

	Savitribai Phule Pune University, Pune. Modern Education Society's Wadia College of Engineering, Pune 01	
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YEAR OF PERFORMANCE APPRAISAL: _____
SECTION – A: GENERAL

1.	Name	:	Dr. Nuzhat Faiz Shaikh
2.	Designation	:	Associate Professor
3.	Date of Joining and Name of the Department / Centre	:	1 st July 2002
4.	Communication Address	:	B9-203 Bramha Majestic, NIBM Road,
5.	Email Telephone / Mobile number	:	9822336455
6.	Current Designation & Grade Pay (Present Position)	:	
7.	Designation of Promotion with Due Date of Eligibility	:	
8.	Assessment Period (Without Break)	:	

SECTION – B: The 360 Degree Score shall be determined on the basis of following parameters

A. Teaching Process (Max Point 25)

Sr. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2024-25					
2	1/ 2024-25					
3	1/ 2024-25					
4	2/ 2024-25					
5	2/ 2024-25					
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/ 2024-25			
2	1/ 2024-25			
3	1/ 2024-25			
4	2/ 2024-25			
5	2/ 2024-25			
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2024-25		3	3 Point/ semester	
2	1/ 2024-25		3	3 Point/ semester	
3	1/ 2024-25		3	3 Point/ semester	
4	2/ 2024-25		3	3 Point/ semester	
5	2/ 2024-25		3	3 Point/ event	

6	2/ 2024-25		3	3 Point/ event	
7	2/ 2024-25		3	3 Point/ semester	
		Total	21		

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2024-25	HoD /Dean	4	4 point/semester	
2	1/ 2024-25	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	1/ 2024-25	Organized Conference	2	2 Point/event	
4	2/ 2024-25	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Grade A+ (8 and above, out of 10)	Grade A (6 and above, but less than 8, out of 10)	Grade B (4 and above, but less than 6, out of 10)	Grade C (Less than 4, out of 10)
10	8	6	4

Sr. No.	Year	Activity	Credit Point	Grade	Enclosure No.
1	2024-25	ACR	10	A+	

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	CreditPoint	Criteria	EnclosureNo.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

SECTION – C: RESEARCH

Sr. No.	Academic/Research Activity	Faculty of Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology	Self-appraisal Score	Verified Score
1.	(*) Research Papers in Peer-Reviewed or UGC/AICTE listed Journals			

Signature of the Teacher

Date:-

**Signature
(Head of the Department)**

Remark of the Vice-Chancellor/Principal (Adverse remarks as well as remarks of appreciation)

Principal

STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	VeryPoor	Poor	Good	VeryGood	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabusas prescribed by University/ College/Board?					
2	Has the Teacher covered relevant topicsbeyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students tolearn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice tostudents.					
	Total					

IV A (Departmental Activities)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	Lab In charge	0 - 3 Points		
02	Consultancy	0 - 3 Points		
03	Time table In charge	0 - 3 Points		
04	NBA coordinator	0 - 3 Points		
05	Class Teacher	0 - 3 Points		
06	Student registration	0 - 3 Points		
07	Student detention In charge	0 - 3 Points		
08	Final Year Student Project Guide	0 - 3 Points		
09	Guest Lecture Organization	0 - 3 Points		
10	Industrial visit in charge	0 - 3 Points		
11	Project/ Seminar Coordinator	0 - 3 Points		

12	Departmental Library In charge	0 - 3 Points		
13	Student Association/ Chapter Co-coordinator	0 - 3 Points		
14	Cleanliness in charge	0 - 3 Points		
15	Practical/ Exam Time table in charge	0 - 3 Points		
16	Departmental store/Purchase in-charge	0 - 3 Points		
17	Internal/External Academic Monitoring Co-coordinator	0 - 3 Points		
18	Department Level CSR Activities Co-coordinator	0 - 3 Points		
19	Project Mentoring for project Competition	0 - 3 Points		
20	Student Feedback In charge	0 - 3 Points		
21	Student Counseling	0 - 3 Points		
22	Initiative for CEP/ STTP / Testing Consultancy	0 - 3 Points		
23	Organization of MOOCS/ NPTEL/ Spoken Tutorials/ IUCEE webinars, etc	0 - 3 Points		
24	Any other Activity (Specify)	0 - 3 Points		

Annexure IV A (Institute Activities)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	In charge Internship	0 - 4 points		
02	Institute Web site Management	0 - 4 points		
03	Institute level networking and maintenance	0 - 4 points		
04	Building/ Electrical Maintenance	0 - 4 points		
05	EPBX Activity	0 - 4 points		
6	Hardware and Software installation and maintenance	0 - 4 points		
07	Institute MIS In charge	0 - 4 points		
08	DTE MIS In charge	0 - 4 points		
09	Organization of FDP/Conference/Training/ Workshop	0 - 4 points		
10	Exam Activities/Duties	0 - 4 points		
11	RO/RBTE/Administrative Activity/Duties	0 - 4 points		
12	Sports in charge and co-ordinator	0 - 4 points		

13	In-charge/ Member of AICTE/ State Govt./ University Statutory committee	0 - 4 points		
14	NBA/ NACC coordinator	0 - 4 points		
15	Garden Maintenance, Tree Plantation	0 - 4 points		
16	AICTE/ University/DTE/AISHE/ NIRF/ ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc Activity in-charge	0 - 4 points		
17	PRO/ Gymkhana/ Gathering/ Publicity/ student club activity	0 - 4 points		
18	HoD/ Dean/ Associate Dean/ Library In-charge	0 - 4 points		
19	Rector/ Warden/ Canteen	0 - 4 points		
20	Earn and Learn Scheme/ Scholarship In-charge	0 - 4 points		
21	Any other Activity (Specify)	0 - 4 points		

Annexure IV C (Contribution to society)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	Blood Donation Activity organization	0-5 Point/Event		
02	Yoga Classes	0-5 Point/Event		
03	Induction Program In charge	0-5 Point/Event		
04	Medical Camp/ Health Camp Organization	0-5 Point/Event		
05	Literacy Camp Organization	0-5 Point/Event		
06	Tree Plantation and garden maintenance	0-5 Point/Event		
07	Environmental awareness camp	0-5 Point/Event		
08	Swatch Bharat Mission, Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan/ NCC/ NSS/ Mahatma Gandhi Swachhata Abhiyan/	0-5 Point/Event		
09	Any other Activity (Specify)	0 - 5 Points		

**Annexure - IV CALCULATION OF 360°
FEEDBACK**

SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)

- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

G. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

H. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

I. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20. (Please refer Annexure IV A for details)

J. Institute Activities (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10. (Please refer Annexure IV B for details)

K. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

L. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute. (Please refer Annexure IV C

for details)

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading