

Criteria VI
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Governance, Leadership and Management

Key Indicator - 6.3 Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for Teaching and Non-Teaching Staff

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Institutions Performance Appraisal System for Teachers



**Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research**

Affiliated to Savtribai Phule Pune University

Azam Campus, Camp.Pune-411001

Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com

Website: www.marhotelmanagement.com

Staff Appraisal

Name of the Staff: _____ Position: _____

Joining Date: _____ Length of service: _____

Assessment Year: _____ Appraisal done on: _____

Department: _____ Qualification: _____

Subject Taught:

1. Product / Technical Knowledge: _____

2. Initiative: _____

3. Execution of assigned task: _____

4. Creativity: _____

5. Time Management: _____

6. Planning: _____

7. Communication Skills: _____

8. Delegation: _____

9. Commitment: _____

10. Problem solving ability: _____

11. Teamwork: _____

12. Leadership: _____

13. Adaptability: _____

14. Regularity / attendance: _____

15. Outstanding achievement: _____

16. Job skills: _____

17. Result analysis of subjects taught: _____

18. Students feedback / Rating: _____

19. Appraisers comments / Recommendations: _____

20. Personal appearance: _____

Appraised by

Assoc. Prof. Imran Sayyed

Academic Coordinator

Prof. Dr. Anita Frantz

Principal

M. A. Rangoonwala Institute of Hotel Management & Research

Azam Campus, Camp, Pune - 1



Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,
Azam Campus, Camp.Pune-411001

Annual Performance Appraisal Reports

(Assessment Criteria for Teachers)

for Academic Year 2018-19.

(Performance Review Period – 1/07/2018 to 30/06/2019)

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: _____

SECTION-A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department /Centre	:	
4.	Email Telephone / Mobile Number	:	
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SECTION-B:

Appendix II

TABLE 1

Assessment Criteria and Methodology for Teachers

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading																											
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Table 2

Methodology for University and College Teacher for calculating Academic/Research Score
(Assessment must be based on evidence produced by the teacher such as: copy of publication, projectsanction letter, utilization and completion certificates issued by the University and acknowledgement for patent filing and approval letters, students' Ph.D. award letter, etc.)

Sr. No.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages/ Humanities/ Arts /Social /Sciences /Library / Education / Commerce / Management & other related disciplines	Self-appraisal Score	Verified Score
1.	(*) Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publication (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		
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	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	(a) Research guidance				
	Ph.D.	10 per degree awarded	10 per degree awarded		
		05 per thesis submitted	05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded		
	(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		
4.	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceeding (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within Country)	05	05		
	National	03	03		
	State/ University	02	02		
Total 1+2+3+4=					

Signature of the teacher

Signature of the HOD

Date:

(*) The Research score for research papers and would be augmented as follows:

Peer-Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's 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 |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |
- a) Two authors - 70% of total value of publication for each author
- b) More than two author- 70% of total value of publication for the first / principal / corresponding author and 30% of total value of publication for each of the joint author.
- c) Joint Project - Principal Investigator and Co-investigator would get 50% each.

NOTE:

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- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resources person /paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor/Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) *Assessment by the Vice Chancellor (for Heads)/ Head of the Department (for teachers) of the work done under each head of activity :*

Overall Grading for TABLE 1**Assessment Criteria and Methodology for University Teachers**

		Verified Grading
Good in teaching and satisfactory or good in activity at SI. No.2	Good	
Satisfactory in teaching and good or satisfactory in activity at SI.No.2.	Satisfactory	
If neither good nor satisfactory in overall grading	Not Satisfactory	
<p>Note:</p> <p><i>For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</i></p> <p><i>The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not be assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, ordinances of the parent institution.</i></p>		

(b) Justification of assessment of work as not satisfactory:

2. Comments of the IQAC Co-ordinator on Table 1 and Table 2:

3. Remarks and suggestions:

Signature

(IQAC Co-ordinator)

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)

Signature

(Principal)

Annual Performance Appraisal Reports

(Assessment Criteria for Teachers)

for Academic Year 2019-20.

(Performance Review Period – 1/07/2019 to 30/06/2020)

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: _____

SECTION-A: GENERAL

1.	Name	:	
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SECTION-B:

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Signature of the teacher

Signature of the HOD

Date:

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Annual Performance Appraisal Reports

(Assessment Criteria for Teachers)

for Academic Year 2020-21.

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	Editor of Book by International Publisher	10	10		
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	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	(a) Research guidance				
	Ph.D.	10 per degree awarded	10 per degree awarded		
		05 per thesis submitted	05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded		
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Total 1+2+3+4=					

Signature of the teacher

Signature of the HOD

Date:

(*) The Research score for research papers and would be augmented as follows:

Peer-Reviewed or UGC – listed journals (impact factor to be determined as per Thomson Reuter's list):

- | | | | |
|--------|--|---|-----------|
| xiii) | Paper in refereed journals without impact factor | - | 05 Points |
| xiv) | Paper with impact factor less than 1 | - | 10 Points |
| xv) | Paper with impact factor between 1 and 2 | - | 15 Points |
| xvi) | Paper with impact factor between 2 and 5 | - | 20 Points |
| xvii) | Paper with impact factor between 5 and 10 | - | 25 Points |
| xviii) | Paper with impact factor >10 | - | 30 Points |
- a) Two authors - 70% of total value of publication for each author
- b) More than two author- 70% of total value of publication for the first / principal / corresponding author and 30% of total value of publication for each of the joint author.
- c) Joint Project - Principal Investigator and Co-investigator would get 50% each.

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resources person /paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor/Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

7. (a) *Assessment by the Vice Chancellor (for Heads)/ Head of the Department (for teachers) of the work done under each head of activity:*

Overall Grading for TABLE 1**Assessment Criteria and Methodology for University Teachers**

		Verified Grading
Good in teaching and satisfactory or good in activity at SI. No.2	Good	
Satisfactory in teaching and good or satisfactory in activity at SI.No.2.	Satisfactory	
If neither good nor satisfactory in overall grading	Not Satisfactory	
<p>Note:</p> <p><i>For the purpose of assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</i></p> <p><i>The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, ordinances of the parent institution.</i></p>		

(b) Justification of assessment of work as not satisfactory:

8. Comments of the IQAC Co-ordinator on Table 1 and Table 2:

9. *Remarks and suggestions:*

Signature

(IQAC Co-ordinator)

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)

Signature

(Principal)

Institutions Performance Appraisal System for Librarian



**Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research**

Affiliated to Savtribai Phule Pune University

Azam Campus, Camp.Pune-411001

Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com

Website: www.marhotelmanagement.com

Academic Year: _____

Term: _____

Performance Appraisal Report for Librarian

Name: _____

Date of appointment: _____

Post Held: _____

1. Technical Knowledge: _____
2. Initiative: _____
3. Execution of Assigned Task: _____
4. Creativity: _____
5. Time Management: _____
6. Planning: _____
7. Communication Skills: _____
8. Delegation: _____
9. Problem Solving Ability: _____
10. Teamwork: _____
11. Adaptability: _____
12. Regularity / Attendance: _____
13. Outstanding Achievement: _____
14. Integrity & character: _____
15. Physical Fitness: _____

Place: _____

Date: _____

Signature of Employee

Assoc. Prof. Imran Sayyed
IQAC Coordinator

Prof. Dr. Anita Frantz
Principal

Institutions Performance Appraisal System for Non-Teaching Staff



**Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research**

Affiliated to Savtribai Phule Pune University
Azam Campus, Camp.Pune-411001
Tele No: 020-26442261/62 E-mail: info@marhotelmanagement.com
Website: www.marhotelmanagement.com

Academic Year (शैक्षणिक वर्ष): _____ Term (कालावधी): _____

Performance Appraisal Report

Name (नाव): _____

Date of appointment (नेमणुकीचा दिनांक): _____

Post Held (धारण केलेले पद): _____

1. Physical Fitness(शारीरिक तंदरुस्ती): _____
2. General ability (सर्वसाधारण बुद्धिमत्ता): _____
3. Technical ability (where applicable)(तांत्रिक कार्यक्षमता): _____
4. Integrity and character (सचोटी व चारित्र): _____
5. Special aptitude (विशेष कल): _____
6. Obedience (आज्ञाधारणकरण): _____
7. Punctuality (वक्तशीरपणा): _____
8. Penalties/Awards, if any (शिक्षा किंवा बक्षीस): _____
9. Grooming(सौंदर्य): _____
10. Relation with colleagues(सहकार्यांशी संबंध): _____
11. Relation with supervisor(पर्यवेक्षकाशी संबंध): _____
12. Eagerness to work(काम करण्याची उत्सुकता): _____

Place: _____

Date: _____

Signature of Employee

Assoc. Prof. Imran Sayyed
IQAC Coordinator

Prof. Dr. Anita Frantz
Principal