

**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.						

<b>Total weight achieved in TABLES 1, 2, 3, 4 and 5</b>	
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#### 6. Other Performance:

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
<b>1.</b>	<b>Supervision on Staff Performance</b>				
	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
<b>2.</b>	<b>Personal Academic Achievement:</b>				
	a) Use of library books, periodicals or participation in seminars / workshops.				
	b) Updates knowledge <b>or</b> delivers speeches in other institutions.				
	c) Participation in Curriculum or Learning resource development.				
	d) Memberships of professional bodies <b>or</b> Awards <b>or</b> Honours.				
	e) Innovations in Education, Evaluation, Examination reforms.				
<b>3.</b>	<b>Managerial Skill:</b>				
	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.				
<b>4.</b>	<b>Administrative Skill:</b>				
	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.				
<b>5.</b>	<b>Co-curricular Activities and Staff Development:</b>				
	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.				
<b>6.</b>	<b>Interaction with External Environment:</b>				
	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.				
	<b>Total Number of Tick Marks</b>				

**FINAL ASSESSMENT:**

Particulars			Weight achieved
a)	<b>Total weight achieved in TABLES other than Other Performance.</b>		
	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)	<b>Special weight given by Reporting Officer [Max. 5]</b>		
<b>Total weight achieved out of 100</b>			
<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 :

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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 .

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श्रेणी :

टिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का