|
| i) Paper in refereed journals without impact factor | 05 Points |
| ii) Paper with impact factor less than 1 | 10 Points |
| iii) Paper with impact factor between 1 and 2 | 15 Points |

- (v) Paper with impact factor ≥ 1.0 and ≤ 1.5 - 20 Points
 (vi) Paper with impact factor ≥ 1.5 and ≤ 2.0 - 25 Points
 (vii) Paper with impact factor ≥ 2.0 - 30 Points

Two authors: 70% of total value of publication for each author

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors

SUMMARY OF SELF-APPRAISAL SCORE (A. Y. 2022-23)

Category		Max Score	Score obtained	Score by Head
Part-A	Educational qualifications and Experience Details			
	Educational Qualifications	50	20	20
	Total Score (Part - A)	50		20
Part-B	Teaching Learning and Evaluation Related Activities			
B.1	Teaching and other Contribution to Academia	40	33	33
B.2	Exam duties & innovation in teaching	20	18	18
B.3	Student Feedback on Teacher Performance	100	100	100
B.4	Result Analysis	100	100	100
B.5	Online Certification Courses (NPTEL, etc.)	30	-	-
B.6	Leave details, No of working days	10	06	06
	Total Score (Part - B)	300	257	257
Part-C	Administrative and Extracurricular Activities			
C.1	Administrative Assignment	20	18	18
C.2	Central Committee Assignment	15	15	15
C.3	Departmental Assignment	10	10	10
C.4	Development activities	25	-	-
C.5	Industry Institution Initiative	20	-	-
C.6	Co-curricular & Extracurricular activities	20	12	12
C.7	Contribution to Admissions	30	06	06
C.8	FDPs/Training Activities Attended	10	06	06
	SITPs Workshops			
	Total Score (Part - C)	150	67	67
	Total Score (Part-A + Part - B + Part - C)	500	344	344

Signature of Faculty

Signature of Principal

Signature of Head

(** for Table 1

Qualifying Points - Assistant Professor: 300, Associate Professor: 350, Professor: 400

** for Table 2

Qualifying Points - Assistant Professor: 60, Associate Professor: 80, Professor: 100

from table no - 1 - 344 - qualified.
 no - 2 - 07 - need improve

Self Appraisal Non teaching staff

seti
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ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A
(To be filled by Staff Member)
Academic Year: 2021-22

1.	Name	Sambhaji Mahadev Patil
2.	Date of joining	01.08.2012
3.	Designation	Lab. Assistant
4.	Department/Section	Exam
5.	Academic/Technical Qualification	Diplom Electronics & Tele.
6.	Details of Educational courses being Pursued & completed in 2021-22	-
7.	Details of the present duties in the Department/Section in 2021-22	Exam - Mid term - End semester - midsemester - practical Marks entry - subject allocation.
8.	Any other additional duties done in 2021-22	-

Date: 13.01.2023

Sambhaji
Signature of the Staff Member

1

PART-B

(To be filled by Reporting Officer/Head of the Department)

Name <i>Patil Sambhaji Mahadev</i>		Designation <i>Lab. Assistant</i>		Present salary Rs <i>13500/-</i>			
Date of Appointment : <i>1.08.2012</i>		Department/Section : <i>Lab.</i>					
CATEGORY	Outstand ing	Excellent	Very Good	Good	Satisfac ory	Marginal	Poor
	10	9	8	6	5	4	2
1. PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure		✓					
1.2 Ability to organize work and carry it out		✓					
1.3 Ability and willingness to take up additional load in emergency		✓					
1.4 Creativity and innovation		✓					
1.5 Ability to learn new skills		✓					
2. PERFORMANCE							
2.1 Maintenance of Files/Records		✓					
2.2 Accuracy & Speed of work		✓					
2.3 Neatness & tidiness of work		✓					
2.4 Completion of work on schedule		✓					
2.5 Diligence & sense of responsibility		✓					

Evaluation Criteria	Points	Percentage of Points
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
Total Points 150		

3. PERSONAL CHARACTERISTICS	Outstanding	Excellent	Very Good	Good	Satisfactory	Marginal	Poor
	10	9	8	6	5	4	2
3.1 Attendance		✓					
3.2 Punctuality		✓					
3.3 Discipline		✓					
3.4 Interaction with colleagues/peers		✓					
3.5 Integrity and behavior		✓					
TOTAL POINTS (1+2+3) :						/ 150	

4 OVERALL EVALUATION

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	✓					

5. Any significant Contribution / Effort taken for Department / Institute Development during the year

6. Special remarks, of the Reporting Officer-Head of the Department, if any :

Date : _____ Signature of the Reporting Officer/Head *[Signature]*

7. Remarks of Reviewing office, if any :

forwarded for approval

Date : 13-01-2023 *[Signature]* Estt/OS/Registrar

[Signature] Principal / Jt. Secretary
PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala - 416 201 |



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur
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Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Self-Appraisal Form

- a) Name (Surname first) : Dr./Shri./Smt. **Jabbar Siraj Mavekari**
b) Designation : **Head & Asst. Professor**
c) Department : **civil.**
d) Date of Appointment : **05/08/2012**
e) Total Teaching Experience : UG: **10** PG: **—**

Table 1

A. Highest degree & Score:- **20**
(For only Masters: 20 points, for completed PhD: 50 points)

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

B.1 Teaching and Other Contribution to Academic (Max. 40 points)

(As per the opinion and recommendation of Head of the Department & the proofs available with the department)

Item	Score (5/3/1)	Score Obtained	Score by Head
i. Availability to students during working hours	05	5	5
ii. Punctuality to classes	05	5	5
iii. Regularity in taking classes as per time table	05	5	5
iv. Maintenance of students attendance register and course file	05	4	4
v. Availability for examination work including invigilation / valuation	05	5	5
vi. Participation in curriculum syllabus development	05	1	1
vii. Preparation of course hand outs	05	5	5
viii. Content delivery and nature of communication	05	3	3

B.2.1 Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment. (Max. 05 points)

Sr.no	Duty Assigned	Max Score	Score Obtained	Score by Head
1	Question paper setting for DBATU other University (01 score for each paper)	02	0	0
2	Invigilation duties (01 if done)	01	01	01
3	Number of Answer sheets evaluated (score = 02 > 100 01 < 0-99)	02	02	02

B.2.2 Actual hours spent per academic year (Max. 15 points)

Sr. No.	Subject contents / Courses, Mentoring details	Actual Hours	Hours per semester mentioned with syllabus	Score by Head
SEMESTER 1 (JULY-DEC) YEAR				
	DSS	12x04=48	96	
	MOS	12x04=48		
SEMESTER 2 (JAN-MAY) YEAR				
	MRCs	12x04=48	12	15
	BCE	12x01=12		
	Total hours for academic year	156		
	Actual Score = Total hours for academic year ÷ 10		15	

B.3 Student Feedback on teacher performance (Max. 100 points)

(% of Students Feedback ≥ 90 : 100 points, 85 to < 90 : 90 points, 80 to < 85 : 80 points, 70 to < 80 : 70 points, 60 to < 70 : 50 points and < 60 : No points)

Program/Dept Semester	Course	Feedback	Average Feedback	Score obtained	Score as per Head
Civil	DSS	96%	96	100	100
	MOS	96%			

B.4 Result Analysis (Max. 100 Points)

(% of Students passing ≥ 90 : 100 points, 80 to < 90 : 90 points, 70 to < 80 : 80 points, 60 to < 70 : 50 points, and < 60 : No points)

Program/Dept Semester	Course	Result	Average Result	Score obtained	Score as per Head
Civil	DSS	100%	100%	100	100
	MOS	100%			

B.5 Online Certification Courses (NPTEL etc.) (Max. 30 points)

(Necessary proofs to be enclosed)

(Toppers Elite - Gold 30 points, Elite 20 points, Successful completed 15)

Course Title	Duration	Awarding Institution	Grade	Score Obtained	Score by Head

B.6 Leave details, No of working days : (Max. 10 points)

Sr. No	Type of leave	#Allocated	# Availed		Score	Score by Head
			During academics	Off academics		
	CL	12	06	06	06	06
	ML	03	—	03	06	
	COFF					
	Total					

Grading Rules:-

- If availed during academics between 100-60% - 10 marks
- If availed during academics between 60-40% - 5 marks
- If availed during academics between 40-20% - 7 marks
- If availed during academics less than 20% - 10 marks

ADMINISTRATIVE AND EXTRACURRICULAR ACTIVITIES

Category of Administrative Work	Max.	Administrative Work	Score obtained	Score by Head
C.1 Administrative Assignment (Dean, IQAC Co-coordinator, CoE, HOD, etc)	20	18	18	18
C.2 Central Committee Member/ Co-ordinator/ incharge (NAAC, NBA, ISO, NPTEL R&D, exam Cell, Alumni, Faculty Club, Bus Incharge, Discipline, Sports, OSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	15	15	15	15
C.3 Departmental Committee Member/ Co-coordinator / Incharge (BOS, PAC, DAC, CRC, CCC, MCC, Academic Audit, Class teacher, Mentor, Research Group Co-coordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCP, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	10	10	10	10
C.4 Development activities Pursuing any higher studies? If yes probable date of completion	If yes 25	—	—	—
C.5 Name of the industry you tried to tie up institution with (Max 20 Points)	If yes 02 per industry	—	—	—

	a) If not, what are your plans for tie up & probable date b) Please mention your number of prospective Industries you can tie up for Industry Institute Interaction cell				
C.6	Mention your contribution Co-curricular and Extracurricular Activities for the past 3 years				
	a) For department	02 per	a)	08	
	b) For institute	Max - 20	b)	04	
	List out the probable contribution that can be made by you in next year		a)	08	
	a) For department				
	b) For institute		b)	04	
C.7	Mention the number of admissions you have contributed (02 per admitted student)	Max 30	Admissions	Departmental level	Institute level
			First year Admissions		01
			DSE Admissions		02
C.8	FDPs/ STTPs/Workshops Attended last 03 years (in weeks) (01 mark per week)	Max 10			06

Appendix II

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Faculty Type - (Choose any one mentioned below) -

Sr. No.	Academic/Research Activity	Faculty of Sciences / Engineering	Faculty of Languages / Humanities / Library / Physical Education /	Marks obtained
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper	—
2.	Publications (other than Research papers)			
	(a) Books authored which are published by :			
	International publishers	12	12	
	National Publishers	10	10	
	Chapter in Edited Book	05	05	
	Editor of Book by International Publisher	10	10	
	Editor of Book by National Publisher	08	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03	03	
	Book	08	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy	05	05	05

	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course	
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks credit)	20	20	
	MOOCs (developed in 4 quadrants) per module/lecture	05	05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks credit)	08	08	
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course e-book	12	12	
	e-Content (developed in 4 quadrants) per module	05 / 02	05 / 02	02
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02	
	Editor of e-content for complete course/ paper/ e-book	10	10	
	(a) Research guidance last 03 years			
	Ph D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted	
	(b) Research Projects Completed			
	More than 10 lakhs	10	10	
	Less than 10 lakhs	05	05	
	(c) Research Projects Ongoing :			
	More than 10 lakhs	05	05	
	Less than 10 lakhs	02	02	
	(d) Consultancy	03	03	
5	(a) Patents			
	International	10	10	
	National	07	07	
	(c) Awards/Fellowship			
	International	07	07	
	National	05	05	
6	*Invited lectures / Resource Person / paper presentation in Seminars / Conferences * full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (within country)	05	05	
	National	03	03	
	State/University	02	02	

The Research score for research papers would be augmented as follows:

Peer-Reviewed/ Scopus indexed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)

- | | |
|---|-----------|
| i) Paper in refereed journals without impact factor | 05 Points |
| ii) Paper with impact factor less than 1 | 10 Points |
| iii) Paper with impact factor between 1 and 2 | 15 Points |

- (vi) Paper with impact factor ≥ 1.0 and ≤ 1.5 - 20 Points
 (vii) Paper with impact factor ≥ 1.5 and ≤ 2.0 - 25 Points
 (viii) Paper with impact factor ≥ 2.0 - 30 Points

Two authors: 70% of total value of publication for each author

More than two authors: 70% of total value of publication for the First/Principal Corresponding author and 30% of total value of publication for each of the joint authors

SUMMARY OF SELF-APPRAISAL SCORE (A. Y. 2022-23)

Category		Max Score	Score obtained	Score by Head
Part-A	Educational qualifications and Experience Details			
	Educational Qualifications	50	20	20
	Total Score (Part - A)	50		20
Part-B	Teaching Learning and Evaluation Related Activities			
B.1	Teaching and other Contribution to Academia	40	33	33
B.2	Exam duties & innovation in teaching	20	18	18
B.3	Student Feedback on Teacher Performance	100	100	100
B.4	Result Analysis	100	100	100
B.5	Online Certification Courses (NPTEL, etc.)	30	-	-
B.6	Leave details, No of working days	10	06	06
	Total Score (Part - B)	300	257	257
Part-C	Administrative and Extracurricular Activities			
C.1	Administrative Assignment	20	18	18
C.2	Central Committee Assignment	15	15	15
C.3	Departmental Assignment	10	10	10
C.4	Development activities	25	-	-
C.5	Industry Institution Initiative	20	-	-
C.6	Co-curricular & Extracurricular activities	20	12	12
C.7	Contribution to Admissions	30	06	06
C.8	FDPs/Training Activities Attended	10	06	06
	SITPs Workshops			
	Total Score (Part - C)	150	67	67
	Total Score (Part-A + Part - B + Part - C)	500	344	344

Signature of Faculty

Signature of Principal

Signature of Head

(** for Table 1

Qualifying Points - Assistant Professor: 300, Associate Professor: 350, Professor: 400

** for Table 2

Qualifying Points - Assistant Professor: 60, Associate Professor: 80, Professor: 100

from table no - 1 - 344 - qualified.
 no - 2 - 07 - need improve