



**Lokmanya Tilak Jankalyan Shikshan Sanstha's**  
**PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING**  
Harpur Nagar, Umred Road (Near Bada Tajbagh), Nagpur-24  
(Approved by AICTE, New Delhi, Govt. of Maharashtra  
and affiliated to Rashtrasant Tukdoji Maharaj Nagpur University)  
Email: principalpbcoe@gmail.com, Website: www.pbcoe.edu.in  
**NAAC Accredited**



### **6.3.1 The institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff**

To whom IT may concern

#### **INDEX**

<b>Sr. No</b>	<b>Description</b>	<b>Page Number</b>
1	Medical Leave	2-3
2	Maternity Leave	4-5
3	Leave Standing Order	6-9
4	Study Leave	10
5	Self-Appraisal Form format (Teaching and NonTeaching)	11-16
6	Annual Confidential Report format	17-19



Lokmanya Tilak Jankalyan Shikshan Sanstha's  
**Priyadarshini Bhagwati College of Engineering, Nagpur**  
ESTABLISHMENT SECTION

Application for CL/ML/EL

- Name: Animeshchandra Halder
- Designation: Asst. Professor Section/Deptt: Applied chemistry
- Period of Casual Leave applied for 04 Days From 21/2/2022 To 24/2/2022 With permission to prefix/suffix Sundays and Holidays on \_\_\_\_\_
- Reason Medical

Date:- 16/3/2022

[Signature]  
 Signature of Applicant

**Remarks by OIC Section / HOD**

ML  
 CL/ML/EL due 04 Days  
 Shri /Smt./Ku. Animeshchandra Halder may / ~~may not~~ be granted leave  
 Applied by him / her for the reason medical

[Signature]  
16/03/2022  
 OIC Section / HOD

**Period Adjustment:-**

NA

Period / Class	Substitute	Signature of Substitute	Period / Class

(For Office Use only)

**Remarks by the Registrar**

CL/ML/EL 04 days from 21/2/22 to 24/2/22 recommended for approval.  
 CL/ML/EL balance after deduction    days.

Date :- 16/03/2022

[Signature]  
 Registrar

**Remarks by the Principal**

APPROVED /  NOT APPROVED

Date :- 22/3/2022

[Signature]  
22/03/2022  
 Principal  
 Priyadarshini Bhagwati College of Engg.  
 Unred Road, Nagpur.

Jayesh H. Dhiman

I.S., C.C.H., M.B.A. (Hosp., Admin.),  
Iom. (London)  
No. 32352  
: 9822465507  
(appointment only)



- ❖ 5, Bhawani Complex, Besa Road, Manewada, Nagpur.  
Time : Mor. 8.30 to 10.30 am  
Eve. 04.30 to 6.30 pm
- ❖ 92, Rahul Complex-II, 1st Floor, S. T. Stand Square, Ganeshpeth, Nagpur.  
Time : Mor. 11 to 01 pm, Eve. 06 to 8.30 pm
- ❖ Behind Mahatma Phule School, Balabhaupeth, Nagpur.  
Time : Eve. 08.30 to 10.00 pm

■ R.M.O. Abhinav Multispeciality Hosp., Kamal Sq., Nagpur. ■ Ex. R.M.O. Swastik Critical Care Hosp., Lokmat Sq., Ramdaspath, Nagpur.  
■ Ex. Hon. Lecturer Kompass Aviation Institute ■ Ex. Lecturer at Shrunkhala Para Medical College, Nagpur.

Medical Certificate

24/2/22

This is to certify  
Mr. Animesh Haldaj was under  
my treatment w.e.f 21/2/22 to  
24/2/22 and was suffering  
from Severe Backache.  
He is now fit  
to resume his duties regularly  
from 25/2/22

LTJSS/DIR/HR-MTL/2022-23/1947A

Date: 31-10-2022

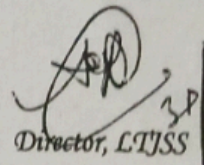
**Office Order**

**Sub: Grant of Maternity Leave to Mrs. Saroj V. Borkar, Asst. Professor, PBCoE**

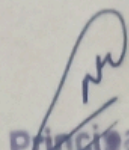
In accordance with the application and recommendation by the Principal PBCoE vide letter No. PBCOE/ADMIN/2022-23/25 dated 10.10.2022 the Management of LTJSS is pleased to sanction Maternity Leave to **Mrs. Saroj V. Borkar, Asst. Professor in Priyadarshini Bhagwati College of Engineering, PBCoE for 180 days for her 2<sup>nd</sup> child w.ef. 26.12.2022 to 23.06.2023** (Total 180 days) vide standing order no. LTJSS/DIR/HR-LRukes/2019-20/425 dated 04.01.2020.

By order

For LTJSS,

  
Director, LTJSS

- Copy to Principal PBCoE for information and necessary action. He is requested to please take necessary entry in service book and send certificate to that effect to CAFO. (Need not be issued to incumbent). He is further requested to take an undertaking from the faculty to the extent that in case of more than 60 days LWP either suffixed or prefixed to the period of maternity leave, the entire period may be treated as Leave without Pay including the period of maternity leave applied for.
- Copy to CAFO. He is requested to release the payment of sixth month of maternity leave only after receiving certificate of entry in the service book from Principal PBCoE.

  
Principal  
Priyadarshini Bhagwati College of Engg.  
Umred Road, Nagpur.



Lokmanya Tilak Jankalyan Shikshan Sanstha's  
**Priyadarshini Bhagwati College of Engineering**

(Recognized by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to R.T.M. Nagpur University)

Principal:- **Dr. N.K.Choudhari**

Ph. No. 0712-2710281/82

Ref. No : PBCOE/ADMIN/2022-23 / 25

Date:-10/10/2022

**Note**

Subject: Request for maternity leave by Asst. Professor Mrs. Saroj V.Borkar of Mechanical Engineering Department.

Ref: Standing order LTJSS/ DIR/ HR-L Rules/2019-20/ 425 dated 04/01/2020.

With reference to the above subject, Assistant Professor Mrs.Saroj V.Borkar of Mechanical Engineering Department has applied for grant of maternity leave for 180 days from 26<sup>th</sup> December 2022 to 23<sup>rd</sup> June 2023.

The details are as follows :-

Name	: Mrs. Saroj V.Borkar
Department	: Mechanical Engineering
Date of Joining	: 14/07/2014
Status	: Regular
Maternity leave requested	: 180 days from 26 <sup>th</sup> December 2022 to 23 <sup>rd</sup> June 2023.
Expected date of delivery	: 07/01/2023 (medical certificate attached)
No. of Children	: Delivery of second child

Submitted for your kind approval please.

Dr. N.K.Choudhari

Principal

To,

The Hon'ble Director , LTJSS.

@/k  
  
12/10/22

Principal  
Priyadarshini Bhagwati College of Engg  
Umred Road, Nagpur.

To,  
The Principal,  
P.B.C.O.E,  
Nagpur.

Date : 07 October 2022

Subject : Application for Maternity leave and Maternity Benefit,

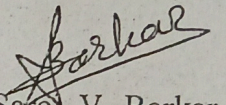
Through Head of the Department ,

Respected Sir,

I am Mrs. Saroj V. Borkar writing this application to inform you about my current pregnancy. I am 6 months pregnant and now seeking maternity leave as suggested by the doctor for the upcoming 180 days starting from tentative date 26<sup>th</sup> December 2022 to 23<sup>rd</sup> June 2023. My expected due date is on 07 January 2023. This is my second pregnancy. I will let you know if in case of any unforeseen issues with the pregnancy.

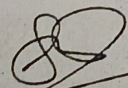
I request you to kindly approve and sanction my maternity leave and maternity benefit for the period mentioned.

I have attached my Doctor's letter with this application confirming all the details .



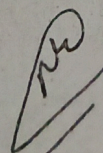
Mrs. Saroj V. Borkar  
Assistant Professor,  
Dept. of Mechanical Engg.  
P. B.C.O.E, Nagpur.

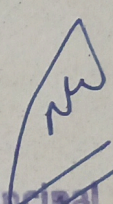
*forwarded to Principal Sir*

  
07/10/22

Registrar

*to be submitted to  
Honible Director Sir  
with all details*

  
10/10/2022

  
Principal

Priyadarshini Bhagwati College of Engg  
Umred Road, Nagpur.

STANDING ORDER

Leave Rules

Consequent upon the decision of the management the revised set of guidelines have been prescribed for the operation of leave accounts of employees w.e.f. 1<sup>st</sup> Jan, 2020.

General Conditions

- Leave means authorized absence from duty. It cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report to duty forthwith.
- The employee shall be entitled to leave in proportion to the period spent on duty.
- The employee shall have to apply for grant of leave and shall proceed on leave only after due sanction. Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control, the Leave Sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later, without any inordinate delay.
- An employee shall not, without prior permission of the Leave Sanctioning Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate the Leave Sanctioning Authority within 5 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.
- Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum.
- Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.
- No leave can be adjusted against the period of notice of resignation.
- The employee shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.
- If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing, condone the irregularity.
- The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.
- The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.
- An employee is eligible for all Sundays, Public and College holidays notified in the College calendar unless otherwise shifted, on the understanding that the employee is bound to come to College on a holiday to attend a meeting or for any other specific purpose when so required by the Head of the Institution.

Head should convey the rules to staff  
in a meeting.

Principal

Priyadarshini Bhagwan College of Engg,  
Umred Road, Nagpur

17/02/20

### Casual Leave

- Casual leave permissible for all teaching (permanent and adhoc) employees and permanent non-teaching employees is 10 days in a calendar year.
- Casual leave permissible for Adhoc non-teaching employees in a calendar year calculated according to their duration of service as shown below: -

Duration of Service	Leave permissible
0 to less than 1 year	10 days
1 to less than 3 years	12 days
3 to less than 5 years	15 days
More than 5 years	18 days

- Casual leave shall be evenly distributed during each half of the calendar year.
- Casual leave shall be granted for not more than 3 days at a time. Sunday or holiday falling during the period of casual leave shall be excluded.
- Casual leave cannot be combined with any other kind of leave. However, Compensatory Off can be suffixed or prefixed or both to the casual leaves.
- Half day casual leave shall be granted to an employee if the period of absence is half or less than half a period of a working day. However, absence on any day observed by the College as half-working day is not to be treated as a half day's leave but casual leave for a full day.
- Casual leave shall not be carried forward or accumulated to the next calendar year.
- No employee has the right to grant of casual leave. The Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the Institution.

### Medical Leave

- Medical leave permissible for all permanent teaching and non-teaching employees is 10 days in a calendar year with full pay on medical grounds.
- The application for leave on medical grounds shall be accompanied by a medical certificate by a qualified Registered Medical Practitioner/Medical Board, indicating the nature and probable duration of illness.
- The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the Registered Medical Practitioner/Medical Board. The College Authorities retain the right to appoint a Registered Medical Practitioner/Medical Board to examine such an employee.
- Medical certificate may not be necessary for leave on medical ground up to 3 days.
- Medical leave can be accumulated only up to 180 days. No medical leave will be granted in advance.
- For computation of medical leave all intervening Sundays and holidays shall be counted.
- If an employee frequently applies for medical leave with short intervals, he/she may be referred to the Registered Medical Practitioner/Medical Board, with a request to give its considered opinion on employee's state of health, the period for his/her complete recovery and whether he/she would be fit for duty after the rest and treatment.

### Earned leave

- A permanent non-teaching employee shall be entitled to earned leave of 30 days with full pay and allowances for every one year of completed service (1<sup>st</sup> Jan to 31<sup>st</sup> Dec), subject to the accumulation of maximum of 180 days.
- The employee may be granted not more than 120 days leave at a time.
- The earned leave admissible to a permanent employee entitled to vacations in respect of any year in which he/she is prevented from availing of the full vacations, or a part thereof, shall be in the proportion of 1 earned leave against two days of vacation, provided that the employee shall cease to earn such leave when the earned leave due is accumulated to 180 days.
- No employee shall be entitled to surrender earned leave for encashment.



## Maternity Leave

- A permanent female teaching and non-teaching employee is eligible for maternity leave for a period of 180 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- A female teaching and non-teaching employee who is on probation is eligible for maternity leave only after satisfactory completion of one year of probationary service.
- In case of the employees entitled to vacations, if the confinement takes place during a vacation, the maternity leave shall run concurrently with the vacation.
- For computation of Maternity leave all intervening Sundays, holidays and vacations shall be taken into account. No other type of leaves can be suffixed or prefixed to maternity leave.
- The maternity leave shall be granted only for the first two children in whole of service period and an undertaking regarding the number of children is to be submitted.
- The female employee entitled to avail maternity benefit shall proceed on her maternity leave for a period not exceeding not more than 8 weeks/56 days preceding the date of her expected delivery.
- The female employee intending to avail maternity leave has to submit an application stating her probable date of proceeding on maternity leave at least 3 months prior to the actual commencement of maternity leave.
- The maternity leave application shall invariably be supported by medical Certificate stating probable date of delivery.
- In case of a female probationary employee, availing maternity leave, the period of probation shall stand extended by the duration of maternity leave availed.

## Vacation

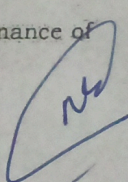
- Vacation is permissible to a permanent Teaching employee, Workshop Instructor and Lab Assistants for 30 days during Summer and 20 days during Winter. They shall be entitled to the vacations only if they have served for the whole academic year or major part thereof.
- Vacation cannot be combined with any kind of leave. It is mandatory for the employee to attend duties on the first working day after vacation and on the last working day of the session.
- In case of probationary employees, no vacation is permissible during the first year of probation.
- The second year of probation onwards, 50% vacation is permitted to the probationary employee until confirmation.
- In case of detention during the permissible vacation period, the employee is entitled for earned leaves in lieu of the detention period. The earned leave admissible shall be in the proportion of 1 earned leave against two days of vacation, provided that the employee shall cease to earn such leave when the earned leave due is accumulated to 180 days.

## Study Leave

- Study leave may be granted to a permanent teacher to pursue Ph.D. after a minimum of 3 years of continuous service for the full period of course work of Ph.D., provided: -
  - a) The teacher submits an undertaking as per the rules of the Sanstha.
  - b) The course work meets the need of Ph.D.
  - c) The course work is conducted by a Competent Authority/University.
  - d) The total period of study leave from its commencement does not exceed 50 days subject to 10 days per year.

## Office Duty

- Office duty may be granted to all teaching and non-teaching employees for performance of official assignments at the University and other academic and statutory bodies.
- Office duty shall be permissible to a maximum of 30 days in an Academic Year.

  
Principal

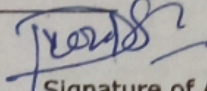


Lokmanya Tilak Jankalyan Shikshan Sanstha's  
**Priyadarshini Bhagwati College of Engineering, Nagpur**  
ESTABLISHMENT SECTION

**Application for CL/ML/EL/SL**

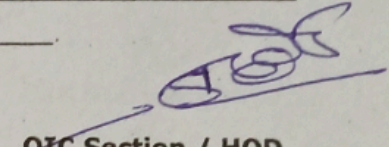
Name: Dipak B Khadse  
Designation: Asst. Professor Section/Deptt: CSE  
Period of Casual Leave applied for 2 Days From 28/4/23 To 29/4/23 With permission to prefix/suffix Sundays and Holidays on PHD work 28/4, 29/4  
Reason PHD work (vijay wada)

Date:- 27/4/23

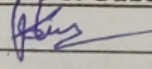
  
Signature of Applicant

**Remarks by OIC Section / HOD**

CL/ML/EL due 2 Days  
Shri /Smt./Ku. Dipak Khadse may / may not be granted leave  
Applied by him / her for the reason PHD work

  
OIC Section / HOD

**Period Adjustment:-**

Period/Class	Substitute	Signature of Substitute	Period/Class
<u>IV Sem 11.30 to 12.30 pm</u>	<u>Dr. S. R. Sable</u>		<u>IV Sem CSE (CSP) 11.30 to 12.30 pm</u>

(For Office Use only)


**Remarks by the Registrar**

CL/ML/EL \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ recommended for approval.  
CL/ML/EL balance after deduction \_\_\_\_\_ days.

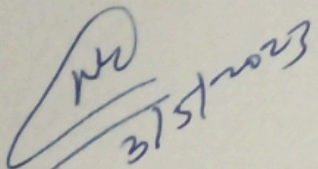
Date :-

Registrar

**Remarks by the Principal**

  
APPROVED / NOT APPROVED

Date :-

  
Principal

# Lokmanya Tilak Jankalyan Shikshan Sanstha

## Performance Appraisal Report For Lecturers / Assistant Professors

Name of Institute : .....

Department : .....

Name of the Teacher : ..... (Surname First)

Designation : .....

Date of Joining on the Present Post : .....

Length of Service in LTJSS : ..... Years

Duration 1<sup>st</sup> July ..... to 30<sup>th</sup> June .....

### 1. Engaging Theory Lectures :

SN	Class & Course	Subjects Taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col.(6)	Multiplying Factors	Max Wt.	Weight Achieved (8)×(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							<b>95-100 % = 1 0</b> <b>90-94.99 % =0.8</b> <b>80-89.99 % =0.5</b> <b>&lt; 80 % = 0.0</b>	40	
02									
03									
04									

### 2. Engaging Practical\* / Tutorial Classes :

SN	Class & Course	Subjects Taught	Target Turns	Turns Actually Engaged	Target % Achieved	Average of Col.(6)	Multiplying Factors	Max Wt.	Weight Achieved (8)×(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							<b>95-100 % = 1 0</b> <b>90-94.99 % = 0.8</b> <b>80-89.99 % =0.5</b> <b>&lt; 80 % =0.0</b>	20	
02									
03									
04									
05									
06									

\*If Teacher is not required to conduct practical classes, reproduce the weight achieved in item No 1.

### 3. Attendance in Theory Classes :

SN	Class & Course	Subjects Taught	Sum of present students	Lectures Engaged	Students on Roll	$\frac{\text{Col (4)} \times 100}{\text{col (5)} \times (6)}$	Av. Of col.(7)	Multiplying Factors	Max Wt.	Weight Achieved (9)×(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01							<b>95-100 % =1 0</b> <b>80-94.99 % =0.8</b> <b>60-79.99 % =0.5</b> <b>&lt; 60 % = 0.0</b>	50		
02										
03										
04										

### 4. Attendance in Practical / Tutorial Classes :

SN	Class & Course	Subjects Taught	Sum of students present	Turns Actually Engaged	Students on Roll	$\frac{\text{Col(4)} \times 100}{\text{col (5)} \times (6)}$	Av. Of col.(7)	Multiplying Factors	Max Wt.	Weight Achieved (9)×(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01							<b>95-100 % =1 0</b> <b>90-94.99 % = 0.8</b> <b>75- 89.99 % = 0.5</b> <b>&lt; 75 % =0.0</b>	20		
02										
03										
04										
05										
06										

### 5. Result Analysis of Theory Subjects :

SN	Class & Course	Subjects Taught	No. Of Students Appeared	No. Of Students Passed	% ge Passing	Average of Col.(6)	Multiplying Factors	Max Wt.	Weight Achieved (8)×(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							<b>95- 100 % =1.0</b> <b>90- 94.99 % =0.8</b> <b>80- 89.99 % =0.5</b> <b>60- 79.99 % = 0.4</b> <b>&lt; 60 % =0.0</b>	50	
02									
03									
04									

### 6. Marks scored by students in Theory subjects :

SN	Class & Course	Subjects Taught	No. Of Students Appeared	Total No. Of Marks scored by Students	Av. % col. (5)/ (4)	Average of Col.(6)	Multiplying Factors	Max Wt.	Weight Achieved (8)×(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							<b>95- 100 % =1.0</b> <b>90- 94.99 % =0.8</b> <b>80- 89.99 % =0.5</b> <b>60-79.99%=0.4</b> <b>&lt; 60 % =0.0</b>	50	
02									
03									
04									

### 7. Comparison with 3 year-Average Results :

(If 3 years average is above 90 % and result is 90 % or multiplying factor shall be 1 otherwise as below.)

SN	Class & Course	Subjects Taught	Average of 3yrs. %	Result % ge as per Table-5	Rise + Fall -	Algebraic Average of Col.(6)	Multiplying Factors for improvement by	Max Wt.	Weight Achieved (8)×(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							<b>20 % or more= 1.0</b> <b>10- 19.99 % =0.6</b> <b>01- 9.99 % = 0.5</b> <b>For fall = - 0.5</b>	30	
02									
03									
04									

### 8. Students' Feedback : (As communicated by Dean (Academics, LTJSS))

SN.	Class & Course	Subjects Taught	% ge feed back	Average F B	Multiplying Factors	Max Wt.	Weight Achieved (6)×(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01					<b>81 - 100% = 1</b> <b>71 - 80%= 0.8</b> <b>61 - 70%=0.5</b> <b>51 - 60%= 0.3</b> <b>0.0 - 50%= 0</b>	100	
02							
03							
04							

### 9. Professional Endeavour :

SN	Particulars	No.	Wt./ each	Max.	W/A
9.01	Number of memberships of Professional Bodies such as ISTE, IE, IEEE, IETE etc.		10	20	
9.02	Office Bearer of Professional Body / University		20	20	
9.03	Number of subjects of which hard copy of Notes are submitted to HOD.		20	40	
9.04	No. of Text books written / Memberships of Editorial Board of Tech. Journal		20	20	
9.05	Number of Students guided for UG/Diploma		05	10	
9.06	Number of Students guided for PG		20	40	
9.07	Number of Paper published in National Journals		05	10	
9.08	Number of Paper published in Inter-national Journals		20	40	
9.09	Number of Papers presented in International Conference		10	20	
9.10	Number of times worked as Reviewer for Inter-national Journals		40	40	
9.11	Number of times worked as Reviewer for International Conference		20	20	

SN	Particulars	No.	Wt. / each	Max.	W/A
9.12	Number of sessions chaired/co-chaired at National Conference		10	10	
9.13	Number of sessions chaired/co-chaired at International Conference		40	40	
9.14	Number of activities in which actively involved out of Consultancy/ Organizing seminar/Examination/committees at institute Level/college Level portfolio/ Career Fair etc.		05	20	
9.15	No. of activities in which actively involved out of cultural programs/ sports/Blood donation/Plantation camps/ NCC/NSS/Extra curricular etc.		05	20	
9.16	Number of proposal submitted for R&D/ MODROB/TAPTEC		05	10	
9.17	Number of proposal submitted for DST/ CSIR/S&T/R.G. Cell etc.		05	10	
9.18	Number of Sponsored projects received		30	30	
9.19	Number of presentations held under Journal club		10	10	
9..20	Number of Expert lectures delivered beyond syllabus-Inside institute		10	20	
9..21	Number of Expert lectures delivered beyond syllabus-Outside institute		20	20	
9..22	Number of STTP/CEP/Seminar/workshops attended		05	10	
9.23	Prizes/Awards won for projects guided at UG/PG Level		10	20	
Total				500	

10.Functional performance: (To be evaluated by Reporting officer only. Mark  $\surd$  in appropriate column )

SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.01	Quality of Sessionals / Assignments given to the students				
10.02	Timely Assessment of Assignment / Unit Test / Sessionals etc.				
10.03	Timely display of notices about less attendance of students				
10.04	Documentation as per NBA				
10.05	Innovation in paper setting / Evaluation				
10.06	Record keeping of Assignment, Sessionals marks				
10.07	Maintaining overall Students discipline				
10.08	Organizing Industrial Visits				
10.09	Organizing Departmental Activities				
10.10	Participation in Departmental Seminars				
10.11	Preparing / Updating question bank				
10.12	Adding new experiments to lab				
10.13	Arranging lectures of outside faculty from industry / NIT / IIT				
10.14	Regular checking of Journals / Drawing sheets/Conducting special classes for low profile students				
10.15	Punctuality / Sincerity				
10.16	Behavior with parents / guardians of students				
Marks allotted to each grade		05	03	01	0
Total Weight Achieved out of 80					

**Final Assessment**

SN	Particulars of Assessment	Score
01	Weight Achieved in item 1 to 10 out of <b>940</b>	
02	Special weight on nature of subject taught & result out of 20	
03	Special weight based participation in procurement process of equipment out of 10	
04	Special weight for participation R&D activities out of 10	
Total performance out of 980		

Remarks of Reporting Officer :

Place:

Date:

Signature of Reporting Officer  
(Seal)

Remarks of Reviewing Officer:

**Assessment**

SN	Particulars of Assessment	Score
01	Weight Achieved as about out of 980	
02	Special weight for outstanding performance beyond department out of 20	
03	Total weight achieved out of 1000	
04	Conversion to out of 100	
Final score achieved out of 100		

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary correction duly authenticated by scratching the previous entry and by writing afresh a new entry.

**Grade to be awarded by Reviewing Officer:**

<b>100-91% --&gt; A+</b>	<b>90-81% --&gt; A</b>	<b>80-71% --&gt; B+</b>	<b>70 -51% --&gt; B</b>	<b>Below 50% --&gt; C</b>
<b>Outstanding</b>	<b>Very Good</b>	<b>Positively Good</b>	<b>Average</b>	<b>Poor</b>

**Comments:**

**Final Grade Awarded:**

Place :

Date :

Signature of Reviewing Officer  
(Seal)

**Annual Confidential Report of Non Teaching Staff**

Name of Institute: \_\_\_\_\_ Department: \_\_\_\_\_

Name of the Staff : \_\_\_\_\_ Designation: \_\_\_\_\_

Length of Service in LTJSS : \_\_\_\_\_ Years Duration 01st July \_\_\_\_\_ to 30th June \_\_\_\_\_

S.N.	Parameter	Report	Tick
01	Industriousness (How busy keeps himself / herself)	Keeps always effectively busy	
		Always takes assigned job to logical end	
		Delivers goods some how	
		Begins but does not finish	
		Tendency to shirk any assignment	
		Very Lazy	
02	Application of mind	Creative, Innovative	
		Positively applies mind every time	
		Applies mind occasionally	
		Perturbs in difficulty	
		Lack of application of mind	
		No application of mind	
03	Administrative Capacity to extract work from subordinates	Extracts significant output	
		Extracts satisfactory output	
		Extracts just enough output	
		Easy going approach	
		No significant output	
		Incompetent to extract work	
04	Relations with colleagues	Maintains absolutely healthy relations	
		Quite good relations	
		Cooperative/helping	
		Does not keep satisfactory relations	
		Relations are strained with some colleagues	
		Behaves rudely with junior colleagues	
05	General Intelligence	Very Sharp IQ/EQ	
		Sharp to understand any thing	
		Just enough IQ/EQ	
		Intelligence not observed	
		Needs elaborate explanation every time	
		Dull to understand any thing	
06	Decision making	Capable to take quick and perfect decision	
		Takes matured decision	
		Fairly good decisive power	
		Very slow in taking decision	
		Incompetent to take decision	
		Decisions are oriented to selfish motive	
07	Natural aptitude towards Initiative	Self motivated person	
		Shows initiative very clearly	
		Just enough aptitude of taking initiative	
		Waits for detailed instructions	
		Casual in initiative	
		No initiative at all	
08	Drive in Carrying out assignment	Completes work forcefully	
		Dashing nature	
		Satisfactory drive in pushing	
		Casual in drive- No interest	
		Sluggish drive	
		No drive at all	
09	Integrity	Very high integrity	
		Very reliable dependable	
		Satisfactory integrity	
		Not reliable	
		Integrity suspicious	

			116K
10	Involved in private tuition / business	Not at all involved for Certain	
		No, to the best of my knowledge and belief	
		Not heard from any one	
		Heard about it orally	
		There are complaints in writing	
		Yes, definitely involved	
11	Loyalty to organization	Absolutely loyal	
		Yes, has sense of belonging	
		Always looks for interest of organization	
		Can not be judge	
		Always searching for other job	
		May not continue with us	
12	Tendency to go on leave	No Tendency to go on leave	
		Not observed significantly	
		Goes on leave occasionally	
		Goes on leave frequently	
		Goes on leave when there is a teach in load	
		Goes on leave when teaching is in full swing	
13	Involvement in Malpractices	Not at all involved	
		Has very high moral	
		Has fairly good moral	
		There is a possibility of involvement	
		Observed in stray cases	
		Definitely involved beyond doubt	
14	Fitness to continue in present Post	Beyond doubt fit to continue	
		Fit to continue	
		May be tried for 1 more year	
		Totally Unfit for the present post	
15	Fitness for promotion	Deserves quick promotion	
		Fit for higher post	
		Needs more experience before promotion	
		Not recommended for higher post	

Remarks of Reporting Officer :

Overall Assessment : \_\_\_\_\_

Place  
Date

Signature of Reporting officer  
( seal )

Remarks of Reviewing Officer :

Overall Assessment : \_\_\_\_\_

Place

Date :

Signature of Reviewing Officer



**(Confidential)**

**Annual Confidential Reports of Teachers**

Name of Institute : ..... Department : .....

Name of the Teacher : ..... Designation : .....

Length of Service in LTJSS : ..... Years      Duration: 01<sup>st</sup> July ..... To 30<sup>th</sup> June.....

S.N.	Parameter	Report	Tick
01	Industriousness(How busy keeps himself/herself)	Keeps always effectively busy	
		Always takes assigned job to logical end	
		Delivers goods some how	
		Begins but does not finish	
		Tendency to shirk any assignment	
		Very Lazy	
02	Application of mind	Creative ,Innovative	
		Positively applies mind every time	
		Applies mind occasionally	
		Perturbs in difficulty	
		Lack of application of mind	
		No application of mind	
03	Administrative Capacity to extract work from subordinates	Extracts significant output	
		Extracts satisfactory output	
		Extracts just enough output	
		Easy going approach	
		No significant output	
		Incompetent to extract work	
04	Relations with Colleagues	Maintains absolutely healthy relations	
		Quite good relations	
		Cooperative/helping	
		Does not keep satisfactory relations	
		Relations are strained with some colleagues	
		Behaves rudely with junior colleagues	
05	General Intelligence	Very Sharp IQ/EQ	
		Sharp to understand anything	
		Just enough IQ/EQ	
		Intelligence not observed	
		Needs elaborate explanation every time	
		Dull to understand any thing	
06	Decision making	Capable to take quick and perfect decision	
		Takes matured decision	
		Fairly good decisive power	
		Very slow in taking decisions	
		Incompetent to take decision	
		Decisions are oriented to selfish motive	
07	Natural aptitude towards Initiative	Self motivated person	
		Shows initiative very clearly	
		Just enough aptitude of taking initiative	
		Waits for detailed instructions	
		Casual in initiative	
		No initiative at all	
08	Drive in carrying out assignment	Completes work forcefully	
		Dashing nature	
		Satisfactory drive in pushing	
		Casual in drive -No Interest	
		Sluggish drive	
		No drive at all	

S.N.	Parameter	Report	Tick
09	Integrity	Very high Integrity	
		Very reliable,dependable	
		Satisfactory integrity	
		Not Reliable	
		Integrity suspicious	
		Dangerous to organization	
10	Involved in private tuitions/business	Not at all involved for certain	
		No,to the best of my knowledge and belief	
		Not heard from any one	
		Heard about it orally	
		There are complaints in writing	
		Yes,definitely involved	
11	Loyalty to organization	Absolutely loyal	
		Yes,has sense of belonging	
		Always looks for interest of organization	
		Can not be judged	
		Always searching for other job	
		May not continue with us	
12	Tendency to go on leave	No Tendency to go on leave	
		Not observed significantly	
		Goes on leave occasionally	
		Goes on leave frequently	
		Goes on leave when there is a teaching load	
		Goes on leave when teaching is in full swing	
13	Involvement in Malpractices	Not at all involved	
		Has very high moral	
		Has fairly good moral	
		There is possibility of involvement	
		Observed in stray cases	
		Definitely Involved beyond doubt	
14	Fitness to continue in present post	Beyond doubt fit to continue	
		Fit to continue	
		May be tried for 1 more year	
		Totally Unfit for the present post	
15	Fitness for Promotion	Deserves quick promotion	
		Fit for higher post	
		Needs more experience before promotion	
		Not recommended for higher post	

**Remark of Reporting Officer:**

Overall Assessment: .....

.....

Place:

Signature of Reporting Officer

Date:

Seal

**Remarks of Reviewing Officer :**

Overall Assessment:.....

Place

Signature of Reporting Officer

Date

Seal

**NITIN KRISHNARAO**  
**CHOU DHARI**

Digitally signed by NITIN  
KRISHNARAO CHOU DHARI  
Date: 2023.09.25 15:27:39  
+05'30'