

‘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- 2022-23
(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"/>

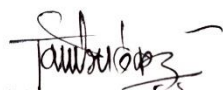
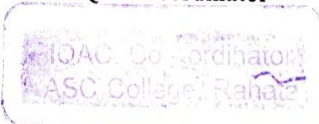
17. Co-Curricular activities / Community services (College/Village /PRES level) with Details Nature of participation in activities : (4)

18. a) Computer Literacy : (1)

b) Use of ICT in regular teaching & other work	:		(2)																
19. Work load and Academic work completed in the first term	:	Total Workload – Theory + Practical = Total (Actual taken) -----	(4)																
		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Sr. No.</th> <th style="width:20%;">Class</th> <th style="width:25%;">No. of lectures allotted</th> <th style="width:25%;">No. of lectures actual taken</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sr. No.	Class	No. of lectures allotted	No. of lectures actual taken													
Sr. No.	Class	No. of lectures allotted	No. of lectures actual taken																
20. Activities performed in addition to academic work to improve the quality of Students.	:		(4)																
21. Activities that enhanced the quality of college / PRES. (with details)	:		(2)																
			(2)																
22. Academic performance of the subject in university exam (Mean % result)	:	80% and above 70 to 79% 60 to 69%	(6) (4) (2)																
23. Self discipline (√)	:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Punctuality</td> <td style="width:10%;"></td> <td style="width:15%;">Dress-code</td> <td style="width:10%;"></td> <td style="width:25%;">Submission of document on time</td> <td style="width:20%;"></td> </tr> </table>	Punctuality		Dress-code		Submission of document on time		(3)										
Punctuality		Dress-code		Submission of document on time															
TOTAL MARKS			()																

Note :- Attached Annexure if needed

Grade- (Marks out of 50)		Grade obtained _____
Particular	Mark	Grade
Above 40		A
39-30		B
29-20		C
Below 20		D
Signature (Name _____)		


IQAC Coordinator





PRINCIPAL
Art's, Science & Commerce College
Rahata, Dist. Ahmednagar.

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

TEACHERS ASSESSMENT & CONFIDENTIAL REPORT
FOR THE YEAR OF 2022 - 2023

(To be submitted by Head of Department in duplicate)

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

- 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.

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

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

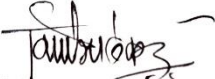
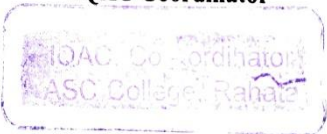
Date:

Sign. of H.O.D.

(Prof. _____)

Head

Dept. of _____


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PROFORMA "B"

2022-23

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					

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

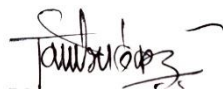

(To be filled in by the reviewing officer)

- 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

Date: / /20

Principal


IQAC Coordinator





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 Rahata, Dist. Ahmednagar.