Swami Vivekanand Shikshan Prasarak Mandal,
Swami Vivekanand College of Education,
Survey No. 184, Jalkot Road, Bodhan Nagar,
Tq. Udgir, Dist- Latur,
Maharashtra 413517
ISO 9001:2015 Certified Institute,
Approved by NCTE, Recognised by Government of Maharashtra,
Affiliated to Swami Ramanand Teerth Marathwada University, Nanded

EDUCATOR PERFORMANCE APPRAISAL REPORT

6.3.5.
DOCUMENTS UPLOAD

Principal
S V S P Mandal,
Swami Vivekanand College of
Education, Udgir Dist.Latur

Swami Vivekanand Shikshan Prasarak Mandal,

Swami Vivekanand College of Education,

Survey No. 184, Jalkot Road, Bodhan Nagar,

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EDUCATOR PERFORMANCE

APPRAISAL REPORT for

A.Y. 20….- 20….

Name of the Educator: - …………………………………………………

Name of Unit: - …………………………………

General Information:

Date and Designation of first joining : -	Period of Service with in yrs/months:-
Date of joining present post: -	First Position:-
	Present Post:-

Academic Appraisal Matrix

Sr. No.	Area of Performance to be Evaluated	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
1	**Academic Performance (Total Credit Points Allotted 50)**				
1.1	**Subject Result :- % Pass**	95+	25		
		90 - 95	15		
		85 - 90	10		
		Below 85	5		
1.2	**% of Students in distinction and First Class**	75 +	25		
		60 - 75	15		
		50 - 60	10		
		Below 60	5		
	Section Total		**50**		

2		SWOT Appraisal				
	Swot Analysis	**Criteria**		**Credit Points**	**Appraisal Score (from Immediate Superior)**	**Verified Appraisal Score**
2.1	**Working effectively with others**	Task collaboration	1	Max marks :5		
		Social intelligence	1			
		Team Work	1			
		Influencing others	1			
		Conflict resolution	1			
2.2	**Self-Awareness**	Meta-cognition	1	Max marks :3		
		Lifelong learning	1			
		Career management	1			
2.3	**Professionalism**	Efficiency	1	Max marks :5		
		Multitasking	1			
		Autonomy	1			
		Time management	1			
		Goal and task management	1			
2.4	**Self-Management**	Self-efficacy	1	Max marks :4		
		Stress tolerance	1			
		Work/life balance	1			
		Self-regulation	1			
2.5	**Analytical Approach**	Conceptualization	1	Max marks :4		
		Reasoning	1			
		Technology	1			
		decision Making	1			
2.6	**Social responsibility and accountability**	Social responsibility	1	Max marks :4		
		Accountability	1			
		Personal Ethics	1			
		Organisational Awareness	1			
2.7	**Communication Effectively**	Giving and receiving feedback	1	Max marks :5		
		Public speaking	1			
		Meeting Participation	1			
		Written communication	1			
	Section Total		**30**			

3	**Teaching Performance (Credit Points Allotted 55)**				Self-Appraisal Score	Verified Appraisal Score
3.1	**Teaching Effectiveness**	Criteria	**Credit Points**		**Self-Appraisal Score**	**Verified Appraisal Score**
3.1.1	Subject certification Course, Refresher courses, Workshops, Teaching LearningTraining Programmes, FDP	Not less than Two Weeks	15	Max marks: 15		
		One Week duration	10			
3.1.2	Collaboration for Teaching learning	External Experts	10	Max marks: 10		
		Online Software/ Simulator/ Internal/ Peer collaboration	5			
3.2	**Teaching Innovation**					
3.2.1	Developed or deployed New-Course / Application/Pedagogy	Recognized by External Agency with affiliation of Unit	15	Max marks : 15		
		Recognized by Unit only	10			
3.2.2	Electronics Media Innovation (E content on LMS, subject specific - Blog/YouTube channel/ Webpage)	Recognized by Unit head	15			
	Section total		**55**			

4	**Feedback (Credit Points Allotted 30)**		**Credit Points**	**Self-Appraisal Score**	**Verified Appraisal Score**
4.1	Student Feedback (FromGoogle form)	75 +	20		
		60 -75	12		
		50-60	8		
		<50	0		
4.2	Peer Feedback – (GAP Analysis)	75 +	10		
		60 -75	6		
		50-60	4		
		<50	0		
	Section Total		**30**		

5	Research Contribution(Credit Points Allotted 60)				
5.1	**Research Paper in**				
	Publication in Refereed Journals(UGC care)/ non Refereed but having ISBN/ISSN/Conference Proceeding(Full paper)	25/15/10	(Max :25)		
	Participation and presentation in Conferences (International/National/Local)	15/10/5	(Max:15)		
5.2	**Publication**				
	Author a Subject book (ISBN/ISSN)/ Author a Chapter (ISBN/ISSN)	15/10 ISBN/ISSN Compulsory	(Max:15)		
	Write & publish Article		5		
	Section Total		**60**		
6	**Personal and Professional Achievements(Credit Points Allotted 75)**				
6.1	Approval from University		5		
6.2	Resource Person (National level/Outside AEF/AEF level)	15/10/5	Max:15		
6.3	Membership of Professional Bodies		5		
6.4	Member of Journal Editorial Board/Reviewer Board		5		
6.5	Guide for PhD / M. Phil/Students Projects	10/7/5	Max marks :10		
6.6	Research Project / Consultancy Work Completed- Major/ Minor	10/5	Max marks :10		
6.7	Award and recognition by External Agency		5		
6.8	Average Grading in Monthly Reports	O	20		
		A	15		
		B	10		
		C	05		
		D	00		
	Section Total		**75**		

7	**Administrative Activity(Credit Points Allotted 70)**		**Credit Points**	**Self-Appraisal Score**	**Verified Appraisal Score**
7.1	Handles Administrative Work / Responsibility (Only VP/Course coordinators)	Independently or with Team	15		
7.2	University level Committee Head		15		
7.3	College Level Committee Head		10		
7.4	University/College Level Committee member		5		
7.5	NAAC(IQAC) Criteria Head		10		

7.6	QAG Process Coordinator		5		
7.7	ISO Certified Auditor		5		
7.8	ISO Process Owner/ Audi tee		5		
		Section Total	**70**		
		Grand Total	**370**		

To be filled by Unit Head only

Name and Signature of Faculty:		Unit Name	
Self-Appraisal Score	**/ 370**	**Verified Appraisal Score by Unit Head**	**/ 370**
Increment as per policy %		**Recommended Increment %**	

Special Remarks by the Unit Head (if any)-

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Date - __//_____   **Signature of Unit Head- ………………..**

Remarks by the Administrator-	Remarks by the Director-
Signature of Administrator:-	Signature of Director:-

Remarks by Hon. Chairman Sir-

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…………………………………………Approved / Not Approved………………………………………

Date - __/__/_____   **Hon. Chairman Sir**