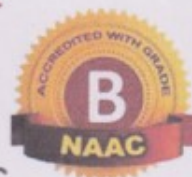




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**Criteria VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT**

6.3 - Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff.

-: INDEX :-

Sr. No.	Evidence	Page No.
1.	Performance Appraisal	1 - 6
2.	Verification Form	7
3.	Approvals	8





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SELF APPRAISAL REPORT

For the year 2023-24

PART-A

- 1) Name:
- 2) Designation:
- 3) Subject:
- 4) Qualifications:

Sr. No	Degree	University/Board	Year	Class	Marks	Subject
1)						
2)						
3)						
4)						
5)						

- 5) Teaching Activities: N/A

Class	Subject	Lecture	Practicals
1)			
2)			
3)			
4)			
5)			

- 6) Research Activities:





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7) Co-curricular and extra-curricular activities during the year:

Year	Name of Committee	Post

8) Administrative work if any: Office Administration





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9) a) Self Appraisal :

Activity	Outstanding	Very good	Good	Fair	Poor
Teaching					
Research					
Extension					
Administration		✓			
Extra-curricular					

Justification for grading

b) Difficulties encountered:

c) Suggestions for removal of difficulties:

Date:

Place:

Name and Signature of the person:





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PART B

(Note:- Adverse remarks as well as remarks of appreciation of any outstanding work should be brought to the notice of the person concerned by the head of the Department/Principal with a view to making improvement in the work by person concerned)

1) Remarks of the head of the Department of the work done under each head of activity.

Activity	Outstanding	Very good	Good	Fair	Poor
Teaching					
Research					
Extension					
Administration		✓			
Extra-curricular					

b) Reasons for discrepancy in the assessment by the himself and by the Head of the Department, if any.

c) Justification of assessment of work as outstanding or poor.

Name and signature of head of the Department





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3. Report of the principal-

a) Comments of the principal on (9) (a) (b) and (c) of the part A

b) Comments on (2) (a) (b) and (c) of part B

B) Principal's Report-

1) Subject knowledge and preparation.

2) Teaching and class control

3) Regularity and Seniority

4) Behaviour with students

5) Behaviour with colleges

6) Behaviour with Head/Principal

7) Any other

Date:

Signature

Place:

Name

Stamps of the principal

Remarks seen and agreed with

Date:

Signature:

Place:

Name of the person

(Whom the report relates)





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Self-Appraisal form for non-teaching Staff

Non-Teaching Staff Confidential Report

Part-1

1. Name:-
2. Designation:-
3. Current post period or service period on same post:-
4. Derscribe with the objectives of your work which is given for you of last year:-
5. How can you describe your work responsibility of last year?
6. Can you give us information about your Special Duty or Responsibility done by you?

Signature/Name/Designation

Remark of Reporting Making Higher Authority/Officer

- i) Are you agreeing with this evaluation of assessment report? If not give reasons-
- ii) According to you which of mistakes or responsibilities deficiency you seen in to non- teaching staff.
- iii) Your general evaluation about employee work responsibility and his relation with people.

Signature of reporting higher authority Name

and designation





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Report of the lecture Observation :-

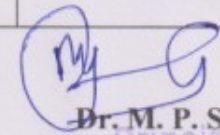
VERIFICATION FORM:

Sr. No.	Particulars	Remarks
1.	Name of the Faculty	
2.	Subject	
3.	Topic	

Write details observation as per following points :-

Sr. No.	Particulars	Remarks
1.	Introduction	
2.	Presentation of the Topic	
3.	Class Controlling	
4.	Motivational Teaching	
5.	Lesson Plan	
6.	Active Participation of Students	
7.	Subject Knowledge	
8.	Use of Teaching Method	
9.	Use of teaching model/PPT Presentation	
10.	Teaching Skills	
11.	Student Evaluation	
12.	Recommendation	

Name & Sign of Head



Dr. M. P. Shinde
Principal
Gargi Agriculture Research
& Training Institute



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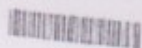
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-: Teachers Approval :-



16000142

Savitribai Phule Pune University
(formerly University of Pune)
Ganeshkhind, Pune-411 007.



Ref No: CCA/Appro-comp/1619

Date: 23/5/2016

To,
The Principal,
Gargi Education Institute GARGI
AGRICULTURE RESEARCH AND
TRAINING INSTITUTE Addr:
CIDCO Ta: Nashik Dist: Nashik

Subject : Approval to the Appointment of Teachers...

Sir/Madam

With reference to the Selection Committee report of teacher submitted by the college authorities to the Academic Section of the University and your subsequent letter No. Gargi/871/2479/2016-17, Dated : 03/09/2016 regarding the proposal for seeking teacher approval, I am directed to inform you that the appointment of following teachers are hereby approved with following particulars:-

Sr.N o	Name of the teacher	Post	Subject	Date and period of approval
1	Mr. Rashresh Rajan Bachhao 160801059	Assistant Professor (Full Time)	B.Sc.(Applied) Wine Technology	W.e.f 11.08.2016
2	Mr. Yogesh Popat Londhe 160801094	Assistant Professor (Full Time)	B.Sc.(Applied) Wine Technology	W.e.f 11.08.2016
3	Ms. Rekha Ramkrishna Kute 160801112	Assistant Professor (Full Time)	B.Sc.(Applied) Wine Technology	W.e.f 11.08.2016
4	Ms. Pooja Satish Mulay 160801113	Assistant Professor (Full Time)	B.Sc.(Applied) Wine Technology	W.e.f 11.08.2016

The above said-approval is issued on the basis of the certificate issued by the college authorities regarding fulfillment of all prescribed eligibility criteria, such as qualifications, experience (if essential), etc. by the candidate before calling them for interview and the recommendations made by the Selection Committee to the University for according approval to the appointment of candidate recommended by it.

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter.

1 of 2

[P.T.O]

