

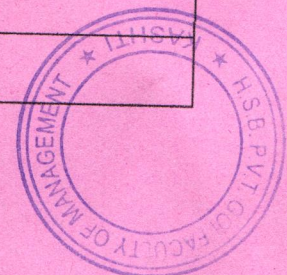
**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of Institutions,  
Faculty of Management. Kashti, Tal- Shrigonda, 414701.**

**PERFORMANCE APPRAISAL SCHEME**

**PART I - TEACHING STAFF**

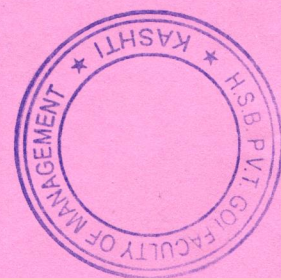
The performance of the teacher evaluated per annum, as per the following scheme for the Academic Year 2021-22:

SR. NO.	ITEMS OF EVALUATION	Reference Note No.	ITEMISED SCORE (Maximum)	TOTAL SCORE (Maximum)
<b>A</b>	<b>PERSONAL INFORMATION</b>			<b>39</b>
A1	Qualification	5	05	
A2	Additional / Improvement in Qualification	5	05	
A3	Punctuality		05	
A4	Work Culture / Behavioral Aspects		04	
A5	Keeping away from Addictive Habits		08	
A6	Regular Uniform, ID card etc.		04	
A7	Students' Appraisal	6	08	
<b>B</b>	<b>INSTITUTE LEVEL PERFORMANCE</b>			<b>26</b>
B1	Active Participation - Extension Activity	7	15	
B2	Active Participation - Examination Process	8	06	
B3	Participation - Govt. / Univ. Inspection Process	8	05	
<b>C</b>	<b>ACADEMIC PERFORMANCE</b>			<b>53</b>
C1	Use of Library Resources (Subject Knowledge)		10	
C2	Syllabus Coverage	9	05	
C3	Attendance	10	05	
C4	Sessions Plan & Achievement	9	05	





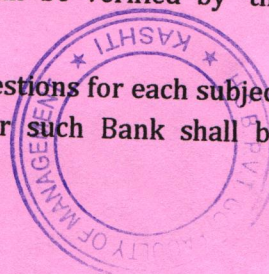
C5	Teaching Notes, PPTs	11	05	
C6	Question Banks	12	05	
C7	Result Analysis	13	10	
C8	Prompt to the classes and college		04	
C9	Full time engagement of class / practical		04	
<b>D</b>	<b>RESEARCH &amp; EXTENSION ACTIVITIES</b>			<b>47</b>
D1	Research Papers Publications / Presentations	14	15	
D2	Active participation in college level seminar	8	10	
D3	Awards, Grants & Patents	15	15	
D4	Guest Lectures / Seminars Delivered	16	02	
D5	Consultancy & Testing	17	05	
<b>E</b>	<b>OTHER ASPECTS</b>			<b>35</b>
E1	University / MSBTE exam. work (Outside college Assignments)	18	07	
E2	Govt. / Univ. Admin / Inspection work (Outside college Assignments)	19	07	
E3	Organizing Industrial Visit	20	07	
E4	Co-curricular, Extra-curricular Activities	20	07	
E5	Workshops / Seminars / Technical Events attended / Organized	20	07	
<b>TOTAL</b>				<b>200</b>





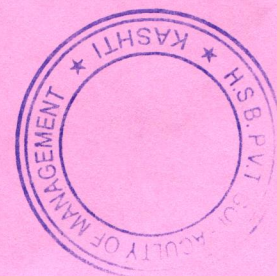
## REFERENCE NOTES:

1. Please note that the above table is NOT A FORMAT for performance appraisal, it is mere scheme for appraisal. A separate format is designed and attached herewith, of which Part A shall be filled in by the staff member, along with necessary documentary proof as prescribed by the authorities. Part B shall be filled in by the respective HOD / Director/ Director.
2. Each staff member must prepare his / her own detailed plan for Academic Year 2021-22 on the aspects mentioned above and submit the same to the respective HOD / Director/ Director on or before 30<sup>th</sup> June, 2022.
3. Over and above the 200 marks mentioned above, each staff has an opportunity to score extra marks (upto 20 marks) on the basis of excellent performance for admitting more students, dedication beyond routine office hours, and Leadership qualities or publishing or patenting a research. These marks may be allotted by the respective HOD / Director/ Director at his / her discretion.
4. Please note that there shall be negative markings for non-or-bad performance on the aspects mentioned above. Maximum of 40 such negative marks may be allotted by the respective HOD / Director/ Director at his / her discretion.
5. The qualification and improvement in qualification requires a documentary proof in the form of appropriate Mark Sheet and Degree Certificate, to be submitted by the teaching staff.
6. The HOD / Director/ Director, as the case may be, shall get Students' Feedback Forms twice a year. The analysis of the same shall be the documentary evidence to support the score on Students' Appraisal.
7. According to the instructions from the management, each teaching staff should be involved actively in the extension activity. Being a part of technical institute, exclusively in rural area, it is expected that every faculty should contribute towards socio-economic progress of rural India.
8. For all college / institute level activities, a documentary proof in the form of Notices, Circulars etc. is required. However, the score will not depend merely on these documents. The claims for such score shall be verified and approved by the HOD / Director/ Director, as the case may be.
9. The record kept by the concerned teaching staff need to be supported by the information provided by the Students' Appraisal Form.
10. Students Attendance Record shall be kept in a way as prescribed by the concerned HOD / Director/ Director. The said record is required to be verified and approved by the concerned HOD / Director/ Director on a weekly basis.
11. Each teaching staff shall prepare a detailed Teaching Note of approximately 100 pages (along with PPTs, other teaching aids etc. as may be required) for each subject separately. It may be handwritten or typewritten (but "copy-paste" strictly not allowed). It shall be based on the standard and prescribed text books and other reference books. It shall be revised and enlarged every academic year. The said notes and its quality shall be verified by the concerned HOD / Director/ Director.
12. Each teaching staff shall prepare a Question Bank of minimum 30 questions for each subject separately (preferably along with its Model Answers). Every year such Bank shall be





- augmented with minimum 15 questions. Such Question Bank shall consist of different types of questions, such as, Multiple Choice, Short Notes, Numerical Problems, Case lets, Case Studies, Applied Questions, Essay-type Questions etc. Students may be evaluated for intelligence at regular intervals.
13. The result analysis of semester or annual examination shall be done at the Department / College level, as the case may be. This shall be done within two days of the announcement of results. The said shall be approved by the concerned HOD / Director/ Director.
  14. The description of the marks to be awarded for research papers and / publications is as follows: Refereed Journals / Impact Factor Journal publications (at par with International Standards like Thomson - Reuters) and text or reference books published by International Journals along with subject books by National level publishers to be awarded with full marks and non-refereed but recognized and reputable journals and periodicals (having ISBN / ISSN No.s) as also full papers published as conference proceedings and subject books by local publishers shall be awarded with half of the marks. The co-authored publication of the research paper and / or text or reference books shall be awarded with one-fourth of the marks. Please note that there is maximum ceiling of 15 marks per annum on the publications made during one academic year.
  15. Full marks to be awarded for the National and International Level sponsored projects and awards, grants, patents etc. provided the concerned teaching staff/s shall exert for the same over and above his/her normal duties. Half of the marks to be awarded for the State and Local Level sponsored projects and awards, grants, patents etc. provided the concerned teaching staff/s shall exert for the same over and above his/her normal duties.
  16. The concerned teaching staff shall submit a copy of Invitation Letter and presentation certificate (to be supported by appropriate Leave Records) for claiming the marks. Full marks to be awarded for delivering such session at International and National level, whereas half of the marks to be awarded for delivering such session at State and Local level. Also, such teaching staff shall preferably deliver a talk on his / her experience in the Staff Academy, for claiming such marks.
  17. Full marks to be awarded for the National and International Level consultancy and testing assignments provided the concerned teaching staff/s shall exert for the same over and above his/her normal duties. Half of the marks to be awarded for the State and Local Level consultancy and testing assignments provided the concerned teaching staff/s shall exert for the same over and above his/her normal duties.
  18. These marks are subject to the appropriate documentary proof to be supported by the appropriate Leave Record of the college.
  19. These marks are subject to the appropriate documentary proof to be supported by the appropriate Leave Record of the college.
  20. The concerned teaching staff/s shall keep the full record of all notices, circulars, letters sent outside, third party and students' feedback on an event, letters received, the budget requirement, and expenses. The same shall be vouched by the concerned HOD / Director/ Director after the event.





**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of Institutions,  
Faculty of Management. Kashti, Tal- Shrigonda, 414701.**

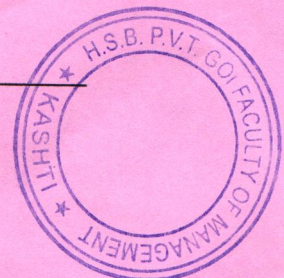
**FORMAT FOR PERFORMANCE APPRAISAL - TEACHING STAFF**

**PART A - (TO BE FILLED IN BY THE TEACHING STAFF)**

1. Full Name of the Staff Prof. Pachpute Sagar. A
2. Date of Birth 30-10-1989 (DD/MM/YYYY)
3. Mobile No. 9922807777
4. Email Id sagar5pate@umai.com
5. Educational Qualification - Graduation B.A., Post-graduation M.B.A.  
Doctoral \_\_\_\_\_, Others (Pls. Specify) \_\_\_\_\_
6. Participation in Extension Activity (Explain Contribution in brief) -  
Organiser for Various Activity.

---

7. Participation in Examination Process -
  - a) Internal Examination yes
  - b) External Examination yes
  - c) Practical / Project Examination yes
  - d) Continuous Evaluation Activities yes
8. Participation in College Inspection by University / Govt. Authorities etc.  
yes
9. Academic Performance (to be supported by the subject files containing the following information):
  - a. Subjects Taught yes (attached)
  - b. Syllabus Coverage % yes (attached)
  - c. Attendance Average % yes (attached)
  - d. Sessions Plan and its Achievement % 90%
  - e. Teaching Notes, PPTs etc. Prepared
  - f. Question Banks yes
  - g. Subject-wise Result % 85%
10. Research Papers Publication / Presentation 03
11. Participation in College level Seminar: Responsibility yes  
As Head \_\_\_\_\_, As Member ✓
12. Grants, Awards & Patents during the Academic Year —





13. Guest Lectures, Seminars delivered outside college during the Academic Year:

Carrear After Graduation

14. Consultancy & Testing Assignments during the Academic Year, for or through the institution/ college\_

15. Outside College Assignments:

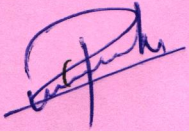
- a. University / MSBTE Examination yes
- b. University / Govt. Authorities Inspections etc. NO
- c. Arrangement of Industrial Visits yes

16. Within College Assignments:

- a. Extra-Curricular Activities yes
- b. Co-curricular Activities yes
- c. Seminars / Workshops / Technical Events yes

17. Any other important contribution (not covered above) \_\_\_\_\_

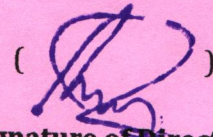
(Please specify)



Signature of the Staff

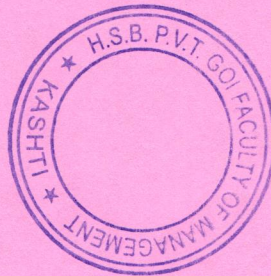


Signature of HOD



Signature of Director

Date - 16/5/2022



DIRECTOR  
H.S.B. P.V.T. GOI  
FUCULTY OF MANAGEMENT  
A/P. Kashti Tal. Shrigonda, Dist. A.Nagar 414701



**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of Institutions,  
Faculty of Management. Kashti, Tal- Shrigonda, 414701.**

**APPRAISAL - TEACHING STAFF**

**PART B - (TO BE FILLED IN BY THE DIRECTOR/ DIRECTOR)**

1. Punctuality of the staff \_\_\_\_\_
2. Work Culture / Behavioral Aspects \_\_\_\_\_
3. Keeping away from Addictive Habits \_\_\_\_\_
4. Regular uniform, ID card etc. \_\_\_\_\_
5. Subject knowledge of the subjects taught \_\_\_\_\_
6. Prompt to the classes \_\_\_\_\_
7. Full time engagement of the class \_\_\_\_\_
8. Overall Students Appraisal \_\_\_\_\_
9. Information Declared in Part A is TRUE / FALSE, \_\_\_\_\_  
If FALSE, please specify \_\_\_\_\_

**Recommended / not recommended for regular increments / promotions / extra increments**

\_\_\_\_\_ (Please give specific reasons)

( )

**Date -**

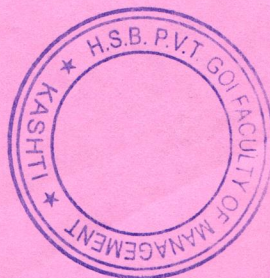
**Signature of the Director**

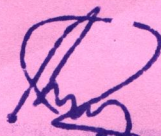
**Approved / Not Approved by the Management Authorities**

( )

**Date -**

**Hon'ble President / Hon'ble Secretary,  
HSBPVT's Parikrama Group of  
Institutions, Kashti.**



  
**DIRECTOR  
H.S.B. P.V.T. GOI  
FUCULTY OF MANAGEMENT  
A/P. Kashti Tal. Shrigonda, Dist. A.Nagar 414701**





Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

## Faculty of Management

Approved by AICTE, New Delhi  
Affiliated to Savitribai Phule Pune University, Pune, DTE, (MH) Mumbai.  
A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

www.parikrama.edu.in | directorpiom@parikrama.edu.in | +91-8751005005

**Academic Performance (to be supported by the subject files containing the following information):**

**2021-2022**

**Subject Teacher- Prof. Pachpute Sagar Ashok**

Sr.No	Year	Subject Taught	Syllabus Coverage	Attendance Average	Session Plan & Achievement	Notes, PPT	Question Bank	Subject wise Result
1	2021-2022	BOM	95 %	98 %	90 %	Yes	Yes	85%



*[Signature]*  
DIRECTOR  
H.S.B. P.V.T. GOI  
FACULTY OF MANAGEMENT  
A/P. Kashti Tal. Shrigonda, Dist. A.Nagar 414701

DTE Code: 5303  
AISHE Code: C-45884

PUN Code: IMMA017230  
ARA Code: 01555303

AICTE ID: 1-12614931