



Success... through  
quality education !

H. J. Thim Trust's

# Theem College of Engineering

Approved by AICTE (New Delhi), Government of Maharashtra & DTE  
Affiliated to University of Mumbai & MSBTE

"A NAAC Accredited Institute"

Village Betegaon, Boisar Chilhar Road, Boisar (East), Tal. & Dist. Palghar - 401 501.

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Ref. No.: TCE/EST/2023-24/105/6.3.5

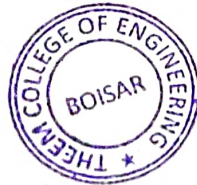
Date : 07/10/2023

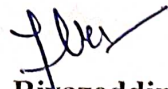
## Performance Appraisal System for teaching and non-teaching staff

**Subject:** Institution has Performance Appraisal System for teaching and non-teaching staff

**Reference:** 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Institute has Performance Appraisal System for teaching and non-teaching staff. Appraisal forms are duly filled up by individual staff (teaching and non-teaching staff). The information provided by staff (teaching and non-teaching staff) verified by respective head of the department / section in charge with his/her remark. Finally, Principal gives remark as per Institutional portfolio/ responsibility handled by staff (teaching and non-teaching staff) after cross verification and discussion with head / section in charge of respective department / section.



  
Dr. Riyazoddin S.  
(Principal)

### Enclosure:

- i) Appraisal Form for Teaching Staff
- ii) Appraisal Form for Non-Teaching Staff



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# THEEM COLLEGE OF ENGINEERING

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## SELF APPRAISAL REPORT

Year: 2022

### General Information:

Faculty Name	
Department	
Faculty Designation	
Qualification	
Experience (Years)	Teaching: _____ Industrial: _____
Date of Appointment	

### (A) Result Analysis: Result analysis of the subjects you taught in last one year. (40 Marks)

Sem. and Year	Name of Subject	No. of students appeared	No. of Students passed	Marks Obtained Above 60% (F)	Marks Obtained Below 60%	% of Result (P)	Marks Obtained
Even (II,IV, VI,VIII)							
Odd (I,III, V,VII)							
<b>Average</b>							

For SE, TE, BE

For FE (Only for EM, ED, MATHS, BEE, SPA, Phy)

$P \geq 95$ , Marks = 40	$95 < P > = 85$ , Marks = 35	$85 < P > = 75$ , Marks = 30	$75 < P > = 60$ , Marks = 25
$60 < P > = 40$ , Marks = 20	$40 < P > = 20$ , Marks = 10	$P < 20$ Marks = 00	

$P \geq 85$ , Marks = 40	$85 < P > = 75$ , Marks = 35	$75 < P > = 60$ , Marks = 30	$60 < P > = 50$ , Marks = 25
$50 < P > = 35$ , Marks = 20	$35 < P > = 15$ , Marks = 10	$P < 15$ Marks = 00	

If  $F > 70$ ; Additional 05 Marks should be added in Average Marks (Last Column)

If  $70 < F > = 50$ ; Additional 03 Marks should be added in Average Marks (Last Column)



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# THEEM COLLEGE OF ENGINEERING

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## (B) Attendance Analysis: Analysis of theory attendance for the year.(10 Marks)

Sem. and Year	Name of Subject	No. of students In the class A	No. of Lectures conducted B	Total presences in class C	% of Attendance = $C*100/(A*B)$ (Q)	Marks Obtained
Odd (I,III, V,VII)						
Even (II,IV, VI,VIII)						

Q >= 95, Marks = 10	95 < Q >= 75, Marks = 08	75 < Q >= 60, Marks = 06	60 < Q >= 50, Marks = 05	Q < 50 Marks = 00
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## (C) Achievements and Activities( in academic year) : (30 Marks)

Training / Workshop /STTP/ Conference Attended (05)	
Paper /Article/ Book Published (05)	
Research project & Innovation/consultancy (05)	
E-learning content(05)	
IV conducted/ acted as resource person (05)	
Extension/ other social activity (05)	

Any two activity of each head , Marks = 05	Any one activity of each head , Marks = 03	No activity, Marks = 00
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Marks obtained out of 80 = (A) + (B) + (C) =

Date:

Signature of Faculty:



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# THEEM COLLEGE OF ENGINEERING

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## (D) HOD's Recommendations:(15 Marks)

Head		Description	Marks Obtained
Dates of course Monitoring	Odd Sem (02)		
	Even Sem (02)		
Other Duties Assigned& Performed(03)		1. System Admin 2. RC coordinator 3. Aakash coordinator 4. B.E Class Advisor	
Sincerity in task performance (02)			
Teaching Feedback (03)			
Overall impression and grade (03)			

## (E) Total Marks = A + B + C + D =

HOD Comments:

Sign

**Note for HoD:**HoD should take the feedback from other department if faculty from core department is teaching in other department.

## (F) Institute Level Portfolio: (05 Marks) =

## (G) LWP / Absentee more than five days in a year without adjustment of load = 10

## (H) Effective Marks = (E) + (F) – (G) =

Principal's Comments:

Date:

Principal's Sign

Director

Secretary

## Performance Indicator Chart

H < 50; Poor	60 < H <= 50 ; Satisfactory	60 < H <= 70; Good
70 < H <= 80 ; Very Good	H > 80; Excellent	



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# THEEM COLLEGE OF ENGINEERING

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## PERFORMANCE APPRAISAL REPORT

### FOR SELF APPRAISAL OF TECHNICAL/ADMINISTRATIVE STAFF

Academic Year:2022

#### (A) General Information: (Marks = 20)

Staff Name	
Employee Code	
Date of Birth (dd/mm/yyyy)	
Department	
Staff Designation	
Date of Appointment	
	Marks obtained
Highest Qualification (HQ) :	(Marks out of 10)
Experience in College/Industry (Years) (Marks out of 10)	YEARS
	<b>Total Marks</b>

If HQ = = Post Graduation; Marks = 10(other than attendant)	If HQ = = Graduation ; Marks = 06 (other than attendant)	If HQ = = Graduation; MARKS = 10 (attendant)	If HQ = = HSC; MARKS = 04
If EC > 5 in Theem; Marks = 08	If 3< EC< 5 in Theem; Marks = 05	If 1< EC < =3 in Theem; Marks = 02	EC < 1; Marks = 01

#### (B) Contributions/Achievements: (Marks = 20)

Record here any particular contributions/achievements that you have made to your department/area of work since your last appraisal. Each point carries two marks.

Sr. No.	Contributions/Achievements	Marks Obtained	Verification from HOD/AO
(i)			
(ii)			
(iii)			
(iv)			
(v)			



H.J. Thim Trust's

# THEEM COLLEGE OF ENGINEERING

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(vi)			
(x)			
	<b>Total Marks</b>		

## (C) Capabilities: (Marks = 10)

Sr. No.	Points	YES / NO	Marks Obtained	Verification from HOD/AO
(i)	Job and Professional Knowledge/Skills			
(ii)	Initiative			
(iii)	Planning and Personal Organization			
(iv)	Task Completion within time			
(v)	Student Focus			
(vi)	Communication			
(vii)	Relationships with Colleagues			
(viii)	Flexibility			
(ix)	Quality			
(x)	Teamwork			
		<b>Total Marks</b>		

Please write YES or NO in front of each point. For each YES one mark for NO zero mark.

Marks obtained out of 50 = (A) + (B) + (C) =

Signature of staff:

Date:

## (D) Evaluation by HOD/AO: (45 Marks)

Sr. No.	Points	Max. Marks	Marks Obtained	Remark
1	Punctuality	05		
2	Behaviour	05		
3	Lab/Office Cleanliness	05		
4	Record keeping	05		



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5	Equipments Maintenance	05		
6	Requirement of Consumables	05		
7	Sincerity in task performance	05		
8	Staff Feedback	05		
9	Students Feedback	05		

Signature of HOD/AO with Date:

(E) Total Marks = A + B + C + D =

(F) Institute Level Portfolio: (05 Marks)

(G) LWP / Absentee more than five days in a year without adjustment of load

(H) Effective Marks = (E) + (F) – (G) =

Principal's Comments:

Date:

Principal's Sign.

Director

Secretary

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