

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



**Godavari Foundations**  
**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:**

<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. Research Article Published in National, International Journal / Book Chapter Published**

First author: 7 Credit Point /Activity; Second author: 5 Credit Point /Activity. (Max. 2 activity)

1.	Title			
	Name of Journal		ISSN/ISBN No.	
	Indexed In		Author Order	
	Publication Details	Year/Volume/Issue/Page Number		
2.	Title of Book			
	Publisher		ISBN No.	
	Publication Details	Edition / Year		

**C. Paper / Poster presented in conference**

5 Credit Point /Activity (Max. 2 activity)

1,	Title of Paper / Poster			
	Conference Details	Organized by		
		Place and Date		
2.	Title of Paper / Poster			
	Conference Details	Organized by		
		Place and Date		

**D. Seminar/ Conference/ Workshop/ CPD/ FDP, etc Participated**

5 Credit Point /Activity (Max. 2 activity)

Sr	Name of Program	Place & Date	Duration	Organized by
1.				
2.				

**E. Contribution as Resource Person, Invited speaker, Reviewer, Session Chair, Members of Conference Committee (Not organized by own institute) / Patent/ Copy right**

8 Credit Point /Activity (Max. 2 activity)

Sr	Name of Program	Place & Date	Contribution as	Organized by
1.				
2.				

Attached copy of all relevant document for Section II

**SECTION- III****Extension and Co-Curricular activities with Professional Development: (Total Credit Point: 30)****A. Participation in organizing curricular/ co-curricular/ extracurricular activities****5 Credit Point /Activity (Max. 2 activity)**

Sr	Name of Committee	Position Held	Name of Activity	Duration & Date
1.				
2.				

**Guidelines for Evaluation: (Incharge/ coordinator of committee: 5 credit points  
Member of committee- 2 credit points)****B. Contribution in UG/PG Admission process/ Counselling/ Institutional Development (NAAC/NABH etc)****5 Credit Point /Activity (Max. 2 activity)**

Sr	Name of Committee	Position Held	Name of Activity	Duration & Date
1.				
2.				

**Guidelines for Evaluation: (Incharge/ coordinator of committee: 5 credit points  
Member of committee- 2 credit points)****C. Participation in Administrative and other responsibility****5 Credit Point /Activity (Max. 2 activity)**

Sr	Name of Committee	Position Held	Name of Activity	Duration & Date
1.				
2.				

**Guidelines for Evaluation: (Incharge/ coordinator of committee: 5 credit points  
Member of committee- 2 credit points)****SECTION- IV****Involvement of staff in other Activities/ Additional Academic Progress: (Total Credit Point: 20)****A. MoU made with organization/ Alumni work****5 Credit Point /Activity (Max. 1 activity)**

Sr	Name of Committee	Position Held	Name of Activity	Duration & Date
1.				

**Guidelines for Evaluation: (Incharge/ coordinator of committee: 5 credit points  
Member of committee- 2 credit points)**

<b>B. Additional degree/ super speciality degree/ Ph.D./</b>				
<b>5 Credit Point /Activity (Max. 1 activity)</b>				
<b>Sr</b>	<b>Name of Program (course)</b>	<b>Place &amp; Registration Date</b>	<b>Duration of Program</b>	<b>Present Status</b>
1.				
<b>C. Short courses / online courses done by faculty</b>				
<b>5 Credit Point /Activity (Max. 1 activity)</b>				
<b>Sr</b>	<b>Name of Course</b>	<b>Conducted by</b>	<b>Course Duration</b>	<b>Date of Result</b>
1.				
2.				
<b>Attached copy of all relevant document</b>				
<b>D. Any Award / Appreciation Certificate (Not from own Institution) received by faculty</b>				
<b>5 Credit Point /Award or Appreciation Certificate (Max. 1 Consider)</b>				
<b>Sr</b>	<b>Name of Award</b>	<b>Place &amp; Date</b>	<b>Local/ State/ any other</b>	<b>Awarding agency</b>
1.				
2.				
<b>Attached copy of all relevant document</b>				

<b>SECTION- V</b>					
<b>Other Information</b>					
<b>A. Leave taken by faculty / Absent from the Institute with details: (From 01/08/2021 to 31/07/2022)</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. Memos received during said assessment year:</b>					
<b>C. Target Given/Faculty Commitment (if Any):</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
H.O.D.:	
Registrar:	
Dean:	

**I. Summary: API Score Sheet (Evaluation Table)**

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**

**Performance Appraisal Form for Non-Teaching Staff**  
**2020-2021**

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**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of 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	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

**II. PERFORMANCE**

Sl. 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					
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### III. PERSONAL CHARACTERISTICS

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

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

### V. ATTITUDE TOWARDS PUBLIC

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

### VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

#### Declaration

I hereby declare that the information provided is true to the best of my knowledge.



Place:-

Date:-

Name and Signature of the non teaching staff

**Countersigned by the Head of the Institution**