

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8262 (Pune) dt. 12/8/93)



Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune-411 004.
☎ : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (Elect.) MIE, MBA
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/2017-18/2831

23.09.2019

CIRCULAR

Sub : Annual Performance Appraisal Reports of Teaching Staff

Ref : Circular No. STES/Personnel/2011-12/456 dt. 14.03.2012

Detailed guidelines for writing annual Performance Appraisal Reports in respect of all teaching and non-teaching staff members have already been issued under Circular No. STES/Personnel/2011-12/456 dt. 14.03.2012 referred to above.

It is compulsory for all employees (teaching and non-teaching) to fill in and submit Annual Performance Appraisal Reports as per time schedule irrespective of their status of continuation as until further orders and approval or otherwise.

Formats of Annual Performance Appraisal Reports for teaching staff members were modified from time to time. From last two years, system of on-line submission of Annual Performance Appraisal Reports for Teachers have been introduced. Accordingly, all faculty members are required initially to fill in their self- assessment form on-line immediately after closure of academic year and in any case before proceeding on vacation and to forward them to next higher authority.

As per general rule, minimum period required for assessing the performance is not less than three months during entire academic year.

If the period of work performance during entire academic year is less than three months, a certificate with reasons thereof for non-performance of duty for 3 months due to Maternity Leave / Study Leave etc. with actual dates of absence are required to be recorded and placed in personal files of the concerned.

Adverse / below good / non satisfactory remarks in the Performance Appraisal Reports are required to be communicated to the concerned staff members by the Head of Institute immediately after Performance Appraisal Reports is filled in with instructions to improve performance within period of six months / academic year.

In spite of these clear instructions/ guidelines in force, it has come to the notice that these general guidelines are not followed by all institutions, scrupulously.

All Heads of Institutions are therefore once again directed to follow detailed instructions / guidelines already in force issued under Circular dtd. 14.03.2012 scrupulously.

Since we have now made on-line submission of Annual Performance Reports compulsory and system of Performance Indicator is introduced, Teachers whose score of P.I is 50 or more, their PAR should be treated as Good and can be continued in serve.

F10
Circular
Head copy to
all HODs
AI
12/12/19

Dear HOD's
pt. notify to all teaching
& non-teaching staff members
12/12/19





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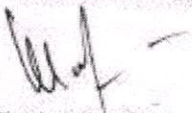
The employees whose P.I score is less than 50 but more than 40 should be warned to achieve bench mark of at least P.I. 50 within six months / next semester.

However employees scoring P.I 40 or less should be issued strict warning to improve their performance in respective area within a period of next six months / next semester at least upto the satisfactory level i.e. P.I. 50 or more else their continuation in the services would be endangered with or without minor punishment.

Same criteria are also applicable in case of all non-teaching staff members.

These instructions shall be followed by all Institutes / Colleges scrupulously from the Annual Performance Report for academic year 2018-19 in respect of teaching employees and for the period of 2018-19 for all non-teaching employees.

All Heads of Institutions should display these instruction on Notice Board / should be circulated to all staff members working under them.


(M.N. Navale)
President

To,

- (1) Directors / Principals of all Institutes / Colleges / Schools under Sinhgad Technical Education Society, Svitribai Phule Shikshan Prasarak Mandal, Shrinath Shikshan Prasarak Mandal, Shri Yashwantrao Chavan Shikshan Prasarak Mandal.
- (2) Campus Directors all Campuses of Sinhgad Technical Education Society, Svitribai Phule Shikshan Prasarak Mandal, Shrinath Shikshan Prasarak Mandal, Shri Yashwantrao Chavan Shikshan Prasarak Mandal.
- (3) Dean, Smt. Kashibai Navale Medical College and General Hospital, Narhe, Pune
- (4) Resident Officers / Estate Officers in Sinhgad Technical Education Society, Svitribai Phule Shikshan Prasarak Mandal, Shrinath Shikshan Prasarak Mandal, Shri Yashwantrao Chavan Shikshan Prasarak Mandal.
- (5) Transport Officer
- (6) Select File

Copies for information to,

- (1) Founder Secretary, Sinhgad Technical Education Society
- (2) Vice President (HR), Sinhgad Technical Education Society
- (3) Vice President (Admn.), Sinhgad Technical Education Society
- (4) Secretary, Svitribai Phule Shikshan Prasarak Mandal
- (5) Director (Finance), Sinhgad Technical Education Society
- (6) Director (Education), Sinhgad Technical Education Society
- (7) Director (Placement) Sinhgad Technical Education Society
- (8) Chief Administrative Officer (Personnel), Sinhgad Technical Education Society
- (9) H.O.D, Sinhgad Data Centre, Vadgaon
- (10) P.A. to President, Sinhgad Technical Education Society

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FOUNDER SECRETARY

STES / 2020-21/ 3418

Date: 11.02.2021

Circular

Subject: Writing and Processing of Annual Performance Appraisal Reports.

Ref: 1) Circular No. STES / Personnel / 2011-12/ 456 dtd.14.03.2012.

2) Circulation of minutes of meeting of Principal dtd.18.01.2021.

As per standing instruction issued under above referred circular dtd.14.03.2012 :-

1. Annual Performance Appraisal Reports of Teaching Employees are to be written for period of Academic Year or period of actual officiation of the employee during the academic year.
 - Submission & review of the Performance Appraisal Report is required to be completed at the end of Academic year before proceeding on summer vacation.
2. Submission & review of the Appraisal Reports in case of non-teaching employees for the year from 1st April to 31st March of every year is required to be completed in the month of April.
 - Appraisal Reports of the non-teaching employees whose tenure expires any time during the year has to be written for the period till end of the tenure.
3. This practice is uniformly followed. However due to pandemic of Covid-19 and subsequent lock-down online submission of Appraisal Reports for AY.2019-20 in respect of teaching employees could not be completed before end of A.Y.2019-20.
4. In view of this position submission and reviewing of the Appraisal Reports for A.Y. 2019-20 shall now be completed by 31st March 2021.
Accordingly-
 - a) Self assessment is to be filled by the respective faculty member till 10th of March-2021.
 - b) Review process of Performance Appraisal Report by Supervisory Officer/ Heads shall be completed by 31st March, 2021.
 - c) Online link for the submission of Performance Appraisal Report for faculty members shall be opened by Data Centre immediately and shall be in operations till 31.03.2021 only.
 - d) Information as per para 'A' of the minutes of the meeting of Principal on 18.01.2021 circulated to all on 21.01.2021 shall also be attached with the Appraisal Reports (i.e. Self Assessment) by the faculty members. (Copy enclosed herewith)
 - e) Writing & review of Appraisal Reports of Non-Teaching employees for the period 01.04.2019 to 31.03.2020 shall also be completed before 31.03.2021.

...2/-

HR
Intimate to all
HODs & staff

12/02/21

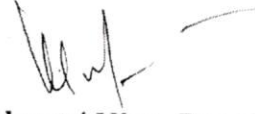
12/02/2021



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These instructions are issued for Performance Appraisal Reports for A.Y.2019-20 only.

All the heads of Institute / College are therefore informed to bring these instructions to the notice of all employees working under them and to ensure that all formalities of submission of Performance Appraisal Report for A.Y. 2019-20 are completed before 31.03.2021 positively.



President/ Vice-President

Encl: As above.

To,

- 1) All Principals / Directors of Colleges, Institutes of STES- Pune, SPSPM-Kamlapur, SSPM-Kondhapuri, SYCSPM- Mumbai.
- 2) All Campus Directors of STES- Pune, SPSPM- Kamlapur, SSPM- Kondhapuri, SYCSPM- Mumbai.
- 3) Transport Officer, Sinhgad Technical Education Society, Ambegaon (Bk), Pune.

Copies to:

- 1) Secretary, Sinhgad Technical Education Society, Pune.
- 2) Vice-President (HR), Sinhgad Technical Education Society, Pune.
- 3) Vice-President (Admin), Sinhgad Technical Education Society, Pune.
- 4) Trustee Member Mr. G. K. Shahani Sinhgad Technical Education Society, Pune.
- 5) Joint Secretary, Savitribai Phule Shikshan Prasarak Mandal, Kamlapur.
- 6) Director (Finance), Sinhgad Technical Education Society, Pune.
- 7) Director, Sinhgad Technical Education Society, Erandwane, Pune.
- 8) Dean, (Central Placement), Sinhgad Technical Education Society, Pune.
- 9) CAO (Personnel), Sinhgad Technical Education Society, Pune.
- 10) PRO, Sinhgad Technical Education Society, Pune.
- 11) Project Manager, Sinhgad Technical Education Society, Pune.
- 12) Administration Officer (Legal), Sinhgad Technical Education Society, Erandwane, Pune.
- 13) Sinhgad Data centre, Vadgaon (Bk), Pune.
- 14) Select File.

Annual Performance Appraisal Reports

(A) For Performance Appraisal Reports (PAR) for Academic Year 2019-20 including Sem I and Sem II

Due to sudden outbreak of Covid-19 during second Semester of A.Y 2019-20; Govt. announced nationwide Lockdown in March-2020. As a result entire academic activities had to switchover from regular mode of Teaching and Practicals to Online mode.

Therefore, rest of the Academic Year 2019-20 ended during the lockdown period.

As per routine annual activity Performance Appraisals Reports are required to be filled by the faculty members online before end of the Academic year. However this activity could not be completed for the A.Y. 2019-20 due to lockdown.

In the view of this position following guidelines for submission of Self-Assessment Reports by all faculty members; their reporting etc. are issued which should be followed seriously.

Every faculty members has to prepare separate sheet giving details in respect of :

1. Online Lecturers

- (a) Number of online classes conducted; date-wise.
- (b) Attendance of the students showing no. of students attended out of total number of lectures.
- (c) Number and date of shared lectures with co-faculty members.

2. Teacher Guardian (TG) Meetings

- a. Number of TG meeting conducted with Date, Time and Number of students participated.
- b. Names of students who have not attended single such meetings.
- c. Common difficulties if any reported by the student.

3. Project Stage 2 (applicable to the teachers who have guided the UG. Projects)

- (a) Project stage '2' reports on the work completed till 16 March 2020, duly bound black copy, complete in all respects
- (b) Number of Project group wise meetings conducted with date, time, number of students participated, points discussed, and name of the students who did not attend such meetings.
- (c) Project reviews conducted; review marks given groupwise and copy of the report of all projects he/she has guided.

All above information is required to be submitted in separate sheet and to be attached with the online PAR for AY 2019-20 as per following table.

Tabular information with either numbers or in the form of Yes/ No for quick check.

Sr	Details of Parameter	A.Y. 2019-20 Sem-II	Reviewing Officer's Remarks if any	A.Y. 2019-20 Sem-II	Reviewing Officer's Remarks if any
1	Performance not up to the mark				
2	Publications in the Journal				
3	Conducting Seminar, Workshop, Symposia, etc.				
4	Student Centric Activities				
5	No of Lectures Conducted				
6	No of Practicals Conducted				
7	No of Teacher Guardian Meetings Conducted				
8	Memos/ Show cause notices issued				
9	Projects allocated				
10	No of Project Meetings taken				
11	Participation on Social Media to build the repute of institute				
12	Weekly Working Hours details				
13	Course File (Soft or Hard)				
14	Examination Duties (Done/Assigned)				
15	Administrative Duties				
16	Library Hours				
17	Student Counselling				
18	Faculty Development Programs (Conducted/ Attended) online				

Specific Remarks by Reviewing Officer if any

Reviewing Officer Signature and Seal