



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-accredited College • DST - FIST Funded College



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PART 'A'

YEAR OF PERFORMANCE APPRAISAL:2023-24

SECTION – A : GENERAL

1.	Name	:	Dr. Amjad Salim Shaikh
2.	Designation	:	Assistant Professor
3.	Name of the Department	:	Mathematics
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SECTION - B:

Appendix –II

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.	<p>Teaching:</p> <p>(Number of classes taught/total classes assigned) x 100%</p> <p>(Classes taught includes Sessions on tutorials, lab and other teaching related activities)</p>	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.	<p>Involvement in the University/College Students related activities/ research activities:</p> <p>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.</p> <p>b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>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.</p> <p>d) Organizing seminars /conferences /workshops, other college/university activities.</p> <p>e) Evidence of actively involved in guiding Ph.D students.</p> <p>f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>g) At least one single or joint publication in peer reviewed or UGC list of Journals.</p> <p>GRADING CRITERIA Involved in at least 3 activities..... Good 1-2 activities..... Satisfactory Not involved /undertaken any of activity...Not Satisfactory</p>	Sr.No	Yes/ No			
		a)	Yes			
		b)	Yes			
		c)	Yes			
		d)	No			
		e)	Yes			
		f)	No			
		g)	Yes			
		Number of activities: 05.				
		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
	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
1	The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed journals (<i>Impact factor as per Thomson Reuter's list</i>):				
	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	

	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	
	(a) Research Guidance				
	Ph. D.	10/degree awarded	10/degree awarded	NA	
		05/ thesis submitted	05/thesis submitted	NA	
4	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	
5	(a) Patents				
	International	10	10	NIL	
	National	07	07	NIL	
	(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'.				
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-
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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) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	10	
2.						
3.						
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) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	10	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Total weight achieved in TABLES 1, 2, 3, 4 and 5	
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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			
<i>In words:</i>			

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).

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 :

टिकाण :

दिनांक :

प्रतिवेदन अधिका-याचा सही व शिक्का

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 :

टिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का