



**RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
INSTITUTE OF COMPUTER & MANAGEMENT RESEARCH**

Gat No. 101-102, Moshi Alandi Road, Dudulgaon, Pune- 412 105

Phone: (020) 66998966

email: directorcmr@rediffmail.com

Hon. Mr. Vilasrao V. Lande (Ex. MLA)
President

Mr. Suddhir V. Mungase
Secretary

Mr. Ajit Gavhane
Treasurer

6.3.1

QIM The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff




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Appraisal Form of Teaching




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Teacher's Self-Appraisal/ Performance Report (2017-2022)


Department: Master of Business Administration **Date of Joining: _____**

Name of the Faculty: _____ Teaching Experience: _____

Workload: _____ Sub: _____ Computer Course Completed: _____

Sr. No.	Title	Score	Details	Self Score	Verified Score by Dy. Director	Verified Score by Director	Remark
1.	Education(Ph.D.) (Any one) Ph.D. awarded :25 Ph.D. Submitted :15 Ph.D. Registered :5 PG with 60 % : 20	25					
2.	Experience Only Teaching	04 per yrs Approved / 02 per yrs Non Approved					
3.	Teaching Pedagogy used	05					
4.	Avg. Results for Last 3 Years Above 80 %:20 Above 60 % to 80 % :15 50 % - 60 % :10 Below 50 :00	20					




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5.	Research Papers Published in a. ISBN Journals, etc. b. UGC listed Journal	10 / paper 07 / paper					
6.	Patents Approved/ Granted: 20 Applied:10						
7.	Publication Books :10 Chapters in books :05						
8.	Contribution in Student Extension Activity CAP / ARA / FRA / DTE / AICTE / SPPU / Academics, SWO ALUMINI Other Portfolio Extra Activities	10/Per for Head 05/ per Member 05 / Portfolio					
9.	Present Post (HOD) :10 Past Post (HOD) : 05						
10	Contribution in University Syllabus Restructuring	05					




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11	Role for Subject Development (Bridge Course, Remedial and Advanced teaching etc.)	05					
12	Contribution for Students Placements	05					
13	Role as Mentor for Students (Mentee)	05					
14	Paper Presentation in Seminar/ Conference at State / National / International Level	2 / paper					
15	Seminar/ Conference at State / National / International Level Attended	1/ Each					
16	Role for Examination Conduct (CEO, Coordinator)	05					
17	Awards achieved from different institutions	05					




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18	Contribution in NAAC / NBA	10					
19	Self SWOT Analysis (Strength, Weakness, Opportunities, Threats)	05					
20	Coordinator, Co-coordinator, Resource person, Convener in Seminar & Conference	05					
21	Punctuality in Work / Adaptability/ Dependability/ Initiative	10					
22	Academic Development (Refresher/Orientation/ FDP/ QIP other related Course)	5/ program					
23	Research Project Completed/ Ongoing and fund Raising	5/ project					
24	Relation with / Attachment Students : 05 Parents : 05 Alumni : 05 Visitors : 05						




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25	Contribution in Admin Part: Student Related : 05 Finance Related : 05 Committee Related : 05						
	TOTAL SCORE						

Faculty

Registrar / Dy. Director




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Appraisal Form of Non-Teaching




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Treasurer

Non-teaching Staff

शिक्षकेतर कर्मचारी – कार्यालयीन

Duration of Appraisal: From _____ to _____

मुल्यांकनाचा कालावधी: _____ पासून _____ पर्यंत

भाग: १ – स्वयंमुल्यांकन निर्धारण

PART - I: SELF APPRAISAL

General information (सर्वसाधारण माहिती)

- Name (नाव) : _____
- Position (धारण केलेले पद) : _____
- Department (विभाग) : _____
- Date of Appointment in the Institution (संस्थेत नेमणुकीचा दिनांक) : _____
- Date of appointment to the present post (सध्याच्या पदावरील नेमणुकीचा दिनांक) : _____
- Are you computer literate? (आपण संगणक साक्षर आहात का?) : Yes (होय) / No (नाही)
If yes, please provide information (असल्यास माहिती द्यावी) : _____

If not, what have you are doing for computer education? (नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात?)

- What is your educational qualification? (आपली शैक्षणिक पात्रता काय आहे?) _____
- Efforts made in last year to increase educational qualification (शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षात केलेले प्रयत्न) _____
- If any other course / training taken in last year should be given information (गेल्या वर्षात काही इतर कोर्स / प्रशिक्षण घेतले असल्यास माहिती द्यावी)

Sr. No.	Course / Seminar Name (कोर्स / सेमिनारचे नाव)	Organizer (आयोजक)	Duration (कालावधी)

- Notable work / contribution during the year (वर्षभरातील उल्लेखनीय काम / योगदान)




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Treasurer

11. New year's resolutions / work goals (नविन वर्षासाठी केलेले संकल्प / कामाची उदिदष्टे) :

Signature, name and designation
of the employee
(कर्मचाऱ्याची सही, नाव व पद)




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Part: 2 – Feedback of the Reporting Officer

भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the opinion of the said employee?

(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?) _____

If not, give the reasons (नसल्यास त्याची कारणे) _____

2. Feedback on the employee's general aptitude and character (कर्मचाऱ्याची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय)

	A+	A	A-	B+	B	B-	C
Industry love and work readiness (उद्योग प्रियता व कार्य तत्परता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							
General intelligence (सर्वसाधारण बुद्धीमत्ता)							
Integrity and character (सचोटी व चारित्र्य)							
Ability to work from subordinates (हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)							
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)							
Ability to work independently (स्वतंत्रपणे काम करण्याची क्षमता)							
1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average 2] A : Very Good 4] B+ : Positively Good 6] B- : Average							

3. What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)?

4. Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?)
Required area if any (असल्यास आवश्यक क्षेत्र)

5. How is the employee's physical ability? (कर्मचाऱ्याची शारिरीक क्षमता कशी आहे?)

6. Ability to work as a member of a group (एखाद्या गटातील एक सदस्य या नात्याने काम करण्याची क्षमता)




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Treasurer

7. Eligibility for promotion (पदोन्नतीसाठी पात्रता)

Inappropriate (अयोग्य) _____

Appropriate according to seniority (जेष्ठतेनुसार योग्य) _____

Suitable for quick promotion (त्वरीत बढतीसाठी योग्य) _____

8. General Assessment (✓ to be done) (सर्वसाधारण मुल्यांकन) (✓ करावी)

A+	A	A-	B+	B	B-	C
1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average 2] A : Very Good 4] B+ : Positively Good 6] B- : Average						

9. Regular annual increment should be given /should not be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.)

Signature (सही) _____

Name of Head of Department (विभाग प्रमुखाचे नाव) _____




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Part 3. - Opinion of the Reviewing Officer

भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

१. Do you agree with the feedback of the reporting officer?
(प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) _____
If not, the reasons (नसल्यास त्याची कारणे) _____

२. Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन
अधिकाऱ्याचा अभिप्राय / शेर)

Signature (सही) _____

Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव)




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Class IV Staff – Peon / Watchman

चतुर्थ श्रेणी कर्मचारी – शिपाई / वॉचमन

Duration of Appraisal: From _____ to _____

मुल्यांकनाचा कालावधी: _____ पासून _____ पर्यंत

Part: 1 – SELF APPRAISAL

भाग: १ – स्वयंमुल्यांकन निर्धारण

General information (सर्वसाधारण माहिती)

- Name (नाव) : _____
- Position (धारण केलेले पद) : _____
- Department (विभाग) : _____
- Date of Appointment in the Institution (संस्थेत नेमणुकीचा दिनांक) : _____
- Date of appointment to the present post (सध्याच्या पदावरील नेमणुकीचा दिनांक) : _____
- Are you computer literate? (आपण संगणक साक्षर आहात का?) : Yes (होय) / No (नाही)
If yes, please provide information (असल्यास माहिती द्यावी) : _____

If not, what have you are doing for computer education? (नसल्यास संगणक शिक्षणासाठी काय प्रयत्न केले / करत आहात?)

- What is your educational qualification? (आपली शैक्षणिक पात्रता काय आहे?) _____
- Efforts made in last year to increase educational qualification (शैक्षणिक पात्रता वाढवण्यासाठी गेल्या वर्षात केलेले प्रयत्न) _____
- Notable work / contribution during the year (वर्षभरातील उल्लेखनीय काम / योगदान) _____
- New year's resolutions / work goals (नविन वर्षासाठी केलेले संकल्प / कामाची उद्दिष्टे) : _____

Signature, name and designation
of the employee
(कर्मचार्याची सही, नाव व पद)




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Part: 2 – Feedback of the Reporting Officer

भाग : २ – प्रतिवेदन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the opinion of the said employee?
(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?) _____
If not, give the reasons (नसल्यास त्याची कारणे) _____
2. Feedback on the employee's general aptitude and character (कर्मचाऱ्याची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय) _____

	A+	A	A-	B+	B	B-	C
Industry love and work readiness (उद्योग प्रियता व कार्य तत्परता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							
General intelligence (सर्वसाधारण बुद्धीमत्ता)							
Integrity and character (सचोटी व चारित्र्य)							
Ability to work from subordinates (हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)							
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)							
Ability to work independently (स्वतंत्रपणे काम करण्याची क्षमता)							
1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average 2] A : Very Good 4] B+ : Positively Good 6] B- : Average							

3. What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)?

4. Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?)
Required area if any (असल्यास आवश्यक क्षेत्र)

5. Eligibility for promotion (पदोन्नतीसाठी पात्रता)
Inappropriate (अयोग्य) _____
Appropriate according to seniority (जेष्ठतेनुसार योग्य) _____
Suitable for quick promotion (त्वरीत बढतीसाठी योग्य) _____




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Hon. Mr. Vilasrao V. Lande (Ex. MLA)
President

Mr. Suddhir V. Mungase
Secretary

Mr. Ajit Gavhane
Treasurer

6. General Assessment (✓ to be done) (सर्वसाधारण मुल्यांकन) (✓ करावी)

A+	A	A-	B+	B	B-	C
1] A+ : Outstanding 3] A- : Nearing Very Good 5] B : Good 7] C : Below Average 2] A : Very Good 4] B+ : Positively Good 6] B- : Average						

7. Regular annual increment should be given /should not be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.)

Signature (सही) _____
Name of Head of Department (विभाग प्रमुखाचे नाव) _____




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Part 3. - Opinion of the Reviewing Officer

भाग ३. - पुनर्विलोकन अधिकाऱ्याचा अभिप्राय

1. Do you agree with the feedback of the reporting officer?
(प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) _____
If not, the reasons (नसल्यास त्याची कारणे) _____

2. Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन अधिकाऱ्याचा अभिप्राय / शेर) _____

Signature (सही) _____

Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव)




DIRECTOR
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