



Shri Vithal Education & Research Institute's

COLLEGE OF ENGINEERING, PANDHARPUR



P.B.No.54, Gopalpur - Ranjani Road, Gopalpur, Pandharpur - 413304, **District:** Solapur (Maharashtra)
Tel.: (02186) 216063, 9503103757, **Toll Free No.:** 1800-3000-4131 **e-mail.:** coe@sveri.ac.in
Website.: www.sveri.ac.in (Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)
NBA Accredited all eligible UG Programmes, **NAAC Accredited** Institute, ISO 9001:2015 Certified Institute.
Accredited by The Institution of Engineers (India), Kolkata and TCS, Pune.

6.3.5 Performance Appraisal of Teaching Staff

1. Blank Performance Appraisal Form
2. Filled Performance Appraisal Form



Performance Appraisal of Teaching Staff

A] Academic Appraisal

(Para 2.1.1 in Guide Lines)

Name of the Teacher : -----

Designation : -----

Duration of Appraisal : **01-07-21** to **30 - 06 -22**

1. Performance of Engaging Lectures / Practicals :

Sr. No.	Class /Course	Subject taught	No. of Lectures Target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance And Multipling factors	Max Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent-1.0 (100-91) Good – 0.7 (90-81) Average-0.5 (Below 81)	10	
2.									
3.									
4.									
5.									
6.									

Note : * indicates multiplication sign.

2. Performance of Attendance of Students :

Sr. No.	Class /Course	Subject taught	Sum of students present	Lectures Actually Engaged	Students On Roll	Average Attendance= $\frac{(4) * 100}{(5) * (6)}$	Average of Col. (6)	Performance And Multipling factors	Max Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.								Excellent-1.0 (100-91) Good – 0.7 (90-81) Average – 0.5 (60-41) Poor - 0.2 (40-00)	10	
2.										
3.										
4.										
5.										
6.										

3. Performance of Results : (Theory Subject)

Sr. No.	Class /Course	Subject taught	Average result of same subject for list 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance And Multipl-ying factors	Max Weight	Weight Achieved (7) * (8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent- 1.0 (100-81) Good- 0.7 (80-61) Average- 0.5 (60-41) Poor- 0.2 (40-00)	15	
2.								
3.								
4.								

Total Weight Achieved in TABLES 1,2,3,=

4. Other performance: -

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Class Room Planning and Control:				
	a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, LCD, VCR, TV, etc.				
2.	For Teachers Concerned with Laboratory Work:				
	a) Planned Laboratory instructions including management of practical. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models, etc. e) Development of new laboratory setups/ planning and procurement of consumables required for practical.				
OR					
2.	For Teachers Not Concerned with Laboratory Work:				
	a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subject other than his own discipline. e) Preparation and display of instructional material.				
3.	Students Guidance and Counseling :				
	a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independence study technique.				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	<p>Assignments / Evaluation:</p> <p>a) Giving assignments regularly and assessing promptly.</p> <p>b) Maintaining quality and standard of questions / evaluation.</p> <p>c) Providing feedback to the students about shortcomings.</p> <p>d) Innovations in paper setting / evaluation.</p> <p>e) Record keeping of students' profile.</p>				
5.	<p>Curriculum / Learning Resources Development:</p> <p>a) Interest shown in curriculum development or preparation of syllabi.</p> <p>b) Preparing question banks.</p> <p>c) Motivating Students for use of computers.</p> <p>d) Giving handouts / upkeep of laboratory manuals / writing books.</p> <p>e) Development of e-learning materials/ Preparation of computer software as a teaching aid.</p>				
6.	<p>Seminars/ Training:</p> <p>a) Use of library books, periodicals, journals, etc.</p> <p>b) Attendance in seminars/ conferences/ workshops.</p> <p>c) Writing articles in state, national, international level periodicals/ journals/ Conferences.</p> <p>d) Delivering speech in other institutions.</p> <p>e) Memberships of professional bodies, awards and honours.</p>				
7.	<p>CO-curricular Activities:</p> <p>a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.</p> <p>b) Organizing cultural programmes/sports / extra- curricular activities etc.</p> <p>c) Organizing industrial visits / study tours for students or taking interest in NCC/ NSS / Blood Donation / Plantation / Medical camps.</p> <p>d) Contribution to maintaining student discipline in general.</p> <p>e) Ability to work as a resource person.</p>				
8.	<p>Administrative Functions :</p> <p>a) Contribution to conduct gymkhana activities/ procurement of equipment.</p> <p>b) Worked as examination / gathering / admission in-charge.</p> <p>c) Maintenance of building /electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector /warden.</p> <p>d) Worked as in charge for house keeping / environmental hygiene / cleanness of classrooms /premises /gardens/ security.</p> <p>e) Interest taken in activities related to canteen, Co-operative stores, etc. or willingness to take up higher responsibility or any responsibility.</p>				
	Total Number of Tick Marks				

FINAL ASSESSMENT:

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than Other performance.		
	Weight Other performance	No. of tick Marks	Multiplying factor
b)	Excellent		1.5
c)	Good		1.0
d)	Average		0.75
e)	Poor		0.3
f)	Special weight given by Reporting Officer (Max.5)		
g)	Total weight achieved out of 100		

Note: The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight is given.)

Note: Grade be given as indicated below:
 100-81 (Outstanding)
 81-71 (Excellent)
 71-61 (Very good)
 60-51 (Good)
 50-35 (Average)
 24-00 (Below Average)

General evaluation and grade:

GRADE:

Place:

Date:

**Signature:
and Designation:
of Reporting Officer**

Remark of Reviewing Officer:

- I agree with evaluation made by Reporting Officer.
- I wish to change the grade given by Reporting officer on following grounds:

GRADE:

Place:

Date:

**Signature:
Designation:
Reviewing Officer**

B] General Appraisal (Estimate of General Ability and Character)

- | | | | | | | |
|----|--|------------------------|----------------------------|-----------------|-------------|---------------|
| 1. | Industry and Application: | Outstanding | Very good | Good | Average | Below Average |
| 2. | Capacity to get work done by Subordinates : | Outstanding | Very good | Good | Average | Below Average |
| 3. | Relations with colleagues and the public : | Cooperative | Courteous | Helpful | Indifferent | Unfriendly |
| 4. | General intelligence : | Very Brilliant | Brilliant | Intelligent | Average | Dull |
| 5. | Administrative ability including judgment initiative and drive and decision making : | Outstanding
Average | Very good
Below Average | Positively Good | Good | |
| 6. | Aptitude to higher learning : | Outstanding | Very good | Good | Average | Below Average |

Place:

Date:

Signature:

Designation:

Reporting Officer

C] Evaluation by Students :

(a) Theory Evaluation (if applicable)

Name of Subject and class	No. of Students for Theory subject (s)	SUM total of score of Theory subject (s)	Average Theory score out of 100 $4 = 3 / 2$
1	2	3	4
Average of column 3			

(b) Practical Evaluation (if applicable)

Name of Subject and class	No. of Students for Practicals subject (s)	SUM total of score of Practicals subject (s)	Average Practicals score out of 50 $4 = 3 / 2$
1	2	3	4
Average of column 3			

$$(c) \text{ Score out of } 20 = \left\{ \frac{\text{Score in (a) (if applicable) + Score in (b) (if applicable)}}{100 \text{ (if applicable) + } 50 \text{ (if applicable)}} \right\} \times 20$$

Reporting Officers Score =



Shri Vithal Education & Research Institute's

COLLEGE OF ENGINEERING, PANDHARPUR

P.B. No. 54, Gopalpur -Ranjani Road, Gopalpur, Pandharpur- 413 304, District: Solapur (Maharashtra)
 Tel.: 02186-216063, 9503103757, Toll Free No.: 1800-3000-4131, E-mail: coe@sveri.ac.in, Web: www.sveri.ac.in
 (Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)
 NBA Accredited all eligible UG Programmes, NAAC Accredited Institute, Accredited by The Institution of Engineers (India), Kolkata and TCS, Pune. ISO 9001-2015 Certified Institute



Performance Appraisal of Teaching Staff

A] Academic Appraisal (Para 2.1.1 in Guide Lines)

Name of the Teacher : Avinashra mote

Designation : placement officer

Duration of Appraisal : 01-07-2021 to 30-06-2022

1. Performance of Engaging Lectures / Practicals :

Sr. No.	Class /Course	Subject taught	No. of Lectures Target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance And Multipling factors	Max Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Ty-sem I	IFOR	44	46	100%	100	Excellent-1.0 (100-91)	10	10
2.	MBA-I (sem I)	PMOR	48	51	100%				
3.									
4.									
5.									
6.									

Note : * indicates multiplication sign.

2. Performance of Attendance of Students :

Sr. No.	Class /Course	Subject taught	Sum of students present	Lectures Actually Engaged	Students On Roll	Average Attendance = $\frac{(4) * 100}{(5) * (6)}$	Average of Col. (6)	Performance And Multipling factors	Max Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Ty-sem-I	IFOR	2548	46	64	86.53	98.065	Excellent-1.0 (100-91)	10	7
2.	MBA-I (sem I)	PMOR	3198	51	67	98.59				
3.										
4.										
5.										
6.										

3. Performance of Results : (Theory Subject)

Sr. No.	Class /Course	Subject taught	Average result of same subject for list 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance And Multipl-ying factors	Max Weight	Weight Achieved (7) * (8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	TY-sem-I	IEOR		73.84		Excellent- 1.0 (100-81) Good- 0.7 (80-61) Average- 0.5 (60-41) Poor- 0.2 (40-00)	15	10.5
2.	MBA-sem II	PM-A	100%	79.30	76.55			
3.								
4.								

Total Weight Achieved in TABLES 1,2,3, = 27.5

4. Other performance: -

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Class Room Planning and Control: a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, LCD, VCR, TV, etc.	✓	✓		
2.	For Teachers Concerned with Laboratory Work: a) Planned Laboratory instructions including management of practical. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models, etc. e) Development of new laboratory setups/ planning and procurement of consumables required for practical.				
2.	OR For Teachers Not Concerned with Laboratory Work: a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subject other than his own discipline. e) Preparation and display of instructional material.	✓	✓		
3.	Students Guidance and Counseling : a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independence study technique.	✓	✓		

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments / Evaluation: a) Giving assignments regularly and assessing promptly. b) Maintaining quality and standard of questions / evaluation. c) Providing feedback to the students about shortcomings. d) Innovations in paper setting / evaluation. e) Record keeping of students' profile.		✓ ✓ ✓ ✓	✓	
5.	Curriculum / Learning Resources Development: a) Interest shown in curriculum development or preparation of syllabi. b) Preparing question banks. c) Motivating Students for use of computers. d) Giving handouts / upkeep of laboratory manuals / writing books. e) Development of e-learning materials/ Preparation of computer software as		✓ ✓ ✓ ✓ ✓	✓ ✓	
6.	a teaching aid. Seminars/ Training: a) Use of library books, periodicals, journals, etc. b) Attendance in seminars/ conferences/ workshops. c) Writing articles in state, national, international level periodicals/ journals/ Conferences. d) Delivering speech in other institutions. e) Memberships of professional bodies, awards and honours.	✓	✓ ✓ ✓ ✓	✓	
7.	CO-curricular Activities: a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation. b) Organizing cultural programmes/sports / extra- curricular activities etc. c) Organizing industrial visits / study tours for students or taking interest in NCC/ NSS / Blood Donation / Plantation / Medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person.		✓ ✓ ✓	✓	✓
8.	Administrative Functions : a) Contribution to conduct gymkhana activities/ procurement of equipment. b) Worked as examination / gathering / admission in-charge. c) Maintenance of building /electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector /warden. d) Worked as in charge for house keeping / environmental hygiene / cleanness of classrooms /premises /gardens/ security. e) Interest taken in activities related to canteen, Co-operative stores, etc. or willingness to take up higher responsibility or any responsibility.	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
Total Number of Tick Marks		11	20	08	01

FINAL ASSESSMENT:

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than Other performance.		27.5
	Weight Other performance	No. of tick Marks	Multiplying factor
b)	Excellent	11	1.5
c)	Good	20	1.0
d)	Average	08	0.75
e)	Poor	01	0.3
f)	Special weight given by Reporting Officer (Max.5)		
g)	Total weight achieved out of 100		70.5

Note: The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight is given.)

Note: Grade be given as indicated below:
 100-81 (Outstanding)
 81-71 (Excellent)
 71-61 (Very good)
 60-51 (Good)
 50-35 (Average)
 24-00 (Below Average)


General evaluation and grade:

Very Good

GRADE: Very Good

Place: Pandharpur

Date: 11-08-2022

Signature: 
 and Designation: **HEAD,**
 of Reporting Officer **Dept. of Mechanical Engg**
 C. O. E. Pandharpur

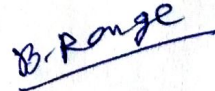
Remark of Reviewing Officer:

- I agree with evaluation made by Reporting Officer.
 I wish to change the grade given by Reporting officer on following grounds:

GRADE: Very Good

Place: Pandharpur

Date: 11-08-2022

Signature: 
 Designation:
 Reviewing Officer

PRINCIPAL
SVRI's College of Engineering,
Pandharpur

B] General Appraisal (Estimate of General Ability and Character)

1. Industry and Application: Outstanding Very good Good Average Below Average
2. Capacity to get work done by Subordinates : Outstanding Very good Good Average Below Average
3. Relations with colleagues and the public : Cooperative Courteous Helpful Indifferent Unfriendly
4. General intelligence : Very Brilliant Brilliant Intelligent Average Dull
5. Administrative ability including judgment initiative and drive and decision making : Outstanding Very good Positively Good Good
Average Below Average
6. Aptitude to higher learning : Outstanding Very good Good Average Below Average

Place: Pandharpur
Date: 11-08-2022

Signature: 
Designation: **Reporting Officer**
HEAD,
Dept. of Mechanical Engg
C.O.E. Pandharpur

C] Evaluation by Students :

(a) Theory Evaluation (if applicable)

Name of Subject and class	No. of Students for Theory subject (s)	SUM total of score of Theory subject (s)	Average Theory score out of 100 4 = 3 / 2
1	2	3	4
IE OR TY	64	4172	66.18
Average of column 3			

(b) Practical Evaluation (if applicable)

Name of Subject and class	No. of Students for Practicals subject (s)	SUM total of score of Practicals subject (s)	Average Practicals score out of 50 4 = 3 / 2
1	2	3	4
NA			
Average of column 3			

$$(c) \text{ Score out of 20} = \left\{ \frac{\text{Score in (a) (if applicable)} + \text{Score in (b) (if applicable)}}{100 \text{ (if applicable)} + 50 \text{ (if applicable)}} \right\} \times 20$$

$$\text{Reporting Officers Score} = \frac{66.18 + 0}{100 + 0} \times 20 = 13.036$$



Shri Vithal Education & Research Institute's

COLLEGE OF ENGINEERING, PANDHARPUR



P.B.No.54, Gopalpur - Ranjani Road, Gopalpur, Pandharpur - 413304, **District:** Solapur (Maharashtra)
Tel.: (02186) 216063, 9503103757, **Toll Free No.:** 1800-3000-4131 **e-mail.:** coe@sveri.ac.in
Website.: www.sveri.ac.in (Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)
NBA Accredited all eligible UG Programmes, **NAAC Accredited** Institute, ISO 9001:2015 Certified Institute.
Accredited by The Institution of Engineers (India), Kolkata and TCS, Pune.

6.3.5 Performance Appraisal of Non-Teaching Staff

1. Blank Performance Appraisal Form
2. Filled Performance Appraisal Form



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S

COLLEGE OF ENGINEERING, PANDHARPUR

P.B. No. 54, Gopalpur -Ranjani Road, Gopalpur, Tal.- Pandharpur- 413 304,Dist.- Solapur (Maharashtra)

Tel.: 02186-216063, 9503103757, E-mail : coe@sveri.ac.in, Website: www.sveri.ac.in

(Approved by A.I.C.T.E., New Delhi and affiliated to PAH Solapur University, Solapur)

NBA Accredited all Eligible UG Programmes and , NAAC, Accredited Institute,

Accredited by the Institute of Engineers (India), Kolkata and TCS, Pune ISO 9001-2015 Certified Institute



ISO 9001:2015



www.tuv.com
ID 9105048196

Date:

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A

(To be filled by Staff Member)

Academic Year: 2020-2021

1. Name	
2. Date of joining	
3. Designation	
4. Department/Section	
5. Pay Band	Rs.
6. Grade Pay	Rs.
7. Academic/Technical Qualification	
8. Details of Educational courses being pursued	
9. Details of the present duties	

Date:

Signature of the staff member

PART-B
(To be filled by Reporting Officer)

Name :							
Designation :				Pay Band : Rs.			
Date of Appointment :				Grade Pay : Rs.			
Department/Section :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of emergency							
1.4 Creativity and innovation							
1.5 Ability to learn new skills							
2. PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
TOTAL POINTS :				/150			

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any significant contribution made by the Employee :						
6. Special remarks if any of the Reporting Officer :						
Date :			Signature of the Reporting Officer			
7. Remarks if any of Reviewing officer :						
Date :			Signature of Reviewing Officer			

* COMPUTATION OF OVERALL EVALUATION	Points	Percentage of Points
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
Total Points 150		



SHRI VITHAL EDUCATION & RESEARCH INSTITUTE'S
COLLEGE OF ENGINEERING, PANDHARPUR



ISO 9001:2015



P.B. No. 54, Gopalpur -Ranjani Road, Gopalpur, Tal.- Pandharpur- 413 304, Dist.- Solapur (Maharashtra)
Tel.: 02186-216063, 9503103757, E-mail : coe@sveri.ac.in, Website: www.sveri.ac.in
(Approved by A.I.C.T.E., New Delhi and affiliated to PAH Solapur University, Solapur)
NBA Accredited all Eligible UG Programmes and , NAAC, Accredited Institute,
Accredited by the Institute of Engineers (India), Kolkata and TCS, Pune ISO 9001-2015 Certified Institute

Date:

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

PART-A

(To be filled by Staff Member)

Academic Year: 2021-2022

1. Name	Mr. Samadhan Dattatraya More
2. Date of joining	01/10/2015
3. Designation	Junior Clerk
4. Department/Section	office
5. Pay Band	Rs. 5200-20200
6. Grade Pay	Rs. Basic + AGP 6790 + 1900
7. Academic/Technical Qualification	M.com., M.B.A, 4DC & A PG DBF
8. Details of Educational courses being pursued	.
9. Details of the present duties	office

Date: 29/07/2022

M. More
Signature of the staff member

PART-B

(To be filled by Reporting Officer)

Name : Mr. Samadhan Dattatraya More		Designation : Junior clerk		Pay Band : Rs. 5200-20200			
Date of Appointment : 01/10/2015		Grade Pay : Rs. 6790+1900					
Department/Section : Office							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure			✓				
1.2 Ability to organize work and carry it out			✓				
1.3 Ability and willingness to take up additional load in times of emergency			✓				
1.4 Creativity and innovation				✓			
1.5 Ability to learn new skills				✓			
2. PERFORMANCE							
2.1 Maintenance of Files/Records		✓					
2.2 Accuracy & Speed of work			✓				
2.3 Neatness & tidiness of work			✓				
2.4 Completion of work on schedule		✓					
2.5 Diligence and sense of responsibility			✓				

PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance		✓					
3.2 Punctuality		✓					
3.3 Discipline			✓				
3.4 Interaction with colleagues			✓				
3.5 Integrity and behavior		✓					
TOTAL POINTS :		121 /150					


4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
		✓				

5. Any significant contribution made by the Employee :

—

6. Special remarks if any of the Reporting Officer :

Date : 11/08/2022


 Signature of the Reporting Officer
 REGISTRAR
 SVERI's College of Engineering,
 Pandharpur

7. Remarks if any of Reviewing officer :

Date : 11/08/2022

B. Pange
 Signature of Reviewing Officer
 PRINCIPAL
 SVERI's College of Engineering,
 Pandharpur

* COMPUTATION OF OVERALL EVALUATION	Points	Percentage of Points
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
Total Points 150		