



Yashoda Shikshan Prasarak Mandal's

YASHODA TECHNICAL CAMPUS, SATARA

NH-4, Wadhe Phata, Satara. Tele Fax- 02162-271238/39/40

Website- www.yes.edu.in, Email-registrar_ytc@yes.edu.in

Approved by AICTE / PCI New Delhi, Govt. of Maharashtra (DTE, Mumbai)

Affiliated to DBATU Lonere & Shivaji University, Kolhapur/ MSBTE, Mumbai.

Institute Code – 6757

Prof. Dasharath Sagare
Founder, President

Prof. Ajinkya Sagare
Vice-President

Dr. Vivekkumar Redasani
Director

NAAC SSR II CYCLE

Criterion VI



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6.3 Faculty Empowerment Strategies		
6.3.1	The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.	1-15



YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

Regi. No. - Maharashtra/13056/Satara

Office- 'Yashobal', Yashodanagar, Godoli, Near NH-4, Satara: - 415004.

Phone No: - 02162-237121, 271238/39/40, Fax : 02162-271239

E-mail id: - yspmadmin@yes.edu.in, Website: www.yes.edu.in

Performance Based Appraisal system (PBAS) Proforma-1

PERIOD OF APPRAISAL: 1ST JULY 20__ - 30TH JUNE 20__

PART - A: (GENERAL INFORMATION AND ACADEMIC BACKGROUND)

(to be filled by Faculty)

Name (in Block Letters) :

Department :

Designation (Joining):

Current Salary :

Date of Joining Institution:

Current Institute Name :

Academic Qualifications :

Examination	Name of Degree	Name of the University	Year of Passing/Award	Percentage of marks obtained	Division / Class/Grade	Specialization
Graduation						
Post-graduation						
Ph.D.						
Others If any						

Experience (Yrs.): Teaching: _____ Industrial: _____ Research: _____

Total Experience (Teaching + Industrial) =




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PART – B: PERFORMANCE PARAMETER INDICATORS

1. ACADEMIC PERFORMANCE & EVALUATION FOR TWO SEMESTERS

(THEORY / PRACTICAL COURSES)

i. DIRECT TEACHING OF THEORY/ PRACTICAL COURSES TAUGHT:

Sr. No.	Semester / Branch	Theory / Practical Course taught	Total lectures in semester as per plan	Actual no. of lectures conucted in semester	% Syllabus covered
1					
2					
3					
4					
5					
6					
7					
8					

REASONS FOR SHORTFALL (IF ANY), IN THEORY/PRACTICAL COURSES:

ii. RESULTS OF THEORY/ PRACTICAL COURSES TAUGHT:

Sr. No.	Semester / Branch	Theory / Practical Course taught	Total Students Appeared for Exam	All Clear Pass Students	% of Result	% University result for the course	Avg. % result of University for last 3 years of the course
1							
2							
3							
4							
5							
6							
7							
8							

REASONS FOR SHORTFALL (IF ANY), IN THEORY/PRACTICAL COURSES:



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iii. CONTRIBUTION IN EXAMINATION :

Semester / UG or PG	Nature of Examination Duties	No. of Examination Duties	Total No. of In-Semester Paper Assesed / Paper setting	Total No. of End Semester Paper Assesed / Paper setting	Remark

iv. CONTRIBUTION TO INNOVATIVE TEACHING- LEARNING CURRICULAM ENRICHED :

Sr. No.	Semester / Branch	Theory / Practical / Oral Course taught	Teaching- Learning Curriculum Material Enriched /Developed	Remark
1				
2				
3				
4				

v. STUDENTS' FEEDBACK:

(to be filled by Head of Department only)

Sr. No.	Name of Theory/ Practical Course Taught	Sem/Branch	Feedback Index

vi. PERFORMANCE AS GUARDIAN FACULTY MEMBER (GFM) / CLASS TEACHER:

No. of Students Allocated : _____

No. of Meeting Conducted with Students : _____

No. of Students Clearing All Subjects : _____

No. of Students Failing in One Subject : _____

No. of Students Failing in Two Subjects : _____

No. of students participation : _____




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2. PROFESSIONAL DEVELOPMENT/ CO-CURRICULAR / EXTRA-CURRICULAR / EXTENSION ACTIVITIES:

vi. FDP/SHORT TERM COURSE/ONLINE COURSES ATTENDED / ORGANIZED:

Semester	Name of Activity (FDP/STTP/On-Line Course attended/Organized)	Duration (IN DAYS)	Title	Remark

(Attach certificates for the courses attended)

vii. CONTRIBUTION IN CO-CURRICULAR (REMEDIAL CLASSES, STUDY VISIT, STUDENT SEMINAR, STUDENTS ASSOCIATION/CHAPTER ACTIVITY, etc) / EXTRA-CURRICULAR (ALUMNI ASSOCIATION, ENTERPRENEIRSHIP DEVELOPMENT CELL (EDC), CULTURAL, SPORTS, NSS, etc.) / EXTENSION ACTIVITIES (PUBLIC / POPULAR LECTURES / TALK / SEMINAR ON CAREER COUNSELLING, etc):

Sr. No.	Name of Activity	Semester	Report submitted

(Please attach separate sheet if required)

viii. CONTRIBUTION TO INTERACTION WITH OUTSIDE WORLD / SOCIETY / INDUSTRY THROUGH THIS ORGANIZED EXPERT or GUSET or VISITING LECTURES / INDUSTRIAL VISIT/ CONSULTANCY / SPONSORSHIP/ IN-PLANT/ INTERNSHIP, etc:

Sr. No.	Name of Activity	Semester	Report submitted

(Please attach separate sheet if required)



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ix. MEMBERSHIP OF PROFESSIONAL SOCIETY / BODIES : (if Applicable)

Sr. No.	Name of Professional Society / Body/ Association, etc.	Type of Membership	Membership NO.	Remark

(Please attach documents/proof)

x. ADDITIONAL PORTFOLIOS HANDLED:

a) Department Level:

b) Institute Level:

3. RESEARCH AND ACADEMIC CONTRIBUTION:

xi. CONTRIBUTION AS A GUIDE FOR ACADEMIC, INDUSTRY SPONSORED & RESEARCH-BASED PROJECTS AT UG or PG LEVEL:

(Attach proofs and submit brief synopsisrate sheet if required)

No. of UG Project guided	Achievements	No. of PG Project guided	Achievements




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xii. RESEARCH / ACADEMIC PROJECTS / PROPOSALS:

(Attach proofs and submit brief synopsis/rate sheet if required)

Title of Project / Proposal	Details of Funding Agency & Fund Sanctioned	Date & Duration of Project	Status

xiii. PUBLICATIONS / PATENT / COPYRIGHT / TRADEMARK:

(mention title of paper, details of journal/conference, books, books chapters, attach separate sheet if required. Also attach first page of the publications/proofs.)

Sr. No.	Title of Publication / Patent / Copyright/ Trademark (Registered or Published)	Details of Journal/Conference/Authority	ISBN/ISSN/CBR No. (Details if any)

xiv. STUDENTS ACHIEVEMENT THROUGH CONTRIBUTION BY FACULTY NOT COVERED ABOVE:

-
-
-
-
-

xv. ANY OTHER RELEVANT CONTRIBUTION NOT COVERED ABOVE:

-
-
-
-
-

(Note to Faculty: Submit the appraisal form duly filled to the Head of your Department)



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Name & Signature of Faculty

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PART – C

(to be filled by Head of Department)

Name of Faculty :

Name of Head of Department :

Length of service of Assessee under Head of Department :

(kindly, assess performance of Faculty on five point scale shown here with the help of information provided in **Part-I**. **5**-Outstanding, **4**-Very good, **3**-Good, **2**-Satisfactory, **1**-Unsatisfactory. In case of Unsatisfactory rating, it is necessary to mention reasons thereof on a separate sheet of paper.)

Sr. No.	Parameter	Self-Assessment on 5-point scale by Faculty (A)	Assessment by HOD on 5-point scale (B)	Multiplying factor (C)	Total points = (B) * (C)
1. ACADEMIC PERFORMANCE & EVALUATION FOR TWO SEMESTERS					
1	Direct teaching of Theory/ Practical Courses Taught			10	
2	Results of Theory/ Practical Courses Taught			05	
3	Performance in Examination related Activities			10	
4	Contribution in Innovative Teaching -Learning Material Development			10	
5	Student feedback	*		10	
6	Performance as GFM / Class teacher			05	
2. PROFESSIONAL DEVELOPEMENT / CO-CURRICULAR / EXTRA-CURRICULAR / EXTENSION ACTIVITIES					
7	FDP / STTP Course / Online Courses Attended / Organized			05	
8	Contribution in Co-curricular (Remedial Classes, Study Visit, Student Seminar, Students Association/Chapter Activity, etc.)			05	
9	Contribution in Extra-Curricular (Alumni Association, Enterpreneurship Development Cell (EDC), Cultural, Sports, NSS, etc.) / Extension Activities (Public/ Popular Lectures / Talk /Seminar On Career Counselling, etc.)			05	



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10	Contribution to Interaction with Outside World / Industry for Expert or Guest or Visiting Lecture / Industrial Visit/ Consultancy / Sponsorship/ In-Plant/ Internship, etc.			05	
11	Membership of Professional Society / Students Chapter / Students Association /			01	
12	Additional Portfolio Handled – Department Level			01	
13	Additional Portfolio Handled – Institute Level			02	
3. RESEARCH AND ACADEMIC CONTRIBUTION					
14	Contribution as a Guide for Academic, Industry Sponsored & Research-Based Projects At UG/PG Level			05	
15	Research & Academic Projects / Proposals			05	
16	Publications / Patent / Copyright / Trademark			05	
17	Students Achievent Through Contribution By Faculty Not Covered Above			02	
19	Any Other Relevant Contribution Not Covered Above			01	
20	Willingness to take responsibilities in new area of work & complete within time schedule	*		02	
21	Ability to inspire and motivate	*		02	
22	Supervisory ability	*		02	
23	Integrity and Trustworthiness	*		02	
TOTAL POINTS OBTAINED (out of 500)					
Performance Grade					
Excellent ("O")	Very Good ("A")	Good ("B")	Satisfactory ("C")	Not Satisfactory ("D")	
<400	350 - 399	300 - 349	250 - 299	> 250	

Date:

Signature & Seal of Head of Department

Note to HOD : 1. Minimum score of 250 out of 500 makes a faculty eligible for recommendadion of his/her annual increment/promotion to higher position.
 2. Submit appraisal forms of all faculty of your Department to Principal
 3. Flexibility is given 10% marks by giving optional preference of 10% marks of parameter indicator like for junior faculty research contribution and for senior faculty in examination & expansion of Yashoda Technical Campus marks.



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PART – D

(to be filled by Reviewing officers)

I agree with the assessment of the Head of Department

I differ with the assessment of the faculty member by Head of Department
for the following reasons.

Reasons :

Faculty Attendance Record:

Total Working Days (22-23)	Leave Details							Total Leave Days	Total Present Days	% of Attendance
	CL	EL	ML	SL	LWP	Vacation	C.Off			
282										

Final Remarks

Recommended/ Not recommended for annual increment / promotion for the next grade.

(Institute Seal)

PRINCIPAL

Submitted to: President, YSPM for the favor of approval.




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GUIDELINES TO FAULTY / HEADS OF DEPARTMENTS

FOR SELF-ASSESSMENT & ASSESMENT OF FACULTY PERFORMANCE

1. ACADEMIC PERFORMANCE & EVALUATION FOR TWO SEMESTERS

(THEORY / PRACTICAL COURSES)

i. Direct Teaching of Theory / Practical / Oral courses taught:

% Syllabus Theory Course	Points to award
>95	5
90 to 94	4
85 to 89	3
80 to 84	2
75 to 79	1
< 75	0

% Syllabus Practical Course	Points to award
>95	5
90 to 94	4
85 to 89	3
80 to 84	2
75 to 79	1
< 75	0

ii. Result in theory / Practical / Oral courses taught:

% Result Theory Course 1 st & 2 nd Year	Points to award
>60	5
50 to 59	4
41 to 49	3
31 to 40	2
< 30	1

% Result Theory Course 3 rd & Final Year	Points to award
>75	5
65 to 75 %	4
55 to 65	3
45 to 55	2
< 45	1

% Result Practical / Oral	Points to award
>95	5
85 to 95 %	4
75 to 85	3
60 to 75	2
<60	1

iii. PERFORMANCE IN EXAMINATION RELATED ACTIVITIES:

Performance In Examination Related Activities	Points to award
All 5 out of :- 1. Promptly done examination duties during Mid-Sem 2. Timely done Paper setting / assessment for Mid-Sem 3. Promptly done examination duties during end semester 4. Timely done Paper setting / assessment for End-Sem 5. Timely conducted submission / examination Practical / Oral	5
Any 4 out of :- 1. Promptly done examination duties during Mid-Sem 2. Timely done Paper setting / assessment for Mid-Sem 3. Promptly done examination duties during End-Sem	4



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4. Timely done Paper setting / assessment for End-Sem 5. Timely conducted submission / examination Practical / Oral	
Any 3 out of:- 1. Promptly done examination duties during Mid-Sem 2. Timely done Paper setting / assessment for Mid-Sem 3. Promptly done examination duties during End semester 4. Timely done Paper setting / assessment for End-Sem 5. Timely conducted submission / examination Practical / Oral	3
Any 2 out of:- 1. Promptly done examination duties during Mid-Sem 2. Timely done Paper setting / assessment for Mid-Sem 3. Promptly done examination duties during End semester 4. Timely done Paper setting / assessment for End-Sem 5. Timely conducted submission / examination Practical / Oral	2
NIL	0

iv. Contribution to Innovative Teaching- Learning Curriculum Material Enriched

Innovative Teaching- Learning Curriculum Material Enriched	Points to award
All 8 out of :- 1. Printed /Handwritten notes 2. Power points presentations of Lectures 3. Question banks-regular questions & MCQs 4. Solutions of last 3 set of University Question Papers 5. Chapter wise assessment 6. Laboratory manual 7. E-Content Development 8. Innovative Teaching-Learning Activity for course	5
All 7 out of :- 1. Printed /Handwritten notes 2. Power points presentations of Lectures 3. Question banks-regular questions & MCQs 4. Solutions of last 3 set of University Question Papers 5. Chapter wise assessment 6. Laboratory manual 7. E-Content Development 8. Innovative Teaching-Learning Activity for course	4
Any 6 out of :- 1. Printed /Handwritten notes 2. Power points presentations of Lectures 3. Question banks-regular questions & MCQs 4. Solutions of last 3 set of University Question Papers 5. Chapter wise assessment 6. Laboratory manual 7. E-Content Development 8. Innovative Teaching-Learning Activity for course	3
Any 5 out of:- 1. Printed /Handwritten notes 2. Power points presentations of Lectures 3. Question banks-regular questions & MCQs 4. Solutions of last 3 set of University Question Papers 5. Chapter wise assessment 6. Laboratory manual 7. E-Content Development 8. Innovative Teaching-Learning Activity for course	2
Any 4 out of:- 1. Printed /Handwritten notes 2. Power points presentations of Lectures 3. Question banks-regular questions & MCQs 4. Solutions of last 3 set of University Question Papers 5. Chapter wise assessment 6. Laboratory manual 7. E-Content Development 8. Innovative Teaching-Learning Activity for course	1
NIL	0



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v. STUDENT FEEDBACK

% Feedback Index	Points to award
> 80	5
60 to 80	4
50 to 60	3
40 to 50	2
< 40	1

vi. Performance as GFM:

Performance as GFM	Points to award
Regular meetings+ well documentation + 60 % all clear students	5
Regular meetings + > 50 % all clear students in the group	4
Regular meetings + >40 % all clear students in the group	3
Regular meetings + >30 % all clear students in the group	2
No regularity in conduct of meeting	0

(All HODs should ensure uniform distribution of students to GFMs based on their merit)

2. PROFESSIONAL DEVELOPEMNT/ CO-CURRICULAR / EXTRA-CURRICULAR / EXTENSION ACTIVITIES:

vii. FDP/SHORT TERM COURSE/ONLINE COURSES ATTENDED / ORGANIZED

Participation/ organization of Workshops/Lectures (Inhouse/external)	Points to award
>3	5
3	4
2	3
1	2
Nil	0

viii. CONTRIBUTION IN CO-CURRICULAR ACTIVITIES:

Criteria	Points to award
Active involvement in organizing > 3 activities	5
Active involvement in organizing 3 activities	4
Active involvement in organizing 2 activities	3
Active involvement in organizing 1 activities	2
Involvement in no activity	0




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ix. CONTRIBUTION IN EXTRA-CURRICULAR / EXTENSION ACTIVITIES:

Criteria	Points to award
Active involvement in organizing > 3 activities	5
Active involvement in organizing 3 activities	4
Active involvement in organizing 2 activities	3
Active involvement in organizing 1 activities	2
Involvement in no activity	0

x. CONTRIBUTION TO INTERACTION WITH OUTSIDE WORLD / INDUSTRY THROUGH ORGANIZED EXPERT or GUEST or VISITING LECTURES / INDUSTRIAL VISIT/ CONSULTANCY / SPONSORSHIP/ IN-PLANT/ INTERNSHIP, etc

Criteria	Points to award
Active involvement in organizing > 3 activities	5
Active involvement in organizing 3 activities	4
Active involvement in organizing 2 activities	3
Active involvement in organizing 1 activities	2
Involvement in no activity	0

xi. MEMBERSHIP OF PROFESSIONAL SOCIETY / BODIES

Criteria	Points to award
Active membership of professional society Involvement in organizing \geq 3 membership	5
Active membership of professional society Involvement in organizing = 2 membership	4
Active membership of professional society Involvement in organizing = 1 membership	3
No membership	0

xii. ADDITIONAL PORTFOLIO HANDLED - Department Level

Criteria	Points to award
Active involvement in Portfolios (Department) = 3 Portfolio	5
Active involvement in Portfolios (Department) = 2 Portfolio	4
Active involvement in Portfolios (Department) = 1 Portfolio	3
Proactive Involvement in portfolio	0




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xiii. ADDITIONAL PORTFOLIO HANDLED – Institute Level

Criteria	Points to award
Active involvement in Portfolios (Institute) = 3 Portfolio	5
Active involvement in Portfolios (Institute) = 2 Portfolio	4
Active involvement in Portfolios (Institute) = 1 Portfolio	3
Proactive Involvement in portfolio	0

3. RESEARCH AND ACADEMIC CONTRIBUTION

xiv. CONTRIBUTION AS A GUIDE FOR ACADEMIC, INDUSTRY SPONSORED & RESEARCH-BASED PROJECTS AT UG / PG LEVEL:

Contribution as a Guide for Academic, Industry Sponsored & Research-Based Projects At UG/PG Level	Points to award
Any 5 out of :- 1. Project completed in duration 2. Participated in any competition 3. Published any paper based on project in conference/journals 4. Registered /Published Patent/Design Patent/Trademark/Copyright on project 5. Funds received/sponsored from any authority	5
Any 3 out of :- 1. Project completed in duration 2. Participated in any competition 3. Published any paper based on project in conference/journals 4. Registered /Published Patent/Design Patent/Trademark/Copyright on project 5. Funds received/sponsored from any authority	4
Any 2 out of:- 1. Project completed in duration 2. Participated in any competition 3. Published any paper based on project in conference/journals 4. Registered /Published Patent/Design Patent/Trademark/Copyright on project 5. Funds received/sponsored from any authority	3
Any 1 out of:- 1. Project completed in duration 2. Participated in any competition 3. Published any paper based on project in conference/journals 4. Registered /Published Patent/Design Patent/Trademark/Copyright on project 5. Funds received/sponsored from any authority	2
NIL	0

xv. RESEARCH / ACADEMIC PROJECTS / PROPOSAL

Particulars	Points to award
Completed projects and patent received	5
Completed projects and applied for patent	4
Completed projects	3
Projects ongoing	2
Projects submitted to funding agencies	1




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xvi. PUBLICATIONS / PATENT / COPYRIGHT / TRADE MARK

Publications	Points to award
1 paper in Refereed Journal/ 2 in International conferences or Patent/Copyright Published	5
1 paper in International conference / 2 in National conferences or Patent/Copyright Registered	4
1 paper in National conference	3
Paper submitted but rejected	2
No attempt made	1

xvii. STUDENTS ACHIEVEMENT THROUGH CONTRIBUTION BY FACULTY NOT COVERED ABOVE:

Criteria	Points to award
Proactive involvement in Activities >3	5
Proactive involvement in Activities 2	4
Proactive involvement in Activities 1	3
No involvement in Activities	0

xviii. ANY OTHER RELEVANT CONTRIBUTION NOT COVERED ABOVE

Criteria	Points to award
Proactive involvement in Activities >3	5
Proactive involvement in Activities 2	4
Proactive involvement in Activities 1	3
No involvement in Activities	0

xix. WILLINGNESS TO TAKE RESPONSIBILITIES IN NEW AREA OF WORK & COMPLETE WITHIN TIME SCHEDULE:

There are roughly following portfolios which can be assigned to faculty members for effective functioning of department/institution. Time Table/ Attendance monitoring/ Student activities/ Class Teacher/ Lab in charge/Industrial visits/ Student feedback and analysis/Department library / Soft skill workshops/ Industrial training /Exam coordination/ Publicity etc.

Following criteria be applied for evaluation of Faculty member.

Criteria	Points to award
Handling more than 3 portfolios	5
Handling 3 portfolios	4
Handling 2 portfolios	3
Handling 1 portfolios	2
Involvement in no portfolio	0

xx. ABILITY TO INSPIRE AND MOTIVATE STUDENTS/ SUPERVISORY ABILITY/ INTEGRITY AND TRUSTWORTHINESS:

Head of Department should utilize his / her own discretion for awarding points for supervisory ability, integrity & trustworthiness and ability of a faculty member to inspire and motivate students.




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