



Maharashtra Cosmopolitan Education Society's

M. A. Rangoonwala Institute of Hotel Management & Research, Pune.

Affiliated To Savitribai Phule Pune University / Institute code No. : 1042

Email: info@marhotelmanagement.com | Mobile No.: +91 9403 190 762

Dr. P. A. Inamdar
President, M.C.E. Society

Prof. Dr. Anita Frantz
Principal

CRITERION – 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator	6.3 Faculty Empowerment Strategies
Metric No.	6.3.1

- The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Sr. No.	Documents	Page No.
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Teachers Performance Appraisal 2021-2022

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

Annual Performance Appraisal Reports

(Assessment Criteria for Teachers)
for Academic Year 2021-22.
(Performance Review Period – 1/07/2021 to 30/06/2022)

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 2021-2022

SECTION-A: GENERAL

1.	Name	:	Imran Sayyed
2.	Designation	:	Asso. Prof IQAC Coordinator
3.	Name of the Department /Centre	:	Food Production
4.	Email Telephone / Mobile Number	:	8796668780
5.	Year of Performance Appraisal	:	2021-2022

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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																											
1.	Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<table border="1"> <tr> <td>80% & above</td> <td>:</td> <td>Good</td> </tr> <tr> <td>Below 80% but 70% & above</td> <td>:</td> <td>Satisfactory</td> </tr> <tr> <td>Less than 70%</td> <td>:</td> <td>Not Satisfactory</td> </tr> </table>	80% & above	:	Good	Below 80% but 70% & above	:	Satisfactory	Less than 70%	:	Not Satisfactory	<table border="1"> <tr> <td>Total Classes Assigned</td> <td>:</td> <td>27</td> </tr> <tr> <td>No. of Classes Taught</td> <td>:</td> <td>27</td> </tr> <tr> <td>% of Classes Taught</td> <td>:</td> <td>100</td> </tr> <tr> <td>Grade</td> <td>:</td> <td>Good</td> </tr> </table>	Total Classes Assigned	:	27	No. of Classes Taught	:	27	% of Classes Taught	:	100	Grade	:	Good							
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2.	Involvement in the university /college student related activities /research activities : (a) Administrative responsibilities such as head, chairperson/ Dean /Director/ Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and	<table border="1"> <tr> <td>Involved in at least 3 activities</td> <td>:</td> <td>Good</td> </tr> <tr> <td>1-2-activities</td> <td>:</td> <td>Satisfactory</td> </tr> <tr> <td>Not involved / undertaken any of the activities</td> <td>:</td> <td>Not Satisfactory</td> </tr> </table>	Involved in at least 3 activities	:	Good	1-2-activities	:	Satisfactory	Not involved / undertaken any of the activities	:	Not Satisfactory	<table border="1"> <tr> <td>Sr. No.</td> <td>Yes/No</td> </tr> <tr> <td>(a)</td> <td>Y</td> </tr> <tr> <td>(b)</td> <td>Y</td> </tr> <tr> <td>(c)</td> <td>Y</td> </tr> <tr> <td>(d)</td> <td>Y</td> </tr> <tr> <td>(e)</td> <td>N</td> </tr> <tr> <td>(f)</td> <td>N</td> </tr> <tr> <td>(g)</td> <td>N</td> </tr> <tr> <td>Grade</td> <td>Good</td> </tr> </table>	Sr. No.	Yes/No	(a)	Y	(b)	Y	(c)	Y	(d)	Y	(e)	N	(f)	N	(g)	N	Grade	Good	
Involved in at least 3 activities	:	Good																													
1-2-activities	:	Satisfactory																													
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Sr. No.	Yes/No																														
(a)	Y																														
(b)	Y																														
(c)	Y																														
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(e)	N																														
(f)	N																														
(g)	N																														
Grade	Good																														

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<p>field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organization seminars / conference /workshop, other college /university activities.</p> <p>(e) Evidence of activity involved in guiding PhD students.</p> <p>(f) Conducting minor or major research project</p> <p>(g) Sponsored by national or international agencies.</p> <p>At least one single or joint publication in peer-reviewed or UGC list of journals.</p>		
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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, project sanction 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	16	
2.	Publication (other than Research papers)				
	(a) Books authored which are published by;				
	International publishers	12	12	N	
	National Publishers	10	10	N	
	Chapter in Edited Book	05	05	N	
	Editor of Book by International Publisher	10	10	N	
	Editor of Book by National Publisher	08	08	N	
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03	N	
	Book	08	08	N	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula				
	(a) Development of Innovative pedagogy	05	05	5	
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course	N	

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(c) MOOCs			
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20	N
MOOCs (developed in 4 quadrant) per module/lecture	05	05	N
Content writer/subject matter expert foreach module of MOOCs (at least one quadrant)	02	02	N
Course Coordinator for MOOCs (4 creditcourse)(In case of MOOCs of lesser credits 05 marks/credit)	08	08	N
(d) E-Content			
Development of e-Content in 4 quadrant for a complete course/e-book	12	12	N
e-Content(developed in 4 quadrants) per module	05	05	N
Contribution to development of e-contentmodule in complete course/paper/e-book (at least one quadrant)	02	02	N
Editor of e-content for complete course/paper/e-book	10	10	N
(a) Research guidance			
Ph.D.	10 per degree awarded	10 per degree awarded	N
	05 per thesis submitted	05 per thesis submitted	N
M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	N
(b) Research Projects Completed			
More than 10 lakhs	10	10	
Less than 10 lakhs	05	05	05
(c) Research Projects Ongoing:			
More than 10 lakhs	05	05	N
Less than 10 lakhs	02	02	N
(d) Consultancy			
	03	03	03

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5	*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	N	
	International (within Country)	05	05	N	
	National	03	03	03	
	State/ University	02	02	N	
Total 1+2+3+4+5=				32	



Signature of the teacher



Signature of the HOD

Date: 10th May 2022

(*) 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

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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.)

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

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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</i></p> <p><i>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:

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3. Remarks and suggestions :



Signature
(IQAC Co-ordinator)

IQAC COORDINATOR

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)
M.A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Pune-1.



Signature
(Principal)

Teachers Performance Appraisal 2020-2021

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Annual Performance Appraisal Reports

(Assessment Criteria for Teachers)

for Academic Year 2020-21.

(Performance Review Period – 1/07/2020 to 30/06/2021)

PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 1/7/2020 to 30/6/2021

SECTION-A: GENERAL

1.	Name	:	Neeraj B.Joshi
2.	Designation	:	Assistant Professor
3.	Name of the Department /Centre	:	Hospitality Studies
4.	Email Telephone / Mobile Number	:	9881913984
5.	Year of Performance Appraisal	:	2020 - 2021

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SECTION-B:

Appendix II

TABLE 1

Assessment Criteria and Methodology for Teachers

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Involved in at least 3 activities	:	Good																													
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(c)	Yes																														
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(f)	No																														
(g)	No																														
Grade	Good																														

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Table 2

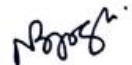
Methodology for University and College Teacher for calculating Academic/Research Score
(Assessment must be based on evidence produced by the teacher such as: copy of publication, project sanction letter, utilization and completion certificates issued by the University and acknowledgement for patent filing 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	-	
	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.	(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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(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: 30/6/2021

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(*) 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:

- 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.

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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 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</i></p> <p><i>and as per the acts, ordinances of the parent institution.</i></p>		

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AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

(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)

Teachers Performance Appraisal 2019-2020

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

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: 2019-20

SECTION-A: GENERAL

1.	Name	:	Puneet Basson
2.	Designation	:	Assistant Professor
3.	Name of the Department /Centre	:	Food Production
4.	Email Telephone / Mobile Number	:	Puneet.basson@azamcampus.org/ 7620577527
5.	Year of Performance Appraisal	:	2019-20

SECTION-B:

Appendix II

TABLE 1

Assessment Criteria and Methodology for Teachers

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading																					
1	Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	<table border="1"> <tr> <td>80% & above</td> <td>:</td> <td>Good</td> </tr> <tr> <td>Below 80% but 70% & above</td> <td>:</td> <td>Satisfactory</td> </tr> <tr> <td>Less than 70%</td> <td>:</td> <td>Not Satisfactory</td> </tr> </table>	80% & above	:	Good	Below 80% but 70% & above	:	Satisfactory	Less than 70%	:	Not Satisfactory	<table border="1"> <tr> <td>Total Classes Assigned</td> <td>:</td> <td>312</td> </tr> <tr> <td>No. of Classes Taught</td> <td>:</td> <td>314</td> </tr> <tr> <td>% of Classes Taught</td> <td>:</td> <td>100</td> </tr> <tr> <td>Grade</td> <td>:</td> <td>Good</td> </tr> </table>	Total Classes Assigned	:	312	No. of Classes Taught	:	314	% of Classes Taught	:	100	Grade	:	Good	
80% & above	:	Good																							
Below 80% but 70% & above	:	Satisfactory																							
Less than 70%	:	Not Satisfactory																							
Total Classes Assigned	:	312																							
No. of Classes Taught	:	314																							
% of Classes Taught	:	100																							
Grade	:	Good																							

1

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2.	Involvement in the university /college student related activities /research activities : (a) Administrative responsibilities such as head, chairperson/ Dean /Director/ Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organization seminars / conference /workshop, other college /university activities. (e) Evidence of	Involved in at least 3 activities	: Good	Sr. No.	Yes/No
		1-2-activities	: Satisfactory	(a)	Yes
		Not involved / undertaken any of the activities	: Not Satisfactory	(b)	Yes
				(c)	Yes
				(d)	Yes
				(e)	No
				(f)	No
				(g)	No
				Grade	Good

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.
 AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

	activity involved in guiding PhD students. (f) Conducting minor or major research project (g) Sponsored by national or international agencies. At least one single or joint publication in peer-reviewed or UGC list of journals.			
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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, project sanction 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	-	

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	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.	(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=	00



Signature of the HOD

Date:

IQAC COORDINATOR

4

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of Hotel Management & Research



Signature of the teacher

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(*) 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:

- 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.

M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.
 AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

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

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M.C.E. SOCIETY'S M.A. RANGOONWALA INSTITUTE OF HOTEL MANAGEMENT AND RESEARCH, PUNE.
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY (FORMERLY UNIVERSITY OF PUNE)

(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)

IQAC COORDINATOR

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)
M.A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp, Pune-1.



Signature

(Principal)
PRINCIPAL

M. A. Rangoonwala Institute of
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Teachers Performance Appraisal 2018-2019



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: 2018 - 2019
SECTION-A: GENERAL

1.	Name	:	Vincent Kedari
2.	Designation	:	Assistant Professor
3.	Name of the Department /Centre	:	Hospitality Studies
4.	Email Telephone / Mobile Number	:	vincentkedari@gmail.com/9860402211
5.	Year of Performance Appraisal	:	2018 - 2019

SECTION-B:

Appendix II

TABLE I
Assessment Criteria and Methodology for Teachers

Sr. No.	Activity	Grading Criteria	Self-appraisal Grading	Verified Grading																					
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Total Classes Assigned	:	220																							
No. of Classes Taught	:	220																							
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Grade	:	Good																							

2	Involvement in the university /college student related activities /research activities : (a) Administrative responsibilities such as head, chairperson/ Dean /Director/ Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organization seminars / conference /workshop, other college /university activities. (e) Evidence of activity involved	Involved in at least 3 activities	: Good	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Yes/No</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>Yes</td> </tr> <tr> <td>(b)</td> <td>Yes</td> </tr> <tr> <td>(c)</td> <td>Yes</td> </tr> <tr> <td>(d)</td> <td>Yes</td> </tr> <tr> <td>(e)</td> <td>No</td> </tr> <tr> <td>(f)</td> <td>No</td> </tr> <tr> <td>(g)</td> <td>No</td> </tr> <tr> <td>Grade</td> <td>Good</td> </tr> </tbody> </table>	Sr. No.	Yes/No	(a)	Yes	(b)	Yes	(c)	Yes	(d)	Yes	(e)	No	(f)	No	(g)	No	Grade	Good
		Sr. No.	Yes/No																			
		(a)	Yes																			
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(c)	Yes																					
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Not involved / undertaken any of the activities	: Not Satisfactory																					

	in guiding PhD students. (f) Conducting minor or major research project (g) Sponsored by national or international agencies. At least one single or joint publication in peer-reviewed or UGC list of journals.			
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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, project sanction 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	-	

	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.	(a) Research guidance				
	Ph.D.	10 per degree awarded	10 per degree awarded	-	
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	M.Phil/P.G. dissertation	02 per degree awarded	02 per degree awarded	-	
	(b) Research Projects Completed				
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	(c) Research Projects Ongoing:				
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	International (within Country)	05	05	-	
	National	03	03	-	
	State/ University	02	02	-	
Total 1+2+3+4=				0	


Signature of the teacher


Signature of the HOD

Date:

IQAC COORDINATOR

M A. Rangoor.wala Institute
of Hotel Management & Research

(*) 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):

- | | | |
|---|---|-----------|
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- 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.
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PART 'B'

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(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)

IQAC COORDINATOR

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)
M. A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp, Pune-1.



Signature

(Principal)

PRINCIPAL

M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1

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

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Signature
(IQAC Co-ordinator)

IQAC COORDINATOR

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)
M. A. Rangoonwala Institute
of Hotel Management & Research
Azam Campus, Camp, Pune-1.



Signature

(Principal)

PRINCIPAL
M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1

Teachers Performance Appraisal 2017-2018

Staff Appraisal

Name of the staff : Imran A Sayyed Position : HOD
Joining Date : July 8 2008 Length of service : 9 yrs.
Assessment Year : 2017 Appraisal done on : 30th June 2017
Department : Food Production Qualification : BSLHIM, DHMCJ
Subject Taught : Specialized Food Production EMBA, MPM.

1. Product / Technical Knowledge: Very Good.
2. Initiative: Very Good.
3. Execution of assigned task: Good.
4. Creativity: Very Good.
5. Time Management: Good.
6. Planning: Very Good.
7. Communication Skill: Good.
8. Delegation: Good.
9. Commitment: Good.
10. Problem solving ability: Very Good.
11. Teamwork: Good.
12. Leadership: Good.
13. Adaptability: Good.

14. Regularity / attendance: Good
15. Outstanding achievement: Good.
16. Job skills: Very good.
17. Result analysis of subjects taught: Good. 94%.
18. Students feedback / Rating: 98%.
19. Appraisers comments / Recommendations: Good.
20. Personal appearance: Very good.

Appraised by



Principal

M.A.R.I.H.M.R.

PRINCIPAL

M. A. Rangoonwala Institute of
Hotel Management & Research
Azam Campus, Camp, Pune - 1