

6.3.5: Institutions Performance Appraisal System for teaching and non- teaching staff**Index Page**

Sr. No.	Document	Page No.
1	Teaching Staff Self Appraisal (2020-21)	2-10
2	Non-teaching Self Appraisal (2020-21)	11-12

Teaching Staff Self Appraisal (2020-21)

V. G. SHIVDARE COLLEGE OF ARTS, COMMERCE AND SCIENCE, SOLAPUR

YEAR OF PERFORMANCE APPRAISAL:- 2020 - 2021

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :- VARADE VAISHALI KESHAV
2. Father's Name/Mother's Name :- NIRMALA
3. Department :- COMMERCE
4. Current Designation:- Asst.Professor
5. Date and Place of Birth: - 11th Dec. 1979,SOLAPUR
6. Sex :- FEMALE
7. Marital status :- MARRIED
8. Nationality :- INDIAN
9. Indicate whether belongs to SC/ST/OBC Category :- NO
10. Address for correspondence (with Pin Code):- 73,MALLIKARJUN NGR,HATTURE
VASATI,HOTGI RD.SOLAPUR-413004
11. Permanent Address (with Pin Code):- 73,MALLIKARJUN NGR,HATTURE VASATI,
HOTGI RD. SOLAPUR-413004
12. Telephone: -9373197005
13. Email:- vaishalikvarade@gmail.com

14. Academic Qualifications (Metric till Post Graduation) :-

Examinations	Name of the Board University	Year of Passing	Percentage of Marks obtained	Division/Class/Grade	Subject	Encl
SSC	PUNE	1995	61.28%	1 st	ALL SUBJECTS	
HSC	PUNE	1997	61.50%	1 st	ALL SUBJECTS	
BCOM	SHIVAJI	2000	60%	1 st	ALL SUBJECTS	
MCOM	SHIVAJI	2002	62%	1 st	ADVANCE ACCOUNTANCY	
NET	UGC	2012	65.71%		COMMERCE	
SET	PUNE	2013			COMMERCE	

15. Research Degrees :- Nil

Degrees	Title	Date of award	University	Encl
M.Phil.	ANALYTICAL STUDY OF	OCT-2010	SOLAPUR	

	DISTRICT CENTRAL CO- OPERATIVE BANK ,SOLAPUR			
Ph.D./ D.Phil	-	-	-	-
D.Sc./ D.Litt	-	-	-	-

16.Appointments held prior to joining this institution :- Nil

Designation	Name of Employer	Date of Joining		Encl
		Joining	Leaving	
-	-	-	-	-
-	-	-	-	-

17.Posts held after appointment at this institution :-

Designation	Department	Date of Actual Joining		Encl
		From	To	
ASST.PROF.	COMMERCE	5-6-2005	31-5-2009	-
HOD	COMMERCE	6-9-2010	TILL DATE	

18. Period of teaching experience:- 15 YEARS
P.G. Classes (in years) 15 YEARS.
U.G. Classes (in years)-
19. Research Experience excluding years spent in M.Phil/Ph.D. (in years):NIL
20. Fields of Specialization under the Subject/Discipline-ADVANCE ACCOUNTANCY

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Course/ Paper	Level	Mode of Teaching	Hours per week allotted	%of classes conducted	%of classes taken as per documented record	Encl
First Term							
1	INSURANCE	UG	LST	4	100	98	-
2	PRINCIPLE OF BUSINESS MANAGEMENT	UG	LST	4	100	98	-
3	CORPORATE ACCOUNTING	UG	LST	4	100	98	-
4	BUSINESS	UG	LST	4	100	98	-

5	STATISTICS MODERN MANAGEMENT PRACTICES	UG	LST	4	100	98	-
Second Term							
1	INSURANCE	UG	LST	4	100	98	-
2	PRINCIPLE OF BUSINESS MANAGEMENT	UG	LST	4	100	98	-
3	CORPORATE ACCOUNTING	UG	LST	4	100	98	-
4	BUSENESS STAISTICS	UG	LST	4	100	98	-
5	MODERN MANAGEMENT PRACTICES	UG	LST	4	100	98	-

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score	Encl
(a)	Classes Taken (For 100% performance & proportionate score) Upto 80% performance, below which no score may be given	45	-
(b)	Teaching Load in excess of UGC norm (max score : 10)	-	-

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

Sr. No	Course / Paper	Consulted	Prescribed	Additional Resource Provided	Encl
1	INSURANCE	PHADKE PRAKASHAN Mishra	PHADKE PRAKASHAN	NOTES,MAGAZIN E, LINK OF INTERNET	-
2	PRINCIPLE OF BUSINESS MANAGEMENT	PHADKE PRAKASHAN Dr. L.M.Prasad	PHADKE PRAKASHAN	NOTES,MAGAZIN E, LINK OF INTERNET	-
3	CORPORATE ACCOUNTING	AJAB & PHADKE PRAKASHAN,CHAND PUBLICATION	AJAB & PHADKE PRAKASHAN	NOTES,MAGAZIN E, LINK OF INTERNET	-
4	BUSINESS STATISTICS	PHADKE PRAKASHAN,SHARDH A PUBLICATION	PHADKE PRAKASHAN,SHRADH A PUBLICATION	NOTES,MAGAZIN E, LINK OF INTERNET	-
5	MODERN MANAGEMENT PRACTICES	PHADKE PRAKASHAN	PHADKE PRAKASHAN	NOTES,MAGAZIN E,	-

			LINK OF INTERNET	
API Score based on Preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.Score:20)			API Score	-
			19	-

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Sr. No.	Short Description	API Score	Encl
1	GROUP DISCUSSION	5	-
2	PROBLEM BASED STUDY	5	-
3	CLASS ROOM	5	-
4	BILINGUAL	5	-
5	FEEDBACK SYCHRINIZATION		-
6	ICT		-
7	QUESTION -ANSWER METHOD		-
Total Score (Max : 20)		20	

(iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score	Encl
COLLEGE					
5	SEPT.2020INTERNAL EXAM)	PAPER SETTER	100		
6	SEPT.2020(INTERNAL EXAM)	ASSESOR	100		
7	SEPT.2020(INTERNAL EXAM)	EXAM CO-ORDINATOR	100		
9	FEB.2021(INTERNAL EXAM)	PAPER SETTER	100		
10	FEB.2021(INTERNAL EXAM)	ASSESSOR	100		
11	FEB.2021INTERNAL EXAM)	EXAM CO-ORDINATOR	100		
12	FEB.2021(INTERNAL EXAM)	JR.SUPERVISION	100		
Total Score(MAX : 25)				25	

CATEGORY : II CO-CURRICULAR, EXTENSION, PROFESSIONAL,DEVELOPMENT RELATED ACTIVITIES
Please mention your Contribution to any of the following

Sr.No.	Type of Activity	Average Hrs/Week	API Score	Encl
(i)	Extension, Co-curricular & Field based			

Activities				
	Cultural activity(online)	1 hrs.		
	NSS- celebration of Jayanti/Punythithi	24 hrs.		
	Total (Max : 20)		20	
(ii) Contribution to Corporate Life and Management of the Institution		Yearly / Semester wise responsibilities	API Score	Encl
	CDC	Yearly	5	
	Library Advisory Committee	Yearly	5	
	Grievance Redressal Committee	Yearly	5	
	Self Appraisal Report	Yearly		
	Debate Elocution , quiz & Essay writing	Yearly		
	Sexual Harassment Prevention	Yearly		
	Career Guidance & MPSC Coaching Classes & Placement Cell	Yearly		
	Student Counselling Cell	Yearly		
	Students Feedback	Yearly		
	Organizer for webinar financial awareness			
	Organized guest lecture on consumer protection act			
	Total (Max : 15)		15	
(iii) Professional Development Activities		Duration	API Score	Encl
	Participated in webinar organized Sangmeshwer College on NAAC	1 day	5	
	Participated in webinar organized by vijaypur college on soft skills in teaching	1 day	5	
	Total (Max : 15)		10	
	Total Score (I + II + III) (Max : 50)		45	

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sr. No.	Title with Page Nos.	Journal	ISSN/ISNB No.	Whether Peer Reviewed. Impact Factor, if any	No. of Co-authors	Whether You are The main Author	API Score	Encl
1	-	-	-	-	-	-	-	-

B) (i) Articles / Chapters published in Books- NIL

Sr. No.	Title with Page	Book Title, editor &	ISSN/ISNB No.	Whether Peer Reviewed.	No. of Co-authors	Whether You are The main	API Score	Encl
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	Nos.	Publisher				Author		
	-	-	-	-	-	-	-	-

ii) Full Papers in Conference Proceedings

Sr. No.	Title with page Nos.	Details of Conference publication	ISSN/ISBN No.	No. of co-authors	Whether you Are the main Author	API Score	Encl
	-	-	-	-	-	-	-

iii) Books Published as single author or as editor NIL

Sr. No.	Title with Page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer reviewed	No. of Co-authors	Whether You are The main Author	API Score	Encl
	-	-	-	-	-	-	-	-

C) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sr. No.	Programme	Duration	Organized by	API Score	Encl
	-	-	-	-	-
	-	-	-	-	-

(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the Paper presented	Title of Conference/ Seminar	Organized By	Whether International/ National/State/ Regional/College Or University Level	API Score	Encl
	-	-	-	-	-	-
	-	-	-	-	-	-

(iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized By	Whether International / National	API Score	Encl
	-	-	-	-	-	-
	-	-	-	-	-	-

IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD

	Criteria	A.Y.
I	Teaching, Learning and Evaluation Related activities	109
II	Co-Curricular, Extension, Professional Development etc.	45
	Total (I + II)	154
III	Research and Academic Contribution	0
	Total (I+II+III)	0

- A.Y. : Assessment Year

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc.

Not mentioned earlier

Sr.NO.	Details (Mention Year, value etc. where relevant)
	Nil

LIST OF ENCLOSURES : (Please attach, copies of certificates, sanction orders, papers etc. Wherever necessary)

Date :

Place :-

Signature of the Teacher

Signature of HOD

PART 'D'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or head of the Department with a view to make improvement in the work, by the person concerned.)

1.(a) Assessment by the Principal/Head of the Department of the work done under each head of activity :

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "B" and shall be made in the following manner.

Teaching (Category I of Part 'B') ✓		Extension (Category II of Part 'B') ✓	
Grade	Verified API Score	Grade	Verified API Score
Outstanding	115-125	Outstanding	40-50
Very Good	105-124	Very Good	34-39
Positively Good ✓	95-104	Positively Good	28-33
Good	85-94	Good	22-27
Average	75-84	Average	15-21
Below Average	0-74	Below Average	0-14

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below Average (C)
Teaching		✓				
Extension	✓		✓			
Research						✓

(b) Grading: [General Assessment on the basis of the assessment made in clause 1(a) above]
(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average :

3. Comments of the Principal/Head of the Department on (1)(b) and (c) :
Performance is positively good

4. Remarks and Suggestions:

Active participation in research, & publication of
research paper/books is required

[Signature]
Signature

(Head of the Department)

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)
Recommended for Placement

[Handwritten Signature]

Coordinator-IQAC

Stamp
Coordinator - IQAC

V. G. Shivdare College of Arts
(Commerce & Science, Solapur).



College Seal

[Handwritten Signature]

Signature of Principal

Stamp
PRINCIPAL

V.G. SHIVDARE COLLEGE OF
ARTS, COMMERCE & SCIENCE, SOLAPUR.

Non-teaching Self Appraisal (2020-21)

Dakshin Solapur Taluka Shikshan Mandal's

V. G. Shivdare College of Arts, Commerce and Science, Solapur

Affiliated to P. H. A. Solapur University, Solapur

Technical Staff Performance Appraisal Form
for Academic Year 2020-21.

PART A: Staff Details:

1.	Name (in Block letters)	HABBU SUSHIL PRABHAKAR
2.	Department/Section	BIOCHEMISTRY LAB.
3.	Qualification	B.Sc (CHEMISTRY)
4.	Designation	LAB-ASSISTANT
5.	Date of Joining	01.06.2006

PART B: Details of Lab Courses handled during the academic year:

Sr. No.	Name of the Laboratory Course	No. of Batches
1.	B.sc - I Biochemistry, chemistry	03
2.	B.sc - II Metabolism, Immunology	03
3.	B.sc III Developmental Biology	03
4.		
5.		
6.		
7.		

PART C: Details of Professional Advancement (Training programs attended – provide documentary support)

Sr. No.	Name of Training Program	Institution/Industry	Date and Duration
	Nil		

PART D: Involvement in Academic Activities:

Sr. No.	Nature of work	Details
1.	Maintenance of the laboratory	servicing of microscope.
2.	Supporting students in other than regular lab work, Innovative Product Development for competition etc.)	Helped in their individual project work.
3.	Stock register maintenance	Yes.
4.	Any other specific activity	—

Signature of the Staff with Date

PART E: Appraiser Observations

(Tick any one of the rating options for a particular field)

Sr. No.	Particulars	Rating		
		Good	Fair	Satisfactory
1.	Knowledge about the work	✓		
2.	Communication skill	✓		
3.	Interpersonal skill	✓		
4.	Accessibility			✓
5.	Punctuality	✓		
6.	Disciplinary action taken (if any)	Nil		
Remarks	1.	Improve the knowledge by attending trainings.		
	2.			
	3.			

[Signature]

Head of Department

[Signature]
Principal

PRINCIPAL
V. G. SHIVDARE COLLEGE OF
COMMERCE & SCIENCE, SOLAPUR