



Since 1994

**Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune**

**S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar, Pune-
411052**



Performance Appraisal Form for Teaching Staff



Since 1994

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**S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052**



AY: 2022-23

360° Faculty Appraisal Form (A.Y 2022-23)

(In accordance with the Gazette published by AICTE on 1st March 2019)

1. Read and duly fill the appraisal form.
2. Attach all the necessary supporting documents as per the requirement.
3. Complete mandatory submissions for the year such as Course File, Research Publications to respective heads, for queries contact Team IQAC.

Name of the Faculty			
Designation	Assistant Professor	Date of Joining at IMERT	17 th Sept 2016

SECTION-A

1. Student Feedback (Max. Credits- 10)

1.1 Classroom Engagement- (Max. Credits- 5) (Yes – 1 Point, No – 0 Point)

Sr. No.	Assessment criterion- Classroom Engagement	Self- Appraisal Score (1 or 0 for each particular)	Assessment by Competent Authority (Remark & credits out of 5)
1	Syllabus Coverage: 100% coverage of the syllabus as prescribed by SPPU	1	0.1
2	Course Delivery: Effective delivery of the course by ensuring effective content delivery and teaching pedagogy such as quiz, puzzles, previous year question paper solving, case study, case lets, role play, simulation, PPT, technology enabled tools etc.	1	0.5
3	Academic Rigor: Maintaining decorum of the class and imbibing punctuality, time management etc.	1	0.1
4	Learners Centric Approach: Involvement of the learners for enhanced teaching learning experience.	1	0.1

 Dr. Jitendra Bhandari	 Dr. Mangalgauri S Patil	 Dr. Shubhangee Ramaswamy
HOD	IQAC Coordinator	Incharge Director



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Sr. No.	Assessment criterion- Classroom Engagement	Self-Appraisal Score (1 or 0 for each particular)	Assessment by Competent Authority (Remark & credits out of 5)
5	Centricity about the Course Outcome: Discussion about the relevance and importance of course in real world context and sensitizing learners about expected outcomes	1	0.5

1.2 Faculty Feedback from Students' (Max. Credits- 5)

Sr. No.	Semester	Course Code & Name	Self-Appraisal Score - Student Feedback on the scale of 1 to 5	Assessment by Competent Authority (Remarks & Credits out of 5)
1	SEM- I	109 Entrepreneurship Development	4.6	4.6
2	SEM -I	115 Selling and Negotiation Skills Lab	4.6	4.6
3	SEM-II	207 Contemporary Frameworks in Management	4.3	4.3
4	SEM-II	209 Start-up and New Venture Management	4.4	4.4
5	SEM-IV	414MKT Marketing to Emerging Markets & Bottom of the Pyramid		
6				
7				
8				
9				
10				
Average Rating (Average of all above Rating Numbers out of 5)			4.4	4.4

2. Teaching Learning Process (Max. Credits 40)

Note: Tables from 2.1 to 2.4 are the Input parameters for the table 2.5.

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2.1 Course File: (Max. Credits 10)

Note: 1. Course files completion as per specified format. 2. Only completed files will be assessed.

2.2 Google Classroom (Max. Credits 10, 2 Credits for each parameter mentioned below)

Time Table	Teaching Plan	PPTs	CIE's	Course Material
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2.3 Session Conducted Details in Percentage (Max. Credits 10)

Credits	10	9	8	7	6	5	4	3	2	1	0
% Session	100- 96	95-91	90-86	85-81	80-76	75-71	70-66	65-61	60-56	55-51	Below 50

Note: Percentage should be calculated based on number of actual sessions conducted against sessions scheduled in that semester.

2.4 Result – (Max. Credits 10)

Credits	10	9	8	7	6	5	4	3	2	1	0
% Result	100- 96	95-91	90-86	85-81	80-76	75-71	70-66	65-61	60-56	55-51	Below 50

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2.5 Summary: Teaching Learning Process

CC – Course Code & Name, GC – Google Classroom Code, SC – No. of Scheduled Classes, AC – No. of Actual Classes,

Sr. No.	Subject Details				Self-Appraisal Score (Total out of 40)					Assessment by Competent Authority Score (Total out of 40)				
					A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)	A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)
Semester-I														
1	GC	109 E. D												
	CC	109 E. D												
	SC	22	AC	21	10	10	9	8 89%	37	09	09	09	08	35
2	GC	115 SNL												
	CC	115 SNL						100%						
	SC	20	AC	18	10	10	8	10	38	09	09	08	10	36

Jitendra Bhandari

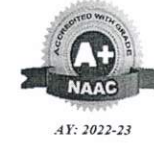
Mangalgaury S Patil

Shubhangee Ramaswamy

Dr. Jitendra Bhandari	Dr. Mangalgaury S Patil	Dr. Shubhangee Ramaswamy
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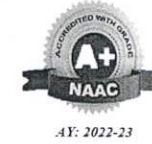
CC – Course Code & Name, GC – Google Classroom Code, SC – No. of Scheduled Classes, AC – No. of Actual Classes,

Sr. No.	Subject Details		Self-Appraisal Score (Total out of 40)					Assessment by Competent Authority Score (Total out of 40)					
			A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)	A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)	
Semester-II													
1	GC	207 CFM UL											
	CC	207 CFM											
	SC	20 AC 16	10	10	9	⁹ 98.5	38	09	09	06	09	33	
2	GC	209 SNVM											
	CC	209 SNVM UL											
	SC	20 AC 18	10	10	9	⁹ 97.1	38	09	08	09	09	35	

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Sem – Semester, CC – Course Code & Name, GC – Google Classroom Code, SC – No. of Scheduled Classes, AC – No. of Actual Classes,

Sr. No.	Subject Details		Self-Appraisal Score (Total out of 40)					Assessment by Competent Authority Score (Total out of 40)				
			A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)	A. Course File (10)	B. Google Classroom (10)	C. Session Conducted (10)	D. Result (10)	Total (A+B+C+D) (Out of 40)
Semester-IV												
1	GC	414 MEMBOP	10	10	5	10	35	09	09	05	10	33
	CC											
	SC	20 AC 17										
2	GC											
	CC											
	SC	AC										

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3. Contribution to Department Level Activities: (Max Credits 10)

Mention all the categories of activities with Role (Coordinator / Member).

Mentoring and SIP Guidance- 2 Credits each

Coordinator: 4 Credits

Member: 2 Credits

Sr. No	Activity Details (SIP Guidance / Mentoring / Class Coordination / Event Coordination / Internal and External Exam / Any Other: Please Specify)	Role	Self-Appraisal Score	Assessment by Competent Authority
1	SIP Guidance	Coordinator Member	2	02
2	Mentoring	Coordinator Member	2	02
3	Event Coordination Student Council	Coordinator	4	04
4	Internal Exam Supervisor	Member	2	02
5	Industry Visits	Coordinator	4	04
			Total	10

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4. Contribution to Institute Level Activities :(Max Credits 10)

Points are to be marked as follows (only one role for individual activity):

Coordinator / Criteria Head: 2 Credits Members: 1 Credits

Sr. No	Activity Details (NAAC / NBA / NIRF / SPPU / EC / CDC / IQAC / Website / ERP Any Other: Please Specify)	Role	Self-Appraisal Score	Assessment by Competent Authority
1	NAAC	Coordinator	2	02
2	NBA	Coordinator	2	02
3	Admission	Member	1	01
4	ERP	Member	1	01
5	Post Graduate Research Centre (PGRC)	Coordinator	2	02
6	NIRF Research Student Information	Member	1	01
			Total	09

Jitendra
 Dr. Jitendra Bhandari
 HOD

Mangal
 Dr. Mangalauri S Patil
 IQAC Coordinator

Shubhangee
 Dr. Shubhangee Ramaswamy
 Incharge Director

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5. Research Contribution (Max Credits 10)

Sr. No	Assessment Head	Max. Credits	Self-Appraisal Score	Assessment by Competent Authority
1	Research paper (Minimum 2) published in UGC CARE / SCOPUS / WoS listed or Peer Reviewed Journal/Patents	2	2	01
2	PhD Research Guidance (Completed/Ongoing)	2	N. A	—
3	Awards / Fellowships / Publication in Conference Proceedings /Book chapter /Books ✓	2	02 B. Shinde	02
4	Invited as Resource Person / Consultancy	2	0	00
5	Conference/Seminar / Symposium / Workshop / FDP attended at state level / National Level / International level	2	2	02

6. Contribution to Society (Max Credits 10, 5 Credits for each activity)

Sr. No.	Details of Contribution to Society	Semester No.	Self-Appraisal Score	Assessment by Competent Authority
1	Nelda Activity	II	5	05
2	Unnat Bharat Abhiyan	I	5	05
3	Paid Contribution to Shambhu Pratishthan	I	5	03

Declaration: All the information furnished above, and the proofs attached in the annexure are true to the best of my knowledge.

Date: 21/9/23

Name & Signature of the Faculty Member

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SECTION-B

Summary of 360° Appraisal

Sr. No.	Component	Credits	Self-Appraisal Score	Score by Competent Authority
1	Student Feedback	10	10	8.4
2	Teaching Learning process	40	37	34.4
3	Departmental activities	10	10	10
4	Institute level activities	10	8	09
5	Research Contribution	10	4	05
6	Contribution to society	10	10	10
	Total	90	79	76.8

Pending Tasks for A.Y. 2022-23 if any

Sr. No.	Task Details
1	Consultancy and Research publications
2	Strengthening of Research Centre
3	
4	
5	

ACR Maintained at Institute Level (Max Credit 10) (To be filled by Competent Authority)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	5
100-96%	95-90%	89-80%	79-70%	69-50%	Below 50%

Shudh
 Dr. Jitendra Bhandari

M. Mangal
 Dr. Mangalgauri S Patil

Shubhangee
 Dr. Shubhangee Ramaswamy

HOD	IQAC Coordinator	Incharge Director
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Summary of 360° Appraisal (90) + ACR (10) = 100 Credits

Score by Competent Authority (Out of 90)	ACR (Out of 10)	Total (Out of 100)
76.80	08	84.8 ≈ 85

Outcome of overall Assessment

Points earned	Outcome	Remarks by Competent Authority
100-90	Extraordinary	
89-80	Excellent	85, Dedicated faculty member.
79-70	Very Good	
69-60	Good	
59-50	Satisfactory	

Remarks/Recommendations / Remedial Measures Suggested by Director

Speed of work completion, multitasking approach to be developed.

Date

Seal

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HOD	IQAC Coordinator	Incharge Director



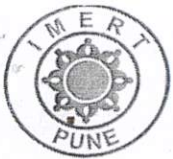
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Performance Appraisal form for Non-teaching Staff



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AY: 2022-23

Non Teaching Performance Appraisal Report
for Group 'A, B & C' Employees

Period of Assessment From July 20 22 to June 20 23

Name in Full: _____ Designation: Jr. clerk

Joining Date (College / Institute) : 01/06/2017 Mobile /Contact No.: _____

Educational Qualification: B.com, M.com, GDC&A, Tally, MS-CET

Summary of the Performance

Part A - Assessment by the Employee and Director

Assessment Head	Maximum Marks	Self-Assessment Marks as per the Employee	Evaluation by the O.S.	Average of Self-Assessment & Evaluation by the O.S.
Attendance during the assessment year	10	10	10	10
Knowledge of Work	10	10	9	8.5
Quality of Work	10	10	10	10
Communication	10	08	08	08
Supervisory ability	10	10	09	9.5
Initiative & Co-operation	10	10	09	9.5
Interpersonal Relations	10	10	09	9.5
Total of Part - 'A'	70	68	64	65

Part B - Assessment by Director

Sr. No.	Parameter / Criteria	Maximum Marks	Evaluation by the Director
1	Honesty	5	05
2	Initiative	5	04
3	Character / Behaviour	4	04
4	Whether willful worker	4	04
5	General Intelligence	4	03
6	Whether perform duties independently	4	04
7	Frequency of complaints to higher authorities about colleagues & others	4	04
Total of Part - 'B'		30	28
Grand Total of Part "A + B"		100	93

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : 93

Remarks of the Director (if any): Honest, well behaviour at workplace and willful employee. Excellent work performance.

Place : IMERT Pune

Date : 21/06/2023

(Director)

(Name, Signature & Stamp)

(Dr. Shubhangee Ramaswamy)

Part A – Self Assessment and Assessment by Reporting Officer

Sr. No	Parameters of Assessment	Maximum Marks	Self-Assessment as per the Employee	Evaluation by the O.S.	Average Marks
1	Attendance during the Assessment year	10			
	<ul style="list-style-type: none"> • % of Attendance during actual working days during Assessment year (Present day/total working days) • No. of late coming in Assessment year • No. of times the leave was not pre – sanctioned (except on medical ground) • Leave without pay if any during the Assessment year 		10	10	10
2	Knowledge of Work	10			
	<ul style="list-style-type: none"> • Whether competent in required job skills & knowledge • Whether exhibits ability to learn & apply new skills • Whether user resources effectively • Interpretation of Rules & Regulations of the University /Mandal correctly • Use of logics for disposal of complaints/grievances/requests in satisfactory manner 		10	9	8.5
3	Quality of Work	10			
	<ul style="list-style-type: none"> • Promptness (Timely completion of work) • Accuracy & Follow-up of the work • Punishment / Warnings / Memos if any removed during the Assessment period (in written form) • Appreciation received if any (in written form) 		10	10	10
4	Communication	10			
	<ul style="list-style-type: none"> • Whether expresses ideas & thoughts clearly • Whether exhibits good listening & grasping capacity • Whether keeps others adequately informed • The ability of noting & drafting 		08	08	08
5	Supervisory Ability	10			
	<ul style="list-style-type: none"> • Ability to guide and to help other colleagues • Whether responds to the instructions and guidelines from higher authorities • Ability to shoulder duties and responsibilities of higher post • Promptness about reporting any incidences, happenings or activities to the higher authorities • Reporting to high authority the difficulties in work assigned 		10	9	9.5
6	Initiative & Co-operation	10			
	<ul style="list-style-type: none"> • Whether follows protocols / hierarchy in office matters • Ability to identify the importance of the work assigned • Whether performs daily duties satisfactory • Whether displays positive outlook in pleasant manner with co-workers, faculty, staff, students, parents and public in general • Whether maintains records properly and update 		10	9	9.5
7	Interpersonal Relations	10			
	<ul style="list-style-type: none"> • Tendency to help, co-workers • Outcome of feedback obtained from colleagues, staff & faculty • Whether accepts principle of collective responsibilities • Outstanding work during Assessment year if any Please mention <hr/> <hr/> <hr/>		10	9	9.5
	Sub Total	70	68	64	65

Ravita
21-8-23
(Signature of O.S. with Date)

SM - 20/06/2023
(Name & Signature of Employee with Date)