

Dr D Y Patil Education Complex, Akurdi

Faculty Self -Appraisal Form

DYPCOE & DYPIEMR

(A.Y. 2022-23, Semester-II and A.Y. 2023-24, Semester-I)

1. Name of the institute and Department

2. Name of faculty

3. Designation

4. Date of Joining

Experience

- Teaching: DYPEC
Other than DYPEC
- Industry

5. Email / Mobile number

6. Year of performance appraisal

Section	Score claimed by faculty	Score verified by HoD/ head of Institute	Score obtained after verification

Faculty Sign.:

Remark of HoD

Remark of Head of Institute:



PART A: Teaching Learning performance

1. Teaching load assessment (Max marks:10)

Sr.	Activities	Marks claimed	Marks Verified
1.	a) Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions tutorials, lab and other teaching related activities)		

2. Examination and evaluation duties assigned by university/institute: (Max marks : 2. a- 10, 2. B-20)

Activity	Marks claimed	Marks Verified
Involvement in the student related activities : (2.a) Examination and evaluation duties assigned by the college / university or attending the examination Paper evaluation. (2. b) Student related co-curricular, extension and field based activities such as student clubs, career counseling, Study visits, student Seminars and other events. Cultural, sports, NCC, NSS And community services.		

3. Teacher Guardian performance: (Max marks 50 for Professor, Senior Professor, Associate Professor and Max marks 65 for Senior Assistant Professor, Assistant Professor- Refer Guideline for same)

a) For FE and SE faculty:

- Attendance record of batch
- Meeting conducted
- Phone calls, letter communication and parent connect
- Counseling

Particular	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
All clear with first class			
Percentage increase in overall results			
Co-curricular activity			

b) For TE faculty:

- Attendance record of batch



- Meeting conducted
- Phone calls, letter communication and parent connect
- Counseling

Particular	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P department			
Other courses completed/ efforts taken as per T.G observation			
All clear with first class			

c) For BE faculty

- Attendance record of batch
- Meeting conducted
- Phone calls, letter communication and parent connect
- Counseling

Particular	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Add-on courses completed as per guidelines of central / institute T and P department			
Batch wise evaluation by institute and department T and P coordinator			
Percentage of students placed			

4. University result analysis: (Max marks 80)

University/Board Results (B): (A.Y. 2022-23, Semester-II and A.Y. 2023-24, Semester-I)

Max: 80

Total Score claimed by Faculty:

Total Score by HOD:



Sr. No.	Academic Year & Semester	Class	Subject	No. of times Subject taught	% Results				% Passing Results – University/Board Examination	Score claimed by Faculty	Score verified by HOD
					LR	LR-1	LR-2	LR-3			
01											
02											
03											
04											
05											

Sr. No.	Academic Year & Semester	Class	Subject	No. of Students Securing > 80 Marks	No. of Students Securing 60-79 Marks	Highest Marks Secured in the Subject
01						
02						

5. Feedback Analysis (Max marks: 30)

Sr. No.	Academic Year & Semester	Class	Subject	Score claimed by Faculty		Score verified by HOD	
				Internal	External	Internal	External
01							
02							
03							

6. Course file and Remedial classes assessment (Max marks :30)

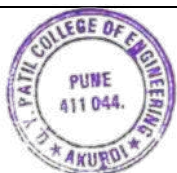
Sr. No.	Course File Content	Score
1.	6.a. Handwritten Notes of 03 (three) units*	10
2.	6.b. Other contents as Accreditation Board	10
3.	6.c. CO-PO-PSO Mapping and Attainment	10

*PPT/ monograph made for subject must adhere with plagiarism check report.

PART-B : Research & Publication

7. Faculty Contribution to Department, Institute and organization (Max marks 30 for Professor, Senior Associate Professor, Associate Professor and Max Marks 40 for Senior Assistant Professor and Assistant Professor - Refer Guideline for same)

Sr No.	Particular	Short Term based onetime Activity	Semester/ Term based (3 to 6 months)	Academic Year Activity (more than 6 months to one year)



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		Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD
1.	7.a.Department Level						
2.	7.b.Institute Level						
3.	7.c.Campus Level						

8. Faculty contribution in research and publication

8.a. Publication (Max marks 60 - Refer Guideline for same)

Sr. No.	Description	Score claimed by Faculty	Score verified by HOD	Sign. Of Faculty
1.	8.a.1 International Journal : Scopus, Web of Science, Thomson Router, Clarivate Analytics etc			
2.	8.a.2 Citation in year 2023			

8. b. E-Learning, Books Published and Research Activity (Refer Guidelines for Max Marks allotted as per faculty cadre)

Sr. no	Academic/research Activities	Marks Claimed	Marks Verified
1	8.b.1 Books authored which are published by		
	International publishers		
	National Publishers		
	Chapter in Edited Book		
	Editor of Book by International Publisher		
	Editor of Book by National Publisher		
	Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper		
	Book		
2	8.b.2 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula		
	1.Development of innovative pedagogy		
	2.Development of E-Content		
	Development of e-Content such as Moocs, Google class room, CollPol notes, You tube channel, Virtual lab experiments		
	8.b.3 Research and Consultancy		
3	1. Research guidance Ph.D. (if		



	applicable)		
	2. P.G. dissertation/ BE project		
	3. Research Projects Completed (Not Less than 50,000)		
	3.a More than 10 lakhs		
	3.b Less than 10lakhs		
	4. Research Projects Ongoing (Not Less than 50,000)		
	4.a More than 10 lakhs		
	4.b Less than 10 lakhs		
	5. In-house Product Development		
	6. Consultancy (Any Amount)		
	7. Editorial Board/Reviewer of Indexed Journals/Solicited Articles		
	8. Paper Published with Industry person		
	8.b.4 Patents, Copyrights etc		
4	1.Patents		
	International		
	National		
	2. Copyrights		
	3. Awards/Fellowship		
5	8.b.5 Invited as Resource Persons for conference, seminar, workshop.		
	<i>International (abroad)</i>		
	International (within country)		
	National		
	State/ University		

9. Faculty value added courses (Refer Guidelines for Max Marks allotted as per faculty cadre)

Sr. No.	Description	Score claimed by Faculty	Score verified by HOD
1	9.a. STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc organized (one week/two weeks)		
2	9.b STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc attended (one week/two weeks)		
3	9.c Conferences/ Workshops/Symposium/Seminar attended (min. 5 days)		
4	9.d NPTEL or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's Courses		
5	9.e Improvement/Enhanced Academic Qualification (e.g. GATE Qualified, Ph.D registration/ Completion)		
6	9.f Active MoU with Industry/ Recognized Institution / University		



Form-C

(To be filled by HOD / FE Coordinator/ Section Head)

- Name of the Department -
- Student strength -
- Student – Teacher ratio -
- Number of teachers with Ph.D degree -
- NBA Accreditation status -

Departmental Activities Conducted -(Jan – Dec 2023)

State level/ University level	National level	International level	Remark

- Attendance of Students (Average) –

Class	Sem – II (2022-23)	Sem – I (2023-24)
SE- A		
SE-B		
SE-C		
TE-A		
TE-B		
TE-C		

- Academic Remark –

Class	All Clear Passing Ratio % (2022-23)	All Clear Passing Ratio % (2023-24)
SE- A		
SE-B		
SE-C		
TE-A		
TE-B		
TE-C		

- Departmental Achievements –
- Departmental Strength and Departmental Weakness -



Form-D

To be filled by Head of Institution.

Sr. No	Description	Progress done in last year
1	Incubation and Innovation center	
2	Center of excellence	
3	International linkage with educational institutes and Industries / other relevant professional bodies	
4	Total Research grants received	
5	Total Consultancy received	
6	No. of publications in SCI/Scopus journals	
7	No. Patent Published/ Granted	

*Patent granted will be given more weightage.

Form-E

(Not to be filled by either faculty or head of department/Institution)

***Do not attach this sheet with appraisal form.**

EVALUATION AND IMPROVEMENT PLAN SHEET:

Name of Faculty:

Post:

Experience:

Institute:

Department:

Name of appraisal evaluator:

Area for performance improvement:

Planned activity and expected outcome: (For tenure of six month/ one year)

(*It is to be filled by Department/ Institute Head)

Begin Date:

Expected completion date:

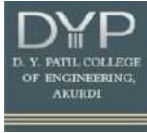
Review Date:

The undersigned entirely agree and understand that scale and terms considered for appraisal. Also, it is necessary at this time to focus on above mentioned area(s) for performance improvement. It is noted that disciplinary action(s) may be taken at any point if performance does not indicate significant improvement.

Faculty Signature

Head of Institute





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Performance Appraisal of Nonteaching Staff

Department of

(Academic Year: January..... to December.....)

Name of the Staff:.....

Post:.....

Sr. No.	Particulars	Performance on 5 point scale
1	Punctuality	
2	Sincerity in completing the work assigned	
3	Behavior	
4	Self-motivation	
5	Coordination with colleagues	
6	Periodic Lab maintenance	
7	Maintenance of Laboratory Records	
8	Timely completion of the work	
9	Software knowledge	
Total Score		
Performance Score: 0: Poor, 1: Average, 2: Good, 3: Very Good, 4: Excellent, 5: Outstanding		

Overall Performance:

Remark of HoD:

Remark of Principal



Welfare Measures:


Teaching Staff:

1. Management supports the education of regular teaching faculties ward by providing 50% concession in tuition fees if they are studying in any Institute of Dr. D Y Patil Educational Complex at Akurdi, Pune.
2. Group mediclaim policy is offered to teaching faculties.
The coverage of the Policy includes
 - Hospital Expenses
 - Pre Hospitalization expenses (30 days)
 - Post Hospitalization expenses (60 days)
 - Each Person 2 lakhs cover
3. Special leave to employees on their birthdays (for unmarried) and marriage anniversaries for married employees.
4. On duty leaves to the faculty members for attending as well participating in Conferences, FDPs and seminars.
5. Teaching staff members who lost their mother or father are granted a special 5-day leave.

Non-Teaching Staff:

1. Management supports the education of regular Non-teaching staff's ward by providing 50% concession in tuition fees if they are studying in any Institute of Dr. D. Y. Patil Educational Complex at Akurdi, Pune.
2. Group mediclaim policy is offered to non-teaching staff.
The coverage of the Policy includes
 - Hospital Expenses
 - Pre Hospitalization expenses (30 days)
 - Post Hospitalization expenses (60 days)
 - Each Person 2 lakhs cover
3. Non-teaching staff members are benefited by the Employee Provident Fund scheme as per applicable to them.
4. The management contributes Rs. 11,000 to finance the son or daughter wedding of non-teaching staff.
5. A job at the institute and 2 lakh welfare money were given to the family of a non-teaching





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employee who died in the pandemic caused by Covid-19.

6. A monetary reward is given to the housekeeping workers to encourage them and to foster an honest and positive culture.
7. Special leave to Non-teaching staff on their birthdays (for unmarried) and marriage anniversaries.
8. Nonteaching staff members who lost their mother or father are granted a special 5-day leave.




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