**Anjuman Khairul Islam's**

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accreditated College • DST - FIST Funded College

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## PART 'A'

## YEAR OF PERFORMANCE APPRAISAL:2022-23

### SECTION – A : GENERAL

| 1. | Name | : | **Dr. Amjad Salim Shaikh** |
|---|---|---|---|
| 2. | Designation | : | Assistant Professor |
| 3. | Name of the Department | : | Mathematics |
| 4. | Communication Address | : | Department of Mathematics, Poona College of Arts, Science and Commerce, Pune. |
| 5. | Email | : | amjad.shaikh@poonacollege.edu.in |
| 6. | Telephone / Mobile number | : | 9890627503 |

**Table 1**
**Assessment criteria and methodology for college teachers**

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| Sr No | Activity | Grading Criteria | | Self-appraisal grading | | Verified Grading |
|---|---|---|---|---|---|---|
| 1. | **Teaching:**<br><br>(Number of classes taught/total classes assigned) x 100%<br><br>(Classes taught includes Sessions on tutorials, lab and other teaching related activities) | 80% & above | Good | Total classes Assigned | **480** | |
| | | Below 80% but 70% & above | Satisfactory | No.of Classes Taught | **480** | |
| | | Less than 70% | Not Satisfactory | % of classes Taught | **100** | |
| | | | | **GRADE: Good** | | |
| 2. | **Involvement in the University/College Students related activities/ research activities:**<br>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.<br>b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.<br>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.<br>d) Organizing seminars /conferences /workshops, other college/university activities.<br>e) Evidence of actively involved in guiding Ph.D students.<br>f) Conducting minor or major research project sponsored by national or international agencies.<br>g) At least one single or joint publication in peer reviewed or UGC list of Journals.<br><br>**GRADING CRITERIA**<br>Involved in at least 3 activities……. Good<br>1-2 activities……………………. Satisfactory<br>Not involved /undertaken any of activity…Not Satisfactory | Sr.No | Yes/No | | | |
| | | a) | **Yes** | | | |
| | | b) | **Yes** | | | |
| | | c) | **Yes** | | | |
| | | d) | **No** | | | |
| | | e) | **Yes** | | | |
| | | f) | **No** | | | |
| | | g) | **Yes** | | | |
| | | **Number of activities: 05.**<br><br>**GRADE: Good** | | | | |

**Overall Grading:**

- 80% & above – Good

- Below 80% but 70% & above – Satisfactory

- Less than 70% – Not  satisfactory

**Good**: Good in teaching and satisfactory or good in activity at Sr.No.2.

Or

**Satisfactory**: Satisfactory in teaching and good or satisfactory in activity at Sr.No.2.

Or

**Not Satisfactory**: If neither good nor satisfactory in overall grading


**NOTE**: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching 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, Extraordinary Leave, Sabbatical, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves /deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

**Table 2**
**Methodology for University & College Teachers 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 acknowledge for patent filing and approval letters, students Ph.D. awarded letter etc.)*

| S N | Academic/Research Activity | Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of languages/ Humanities/Arts/ Social Sciences/ Library/ Education/ Physical 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 | | |
| | **The Research score for research papers would be augmented as follows:** Peer-Reviewed or UGC-listed journals (*Impact factor as per Thomson Reuter's list*): | | | | |
| | i) Paper in refereed journals without impact factor  **: 5 Points** | | | NIL | |
| | ii) Papers with impact factor less than 1  **: 10 Points** | | | NIL | |
| | iii) Papers with impact factor between 1 and 2  **: 15 Points** | | | NIL | |
| | iv) Papers with impact factor between 2 and 5  **: 20 Points** | | | NIL | |
| | v) Papers with impact factor between 5 and 10  **: 25 Points** | | | NIL | |
| | vi) Papers with impact factor > 10  **: 30 Points** | | | NIL | |
| | ***a) Two authors : 70% of total value of publication for each author*** | | | | |
| | ***b) More than two authors : 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*** | | | | |
| | | | **Total** | NIL | |
| 2 | **Publication (Other than Research papers)** | | | | |
| | **(a) Books authored which are published by** | | | | |
| | International publishers | 12 | 12 | NIL | |
| | National publishers | 10 | 10 | NIL | |
| | Chapter in Edited Book | 05 | 05 | NIL | |
| | Editor of Book by International Publisher | 10 | 10 | NIL | |
| | Editor of Book by National Publisher | 08 | 08 | NIL | |
| | **(b) Translation works in Indian & Foreign Language by qualified faculties** | | | | |
| | Chapter or Research paper | 03 | 03 | NIL | |
| | Book | 08 | 08 | NIL | |
| | | | **Total** | NIL | |

| | | | | | |
|---|---|---|---|---|---|
| **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 | NIL | |
| | **(b)** Design of new curricula and courses | 02 per curricula /course | 02 per curricula/ course | NIL | |
| | **(c)** MOOCs | | | | |
| | Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) | 20 | 20 | NIL | |
| | MOOCs (developed in 4 quadrant) per module/lecture | 05 | 05 | NIL | |
| | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 | 02 | NIL | |
| | Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) | 08 | 08 | NIL | |
| | **(d) E-Content** | | | | |
| | Development of e-Content in 4 quadrant for a complete course/e-book | 12 | 12 | NIL | |
| | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 | 02 | NIL | |
| | Editor of e-content for complete course/paper/e-book | 10 | 10 | NIL | |
| | **Total** | | | 00 | |
| **4** | **(a) Research Guidance** | | | | |
| | Ph. D. | 10/degree awarded | 10/degree awarded | NA | |
| | | 05/ thesis submitted | 05/thesis submitted | NA | |
| | M. Phil/P.G. dissertation | 02/degree awarded | 02/degree awarded | NA | |
| | **NOTE**: *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.* | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | **(b) Research Projects Completed** | | | | |
| | More than 10 lakhs | 10 | 10 | NIL | |
| | Less than 10 lakhs | 05 | 05 | NIL | |
| | **Research Projects On-going** | | | | |
| | More than 10 lakhs | 05 | 05 | NIL | |
| | Less than 10 lakhs | 02 | 02 | NIL | |
| | **NOTE**: Joint Projects: Principal Investigator and Co-investigator would get 50% each | | | | |
| | **(c) Consultancy** | 03 | 03 | NIL | |
| | | | **Total** | 00 | |
| | **(a) Patents** | | | | |
| | International | 10 | 10 | NIL | |
| | National | 07 | 07 | NIL | |
| **5** | **(b)\* Policy documents (Submitted to an International body /organization like UNO/UNESCO/World Bank/International Monetary Fund etc. Or Central Government or State Government)** | | | | |
| | International | 10 | 10 | NIL | |
| | National | 07 | 07 | NIL | |
| | State | 04 | 04 | NIL | |
| | **Awards/ Fellowship** | | | | |
| | International | 07 | 07 | NIL | |
| | National | 05 | 05 | NIL | |
| | | | **Total** | 00 | |
| **6** | **\*Invited lectures/Resource Person/paper presentation in seminars/ Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once)** | | | | |
| | International (Abroad) | 07 | 07 | NIL | |
| | International (within Country) | 05 | 05 | 05 | |
| | National | 03 | 03 | NIL | |
| | State/University | 02 | 02 | 04 | |
| | *\*For the purpose of calculating score of the teacher, the combined research score from the categories of '5(b)'. Policy document and '6'.*<br><br>*Invited lectures/Resource person/paper presentations shall have an upper capping of 30% of the total research score of the teacher concerned.* | | | | |
| | | | **Total** | 09 | |

## SUMMARY SHEET OF ACADEMIC/RESEARCH SCORE

| Sr. No. | Academic /Research Score | Self-appraisal Score | Verified Score |
|---|---|---|---|
| 1 | Research Papers in Peer-Reviewed or UGC listed Journals | 00 | |
| 2 | Publication (Other than Research papers) | 00 | |
| 3 | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula | 00 | |
| 4 | a) Research Guidance b) Research Projects Completed c) Research Projects On-going d) Consultancy | 00 | |
| 5 | a) Patents b) Policy documents c) Awards/ Fellowship | 00 | |
| 6 | Invited lectures/Resource Person/paper presentation in seminars/Conferences/full paper in conference proceeding (Paper presented in Seminar/Conference and also published as full paper in conference Proceeding will be counted only once) | 09 | |
| | **Total of- III (1+2+3+4+5+6)** | **09** | |

*THE RESEARCH SCORE SHALL BE FROM THE MINIMUM OF THREE CATEGORIES OUT OF SIX CATEGORIES.*

**NOTE:**
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.
- For the purpose of calculating research score of the person, the combined research score from the categories of Policy Document and Invited lectures / Resource Person /paper presentation shall have an upper capping of 30% of the total research score of the person.
- **The research score shall be from the minimum of 3 categories out of 6 categories.**

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

**Date:**      /      /

**Place:**

**Signature of the Faculty**
**with Designation, place and Date**                    **Signature of HOD**

**IQAC Coordinator**                    **College Seal**                    **Principal**

# GOVERNMENT OF MAHARASHTRA

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

## Performance Appraisal for Head of Department

| | |
|---|---|
| Name of the Head of the Department: | |
| Designation: | |
| Name of Institute: | |

| | | |
|---|---|---|
| Duration of Appraisal: | 01-04- | to 31-03- |

Note: * indicates multiplication sign

## 1. Performance of Engaging Lectures: (As a teacher)

| Sr. No. | Class / Course | Subjects taught | No. of lectures target | 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) Good – 0.7 (90-81) | 05 | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |

## 2. Performance of Attendance of Students: (As a teacher)

| 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 (8)*(9) |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| 1. | | | | | | | | Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00) | 05 | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |

## 3. Performance of Results: (As a teacher)

| Sr. No. | Class / Course | Subjects taught | Average results of same subjects 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 (8)*(9) |
|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1. | | | | | | Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00) | 05 | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |

### 4. Performance of Attendance: (Department as a whole)

| Sr. No. | Name of the teacher | Average of attendance from 2 Column (8) of teacher in the department | Average of Col. (3) | Performance and Multiplying factors | Max. Weight | Weight achieved (8)*(9) |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | Excellent – 1.0 (100-81) | | |
| 2. | | | | Good – 0.7 (80-61) | | |
| 3. | | | | Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00) | 10 | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |

### 5. Performance of Results: (Department as a whole)

| Sr. No. | Name of the teacher | Average performance from Table 3 Col. (6) of teacher in the department | Average of Col. (3) | Performance and Multiplying factors | Max. Weight | Weight achieved (8)*(9) |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | Excellent – 1.0 (100-81) | | |
| 2. | | | | Good – 0.7 (80-61) | | |
| 3. | | | | Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00) | 10 | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |

**Total weight achieved in TABLES 1, 2, 3, 4 and 5**

### 6. Other Performance:

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|---|---|---|---|---|---|
| | | Excellent | Good | Average | Poor |
| 1. | **Supervision on Staff Performance** | | | | |
| | a) Supervision of classes and laboratory sessions of teaching staff. | | | | |
| | b) Implementing academic calendar. | | | | |
| | c) Uniform course coverage and synchronizing practicals with theory classes. | | | | |
| | d) Taking a review of use of charts, models, teaching aids. | | | | |
| | e) Control on attendance of students in the subjects of the department. | | | | |

| No. | Performance indicator to be assessed | Evaluation by Reporting Officer | | | |
|---|---|---|---|---|---|
| | | Excellent | Good | Average | Poor |
| **2.** | **Personal Academic Achievement:** | | | | |
| | a) Use of library books, periodicals or participation in seminars / workshops. | | | | |
| | b) Updates knowledge **or** delivers speeches in other institutions. | | | | |
| | c) Participation in Curriculum or Learning resource development. | | | | |
| | d) Memberships of professional bodies **or** Awards **or** Honours. | | | | |
| | e) Innovations in Education, Evaluation, Examination reforms. | | | | |
| | | | | | |
| **3.** | **Managerial Skill:** | | | | |
| | a) Efficiency in conducting examinations / admissions / gymkhana activities. | | | | |
| | b) Projecting image of institution. | | | | |
| | c) Resolving conflicts in the institution. | | | | |
| | d) Maintaining student discipline and creating congenial atmosphere. | | | | |
| | e) Leadership of action in crisis. | | | | |
| | | | | | |
| **4.** | **Administrative Skill:** | | | | |
| | a) Maintains good record keeping / handles audit objections effectively. | | | | |
| | b) Prepares proposals for institutional development / reports of inspections. | | | | |
| | c) Conducts departmental meetings regularly. | | | | |
| | d) Maintains equipment in the laboratories. | | | | |
| | e) Willing to assume higher responsibility or any responsibilities assigned. | | | | |
| | | | | | |
| **5.** | **Co-curricular Activities and Staff Development:** | | | | |
| | a) Organizing cultural programmes / gathering / sports / competitions. | | | | |
| | b) Interest in activities related to hostel. | | | | |
| | c) Provides extension services to the rural / urban community. | | | | |
| | d) Deputing / Relieving staff for training programmes. | | | | |
| | e) Organizing Continuing Education Training Programmes / Summer Schools / Winter Schools / Distance Learning Programmes. | | | | |
| | | | | | |
| **6.** | **Interaction with External Environment:** | | | | |
| | a) Interaction with Industry / UGC / AICTE / TTTI / ISTE / Higher Office. | | | | |
| | b) Interest in Placement of students. | | | | |
| | c) Participation in Resource generation, Testing, Consultancy, etc. | | | | |
| | d) Liaison with parents, society. | | | | |
| | e) Activities of Alumni association. | | | | |
| | **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]** | | |
| **Total weight achieved out of 100** | | | |
| *In words*: | | | |

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

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_____

टिप ः खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट,        ८१-७१ उत्कृष्ट,
७१-६१ निश्चित चांगला,      ६०-५१ चांगला,
५०-३५ साधारण,            ३४-०० साधारणहून कमी

## सर्वसाधारण मूल्यामापन व श्रेणी ः

_____

_____          श्रेणी ः

_____

ठिकाण ः

दिनांक ः                                        प्रतिवेदन अधिका-याचा सही व शिक्का

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## पुनर्विलोकन अधिका-याचा अभिप्राय ः

☐ मी प्रतिवेदन अधिका-याने केलेल्या मूल्यामापणाशी सहमत आहे .

☐ मी खालील कारणावरून प्रतिवेदन अधिका-याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो .

_____

_____          श्रेणी ः

_____

ठिकाण ः

दिनांक ः                                        पुनर्विलोकन अधिका-याची सही व शिक्का