



Vighnabharata Trust

SHIVAJIRAO S. JONDHLE POLYTECHNIC, ASANGAON

(Approved by AICTE, New Delhi, Recognized by DTE, Gov. of Maharashtra & Affiliated to MSBTE, Mumbai)

RULES AND CONDITIONS FOR THE EMPLOYMENT OF STAFF

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1. General Guidelines
2. Vision & Mission Statement
3. Core Values of the Institute
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CHAPTER 1

GENERAL GUIDELINES

DEFINITIONS

- 1) 'INSTITUTE' means all the Institutions under Vighnabharata Trust.
- 2) 'EMPLOYEE' means a person who is employed by Vighnabharata Trust for its various Institutes.
- 3) 'MANAGEMENT' means the Managing Committee of the Vighnabharata Trust.
- 4) 'PRESIDENT' means the President of the Managing Committee of Vighnabharata Trust.
- 5) 'SECRETARY' means the Secretary of the Managing Committee of Vighnabharata Trust.
- 6) Any period of recess in one spell or more in an academic year which exceeds 15 days is vacation and shall be treated as a vacation.

PREAMBLE:

- 1) These rules shall be called as 'SHIVAJIRAO S. JONDHLE KNOWLEDGE CITY' ASANGAON, SERVICE RULES AND CONDITIONS'.
- 2) The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.
- 3) In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.
- 4) They shall come into effect from **30/6/2007** and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
- 5) Any amendment to the terms and conditions of service recorded herein will require approval of the Governing Body.
- 6) These rules apply to all teaching/non-teaching employees including Group D employees who are in service of the school/college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.



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CHAPTER 2

VISION & MISSION STATEMENT

VISION

- ❖ To be leading technical institute to produce skilled, technically competent and intellectual students from rural-tribal area to serve industry and society.

MISSION

- ❖ To prepare students to meet the dynamic needs of the industry by providing quality education.
- ❖ To provide students an industrial exposure through industry institute partnership for enhancing technical skills.
- ❖ To inculcate the qualities of leadership and professional ethics among the students.



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CHAPTER 3

CORE VALUES OF THE INSTITUTE

- **EXCELLENCE:**

We aspire for excellence in all our academic pursuits. We commit to continuous self-improvement to achieve excellence in all our endeavors. We are committed to provide best educational program for the students to prepare them to face real world problems.

- **ETHICS & INTEGRITY:**

We maintain the highest ethical standards, aiming for institutional and personal integrity in all that we do. We value the dignity and worth of all people.

- **DIVERSITY:**

We promote an open and diverse community that encourages an unconstrained exchange of ideas, with civility and respect, and the empowerment of all individuals. We believe unity in diversity is the source of strength.

- **SOCIAL RESPONSIBILITY:**

We believe that our strong commitment to the highest standards of educating the students and sustainability strengthens our institution, our workforce and the communities where we operate. Social Responsibility is integral part of our service.



CHAPTER-4

APPOINTMENTS & SERVICE MATTERS

1) CLASSIFICATION OF EMPLOYEE

Employees can be classified as per the norms of UGC and AICTE:

- a. Permanent
- b. Probationer
- c. On Contract
- d. Temporary
- e. Casual
- f. Part – Time
- g. Ad hoc
- h. Employment on a Project

2) RECRUITMENT

For recruitment purpose following options are utilized

- a. Open advertisement in leading Newspaper.
- b. Referral
- c. Consultants
- d. E – mail / Postal / By hand receipts.
- e. Campus interview

3) PERFORMANCE APPRAISAL

Performance appraisal system contains the information regarding Teaching, learning and evaluation related activities, Performance in technical work and administration related activities, cocurricular/ extracurricular, extension activities, professional, development related activities, academic contributions, general conduct and qualities, aptitude etc. Every faculty member submits a performance appraisal, designed to capture the



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performance in all spheres, academic or otherwise. The performance appraisal is divided into three categories:

Part I is Self-Appraisal Report submitted by each faculty, providing information regarding the subjects taught, leave taken during semester, Duties carried out other than teaching during the semester, No. of publications done during the semester with the details, no of seminars/workshops/conferences/FDPs attended etc., No. of projects guided, any other achievement during the semester etc.

Part II contains the review and remarks by the concerned HOD with the details of the contribution at Departmental, Institute & MSBTE level.

Part III is the scrutiny done by the administrative staff and the final remark by Principal. Vigilant scrutiny of appraisal reports helps in analyzing the performance of the faculty/staff. The best part of the Performance Based Appraisal System is that each faculty becomes aware of the areas of improvement.

Faculty Appraisal form template attached in **ANNEXURE –I**

4) GRANT OF INCREMENT:

Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self-appraisal & interview in every academic year.

5) RESIGNATION

- a. A permanent employee, desirous of leaving the institution, shall give three working months' notice or three-months pay in lieu of notice to the principal before leaving
- b. A probationer may terminate his service by voluntary resignation by filling with the Director/Principal/Institute management similar notice in writing at least one month in advance.



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- c. Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

6) SUPERANNUATION/RETIREMENT

- a. All employees would superannuate on attaining (after completion) the age of 60 (sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.
- b. The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

7) TERMINATION OF SERVICE

- a. The institute / trustee reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case-to-case basis.
- b. The institute / trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute / office / trust.
- c. Services of a probationer will stand terminated if not confirmed on completion of Probationary period (2 years) or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one month's prior notice. Likewise, the probationer may terminate his services by giving one month's prior notice.
- d. Confirmed employee should submit his/her resignation by giving three months prior Notice to get released from employment or paying salary to get early



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released from employment in lieu of three months' notice simultaneously the same procedure is also applicable to the Management.

- e. A temporary employee's service may be terminated any time by either party without any notice
- f. On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute
- g. The final clearance shall be given to the Accounts dept. to release the due payment by office.

8) DISCHARGE ON MEDICAL GROUNDS

- a. The principal may ask an employee at any time to appear before a doctor so approved by the institution for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.
- b. Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

9) PROVIDENT FUND

All employees shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952.



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10) GRATUITY

Gratuity shall be paid to the employees according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

11) INCOME-TAX

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax Act, in the month of May each year.



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CHAPTER 6

CODE OF CONDUCT

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent. Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provisions of the code of conduct.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him/her by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.



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- 6) Employees shall always be neatly dressed, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than **15 minutes** for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 45 minutes, and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
- 11) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 12) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution otherwise strict action will be taken.
- 13) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 14) An employee shall not communicate directly or indirectly an official document or information to any other person outside the institution.
- 15) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.



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- 16) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
 - 17) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
 - 18) No employee shall deface, disfigure or damage or write on the walls of the institution.
 - 19) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
 - 20) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
 - 21) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
 - 22) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes.
 - 23) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
 - 24) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or term work done by students, inflict corporal punishment on a student.
 - 25) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the institution.
 - 26) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
 - 27) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.



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- 28) No employee shall lend money to a person on interest.
 - 29) No employee shall enter into or contract, a marriage with a person having a living spouse.
 - 30) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
 - 31) No female employee shall be sexually harassed at the workplace.
 - 32) No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.
 - a. which has the effect of an adverse criticism of any policy or action of the College; or
 - b. which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
 - c. Which exploits the name of the College or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
 - 33) No employee shall commit any act of dereliction of duty.
 - 34) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
 - 35) No employee shall refuse to accept an order of transfer to any of the institution under the same trust.
 - 36) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time .
 - 37) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.



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CHAPTER 7

SERVICE RECORDS AND IDENTITY CARDS

1. Record of services of the employee shall be maintained by the College Authority
2. Every permanent employee shall be provided with an identity card bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry identity card on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of identity card shall immediately report to the head of the department and duplicate Identity Card shall be issued by the office at a fixed fee of Rs. 100/-.



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CHAPTER-7

LEAVE RULE

Leave Rules shall mean Earned Leave, Casual Leave, Medical Leave, Maternity Leave, Study Leave, Leave on Loss of Pay. These Leave Rules will come into force with effect from 23 August 2008.

GENERAL

- 1) Leave shall be granted in accordance with the “Rules”.
- 2) Leave cannot be claimed by any employee as a matter of right.
- 3) For purpose of Leave, Leave Year shall be reckoned for on academic year..
- 4) Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODs should submit their application to the Principal and/or Director of the College for approval.
- 5) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- 6) A record of all sanctioned leave shall be maintained in the office.
- 7) An employee who is placed under suspension shall not be granted leave.
- 8) An employee is required to apply in writing for extension of any leave before it expires.
- 9) Employees shall, before proceeding on any leave, intimate to the competent authority his/her address/ contact number while on leave and shall keep the authority informed of any changes in the address/ contact number.
- 10) Employees on probation will be granted casual leave @ of 1 day (One day) for One month's work.
- 11) Temporary/Casual and Part-time employees are not entitled to any leave. Absence from duty shall be treated on Leave without Pay.
- 12) No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness in case of continuous sick leave or medical leave for more than 3 days. If any doubt arises



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the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

- 13) Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- 14) No leave can commence unless it has been sanctioned, Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.
- 15) No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- 16) Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- 17) The alternative duty arrangement with other staff for administrative and academic responsibilities has to be made and attached with the leave application whenever he/she desires to avail any kind of leave/OD. The replacement has to be done officially by taking signature of the substitute staff.
- 18) In case of emergency leave, one shall inform respective HODs/Class in charges before commencement of lectures who in turn shall communicate to the Administrative office failing which leave shall not be sanctioned. If the HOD/Class in charge is not available, they shall inform the Principal/ Trustee for his/her absence and Incharge Head must be available for any kind of academic/administrative work.
- 19) The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the



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Governing Body in its sole discretion. The decision of the Governing Body in this regard shall be final and binding.

Compensatory Off (COMPOFF)

1. No Compensatory Off (CO) for faculty members is permitted when academic session is going on during semester
2. Application for the extra duty carried out along with the signature of the person concerned who entrusted the work is to be submitted to Office and the CO for the same work must be availed within 3 months for which application has to be put up through the concerned staff who assigned the job. Office will maintain a register for records of CO availed by each staff and the same must be recorded in the Attendance Muster.

Nature of Leave	Quantum of Leave/year	Leave with pay /Without Pay	Accumulation	Remarks
Casual Leave	12 days	With pay	No Accumulation	3 days at a time
Earned Leave	30 days for non-vocational employee	With pay	Maximum 120 Days	Four installments.
Medical Leave	10 days	With pay	No Accumulation	Both fit and unfit medical certificates are required to be submitted.
Maternity Leave	180 days	With pay	No Accumulation	Twice during entire service period. 12 Months completed work is required for It's entitlement



STUDY LEAVE

1. Study leave may be granted to confirmed full time faculty after completion of two years of continuous service and not retiring within next five years, for advanced or research work directly related to his/her work by the Competent authority on the recommendation of the principal, if approved by the competent authority, they will also decide the duration of the leave and the other terms. He / She will be required to furnish a bond for three years salary payback for PhD and one year salary payback for M.E/M.Tech on non-judiciary stamp paper Rs.100/- that he /she will serve the institute at least for a period of 5 years after return from the study leave.
2. Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the College feels the need for an employee with a special type of training.
3. Study Leave may be granted to those who are considered to be most likely to profit from the studies/Training and to use it in the interest of the College.
4. Request for study Leave should be initiated by the employee through the department Head and Institute Principal.
5. Study Leave will normally be given only for the purpose of a specific study program/Training in any university or Institution, details of which must be given in the application.
6. Study Leave may be granted for maximum 2 – 3 years.
7. Study Leave may be granted without pay

Office Duty (OD)

1. Take prior permission from higher authorities before going on Office Duty (OD), otherwise OD will not be considered and the absence will be marked as LWP.
2. No continuous absence as OD is permitted. A special permission is to be obtained from higher authorities/Management for availing OD more than 3 days continuously.
3. OD application is to be attached with duty certificate from the respective institute.
4. Head of Department should see that more than 50% of staff are not permitted to avail OD at a time.



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SANCTIONING AUTHORITY

Sanctioning Authority for any kind of leave shall be as follows:

Leave availing Category	Sanctioning Authority
Teaching & Non-teaching Staff	Respective HOD & Principal
Head of department	Principal & Management member only in case of special leaves and study leave
Principal	Management member



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ANNEXURE –I
PERFORMANCE APPRAISAL OF FACULTY
ACADEMIC YEAR _____

Part A	Name		
	Designation		
	Department		
	Educational Qualifications		
	Experience Details		
	Date of Joining		
Part-B	TEACHING, LEARNING AND EVALUTION RELATED ACTIVITIES		Marks Obtained
	B1	Lecture Notes, Lab Manuals, Complete Course File	
	B2	Students' feedback on teaching	
	B3	LMS and Editorial Contributions	
	B4	Result Analysis	
	B5	Loss of Pay	
Total Score (Part-B)			
Part-C	CO-CURRICULAR, EXTENSION, PROFESSINAL DEVELOPMENT RELATED ACTIVITIES		
	C1	Administrative works	
	C2	Coordinator/Co-Coordinator for STTP/FDPs/Workshop or Workshops /seminars/Webinar conducted for the students.	
	C3	Organizing members for FDPs/Workshop or Workshops/seminars conducted for the students	
	C4	Certifications	
	C5	Student Mentoring/Effectiveness of the Mentoring	
	C6	Professional body Membership	
	C7	Outside Interaction	
	C8	Higher Qualification of the faculty	
Total Score (Part-C)			



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Part-D	RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS		
	D1 a	Detailed List of Conference Publications	
	D1 b	Detailed List of Journal Publications	
	D2	Book's Publication	
	D3	Books Chapters	
	D4	Participation in conference/seminar/FDP/webinar/workshop	
	D5	Awards/Honors	
	D6	Students Project Guidance	
	D7	Invited talks/ awards	
	D8	Patent Filing	
	D9	Sponsored research	
	D10	Consultancy	
Total Score (Part-D)			
Total Score (Part B + Part C + Part D)			

To be filled by faculty:

Suggestions from last academic year appraisal:

Actions taken:

Improvement or progress thereby:

To be filled by HoD:

General comments and overall assessment of the faculty:

Signature of Faculty with date

Signature of Head of Department