



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

(Period of Appraisal: From Jan 2021 To Dec 2021)

EMPLOYEE DETAILS:

Name of the Faculty	:	Dr. Yogita walmik munde
Department	:	conservative & Endodontics
Designation	:	Tutor
Date of Joining the Institute	:	19 July 2021
Employment ID	:	✓
Gross Salary	:	12000/-
Mobile No.	:	9588475473
E-mail ID	:	yogita munde 00@gmail.com

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: _____ PG: _____ No. of Lectures conducted : UG: _____ PG: _____	15	1		
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: _____ PG: _____ No. of activities conducted : UG: _____ PG: _____	15	1		
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: _____ PG: _____ No. of activities conducted : UG: _____ PG: _____	10	1		
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	10		
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	1		
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20	1		
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	1		
Total score		100	16		


Signature of Faculty


Verified by HOD



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CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	1		
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	.		
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10	1		
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc.) (5 Marks for each activity)	10	1		
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	4		
Total of (II)		70			

Signature of Faculty

Verified by HOD



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY - III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1 mark each)	15	1		
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10	1		
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10	1		
4.	Research Guidance Ph.D. - 5 per student per year MD/MS - 2.5 per student per year	10	1		
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10	1		
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10	1		
7.	Development of e-learning content / material	5	1		
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10	1		
9.	Copyright (5) or Patents (10) registered	10	1		
	TOTAL (III)	90			


Signature of Faculty


Verified by HOD



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY-IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10	1		
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10	1		
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10	1		
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10	1		
	TOTAL (IV)	40			

Signature of Faculty

Verified by HOD



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



EVALUATION SUMMARY:

APIs	API Score allotted	Self-appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category – I : Teaching, Learning & Evaluation Related Activities	100	10		
Category – II : Professional Development, Co-Curricular & Extension Activities	70	—		
Category – III : Research and Academic Contributions	90	—		
Category – IV: Other Related Activities	40	—		
TOTAL	300	10		
Minimum Score required				
o 40% - Tutors/BDS Staff	120			
o 50% - Lectures	150			
o 55% - Reader	165			
o 60% - Professor and HOD	180			


Signature of Faculty


Verified by HOD



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD)

Date:

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution

**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Dipali Shashikant Pandit
Department	:	Prosthodontics.
Designation	:	clerk
Date of Joining	:	28/04/2011
Total Years of Experience	:	10 Year, 08 months
Years of Experience in Current Role	:	10 Year, 08 months.
Qualification	:	B. A.
Certifications if any	:	MS-CIT, Marathi & English Typing.
Appraisal Period	:	Jan. 2021 to Dec. 2021.
Gross Salary	:	.

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आयल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

समाधानकारक. बॉकडाऊन नंतर नियमांचे पालन करत, कार्यालयीन कामकाज पुन्हा व्यवस्थित पणे करता आले.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

कोरोना सारख्या संसर्गजन्य आजाराशी सामना करत, नियमांचे पालन करत कोणत्याही कामकाजात अडथळा नयेता कार्यालयीन कामकाज वेळेत व व्यवस्थित पणे करता आले.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

कोरोना आजाराशी सामना करत, रुग्णांशी संवाद साधून, त्यांना नियमांचे पालन करायला लावून व वेळोवेळी विभागाने परिपूर्णपणे करून देणे.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

5. ~~विभागातील इन्वेन्शनचे काम, विद्यार्थ्यांच्या परिशोर्त रेकॉर्ड ठेवणे, विभागातील स्वच्छता करणे, रोगांचे गैरसोय होऊ न देणे तसेच विभाग प्रमुखानी सोपवलेली सर्व कार्यालयीन काम भावडीने पार पाडणे.~~
 What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्याकीता आपण काय नियोजन करता?

6. ~~सध्या स्थिती पाहता वर्तमान स्थितीतही रूग्ण विभागाने येव्याभाषी मास्क लावणे, स्वच्छता व सुरक्षिततेचे पालन करव्यासाठी मिथम घालून देणे, न्यासाठी विभागावलेर नियमावली तयार करणे लावणे.~~
 Are you involved in any other work of the organization besides daily work? and how?
 दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

~~दैनंदिन कामाव्यतिरिक्त संस्थेने घेतलेले कॅम्प, इतर कार्यक्रमात सहभागी होऊन ते व्यवस्थित पूर्ण करतो.~~

Appraisal Committee rates the performance assessment as _____

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	2		
Knowledge about the profile carried	1		
Time Management (Regularity, submission, etc.)	2		
Getting information	1		
Communication Skills- Written	2		
Communication Skills- Oral	2		
Managing relationships with colleagues & subordinates/ Student	2		
Reporting to superiors	2		
Delegation of work	2		
IT skills (Specify MS office and others required)	2		
Meeting deadlines & commitments	1		
Creativity & Presentation	1		
Problem solving (Self or dependent on others)	2		
Team work and developing others	2		
Work under pressure	2		
Leadership & Integrity	1		
Adaptability, flexibility & mobility	2		
Working within the system	2		
Accuracy	1		

D. Related to Personal Behavior:

Particulars	Appraise	EA	RA
Personal appearance and character	2		
Neatness & cleanliness	2		
Striving for new skills, knowledge, etc.	2		
Understanding others	2		
Self-starter/ Self motivator	1		
Contributing Positive environment	2		
Balance between work and home	2		
General Impression & Grasping	1		
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	1		

1. **Score your own capability in terms of your current role:**
(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14	14		
2	Section - B: Performance Assessment	30	29		
3	Section - C: Skills Assessment	38	35		
4	Section - D: Related to Personal Behavior	18	18		
	Total	100	96		

ADDITIONAL COMMENTS:

Date:

Name & Signature



ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :

Name & Signature

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



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(Period of Appraisal: From JAN 2021 To DEC. 2021)

EMPLOYEE DETAILS:

Name of the Faculty	:	DR. AJITKUMAR ANGADRAO SHINDE
Department	:	CONSERVATIVE DENTISTRY AND ENDODONTICS
Designation	:	SENIOR LECTURER
Date of Joining the Institute	:	01/09/2018
Employment ID	:	TM-CONS132
Gross Salary	:	
Mobile No.	:	9108088508
E-mail ID	:	ajitshinde8812@gmail.com

GUIDELINES:

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- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
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RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
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1	Casual Leave (CL)			
2	Medical Leave (ML)			
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4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



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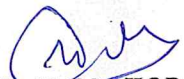


ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: <u>35</u> PG: _____ No. of Lectures conducted : UG: <u>35</u> PG: _____	15	15	15	
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: <u>180</u> PG: _____ No. of activities conducted : UG: <u>225</u> PG: _____	15	15	10	
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: <u>100</u> PG: <u>200 hr</u> No. of activities conducted : UG: <u>80</u> PG: <u>90 hr</u>	10	10	10	
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	15	10	
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	06	0	
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva Voce)	20	20	20	
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	10	0	
Total score		100	91	65	


Signature of Faculty


Verified by HOD



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ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	20	20	
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	10	10	
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10	05	05	
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc). (5 Marks for each activity)	10	10	10	
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	15	10	
Total of (II)		70	60	55	

Signature of Faculty

Verified by HOD



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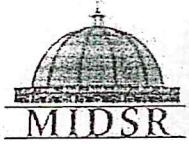
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CATEGORY - III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1mark each)	15	7.5	7.5	
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10	-	0	
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10	-	0	
4.	Research Guidance Ph.D. - 5 per student per year MD/MS - 2.5 per student per year	10	-	0	
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10	-	0	
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10	-	0	
7.	Development of e-learning content / material	5	5	5	
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10	-		
9.	Copyright (5) or Patents (10) registered	10	-		
	TOTAL (III)	90	12.5	12.5	

Signature of Faculty

Verified by HOD




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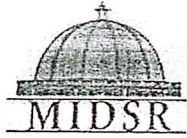
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10	10	10	
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10	0	0	
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10	0	0	
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10	10	10	
	TOTAL (IV)	40	20	20	


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)

Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



EVALUATION SUMMARY:

APIs	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category – I : Teaching, Learning & Evaluation Related Activities	100	91	85	
Category – II : Professional Development, Co-Curricular & Extension Activities	70	65	55	
Category – III : Research and Academic Contributions	90	12.5	12.5	
Category – IV: Other Related Activities	40	20	20	
TOTAL	300	183.5	152.5	
Minimum Score required o 40% - Tutors/BDS Staff o 50% - Lectures o 55% - Reader o 60% - Professor and HOD	120 150 165 180			

Signature of Faculty

Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

Regular staff

Date:

[Signature]
Name & Signature of HOD

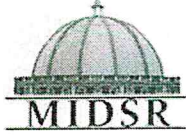
REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

H.O.D
Dept. of Conservative & Endodontics
M.I.D.S.R. Dental College, Latur

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

(Period of Appraisal: From 10/12/2020 To 21/01/21)

EMPLOYEE DETAILS:

Name of the Faculty	:	Dr. Ruchika Raj
Department	:	Oral & Maxillofacial Surgery
Designation	:	Senior Lecturer
Date of Joining the Institute	:	10/12/2020
Employment ID	:	—
Gross Salary	:	35 K
Mobile No.	:	7795365636
E-mail ID	:	ruchika.raj89@gmail.com

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)	4	7	
2	Medical Leave (ML)	—	—	
3	Office Duty (OD)	—	—	
4	Maternity Leave (MTL) (if applicable)	—	—	
5	Leave without Pay (LWP)	—	—	
6	Earned Leaves (EL) (if Applicable)	—	—	
7	Special Leave (SL)	—	—	

- Provide Details of the nature / purpose of Special Leaves (if applicable)



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: <u>48</u> PG: _____ No. of Lectures conducted : UG: <u>48</u> PG: _____	15	15	14	
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: <u>25</u> PG: _____ No. of activities conducted : UG: <u>21</u> PG: _____	15	15	14	
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: <u>20</u> PG: _____ No. of activities conducted : UG: <u>20</u> PG: _____	10	10	9	
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	15	14	
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	4	3	
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20	20	19	
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	7	7	
Total score		100	86	80	


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



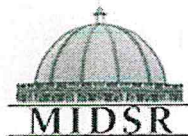
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	10	10	
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	10	9	
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10	10	9	
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc). (5 Marks for each activity)	10	10	9	
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	15	14	
Total of (II)		70	55	51	


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY – III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1mark each)	15	5 2.5	7	
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10	—		
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10	—		
4.	Research Guidance Ph.D. – 5 per student per year MD/MS – 2.5 per student per year	10	—		
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10	—		
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10	—		
7.	Development of e-learning content / material	5	5	4	
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10	—		
9	Copyright (5) or Patents (10) registered	10	10	8	
	TOTAL (III)	90	17.5	31.5	

Signature of Faculty

Verified by HOD




Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10	10	8	
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10	—		
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10	5	4	
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10	10	8	
	TOTAL (IV)	40	25	20	


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



EVALUATION SUMMARY:

APIs	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category – I : Teaching, Learning & Evaluation Related Activities	100	80	80	
Category – II : Professional Development, Co-Curricular & Extension Activities	70	55	51	
Category – III : Research and Academic Contributions	90	17.5	14	
Category – IV: Other Related Activities	40	25	20	
TOTAL	300	187.5	165	
Minimum Score required				
o 40% - Tutors/BDS Staff	120			
o 50% - Lectures	150			
o 55% - Reader	165			
o 60% - Professor and HOD	180			

Signature of Faculty

Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

ADDITIONAL COMMENTS (if any) BY THE FACULTY

All lectures were conducted as scheduled. Seminars / case presentations were attended. Clinical demonstrations / activities were conducted in detail for Under Graduates. All inspections work was done as allotted. UG Exams / Practical / PG Exams conducted held in the year.

Date: 21/01/22

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

The overall utility contribution of the candidate to the department and institute are to be satisfactory

Date:

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

ADDITIONAL COMMENTS (if any) BY THE FACULTY


Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)


(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

Date:


Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

Date:


Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



EVALUATION SUMMARY:

APIs	API Score allotted	Self-appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category - I : Teaching, Learning & Evaluation Related Activities	100	45		
Category - II : Professional Development, Co-Curricular & Extension Activities	70	0		
Category - III : Research and Academic Contributions	90	0		
Category - IV : Other Related Activities	40	0		
TOTAL	300	45		
Minimum Score required				
o 40% - Tutors/BDS Staff	120			
o 50% - Lectures	150			
o 55% - Reader	165			
o 60% - Professor and HOD	180			

Signature of Faculty

Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY-IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10	—		
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10	—		
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10	—		
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10	—		
	TOTAL (IV)	40	0		

P. Chaudhary
Signature of Faculty

W. Chy
Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

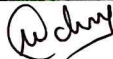
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY - III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1mark each)	15	—		
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10	—		
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10	—		
4.	Research Guidance Ph.D. – 5 per student per year MD/MS – 2.5 per student per year	10	—		
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10	—		
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10	—		
7.	Development of e-learning content / material	5	—		
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10	—		
9.	Copyright (5) or Patents (10) registered	10	—		
	TOTAL (III)	90	0		


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)

Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	—		
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	—		
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10	—		
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc) (5 Marks for each activity)	10	—		
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	—		
Total of (II)		70	0		

Signature of Faculty

Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: <u>—</u> PG: <u>—</u> No. of Lectures conducted : UG: <u>—</u> PG: <u>—</u>	15	—		
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: <u>3</u> PG: <u>—</u> No. of activities conducted : UG: <u>3</u> PG: <u>—</u>	15	15		
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: <u>—</u> PG: <u>—</u> No. of activities conducted : UG: <u>—</u> PG: <u>—</u>	10	—		
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	15		
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	—		
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20	15		
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	—		
Total score		100	45		


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



(Period of Appraisal: From Jan 2021 To Dec 2021)

EMPLOYEE DETAILS:

Name of the Faculty	:	Dr. Pratibha Gopinath Chaudhary
Department	:	Conservative & Endodontics
Designation	:	Tutor
Date of Joining the Institute	:	18 June 2019
Employment ID	:	~
Gross Salary	:	14000/-
Mobile No.	:	8788742592
E-mail ID	:	pratibhachaudhary21nuv@gmail.com

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/ Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



Maharashtra Institute of Dental Sciences and Research (Dental College)

Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



(Period of Appraisal: From Jan 2021 To Dec 2021)

EMPLOYEE DETAILS:

Name of the Faculty	:	Dr. Shubhangi Shubhash Kendre
Department	:	conservative and Endodontics
Designation	:	Tutor
Date of Joining the Institute	:	01/10/2021
Employment ID	:	✓
Gross Salary	:	12,000/-
Mobile No.	:	7972275824, 9970237665
E-mail ID	:	shubhangikendre1829@gmail.com

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



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Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



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Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY - I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: <u> </u> PG: <u> </u> No. of Lectures conducted : UG: <u> </u> PG: <u> </u>	15	<u> </u>		
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: <u> </u> PG: <u> </u> No. of activities conducted : UG: <u> </u> PG: <u> </u>	15	<u> </u>		
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: <u> </u> PG: <u> </u> No. of activities conducted : UG: <u> </u> PG: <u> </u>	10	<u> </u>		
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	<u>10</u>		
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	<u> </u>		
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20	<u> </u>		
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	<u> </u>		
Total score		100	<u>10</u>		


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	—		
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	—		
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10	—		
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc.) (5 Marks for each activity)	10	—		
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	—		
Total of (II)		70			


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)

Vishwanathpuram Ambajogai Road, Latur 413512

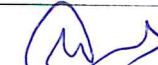
ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY - III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1mark each)	15	—		
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10	—		
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10	—		
4.	Research Guidance Ph.D. - 5 per student per year MD/MS - 2.5 per student per year	10	—		
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10	—		
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10	—		
7.	Development of e-learning content / material	5	—		
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10	—		
9	Copyright (5) or Patents (10) registered	10	—		
	TOTAL (III)	90			


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



CATEGORY-IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10	—		
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10	—		
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10	—		
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10	—		
	TOTAL (IV)	40			


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)

Vishwanathpuram Ambajogai Road, Latur 413512

ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF



EVALUATION SUMMARY:

APIs	API Score allotted	Self-appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category - I : Teaching, Learning & Evaluation Related Activities	100	10		
Category - II : Professional Development, Co-Curricular & Extension Activities	70	—		
Category - III : Research and Academic Contributions	90	—		
Category - IV : Other Related Activities	40	—		
TOTAL	300	10		
Minimum Score required				
o 40% - Tutors/BDS Staff	120			
o 50% - Lectures	150			
o 55% - Reader	165			
o 60% - Professor and HOD	180			


Signature of Faculty


Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

Date:

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

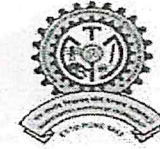
Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

(Period of Appraisal: From July To December)

EMPLOYEE DETAILS:

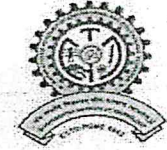
Name of the Faculty	:	Dr Poonam Shivaji Musakute
Department	:	ODMR
Designation	:	BDS Tutor
Date of Joining the Institute	:	28/07/2024
Employment ID	:	
Gross Salary	:	12,000/-
Mobile No.	:	8080269113
E-mail ID	:	pmusakute1000@gmail.com

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

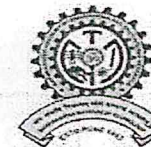
RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY-I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG: _____ PG: _____ No. of Lectures conducted : UG: _____ PG: _____	15		-	
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG: _____ PG: _____ No. of activities conducted : UG: _____ PG: _____	15		-	
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG: _____ PG: _____ No. of activities conducted : UG: _____ PG: _____	10		-	
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20	20	20	
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10	10	00	
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20		00	
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10	10	00	
Total score		100		20	

Poonam

Signature of Faculty

Verified by HOD



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20	10	10	
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10	10	5	
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10		00	
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc). (5 Marks for each activity)	10	90	00	
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15	15	5	
Total of (II)		70		20	

Poonam
Signature of Faculty

[Signature]
Verified by HOD

ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	शंभु नरहरी बलवंत
Department	:	प्रबन्ध
Designation	:	शिपाई
Date of Joining	:	2/12/2010
Total Years of Experience	:	11 वर्ष 1 महीना
Years of Experience in Current Role	:	11 वर्ष 1 महीना
Qualification	:	10 की.
Certifications if any	:	
Appraisal Period	:	
Gross Salary	:	18155/-

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION -A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

मागील वर्ष खूप जिवनाची उलोही आपणाने ठरेल पण कोरोना पेशाखाती आरोग्य सेवेच्या माध्यमातून समाधानकारक कामे करता आल्यामुळे समाधानकारक ठरेल.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

कोरोना काळात केलेल्या सुणनेवेमधुन प्रसिद्धी लागते कामे करता येता. आरोग्य सेवा.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

मागील वर्षी आपल्या आरोग्याची पकीत करत कोरोना पेशाखाती काम करते. ही सर्वात कठीण धरत सेवा.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

सर्वत्र कामाच्या घटकामध्ये आवडीने काम करते.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्यासाठी आपण काय नियोजन करता?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्यासाठी आपण काय नियोजन करता?

6. Are you involved in any other work of the organization besides daily work? and how?
दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

Appraisal Committee rates the performance assessment as _____

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	2		
Knowledge about the profile carried	1		
Time Management (Regularity, submission, etc.)	2		
Getting information	1		
Communication Skills- Written	2		
Communication Skills- Oral	1		
Managing relationships with colleagues & subordinates/ Student	2		
Reporting to superiors	1		
Delegation of work	2		
IT skills (Specify MS office and others required)	2		
Meeting deadlines & commitments	1		
Creativity & Presentation	2		
Problem solving (Self or dependent on others)	2		
Team work and developing others	1		
Work under pressure	2		
Leadership & Integrity	2		
Adaptability, flexibility & mobility	1		
Working within the system	2		
Accuracy	2		

D. Related to Personal Behavior:

Particulars	Appraise	EA	RA
Personal appearance and character	2		
Neatness & cleanliness	2		
Striving for new skills, knowledge, etc.	2		
Understanding others	2		
Self-starter/ Self motivator	2		
Contributing Positive environment	2		
Balance between work and home	2		
General Impression & Grasping	2		
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	2		

1. **Score your own capability in terms of your current role:**
(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14	12		
2	Section - B: Performance Assessment	30	29		
3	Section - C: Skills Assessment	38	36		
4	Section - D: Related to Personal Behavior	18	16		
	Total	100	93		

ADDITIONAL COMMENTS:

Date:

Name & Signature

ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


Name & Signature

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	BHOSLE SUSHMA NILKANTH
Department	:	CONSERVATIVE & ENDODONTICS DENTISTRY
Designation	:	STAFF NURSE
Date of Joining	:	22 OCT - 2012
Total Years of Experience	:	9 years three month
Years of Experience in Current Role	:	As Above
Qualification	:	R-GNM
Certifications if any	:	MS-CIT
Appraisal Period	:	JAN - DEC - 2021
Gross Salary	:	21,060

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

मागील वर्ष हे माझ्यासाठी चांगले गेले. कारण विभागातील कामे हे मी अतिशय व्यवस्थित-रित्या व इमानदारिते करवतात आले.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षाच्या कामगिरीमध्ये महत्वाचे म्हणजे मी जसे रज्यु झाल्यापासून माझ्या कामगिरीमध्ये मी कुठल्याही प्रकारचे कामांमध्ये दवगर्जापणा न करता सर्व कामे सर्वांसोबत व्यवस्थित केले.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधता?

मला माझ्या कामांमध्ये असा कुठल्याच घटक नाही की जो मला सर्वात कठीण वाटतो.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

मी माझ्या कामाच्या प्रत्येक घटकामध्ये आवडीने काम करते.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आगलात आणण्यासाठी आपण काय नियोजन करता?

वर्तमान स्थितीमध्ये कामगिरी सुधारण्यासाठी वरिष्ठ अधिकार्यांनी आम्हाला योग्य ते मार्गदर्शन करावे. व कोणत्या मार्गदर्शनावर आम्ही आमचे काम करण्याचे प्रयत्न करू.

6. Are you involved in any other work of the organization besides daily work? and how? दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामामध्ये आमचा सहभाग असतो. जसे काम असल्या तशा प्रकारे आम्ही आमचा सहभाग देतो.

Appraisal Committee rates the performance assessment as _____

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	02	2	
Knowledge about the profile carried	02	2	
Time Management (Regularity, submission, etc.)	02	2	
Getting information	02	2	
Communication Skills- Written	02	2	
Communication Skills- Oral	02	2	
Managing relationships with colleagues & subordinates/ Student	02	2	
Reporting to superiors	02	2	
Delegation of work	02	2	
IT skills (Specify MS office and others required)	02	2	
Meeting deadlines & commitments	02	2	
Creativity & Presentation	02	2	
Problem solving (Self or dependent on others)	02	2	
Team work and developing others	02	2	
Work under pressure	01	1	
Leadership & Integrity	01	1	
Adaptability, flexibility & mobility	02	2	
Working within the system	02	2	
Accuracy	02	2	

D. Related to Personal Behavior:

Particulars	Appraise	EA	RA
Personal appearance and character	02	2	
Neatness & cleanliness	02	2	
Striving for new skills, knowledge, etc.	01	1	
Understanding others	02	2	
Self-starter/ Self motivator	02	2	
Contributing Positive environment	02	2	
Balance between work and home	02	2	
General Impression & Grasping	01	1	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	02	2	

1. **Score your own capability in terms of your current role:**
(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30	30	30	
3	Section - C: Skills Assessment	38	36	36	
4	Section - D: Related to Personal Behavior	18	16	16	
	Total	100			

ADDITIONAL COMMENTS:

Date:

Sushma
Name & Signature
SIN.Bhaste Sushma Page 5 of 6



ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

she is a regular & good working nurse

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


Name & Signature
H.O.D.
Dept. of Conservative & Endodontics
M.I.D.S.R. Dental College, Latur

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution

**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Jadhav Sudhir
Department	:	CONS
Designation	:	peon
Date of Joining	:	01-12-2012
Total Years of Experience	:	9 year 01 month
Years of Experience in Current Role	:	
Qualification	:	
Certifications if any	:	
Appraisal Period	:	Jan 2021 To Dec 2021
Gross Salary	:	17000/-

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION -A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

मागील वर्ष साइमाशी समाधानकारक होते. कारण कोविड-19 या आजारामुळे विशेष काही करत नाही.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामांमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षी नवीन मोडेल शिकण्यात आले.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

माझे काम वृत्त कोणताच घटक आवडत नाही.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

कामाचे सर्वच घटक माझ्या भावडीचे
आहेत.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्याकीता आपण काय नियोजन करता?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी
मनवान वेळी भाग्यात काम पाहिले

6. Are you involved in any other work of the organization besides daily work? and how?
दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

हो. आहे. संस्थेने वेळोवेळी आभोजन
कामात सहभाग घेतो.

Appraisal Committee rates the performance assessment as _____



SECTION – C: SKILLS ASSESSMENT

Marks: 38

I. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	02	02	
Knowledge about the profile carried	02	02	
Time Management (Regularity, submission, etc.)	01	1	
Getting information	02	2	
Communication Skills- Written	02	2	
Communication Skills- Oral	01	1	
Managing relationships with colleagues & subordinates/ Student	02	2	
Reporting to superiors	01	1	
Delegation of work	02	2	
IT skills (Specify MS office and others required)	02	2	
Meeting deadlines & commitments	02	2	
Creativity & Presentation	02	2	
Problem solving (Self or dependent on others)	02	2	
Team work and developing others	02	2	
Work under pressure	02	2	
Leadership & Integrity	02	2	
Adaptability, flexibility & mobility	01	1	
Working within the system	01	1	
Accuracy	02	2	

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	02	2	
Neatness & cleanliness	02	2	
Striving for new skills, knowledge, etc.	02	2	
Understanding others	01	1	
Self-starter/ Self motivator	02	2	
Contributing Positive environment	02	2	
Balance between work and home	02	2	
General Impression & Grasping	02	2	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	02	2	

1. **Score your own capability in terms of your current role:**
 (Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30	30	30	
3	Section - C: Skills Assessment	38	33	33	
4	Section - D: Related to Personal Behavior	18	17	17	
	Total	100			

ADDITIONAL COMMENTS:

Date:

Name & Signature



ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/contribution of the candidate to the department and institute are assessed.)

He will do all allotted work

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


Name & Signature
Dept. of Conservative & Endodontics
M.I.D.S.R. Dental College, Latur

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution

ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Goulan Sadaashiv Surwase
Department	:	Conservative Dentistry & Endodontic
Designation	:	Staff Nurse
Date of Joining	:	5 March 2016
Total Years of Experience	:	5 year 10 month
Years of Experience in Current Role	:	As Above
Qualification	:	12 th , RANM
Certifications if any	:	MS-CIT
Appraisal Period	:	Jan-2021 to Dec-2021
Gross Salary	:	14534/-

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION -A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

या मागील वर्षी या जागतिक महामारीमुळे हा काळ खराब मानणे लागिल, पण या काळामध्ये महत्वाचे प्रसंगी शिस्तही सर्व जबाबदारी स्विकारून घेणे आणि माझे काम सक्षमपणे पार पाडले.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षाच्या कामगिरीमध्ये महत्वाचे म्हणजे माझ्या रुग्ण बांधण्यापासून माझ्या कामगिरीमध्ये ही कुटुंबाची प्रकाराच्या कामामध्ये हलगरीपणा न करता सर्वांसाठी विभागिय काम सडन करू शकते.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

मला माझ्या कामामध्ये कुठल्या धरक नाही कीने मला कठीण वाटते.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

मी माझ्या स्विकृत नर्स या पदावर काम करते,
मी माझे प्रत्येक काम मी माझ्या आवडीने
व जबाबदारीने पार पाडते.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्यासाठी आपण काय नियोजन करता?

वर्तमान स्थितीमध्ये कामगिरी सुधारण्यासाठी वरिष्ठ
कर्मचाऱ्यांकडून आम्हाला योग्य ते मार्गदर्शन व सल्ले
द्यावेत. उनागे स्वताच्या कामात सुधारणा करण्यासाठी
दैनंदिन आयुष्याच्या सुचनांचा आम्ही स्विकार करून.

6. Are you involved in any other work of the organization besides daily work? and how?
दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामांमध्ये
आमचा सहभाग असतो. व वरिष्ठांकडून सौपविष्यात
आलेली जबाबदारी आम्ही प्रामाणिकपणे पार पाडतो.

Appraisal Committee rates the performance assessment as _____



SECTION – C: SKILLS ASSESSMENT

Marks: 38

I. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	02	02	
Knowledge about the profile carried	02	02	
Time Management (Regularity, submission, etc.)	02	02	
Getting information	02	02	
Communication Skills- Written	02	01	
Communication Skills- Oral	02	02	
Managing relationships with colleagues & subordinates/ Student	02	2	
Reporting to superiors	02	2	
Delegation of work	02	2	
IT skills (Specify MS office and others required)	02	2	
Meeting deadlines & commitments	02	2	
Creativity & Presentation	02	2	
Problem solving (Self or dependent on others)	02	2	
Team work and developing others	02	2	
Work under pressure	01	2	
Leadership & Integrity	01	1	
Adaptability, flexibility & mobility	02	2	
Working within the system	02	2	
Accuracy	02	2	

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	02	2	
Neatness & cleanliness	02	2	
Striving for new skills, knowledge, etc.	01	1	
Understanding others	02	2	
Self-starter/ Self motivator	02	2	
Contributing Positive environment	02	2	
Balance between work and home	02	2	
General Impression & Grasping	01	1	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	02	02	

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30	30	30	
3	Section - C: Skills Assessment	38	36	36	
4	Section - D: Related to Personal Behavior	18	16	16	
	Total	100			

ADDITIONAL COMMENTS:

She is a obedient & sincere staff.

Date:

Name & Signature

S/N Sumaya Ibrahim Page 5 of 6



ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

she is a obedient & sincere nurse

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


Name & Signature
H.O.D.
Dept. of Conservative & Endodontics
M.I.D.S.R. Dental College, Latur

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution

**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Geetkavach Vidya Prasad Bhanu
Department	:	CONS
Designation	:	peon
Date of Joining	:	01-12-2012
Total Years of Experience	:	9 year 01 month
Years of Experience in Current Role	:	
Qualification	:	12th
Certifications if any	:	-
Appraisal Period	:	Jan - 2021 To Dec - 2021
Gross Salary	:	17000/-

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

मागील वर्ष माझ्यासाठी समाधानकारक होते. कारण कोविड-19 चा आजारामुळे विशेष काही कश्या आले नाही.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षातच नवीन गोष्टी शिकण्यात आल्या.

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

माझी अजून कमी कोणताच घटक कठीण नाही.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

कामाचे सर्वच घटक MIDSR आवडीचे आहेत.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्यासाठी आपण काय नियोजन करता?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी नवनवीन गोष्टी आत्म्यात घेऊन पाहिले जाऊ शकतात. वरिष्ठाना सोल्युशन देणे पाहिजे.

6. Are you involved in any other work of the organization besides daily work? and how? दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

हो आहे. संस्थेने वेळोवेळी आभोजन वेळोवेळी कामात सहभाग होतो.

Appraisal Committee rates the performance assessment as _____

SECTION – C: SKILLS ASSESSMENT

Marks: 38

I. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	02	2	
Knowledge about the profile carried	02	2	
Time Management (Regularity, submission, etc.)	02	2	
Getting information	02	2	
Communication Skills- Written	02	2	
Communication Skills- Oral	01	1	
Managing relationships with colleagues & subordinates/ Student	02	2	
Reporting to superiors	02	2	
Delegation of work	02	2	
IT skills (Specify MS office and others required)	01	1	
Meeting deadlines & commitments	02	2	
Creativity & Presentation	02	2	
Problem solving (Self or dependent on others)	02	2	
Team work and developing others	02	2	
Work under pressure	01	1	
Leadership & Integrity	02	2	
Adaptability, flexibility & mobility	01	1	
Working within the system	02	2	
Accuracy	02	2	

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	02	2	
Neatness & cleanliness	02	2	
Striving for new skills, knowledge, etc.	02	2	
Understanding others	01	1	
Self-starter/ Self motivator	02	2	
Contributing Positive environment	02	2	
Balance between work and home	02	2	
General Impression & Grasping	02	2	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	02	2	

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30	30	30	
3	Section - C: Skills Assessment	38	34	34	
4	Section - D: Related to Personal Behavior	18	17	17	
	Total	100			

ADDITIONAL COMMENTS:

Date:

Name & Signature



ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/contribution of the candidate to the department and institute are assessed.)

He is a sincere worker

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


H.O.D.
Name & Signature
Dept. of Conservative & Endodontics
M.I.D.S.R. Dental College, Latur

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Kasture Narlanbai Mahadev
Department	:	Specialty clinic
Designation	:	ANM staff nurse (GNM)
Date of Joining	:	29/11/2011
Total Years of Experience	:	11 years
Years of Experience in Current Role	:	11 years
Qualification	:	ANM (GNM) III Jan-2022 yof
Certifications if any	:	
Appraisal Period	:	January 2021 to December 2021
Gross Salary	:	18,155

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION -A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

समाधानकारक
मागील वर्षी COVID-19 च्या महामारीच्या
ठोक्यात सुगम सेवा कुत्र्यामुळे ही समाधानी
आहे.

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षीच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षी माझ्याकडे दिलेली सर्व संस्थेची
कामे पुरवण प्रभाव्य देऊन पूर्ण कुत्री व आरोग्य
सुरक्षा योजनांच्या पेशंटची सेवा उरव्यास मिळाली
मात्वाचे

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

कोणतेही काम उघडून नाही जे कामामध्ये
अडचून येते ते वरिष्ठाना विचारून
पूर्ण करता

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

सर्व Dept च्या कामे आवडीने करतात व आरोग्य
संगणक प्रोग्रामची, इंटर पाठणे, Instrument कामे करणे
पेशाची गरज होऊ देत नाहीत.

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आम्हात आणण्यासाठी आपण काय नियोजन करता?

विभागात काम सुधारण्यासाठी नवीन कृती
कुली घेणे, वेगवेगळे Camp घेणे.

6. Are you involved in any other work of the organization besides daily work? and how?
दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

आहे, वरिष्ठ अधिकारी जे काम सांघिकीत ते
कामे आवडीने करतात.

Appraisal Committee rates the performance assessment as _____.

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:
(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	01	01	
Knowledge about the profile carried	01	02	
Time Management (Regularity, submission, etc.)	01	01	
Getting information	0	0	
Communication Skills- Written	1	2	
Communication Skills- Oral	1	01	
Managing relationships with colleagues & subordinates/ Student	2	2	
Reporting to superiors	2	2	
Delegation of work	0		
IT skills (Specify MS office and others required)	1	1	
Meeting deadlines & commitments	2	01	
Creativity & Presentation	1	1	
Problem solving (Self or dependent on others)	2	2	
Team work and developing others	2	01	
Work under pressure	2	2	
Leadership & Integrity	1	1	
Adaptability, flexibility & mobility	1	2	
Working within the system	1	1	
Accuracy	2	2	

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	2	02	
Neatness & cleanliness	2	02	
Striving for new skills, knowledge, etc.	2	02	
Understanding others	0	02	
Self-starter/ Self motivator	0	02	
Contributing Positive environment	1	02	
Balance between work and home	2	02	
General Impression & Grasping	2	02	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	1	02	

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50. Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30			
3	Section - C: Skills Assessment	38	38		
4	Section - D: Related to Personal Behavior	18	17		
	Total	100			

ADDITIONAL COMMENTS:

Date:


Name & Signature

ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

She works hard & sincerely, her behaviour with pts, and other staff is very good, she is cooperative & eager to learn new things. Do her work at best

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :

20/1/2022

Name & Signature

Dr. Arshana A

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature

External Assessor (If Any)

Name & Signature

Head of Institution

ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Pawla Jayashree Ganpat
Department	:	Specialty clinic
Designation	:	Peon
Date of Joining	:	13/6/2016
Total Years of Experience	:	5 years
Years of Experience in Current Role	:	5 years
Qualification	:	BT. BT. BS.
Certifications if any	:	
Appraisal Period	:	January 2021 to December 2021
Gross Salary	:	14,500

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

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- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?
मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

समाधानकारक
मागील वर्षात COVID-19 च्या महामारीच्या काळात सहाय्य सेवा केल्यामुळे ही समाधानी आहे.

2. What do you consider to be your most important achievements of the past year?
आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षात माझ्याकडे दिलेली सर्व संस्थेची कामे पुरवण प्रभाव्य देऊन पूर्ण केली व आरोग्य सुरक्षा योजनेच्या पेक्षाच चा सेवा करण्यास मिळाली महत्त्वाचे

3. What elements of your job do you find most difficult?
आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

कोणतेही काम कधीच नाही जे कामामध्ये अडचण येते, ते वारंवार विचारून पूर्ण करता.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

सर्व पैसाचे कामे आवडीने करतात व आरोग्य
योजना, पेशाव्द्यां, उच्च कामां द्वारे स्वध्या, अखिले
आणि पेशाव्द्यां वेरसोय होऊ देत नाहीत

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ चांगी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्याकीता आपण काय नियोजन करता?

विभागात काम सुधारण्यासाठी नवीन कृती
केली पाहिजे वेगवेगळे comp. क्षेत्रे

6. Are you involved in any other work of the organization besides daily work? and how?
दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

आहे. वरिष्ठ अधिकारी जे काम सांघितीयते
कामे आम्ही आवडीने करता.

Appraisal Committee rates the performance assessment as _____

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:

(0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	01	01	
Knowledge about the profile carried	01	02	
Time Management (Regularity, submission, etc.)	01	01	
Getting information	0	0	
Communication Skills- Written	1	2	
Communication Skills- Oral	1	01	
Managing relationships with colleagues & subordinates/ Student	2	2	
Reporting to superiors	2	2	
Delegation of work	0		
IT skills (Specify MS office and others required)	1	1	
Meeting deadlines & commitments	2	01	
Creativity & Presentation	1	1	
Problem solving (Self or dependent on others)	2	2	
Team work and developing others	2	01	
Work under pressure	2	2	
Leadership & Integrity	1	1	
Adaptability, flexibility & mobility	1	2	
Working within the system	1	1	
Accuracy	2	2	



D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	2	02	
Neatness & cleanliness	2	01	
Striving for new skills, knowledge, etc.	2	01	
Understanding others	0	02	
Self-starter/ Self motivator	0	01	
Contributing Positive environment	1	01	
Balance between work and home	2	01	
General Impression & Grasping	2	01	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	1	01	

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30			
3	Section - C: Skills Assessment	38	37		
4	Section - D: Related to Personal Behavior	18	17		
	Total	100			

ADDITIONAL COMMENTS:

Date:


Name & Signature

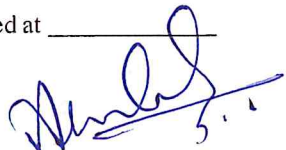
ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

She does her work in time, very active in work, her behaviour with everyone in dept is good. Does her properly once told.

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :


Name & Signature
Dr. Ashana Apte

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution

**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From January-2021 to December 2021)

EMPLOYEE DETAILS:

Employee Name	:	Bhise Omkar Bansi
Department	:	pedodontics
Designation	:	clerk
Date of Joining	:	02/01/2018
Total Years of Experience	:	4 years
Years of Experience in Current Role	:	4 years
Qualification	:	
Certifications if any	:	MS-CIT, Typing, Tally
Appraisal Period	:	2021
Gross Salary	:	13,000 /—

GUIDELINES:

The period of evaluation shall be January 2021 to December 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
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- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION -A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)	7.5	7.5	
2	Medical Leave (ML)	5	5	
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?

मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

मागील वर्ष समाधानकारक गेले कारण गेलेल्या वर्षी मध्ये मला दिलेले प्रत्येक काम मी योग्य रितीने केले

2. What do you consider to be your most important achievements of the past year?

आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

मागील वर्षीमध्ये 3 सीट व Increase DCI Inspection यशस्वीरित्या वर पाडले

3. What elements of your job do you find most difficult?

आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

मला माझ्या कामात कोणताच घटक कठीण वाहत नाही.

4. What elements of your job interest you the most, and least?

आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

मी प्रत्येक काम आवडीनेच करतो परंतु Inspection चे काम करणेस आवडताना

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आम्हाला आणण्यासाठी आपण काय नियोजन करता?

वरिष्ठांनी विभागातील कामे त्या त्या संबंधित कमीचा-यांना विभागून दिले पाहिजेत

6. Are you involved in any other work of the organization besides daily work? and how? दैनंदिन कामाव्यतिरिक्त संस्थेच्या इतर कामात आपला सहभाग आहे का? आणि कसा?

दैनंदिन कामाव्यतिरिक्त संस्था जे सामाजिक काम करतो त्यामध्ये मीही सहभाग असतो व जी जबाबदारी माझ्यावरती देण्यात येते ती मी योग्यरित्या जार वाटतो

Appraisal Committee rates the performance assessment as

25

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. Score your own capability in terms of your current role:
 (0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning	02	02	
Knowledge about the profile carried	02	01	
Time Management (Regularity, submission, etc.)	02	02	
Getting information	02	01	
Communication Skills- Written	02	02	
Communication Skills- Oral	02	01	
Managing relationships with colleagues & subordinates/ Student	02	02	
Reporting to superiors	02	02	
Delegation of work	02	02	
IT skills (Specify MS office and others required)	02	01	
Meeting deadlines & commitments	02	02	
Creativity & Presentation	02	01	
Problem solving (Self or dependent on others)	02	02	
Team work and developing others	02	01	
Work under pressure	02	02	
Leadership & Integrity	02	01	
Adaptability, flexibility & mobility	02	02	
Working within the system	02	02	
Accuracy	02	01	

30

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character	02	02	
Neatness & cleanliness	02	02	
Striving for new skills, knowledge, etc.	02	01	
Understanding others	02	01	
Self-starter/ Self motivator	02	01	
Contributing Positive environment	02	02	
Balance between work and home	02	02	
General Impression & Grasping	02	02	
Promptness to do work/ Approach for Institutional additional work/ outdoor work.	02	02	

15

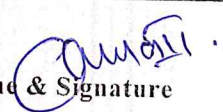
1. **Score your own capability in terms of your current role:**
 (Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14	14	14	
2	Section - B: Performance Assessment	30	30	25	
3	Section - C: Skills Assessment	38	38	30	
4	Section - D: Related to Personal Behavior	18	17	15	
	Total	100	99	84	

ADDITIONAL COMMENTS:

Date:

Name & Signature

 Omkar B. Bhise Page 5 of 6

ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

Overall contribution of the
Candidate in all categories is
satisfactory.

As per the approved Final Rating Grid, the performance of Omkar Bhise can be rated at Excellent.

Date :

Name & Signature



Dr Joseph Kale

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution