



Godavari Foundation's  
**GODAVARI COLLEGE OF NURSING**  
 NH-6, Gat No 57/1, 57/2, Khirdi Shivar Tal & Dist  
 Jalgaon,  
 Maharashtra 425309 (India)

**Staff Performance Self-Appraisal Report**

Academic Year: 2023-2024

<b>Name of Faculty</b>			
<b>Qualification</b>			<b>Designation:</b>
<b>Department</b>			<b>Date of Joining</b>
<b>University Approved faculty with Date</b>			<b>Total Teaching Exp.:</b>

**SECTION-I.**

**Teaching Learning and Evaluation: (Total Credit Points: 40)**

<b>A. Teaching Load Details (15 Credit Points)</b>							<b>To be filled by Faculty</b>	
No. of Lectures / Practical Scheduled	No. of Lectures / Practical Conducted	No. of Tutorials / SGD Scheduled	No. of Tutorials / SGD Conducted	No. of Seminar / Demonstration Scheduled	No. of Seminar / Demonstration Conducted	Overall Percentage of Attendance	Result of Subject	
Guidelines for Evaluation: - Teaching Load Conducted (100% or more: 15 credit points; 90-99% conducted: 12 credit points; 80-89% conducted: 9 credit points; 70-79% conducted: 6 credit points; Below 69% conducted: 3 credit points)								

<b>B. Teaching Load Academic Schedule Details: (25 Credit Points)</b>					<b>To be filled by Faculty</b>	
Use of Pedagogical Aids in T-L method (5 credit points)	Paper setting / Paper checking Departmental work (5 credit points)	Efforts taken for improvement of Students performance (5 credit points)	Project Guided to Students (5 credit points)	Funded Research Projects Undertaken (5 credit points)		

**SECTION: II**

**Research, Academic Contribution and Professional Achievements: (Total Credit Points: 60)**

<b>A. Examination Duties at University level / College level: (10 credit points)</b>				<b>To be filled by faculty</b>	
Sr	Examination	Centre	Worked as External / Internal	Duration in Days	
1.					
2.					
3.					
4.					
5.					

Guidelines for Evaluation: Duration of Examination: 1 day one credit point. Maximum 10 credit points

<b>B. Research Article Published in National, International Journal/Book Chapter Published</b>				
<b>First author: 7 Credit Point/Activity; Second author: 5 Credit Point/Activity. (Max. 2 activity)</b>				
1.	<b>Title</b>			
	<b>Name of Journal</b>		<b>ISSN/ISBN No.</b>	
	<b>Indexed In</b>		<b>Author Order</b>	
	<b>Publication Details</b>	<b>Year/Volume/Issue/Page Number</b>		
2.	<b>Title of Book</b>			
	<b>Publisher</b>		<b>ISBN No.</b>	
	<b>Publication Details</b>	<b>Edition/Year</b>		

<b>C. Paper/Poster presented in conference</b>				
<b>5 Credit Point/Activity (Max. 2 activity)</b>				
1.	<b>Title of Paper/Poster</b>			
	<b>Conference Details</b>	<b>Organized by</b>		
		<b>Place and Date</b>		
2.	<b>Title of Paper/Poster</b>			
	<b>Conference Details</b>	<b>Organized by</b>		
		<b>Place and Date</b>		

<b>D. Seminar/Conference/Workshop/CPD/FDP, etc Participated</b>				
<b>5 Credit Point/Activity (Max. 2 activity)</b>				
<b>Sr</b>	<b>Name of Program</b>	<b>Place &amp; Date</b>	<b>Duration</b>	<b>Organized by</b>
1.				
2.				

<b>E. Contribution as Resource Person, Invited speaker, Reviewer, Session Chair, Members of Conference Committee (Not organized by own institute)/Patent/Copyright</b>				
<b>8 Credit Point/Activity (Max. 2 activity)</b>				
<b>Sr</b>	<b>Name of Program</b>	<b>Place &amp; Date</b>	<b>Contribution as</b>	<b>Organized by</b>
1.				
2.				

**Attached copy of all relevant document for Section II**

<b>SECTION-III</b>				
<b>ExtensionandCo-CurricularactivitieswithProfessionalDevelopment:(TotalCreditPoint:30)</b>				
<b>A.Participationinorganizingcurricular/co-curricular/extracurricularactivities</b>				
<b>5CreditPoint/Activity(Max.2activity)</b>				
<b>Sr</b>	<b>NameofCommittee</b>	<b>PositionHeld</b>	<b>NameofActivity</b>	<b>Duration&amp;Date</b>
1.				
2.				
<b>GuidelinesforEvaluation:(Incharge/coordinatorofcommittee:5creditpoints Memberofcommittee-2creditpoints)</b>				
<b>B.ContributioninUG/PGAdmissionprocess/Counseling/InstitutionalDevelopment(NAAC/NABHetc)</b>				
<b>5CreditPoint/Activity(Max.2activity)</b>				
<b>Sr</b>	<b>NameofCommittee</b>	<b>PositionHeld</b>	<b>NameofActivity</b>	<b>Duration&amp;Date</b>
1.				
2.				
<b>GuidelinesforEvaluation:(Incharge/coordinatorofcommittee:5creditpoints Memberofcommittee-2creditpoints)</b>				
<b>C.ParticipationinAdministrativeandotherresponsibility</b>				
<b>5CreditPoint/Activity(Max.2activity)</b>				
<b>Sr</b>	<b>NameofCommittee</b>	<b>PositionHeld</b>	<b>NameofActivity</b>	<b>Duration&amp;Date</b>
1.				
2.				
<b>GuidelinesforEvaluation:(In charge/coordinatorofcommittee:5creditpoints Memberofcommittee-2creditpoints)</b>				

<b>SECTION-IV</b>				
<b>InvolvementofstaffinotherActivities/AdditionalAcademicProgress:(TotalCreditPoint:20)</b>				
<b>A.MoUmadewithorganization/Alumniwork</b>				
<b>5CreditPoint/Activity(Max.1activity)</b>				
<b>Sr</b>	<b>NameofCommittee</b>	<b>PositionHeld</b>	<b>NameofActivity</b>	<b>Duration&amp;Date</b>
1.				
<b>GuidelinesforEvaluation:(In charge/coordinatorofcommittee:5creditpoints Memberofcommittee-2creditpoints)</b>				

<b>B.Additionaldegree/superspecialtydegree/Ph.D./</b>				
<b>5CreditPoint/Activity(Max.1activity)</b>				
<b>Sr</b>	<b>NameofProgram(course)</b>	<b>Place &amp;RegistrationDate</b>	<b>DurationofProgram</b>	<b>PresentStatus</b>
1.				
<b>C.Shortcourses/onlinecoursesdonebyfaculty</b>				
<b>5CreditPoint/Activity(Max.1activity)</b>				
<b>Sr</b>	<b>NameofCourse</b>	<b>Conductedby</b>	<b>CourseDuration</b>	<b>DateofResult</b>
1.				
2.				
<b>Attachedcopyofallrelevantdocument</b>				
<b>D.AnyAward/AppreciationCertificate(NotfromownInstitution)receivedbyfaculty</b>				
<b>5CreditPoint/AwardorAppreciationCertificate(Max.1Consider)</b>				
<b>Sr</b>	<b>NameofAward</b>	<b>Place&amp;Date</b>	<b>Local/State/anyother</b>	<b>Awardingagency</b>
1.				
2.				
<b>Attachedcopyofallrelevantdocument</b>				

<b>SECTION-V</b>					
<b>OtherInformation</b>					
<b>A.Leavetakenbyfaculty/AbsentfromtheInstitutewithdetails:(From01/08/2022to31/07/2023)</b>					
<b>C.L</b>	<b>S.L</b>	<b>P.L</b>	<b>C-off</b>	<b>SPL</b>	<b>LWP</b>
<b>B.Memosreceivedduringsaidassessmentyear:</b>					
<b>C.TargetGiven/FacultyCommitment(ifAny):</b>					

**Declaration:**

I, \_\_\_\_\_, faculty of \_\_\_\_\_ Department, hereby declare that the information provided is true and complete to the best of my knowledge.

**Date:**

**Place:**

**(Name & Sign of Faculty)**

The information supplied by staff \_\_\_\_\_ is verified and found to be correct and authentic.

**Signature Head of Department**

	Remark
<b>H.O.D.:</b>	
<b>Registrar:</b>	
<b>Dean:</b>	

<b>I. Summary: API Score Sheet (Evaluation Table)</b>															
Particulars	Section I		Section II					Section III			Section IV				Total
	A	B	A	B	C	D	E	A	B	C	A	B	C	D	
<b>Total Credit Points</b>	<b>15</b>	<b>25</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>16</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>150</b>
<b>Credit Points Obtained</b>															

**Evaluation Analysis and feedback to faculty:**

Credit points 50% - 60% = Need to give assurance for improvement in next assessment year

Credit points 60% - 74% = Encourage to improve next year.

Credit points 75% and above = Issue letter of Appreciation

**Principal**  
**Godavari College of Nursing, Jalgaon**

**Chairman**  
**Godavari Foundation**  
**Godavari College of Nursing, Jalgaon**

## Form No.5 Feedback For Students

### Teachers Feedback From Students

<b>Student Email ID</b>		<b>Department</b>	
Enter Email ID		--	
<b>Faculty Name</b>		<b>Subject</b>	
Enter Faculty Name		Enter Subject Name	
<b>Course</b>	<b>Class</b>	<b>Academic Year</b>	
B.Sc.Nursing	First Year	2017-2018	

- 1) The information provided by you will be kept confidential.
- 2) Your responses will be seen only after your Current year results have been finalized and recorded.
- 3) The information will be used only for the improvement of the Syllabus and Teaching in future.

Students are required to rate the Teacher on the following attributes using grade shown.

1	2	3	4	5
Unsatisfactory	Satisfactory	Good	Very Good	Excellent

Please select appropriate box.

Sr.No.	Parameters	Scale
1	Teacher course material and lecture preparation.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2	Presentation skills and effectiveness.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3	References to real life Application in theory classes.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4	Coverage of Syllabus.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5	Interaction with students.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
6	Ability to answer students queries.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
7	Teaching competence and core knowledge.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
8	Punctuality and regularity.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
9	Personal counseling and guidance.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
10	Teacher is courteous and fare in dealing.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

**Suggestion if any :**

Suggestion if any.....

**Performance Appraisal Form for Non-Teaching Staff**  
**2023-24**

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

**I. PROFESSIONAL COMPETENCE**

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of the rules, regulation and procedure					
2.	Ability to organize work and Carry it out					
3.	Ability and willingness to take up additional load in times of exigencies					
4.	Creativity and innovation					
5.	Ability to learn and perform new duties					
6.	Capacity to supervise* (For Supervising Staff Only)					
7.	You possess good Knowledge (theory, hands on) For all aspects of the job to Perform your job functions Satisfactorily?					

**II. PERFORMANCE**

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Awareness of policies and Procedures of the institution?					
2.	Maintenance of Files/Records					
3.	Accuracy & Speed of work					
4.	Neatness & tidiness of work					
5.	Completion of work on schedule					
6.	Diligence and sense of Responsibility					

### III. PERSONAL CHARACTERISTICS

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Attendance					
2.	Punctuality					
3.	Discipline					
4.	Integrity and behaviour					

### IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Cooperation with your Colleagues?					
2.	Mutual motivation with your Colleagues?					

### V. ATTITUDE TOWARDS PUBLIC

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

### VI. STAFF/STUDENT RELATIONS

Sr. No.		Excellent	Good	Satisfactory	Average	Poor
1.	Ability to engage, motivate, Supervise, and effectively work in the interest of students?					
2	Responsibility towards your Tasks/areas of management Assigned to ?					

Place :-

Date :-

Name and Signature of the non teaching staff

**Countersigned by the Head of the Institution**