



Nijampur Jaitane Shikshan Prasarak Mandalache
Jagannath Kadwadas Shah Adarsh Mahavidyalay

Nijampur-Jaitane-424305,Tal--Sakri,Dist-Dhule,Maharashtra,India

NAAC Re-Accredited

(Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University,Jalgaon)

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O.W.No.

Date: 06/04/2022

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Supporting Documents 6.3.5

महाराष्ट्र शासन
सहसंचालक, उच्च शिक्षण, जळगांव विभाग, जळगांव
महाराष्ट्र जीवन प्राधिकरण कार्यालय इमारत (पहिला मजला),
प्राहक न्यायालयाच्या मागे, जळगांव-४२५ ००१

दुरध्वनी क्र. २२३८५१०

फॅक्स क्र. ०२५७/२२३८५१०

जा.क्र.ससं/उ.शि/शिक्षक/शिक्षकेतर/गोपनीय अहवाल/२०१२/१७३६

दिनांक :- ७.६.२०१२

प्रति,

प्राचार्य,
सर्व अशासकीय अनुदानित कला, वाणिज्य,
विज्ञान व शिक्षणशास्त्र महाविद्यालये,
जळगांव विभाग, जळगांव

विषय :- गोपनीय अहवाल (शिक्षक) याबाबत महाविद्यालयाने
शैक्षणिक वर्ष २०१२-१३ पासून करावयाची कार्यवाही.

शैक्षणिक वर्ष २०१२-१३ पासून महाविद्यालयीन शिक्षकांचे गोपनीय अहवाल प्राचार्यांनी
लिहावयाचे असून तत्संबंधीचे नमुने खालील दर्शविल्याप्रमाणे आपणांस ई-मेलद्वारा पाठविण्यात येत
आहे.

- परिशिष्ट-क गोपनीय अहवाल लिहिण्यासाठी कच्चे टिपण
- परिशिष्ट- ब (भाग-१) गोपनीय प्रतिवेदनाचा नमुना
- परिशिष्ट- ब (भाग-२,३,४,५) गट "अ" ते गट "क" यांच्यासाठी गोपनीय अहवालाचे प्रपत्र
- Performance Appraisal for Assistant Professor / Associate Professor /
Professor
- भाग-६ (महाविद्यालय शाखेतील पदे आणि अध्यापन नियुक्ती धारण करणाऱ्या
अधिकाऱ्यांसाठी)

उपरोक्त सर्व नमुने (परिशिष्ट क, ब (भाग-१,२,३,४,५, Performance Appraisal व भाग-६ हे
सर्व शिक्षकांसाठी अनिवार्य आहे)) { ग्रंथपाल/शा.शि.संचालकांना वरील पैकी Performance
Appraisal वगळता इतर नमुने अनिवार्य आहेत }

शैक्षणिक सत्रांभी ही बाब आपल्या अधिनस्त सर्व सहाय्यक प्राध्यापक/सहयोगी प्राध्यापक /
प्राध्यापक यांच्या निर्दर्शनास आणावी.

संबंधित नमुने शैक्षणिक सत्र समाप्तीच्या दिवशी शिक्षक कर्मचाऱ्यांनी भरतांना शिक्षक
कर्मचाऱ्यांनी दैनंदिनी अहवालाच्या नोंदीसह प्राचार्यांकडे सादर करावयाचे असून दैनंदिनी अहवालाच्या
नोंदी शिक्षक कर्मचाऱ्यांनी नियमितपणे तासिकानिहाय करणे आवश्यक असून महाविद्यालयाच्या
प्राचार्यांनी त्याची पडताळणी व शहानिशा आपल्या स्तरावरून वारंवार करावी.

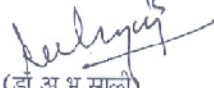
भविष्यकाळात शिक्षक कर्मचाऱ्यांच्या स्थाननिश्चितीसाठी गोपनीय अहवाल, शिक्षक
कर्मचाऱ्यांची दैनंदिनी अहवाल या बाबी आवश्यक आहेत.

... २ ...



... २ ...

गोपनीय अहवालाच्या नोंदी प्रतिवेदन अधिकारी म्हणून विभाग प्रमुखांनी प्रमाणित करावयाचे आहे.
ज्या विषयासाठी एकच पद आहे तेथे प्रतिवेदन व पुर्नवलोकन प्राचार्यांनी करावे.



(डॉ. अ. भ. साली)

सहसंचालक, उच्च शिक्षण,
जळगांव विभाग, जळगांव



परिशिष्ट - ब (भाग - ४)

गट "अ" ते गट "क" च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चरित्र यासंबंधी अभिप्राय
Estimate of General Ability and Character of Grade "A" to Grade "C" Officers/Employees

- (१) नाव : श्री./श्रीमती/कुमारी
: Shri / Smt / Kum.
- (1) Name
- (२) प्रतिवेदनाचा कालावधी : पामून दिनांक महिना वर्ष पर्यंत दिनांक महिना वर्ष
(2) Period of Report From To
- (३) धारण केलेले पद/पदे
(3) Posts held
- (४) उद्योगप्रियता व कार्यतत्परता : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
(4) Industry & Application : Outstanding Very good Good Average Below Average
- (५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता. : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी प्रश्न उद्भवत नाही
(5) Capacity to get work done by subordinates. : Outstanding Very good Good Average Below Average Question does not arise
- (६) सहकारी व जनता यांच्याशी असलेले संबंध : सहकार्यांचे सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण
(6) Relations with colleagues & public : Co-operative Courteous Helpful Indifferent Unfriendly
- (७) सर्वसाधारण बुद्धिमत्ता : अत्युत्कृष्ट उत्कृष्ट चांगली साधारण साधारणपेक्षा कमी
(7) General Intelligence : Outstanding Very good Good Average Below Average
- (८) निर्णयशक्ती, उपक्रमशीलता, खात्री पटविण्याचे सामर्थ्य व घडणुकींयसह कार्यक्षमता. : अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली सामान्य साधारणपेक्षा कमी
(8) Administrative ability including judgement, initiative, convincing ability and drive. : Outstanding Very Good Positively Good Good Average Below Average
- (९) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असेल तेथे)
(9) Technical/ Professional ability (Where relevant).
- (१०) मागासवर्गीयांनांबतचा दृष्टिकोन : मदतीचा सहानुभूतीचा असहानुभूतीपूर्ण तटस्थ
(10) Attitude towards backward class : Helpful Sympathetic Unsympathetic Neutral
- (११) विशेष बळ
(11) Special Attitude
- (१२) सचोटी व चरित्र
(12) Integrity & Character
- (१३) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय ? : होय अंशतः नाही
(13) Whether powers delegated are fully utilised ? : Yes Partly No
- (१४) पदोन्नतीसाठी पात्रता : अयोग्य ज्येष्ठतेनुसार योग्य
(14) Fitness for Promotion : Unfit Fit in normal course (according to seniority)
- (१५) प्रशिक्षणासाठी आवश्यक क्षेत्र (येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा)
(15) Areas of training required (Mention Required Area)
- (१६) प्रकृतिमान : चांगले नाही चांगले उत्कृष्ट
(16) State of Health : Not Good Good Very Good
- (१७) क्षेत्रीय स्तरावर काम करण्याची योग्यता : आहे नाही संबंधित नाही
(17) Fitness for field work : Yes No Not relevant



(१८) संगणकावर काम करण्याची आवड	: आहे	नाही	दिसून आली नाही	संबंधित नाही
(18) Willingness to work on Computer	: Yes	No	Not seen	Not relevant
(१९) सर्वसाधारण मूल्यमापन				
(19) General Assessment				

(२०) प्रतवारी (हस्ताने लिहावी)	: अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब- साधारण, क साधारणपेक्षा कमी.
(20) Grading (Write in handwriting)	: A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average.

ठिकाण / Place :-

प्रतिवेदन अधिकाऱ्याची सही, नाव व पदनाम.

दिनांक /Date :-

Signature, Name & Designation of the Reporting Officer.

परिशिष्ट - ब (भाग - ५)

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय
Remarks of the Reviewing Officer

- पुनर्विलोकनाचा कालावधी
1. Period of Review
- | | | | | | | |
|----------------------|----------------------|----------------------|----|----------------------|----------------------|----------------------|
| दिनांक | महिना | वर्ष | ते | दिनांक | महिना | वर्ष |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | To | <input type="text"/> | <input type="text"/> | <input type="text"/> |
- आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात ?
(सहमत नसल्यास, कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही सुधारणा करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?
2. Do you agree with the Reporting Officer ?
(If not, state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?
 - प्रतवारी
(हस्ताने लिहावी)
3. Grading
- | |
|--|
| : अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब- साधारण, क साधारणपेक्षा कमी. |
| : A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average. |
| (Write in handwriting) |

ठिकाण / Place :-

पुनर्विलोकन अधिकाऱ्याची सही, नाव व पदनाम.

दिनांक /Date :-

Signature, Name & Designation of the Reviewing Officer.

गोपनीय अहवालाची झेरॉक्स प्रत समक्ष मिळाली.

पत्राद्वारे गोपनीय अहवालाची प्रत पाठविली असल्यास, पत्र क्रमांक व दिनांक.

अधिकारी/कर्मचारी यांचे नाव व दिनांकित स्वाक्षरी.

संस्कारण अधिकाऱ्याचे नाव, पदनाम व दिनांकित स्वाक्षरी.



GOVERNMENT OF MAHARASHTRA

H. & T.E. & E.D.-CRF 1096(20/96)TE-4

**Performance Appraisal for Lecturer / Reader / Assistant Professor / Professor /
Administrative Officer**

Name of the Teacher :

Designation :

Name of Institute :

Duration of Appraisal : -01-04-199__ to 31-03-199__

Note : * indicates multiplication sign

1. Performance of Engaging Lectures / Practicals :

Sr. No.	Class / Course	Subjects taught	No. of Lectures targ *	Lectures Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent - 1.0 (100-91)	05	
2.									
3.									
4.									
5.									
6.									
							Good - 0.7 (90-81)		

2. Performance of Attendance of Students :

Sr. No.	Class / Course	Subjects taught	Sum of students present	Lectures Actually Engaged	Students on Roll	Average attendance = (4) * 100 ----- (5) * (6)	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight Achieved (9) * (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.							16	Excellent - 1.0 (100-81)	05	
2.										
3.										
4.										
5.										
6.										
							Good - 0.7 (80-61)			
							Average - 0.5 (60-41)			
							Poor - 0.2 (40-00)			



272 - 30.6

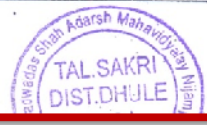
3. Performance of Results : (Theory Subjects)

Sr. No.	Class / Course	Subjects taught	Average result of same subject for last 3 years in institute	% of students securing marks above 3 years' average	Average of Col.(5)	Performance and Multiplying factors	Max. Weight	Weight Achieved (7) * 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent - 1.0 (100 - 81)	05	
2.						Good - 0.7 (80 - 61)		
3.						Average - 0.5 (60 - 41)		
4.						Poor - 0.2 (40 - 00)		

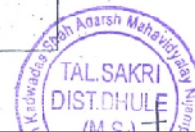
Total Weight Achieved in TABLES 1, 2, 3 =

4. Other performance :

No	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Class Room Planning and Control : a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, VCR, TV				
2.	For Teachers Concerned with Laboratory Work : a) Planned laboratory instructions including management of practicals. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models, etc. e) Planning and procurement of consumable required for practicals. OR For Teachers Not Concerned with Laboratory Work : a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subjects other than his own discipline. e) Preparation and display of instructional material.				
3.	Students Guidance and Counseling : a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independent study technique.				



No	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments / Evaluation : a) Giving assignments regularly and assessing promptly. b) Maintaining quality and standard of questions / evaluation. c) Providing feed back to the students about shortcomings. d) Innovations in paper setting / evaluation . e) Record keeping of students' profile.				
5.	Curriculum / Learning Resources Development : a) Interest shown in curriculum development or preparation of syllabi. b) Preparing question banks. c) Motivating students for use of computers. d) Giving handouts / upkeep of laboratory manuals / writing books. e) Preparation of computer software as a teaching aid.				
6.	Seminars / Training : a) Use of library books, periodicals , journals etc. b) Attendance in seminars/ conferences/ work shops. c) Writing articles in state or national level pericdicals. d) Delivering speech in other institutions. e) Memberships of professional bodies, awards and honours				
7.	CO-curricular Activities : a) Consultancy and testing in the appropriate of work area or Organising continuing education programmes for revenue generation.. b) Organising cultural programmes / sports / extra-curricular activities etc. c) Organising industrial visits/ study tours for students or Taking interest in NCC / NSS / blood donation / plantation / medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person..				
8.	Administrative Functions : a) Contribution to conduct of gymkhana activities/ procurement of equipment. b) Worked as examination / gathering / admission in-charge. c) Maintenance of buildings/ electrical installations / water Supply / computers / equipment etc. or Worked as rector/ assistant. rector/ warden. d) Worked as in-charge for house keeping / environmental hygiene / cleanness of class rooms/ premises / gardens / security. e) Interest taken in activities related to canteen , CO-operative stores etc. or Willingness to take up higher responsibility or any responsibility.				
Total Number of Tick Marks					



FINAL ASSESSMENT :

Particulars			Weight achieved
a) Total weight achieved in TABLES other than Other performance ..			
Weight for Other performance	No. of tick marks	Multiplying factor	
b) Excellent		2.0	
c) Good		1.4	
d) Average		1.0	
e) Poor		0.4	
f) Special weight given by Reporting Officer [Max. 5]			
g) Total weight achieved out of 100			

Note : The special weight maximum of 5 may awarded by reporting officer for the extra ordinary contribution beyond institution. (Please menti activities for which special weight is given.)

टीप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

100-81 - उत्कृष्ट, 81-71 - उत्कृष्ट,
71-61 - निश्चित चांगला, 60-51 - चांगला,
50-35 - साधारण, 34-00 - साधारणह
कमी

सर्वसाधारण मूल्यमापन व श्रेणी :

श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन अधिकार्याची सही व पदनाम

पुनर्विलोकन अधिकार्याचा अभिप्राय :

- मी प्रतिवेदन अधिकार्याने केलेल्या मूल्यमापनाशी सहमत आहे.
- मी खालील कारणावरून प्रतिवेदन अधिकार्याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो.

श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन अधिकार्याची सही व पदनाम



- १) अधिव्याख्याताचे / प्राध्यापकाचे नांव :-
२) कालावधी

भाग ६

(महाविद्यालय शाखेतील पदे आणि अध्यापन नियुक्ती धारण करणाऱ्या अधिकाऱ्यांसाठी)

- १) व्याख्यान देणे, विद्यार्थ्यांमध्ये
अध्ययनाची अभिरुची निर्माण करणे
विषयाच्या मुख्य भागाचा समावेश
होईल अशा रितीने विषयचूची
मांडणी करणे यातील निपुणता.
व
२) वर्गामध्ये/वर्गबाहेर शिस्त
राखण्याची समर्थता
३) वर्षाच्या कालावधीत केलेले कोणतेही
संशोधनाचे किंवा स्वतंत्र कार्य
४) खेळ, विद्यार्थ्यांचे उपक्रम इ. पाठ्येतर
कार्यक्रमात दर्शविलेली आवड

प्राचार्यांची सही व शिक्का

टीप : नमुना क्र. सर्वसा. २५४ बी. मई. या नमुन्यास पुरवणी म्हणून हा नमुना वापरावा.



Performance Based Appraisal System (PBAS) Link:

<http://nmu.ac.in/Portals/0/PBAS/B.pdf>

North Maharashtra University, Jalgaon

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Academic Year 20 - 20

(To be completed and submitted at the end of each academic year)

Part A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence (with Pincode)
7. Permanent Address (with Pincode)

Telephone No:

Email:

8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
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PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allocated	% of classes taken as per documented record

.Lecture (L), Seminar(S), Tutorial (T), Practical (P), Contact Hours(C)

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

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

S. No.	Course/Paper	Consulted	Prescribed	



CATEGORY: III .RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S. No.	Title with page nos.	Journals	ISSN/ISBN No	Whether peer Reviewed. Impact Factor , if any	No. of co-authors	Whether You are the main author	API Score

B) (i) Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, Editor & publisher	ISSN/ISBN No	Whether peer reviewed	No. of co-authors	Whether You are the main author	API Score

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether You are the main author	API Score



iii) Books Published as single author or as editor

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

iii) C). Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects/Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score

(c) (iii & iv) Completed Projects/Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilized(Rs lakh)	Whether policy document/patent as outcome	API Score

(D)Research Guidance

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



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

S. No.	Programme	Duration	Organized by	API Score

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

S. No.	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/national/state /regional/college or university level	API Score

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

S. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international/national	API Score



IV. SUMMARY OF API SCORES

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



PART C: OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)

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

1	6
2	7
3	8
4	9
5	10

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

Place & Date

Signature of the faculty with
Designation

Signature of HOD/Director

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



Instructions for Filling up Part B of the PBAS Proforma

- To fill up PBAS pro-forma use the document "SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF NORTH MAHARASHTRA UNIVERSITY AND COLLEGE TEACHERS"
- Part B of the Proforma is based on Appendix III, Table 1. It is to be filled out for the recently completed academic year.
- The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward are indicated in the Table.
- The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III,

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

