

‘Shirdi Sai Rural Institute’s’  
**ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**



Tal- Rahata, Dist-Ahmednagar (423107)  
 (University of Pune Affiliated ID No. PU/AN/ASC/052/1997)

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*Recipient of “Best Rural College Award” from Student Welfare Board, University of Pune (2011- 12)*  
*Recipient of “Best Rural College Award”, University of Pune (2013)*  
**NAAC ACCREDITED “B++” GRADE COLLEGE**

**Self - Appraisal form- 2021-22**  
**(Senior College Teachers)**

Total Marks- 50

1. Name of the teacher :  
 Department :  
 2. Postal Address with :  
 Phone Number :

3. Email Address :

4. a) Academic Qualifications :

Degree	University	Year of Passing	Class obtained	Percentage of Marks

- b) Additional Qualifications


5. Special subject at Master level :

6. Date of joining :

7. Teaching Experience :

8. Seminar/ workshop /Conference/Orientation/Refresher/ FDP attended

(4)

Sr. No	Type of Course	Course conducting Institute	Nature of participation	Theme/ Title	Duration from ___to ___
1.					
2.					
3.					
4.					

9. Administrative Experience :  
 (Give details)

H.O.D.	Class teacher,	Committee	Chairman
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(4)

Committee Member,	Project Guide	University examination
	-	

10. Research Papers / Articles Published in State/National/International level (4)

Sr. No	Title of Paper	Author s	Name of Journal (Vol.,Page No.)	Level	Month, Year of publication	Impact factor/h index
1.						
2.						

11.	Research guide experience	:	Research degree	No. of Students Admitted	No. of Students Awarded	(1)
		:	M.Phil			
		:	Ph.D.			

12.	Minor/ Major research projects	:	Sr. No	Title of project	Funding Agency	Amount Sanctioned	Status	(1)
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13. Books Published :

Sr. No.	Title of book	Authors	Publisher	Year of Publication	(1)
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14. Teaching aids (Give details) :  (2)

15. Visiting faculty :  (2)

Name of the Institution	:	<input type="text"/>
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16. Innovation /contribution in teaching (Give details) :  (2)

Methodology	:	<input type="text"/>
Evaluation	:	<input type="text"/>

17. Co-Curricular activities / Community services (College/Village /PRES level ) with Details Nature of participation in activities :  (4)

18. a) Computer Literacy :  (1)



**Shirdi Sai Rural Institutes**  
**Arts, Science and Commerce College Rahata**  
**Tal – Rahata Dist – Ahmednagar**

**TEACHERS ASSESSMENT & CONFIDENTIAL REPORT**

**FOR THE YEAR OF 2021 - 2022**

(To be submitted by Head of Department in duplicate)

<b>A. 1) Name of teacher</b>	_____
<b>2) Nature of Appointment</b>	<b>PP/CHB /Sr. College</b>
<b>3) Effectiveness in teaching the Subject to the student</b>	<b>Poor / Fair / Average/Normal / Good</b>
<b>4) Quality of Teaching</b>	<b>Poor / Fair / Average/Normal / Good</b>
<b>5) Preparation of Topics (Observed in class)</b>	<b>Poor / Fair / Average/Normal / Satisfactory/Good</b>
<b>6) Sincerity, Correctness and up to datedness in Teaching</b>	<b>Satisfactory/ Not satisfactory/ below Average / Average/fair poor / so so / good</b>
<b>7) Regularity in Teaching</b>	<b>Satisfactory/ Not Satisfactory</b>
<b>8) General behavior with the students Inside the class</b>	_____
<b>9) General behaviors with the students Outside the class</b>	_____
<b>10) Response of the students (During the period)</b>	_____
<b>11) Knowledge of the subject (Topics)</b>	_____
<b>12) Guidance, Extra coaching help expended To the students in the subject</b>	_____
<b>13) Representation of the Topics on the Black- bord (Points, notes, sketches etc on bord)</b>	_____ _____
<b>14) Class Control</b>	<b>Poor / Fair /Good / Satisfactory/ Not Satisfactory</b>
<b>B) Over – all General Impression</b>	
<b>a) 1) Relation with students</b>	_____
<b>2) - do-other teachers in the subjects</b>	_____
<b>3) - do- teachers of other subjects</b>	_____
<b>4) Administration Staff</b>	_____

- 5) Local public
- b) 1) Impression of students
- 2) - do-Administrative officer
- 3) - do- Teachers of the other subject
- 4) - do-Teachers of the other subject
- 5) – do -Public in general
- 6) – do -H.O.D
- c) 1) General behavior in Dept.
- 2) - do- -do- Class
- 3) -do- -do- Staff Room
- 4) -do- -do- Library
- 5) -do- -do- College premises
- 6) General College Activity.
- d) Nature of the Teacher (in General)
- e) Defect (if any) noted in personality
- f) Disqualifies (if any)

**C. 1) Initiation, help, leadership actual**

- Work in lab, Lab Maintains
- 2) Affinity to lab / Expt. Arrangement
- It's cleaning
- 3) Attention to Procurement of lab
- Facilities amenities
- 4) Attitude to work at arrangement / work of test University /
- College / Practical Examination
- 5) Prep for Practical checking
- 6) Assessment of Journal daily rough
- Work during practical
- 7) Students performance of the experimental
- Work or / and exam in practical's
- 8) Interest taken in lab –management
- /lab discipline
- 9) Actual skill in lab, work during practical's

**D. 1) Academic contacts /discussions with**

The senior teachers in the Dept.

<p>2) Interaction with other depts. For extension / Exchange /development / co-operation in work and knowledge</p>	<hr/> <hr/>
<p>3) Special efforts (if any) taken for the Institute development</p>	<hr/> <hr/>
<p>4) Regularity /Attitude /Meticulousness in preparation of records ( Present of students , Marks list, Tutorial /discussion of result etc.)</p>	<hr/> <hr/>
<p>5) Participations in extracurricular Activities its extent, nature and final Performance</p>	<hr/> <hr/>
<p>6) Participations in co- curricular activity</p>	<hr/>
<p>7) Completion of portion in all report</p>	<p>50% 60% 75% 90% 100%</p>
<p>8) Completion of portion in time</p>	<p>Yes / No</p>
<p>9) Suggestion given by H. O. D. or Senior Colleague '</p>	<hr/> <hr/>
<p>10) Suggestions of H.O.D.</p>	<p>Followed /not followed</p>
<p>11) Whether need constant Supervision</p>	<hr/> <hr/>
<p>12) Reaction of the Teacher or suggestions.</p>	<hr/> <hr/>
<p>13) Impression of the H.O.D.</p>	<hr/> <hr/>
<p>14) Recommendation of the H.O.D</p>	<hr/> <hr/>
<p>15) Additional Remarks (if any) of H.O.D</p>	<hr/> <hr/>
<p>16) Final Remarks of H.O.D</p>	<p>May be allowed to continue / May not be allowed to continue.</p>

Note: H.O.D can inform the principal in person or in writing for the additions /  
confidential report not covered above.

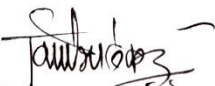
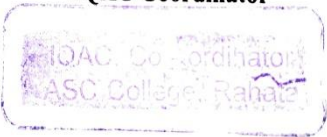
**Date:**

**Sign. of H.O.D.**

**(Prof. \_\_\_\_\_ )**

**Head**

**Dept. of \_\_\_\_\_**

  
**IQAC Coordinator**  
  
IQAC, Co-ordinator  
ASC College, Rahata



  
**I/C PRINCIPAL**  
Art's, Science & Commerce College  
Rahata, Dist. Ahmednagar

## Arts, Science and Commerce College, Rahata

Tal- Rahata, Dist- Ahmednagar

### PROFORMA "B"

2021-22

#### Confidential Assessment Report regarding Ability and Character of the Non-teaching staff.

##### A) To be written by the Head of the Department / section

- 1) Name of the employee -----
- 2) Status temporary / probationary /permanent -----
- 3) Period of report -----
- 4) Post or post held during the period -----
- 5) Department /office/ section -----
- 6) Leave taken during the period EL / CL/ Other leave -----

##### B) Performance Assessment

Sr. No.	Items	Excellent	V. Good	Good	Fair	Average	Below average
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##### a) Technical adequacy:

- 1) Industry -----
- 2) Application -----
- 3) Initiative -----
- 4) Neatness -----
- 5) Accuracy -----
- 6) Punctuality in work -----
- 7) Methodical and systematic working -----
- 8) Promptness in disposal -----
- 9) Regularity in attendance -----
- 10) Relation with superiors -----
- 11) Relation with colleagues -----
- 12) Relation with public -----
- 13) Depend ability -----
- 14) Capacity to get work done -----

##### b) General Impression

- 1) Leadership qualities -----
- 2) Integrity and Character -----
- 3) Administrative ability including judgement and drive -----



4) Obedience -----

5) Do you agree with the self-assessment if not give reasons by employee? -----

**c) Recommendations**

1) Punishment/ Warning given if any -----

2) Fitness to continue of confirmation in the post -----

3) Fitness for promotion -----

4) Any other observation or good point to be recorded -----

**Place: Rahata**

**Signature**

**Date: / /20**

**Head of the Department**

**d) Observations of the receiving officer on the above Report**

(To be filled in by the reviewing officer)

1) Length of service under the reviewing officer  
during the period under report -----

2) Do you agree with the reporting officers  
observations or do you wish to modify  
them or add to his assessment of the  
employee -----

3) Observations on remarks given to the  
employee by the reporting officer and  
clarification short form the reporting officer if any -----

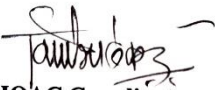
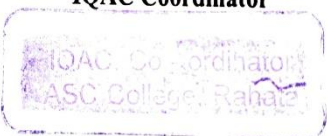
4) Communication of remarks to the employee and  
clarification sought form the employee if any -----

5) Final recommendations -----

**Place: Rahata**

**Principal**

**Date: / /20**

  
**IQAC Coordinator**  




  
**I/C PRINCIPAL**  
**Art's, Science & Commerce College**  
**Rahata, Dist. Ahmednagar**