

Criteria	6.Governance, Leadership and Management
Metric No. and Title	6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

#### Response:

Institution has performance appraisal system for teaching and Non teaching staff.

#### A) Teaching

Performance Appraisal is the systematic evaluation of the employee's performance and through which the capability and skills of employees are assessed for further development. The performance appraisal is done through incremental skill development and Incentive systems in the organization. This system identifies the strength and weaknesses of employees and plans to place right person on right job, to maintain and assess the potential present in a person for further growth of organization, to provide the work feed back to employees.

There are number of advantages of performance appraisal for both organization and employees; eg, promotion policies, compensation, culture of the organization development, selection validation, communication etc.

In practice there are various evaluation systems of the employees. We establish 360 feedback system with the grading scale for our Institute. In this system there are three steps.

- Mock feedback from student:- After commencement of the semester.
- Final feedback at the end of semester from student- Last week of the semester
- At the end of the Academic year - Self, Peer, Head & Principal

#### B) Non-teaching- Technical & Non-technical

For our nonteaching staff i.e. lab assistant and workshop Instructors, we have established a new evaluation system for same purpose i.e. development of the employees & organization. In this system, questionnaire are prepared related to the academic and general work of the nonteaching staff and it is filled by the faculty and head of deaprtment and forwarded to the principal for final action.

**Three grades are evaluated in this system.**

- Excellent
- Good
- Need to improve

In this system each member is checked for different criteria i.e. Involvement in work, initiative of the staff, discipline, punctuality etc and it is cross verify by the Principal.

#### Common facilities available in the campus:-

- Bus/Transport facility
- Free parking for staff and students
- Bank ATM in Campus.
- General Store
- Fitness/Sports Facilities
- Well-equipped gym
- Cricket ground Indoor
- Games Center



The welfare activities for non-teaching staff such as training related to ICT, professional communication skills and virtual platforms modes to upgrade knowledge & boost their confidence are regularly organised. Institute organizes need based training programs for skill enhancement and permitting them to attend similar programs at other institutes. Institute encourages staff members for higher studies and participation in the technical events.

**Welfare measures, schemes and facilities:**

- Availability of Canteens and Mess facility for students, teaching and non-teaching staff members
- Availability of vehicle facility for emergency service at the campus round the clock
- Medical leave, Casual leave, c-offs for both teaching and nonteaching staff Maternity leave of 180 days for women staff and extended maternity leave if required
- Implementation of pay scales, contribution to Provident Fund
- Availability of campus clinic and a doctor to provide free medical check up for the students, teaching and non-teaching staff during working hours
- Security guards at institute and residential areas in campus
- Residential facility available in campus



**Performance Appraisal and Confidential Report (A. Y. 2023- 2024 )**  
(For HoDs / Lecturers)

**Academic Session: 2023 – 2024 (Sem-I)**

**Duration of Appraisal: July 2023 to Dec 2024**

**SELF-APPRAISAL REPORT**  
(To be filled in by the Officer)

**Part-I**

1. Name of the Staff:
2. Present Post/Designation:
3. Scale of Pay and Emoluments:
4. Specific and important notable tasks performed in the Academic Year:

Date:

Signature of the Staff

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1. Whether agreed with the Self-Appraisal of the Staff:

2. If No, give reasons:

Date:

Signature of Reporting Staff



## Part-II

### 1. Performance of Engaging Lectures / Practicals :

Sr. No.	Class/ Course	Subjects taught	No. of Lectures Practicals target	Lectures / Practicals Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							Excellent - 1.0 (100 – 91)  Good - 0.7 (90 – 81)	10	
2									
3									

### 2. Performance of Attendance of Students:

Sr. No.	Class/ Course	Subject taught	Average of Daily attendance of class	Average of Col. (4)	Performance and Multiplying factors	Max. Weight	Weight Achieved (6)*(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1					Excellent - 1.0 (100 – 81) Good - 0.7 (80 – 61) Average - 0.5 (60-41) Poor - 0.2 (40 – 00)	10	
2							
3							
4							
5							

### 3. Feedback of students:

Sr. No.	Class/Course	Subject taught	Feedback Score (As per the Format)	Performance and Multiplying factors	Max. Weight	Weight Achieved (5)*(6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1				Excellent - 1.0 (100 – 81) Good - 0.7 (80 – 61) Average - 0.5 (60-41) Poor - 0.2 (40 – 00)	10	
2						
3						
4						
5						





#### 4. Performance of Results (Theory Subjects) :

Sr. No.	Class/Course	Subject taught	Average % of result of same subject for last 3 years in institute	Current % of result of same subject result (5)	Difference of Col. (4) & (5)	*Performance Marks (7)	Max. Weight (8)
(1)	(2)	(3)	(4)		(6)		
1							
2							
3							
4							10

\*( If column 6 is 0 then Performance Marks calculated is as 5. Marks incremented or decremented by 1, according to the difference of 2% from column 6)

#### 5. R & D work and Innovation :

Performance Indicator to be assessed (Publications / Patents / Grants etc.) [@ indicates mandatory activity]	Max. Weight	Weight Achieved (Self)	Weight Achieved (Reporting Officer)
a) Book published as Sole author (07) b) Book published as Second author/ Book Chapter (05) c) Publication in SCI, Thomson Reuters, Scopus indexed Journals – First Author (07) d) @Publication in UGC/ AICTE approved Journals, Web of Science indexed Journals- First Author (03) e) Publication in any other journals- First Author (02) f) Patent filed-PI (05) g) Patent granted- PI (07) h) Research Proposal submission (03) i) Grant from recognized Industries/ Funding Agencies/ Organizations above 10 K to 01 Lac (05) j) Grant Above 01 Lac (07) k) Development of innovative pedagogies in Teaching-Learning (Videos / Animations / Use of LMS etc.) (05) l) Contribution to society through AICTE / Other initiatives (03)	10		

#### 6. Continuing Education & Quality Improvement Programs :

Performance Indicator to be assessed (FDPs / STTPs / Seminars / Conferences etc.) [@ indicates mandatory activity]	Max. Weight	Weight Achieved (Self)	Weight Achieved (Reporting Officer)
a) Completed higher education (1*5) b) Enrolled for higher education (0.5*5) c) Organized workshop or FDP at institute level (0.5*5) d) @Organized seminar at institute level (0.3*5) <i>Or</i> Organized seminar at department level (0.3*5) <i>Or</i> Courses organized for students at dept. (0.3*5) e) @Workshops / STTPs / Industrial trainings Attended (Min. 05 days) (0.5 * 5) <i>Or</i> NPTEL/Coursera etc. professional Engg. /Sci. certification (Min. 02 Credits i.e. 36 Hrs. (0.5 *5) f) @Delivering speech in other institutions / Resource Person (0.3*5) e) Memberships of professional bodies, Chairman or Member of BOS/CDC, awards, and honors. (0.3 * 5)	10		



### 7. Initiative to handle co-curricular/ extracurricular activities :

Performance Indicator to be assessed	Max. Weight	Weight Achieved (Self)	Weight Achieved (Reporting Officer)
a) Handled responsibility <sup>#</sup> at Institute level as In-Charge (03 Marks for each) b) Handled responsibility at Institute level as member (02 Marks for each) c) Handled responsibility at Department level as In-Charge (03 Marks for each) d) Handled responsibility at Department level as member (02 Marks for each) [#List of Institute & Department Level responsibilities is attached separately.]	25		

### Part –III

### 8. Annual Confidential Report (To be filled by Reporting Officer – Tick Mark)

Performance Indicator to be assessed	Excellent (02)	Good (01)	Avg. (0.5)	Poor (0)
<b>Academic Assessment</b> 1. Knowledge in the sphere of subject 2. Preparing question banks and assignments 3. Giving handouts / Classroom notes / upkeep of laboratory manuals 4. Maintaining quality and standard of questions / evaluation 5. Use of teaching aids / LMS etc. 4. Providing feed back to the students about shortcomings. 6. Innovations in paper setting / evaluation 7. Record keeping of student's profile / handle alumni affairs. 8. Use of library books, periodicals, journals etc. 9. Organizing industrial visits / study tours for students 10. Student counselling / Parent-Teacher Scheme / Class Coordination  <b>Overall Assessment of the Personality</b> 11. Punctuality and Discipline 12. General Intelligence and application of mind 13. Initiative to take responsibilities 14. Ability to extract work from subordinates 15. Carrying out the assignments and Decision Making 16. Integrity and Loyalty 17. Relations with Colleagues 18. Physical and Mental Fitness for the present post 19. Social and Behavioral etiquettes 20. Fitness for Increment / promotion				
<b>Total Ticks</b>				
<b>Converted Marks Out of 10</b>				



# Performance Appraisal and Annual Confidential Report

(Academic Year 202 - 2 )

Name of the staff :

Department:

Designation:

FINAL ASSESSMENT:

Parameters	Max Weight	Weight Achieved
Teaching Process & Result	30	
Feedback of students	10	
R&D work, Innovation	10	
Continuing Education & Quality Improvement Programs	10	
Initiative to handle co-curricular/ extracurricular activities	25	
Annual Confidential Report (ACR)	10	
Assessment by Colleagues	02	
Assessment by Higher Authority	03	
Total	100	

Note: The special weight maximum of 03 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight, is given)

Furnish grading as below:

100-81 – Outstanding; 80-71 - Very good; 70-61 - Positively Good; 60-51 - Good; 50-41- Fair (Average); 40-0 Below Average;

General Assessment: \_\_\_\_\_

Grade

Date:

Place:

Signature of Reporting Staff

Remarks of Reviewing staff :

☐ Agreed with the Reporting Officer

☐ I would like to change the grading given by the Reporting Officer as below.

Date:

Place:

Signature of Reviewing Authority





## Guidelines for filling the Appraisal Proforma and CR

- For the officer as Lecturer, reporting officer shall be HOD and Reviewing Officer shall be Principal.
- In Table 1: Col. 2, fill as --Program abbreviation, Semester and Scheme Code e.g. ME 51 Col. 3 should indicate abbreviation of the subject and code, e.g. MAN (22509)
- In Table 4: Col. 5 – Consider % of Students securing marks above 2 years avg. or MSBTETSI (whichever is higher) is to be considered.
- In Table 5: @Activity d) is mandatory.  
For activities c), d) and e), any repeated title of paper published in different categories, only single title with highest score will be considered. For activity k) PPTs will not be considered. For activity l) AICTE / Other initiatives includes: Startup, Hackathon, smart campus, Jalshakti, Kushal Yuvak-Bharat, Idea-Lab etc.
- In Table 6: For activities c), d) and e), the weights are applicable only to the members in the organizing committee. For activity c), weights shall be applicable only if invited speakers are either from Institutes of National Repute (NIT/IIT etc.) or recognized industries.  
Activities d), e) and f) are mandatory. Activity f) should be related to technical / professional topics.
- For Table 7, following table should be referred:

### List of Institute & Department Level responsibilities

<b>Institute Level responsibilities</b>	MSBTE Exam duties, Internal/ External Vigilance, RAC, MSC-IT, Controller, Paper Setter, Statutory Committees such as Anti-ragging, Internal Complaints etc., Institute committees like Discipline, Cultural, Internal Monitoring, Admission, Facilitation Centre etc., AICTE / DTE /NBA work, Training and Placement. Roles as Time-Table In-charge, Academic Coordinator, NBA Coordinator etc. Hostel, Maintenance, Purchase Activities. NSS, ISTE, IEI Chapters, Library Committee, NPTEL, ERP, Incubation Cell, Publicity & Marketing, Sports, School Connect & Campaigning, EDP cell, Institute Website, News and Social Media handling, Civil Works, Alumni. Any other co-curricular, extra-curricular institute work assigned by Principal, Campus Director, Management
<b>Department Level responsibilities</b>	Department Level Committees, Lab In-charges, Class Coordinator, Parent Teacher, Time table Coordinator, Program Coordinator, Course Coordinator, Class Test Coordinator, Training and Placement, School Connect & Campaigning, Seminar & Project Coordinator, Dept. Library, Newsletter, Student Associations like MESA, CESA, professional activities, NPTEL, ERP, Alumni Any other co-curricular, extra-curricular institute work assigned by HoD.

- Table 8, should be filled by Reporting Officer by verifying the evidences.







Kai. Amdar Brahmdevdada Mane Shikshan Va Samajik Prathishthan, Belati Sanchalit  
**BRAHMDEV DADA MANE INSTITUTE OF TECHNOLOGY, SOLAPUR**  
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Approved by AICTE, New Delhi, DTE and Govt. of Maharashtra,  
Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur

DTE Institute Code: EN6293 / MB6293

Accredited by National Assessment and Accreditation Council, Bangalore (NAAC)



#### Part-IV

#### Initiative for Students Counseling and Admissions

No. of students Counseled <sup>&amp;</sup> (1)	Duty Leaves taken <sup>s</sup> (2)	Actual Registrations (3)	Actual Admissions (4)	Performance and Weight (5)	Incentive <sup>#</sup> (6)

**& / \$:** Counselling in school visit mode will require at least 02 schools in day and 01 DutyLeave.

During non-teaching days, counselling of at least 05 students for each Duty Leave isrequired.

**#:** Performance will be calculated by higher authority based on inputs in col. 1 to 4 andone to one discussion. Appropriate incentive will be decided by the Management.

**Attach a separate date wise sheet furnishing the details endorsed by reportingofficer.**



ब्रह्मदेवदादा माने सह.बँ

 ब्रह्मदेवदादा माने सहकारी बँक लि. सोलापूर  
शाखा - सी.एम.आय.टी. कॉम्प्लेक्स बेलाटी









