



Ashoka Education Foundation
EDUCATOR PERFORMANCE APPRAISAL FORM for A.Y. 20.... - 20....

Name of the Educator: -

Name of Unit: -

General Information:

Date and Designation of first joining at AEF : -	Period of Service with AEF in yrs./months:-
Date of joining present post: -	First Position:-
	Present Post:-

Academic Appraisal Matrix

Sr. No.	Area of Performance to be Evaluated	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
1	Academic Performance (Total Credit Points Allotted 50)				
1.1	Subject Result: - % Pass	95+	25		
		90 - 95	15		
		85 - 90	10		
		Below 85	5		
1.2	% of Students in distinction and First Class	75 +	25		
		60 - 75	15		
		50 - 60	10		
		Below 60	5		
Section Total			50		

2	SWOT Appraisal					
	Swot Analysis	Criteria		Credit Points	Appraisal Score (from Immediate Superior)	Verified Appraisal Score
2.1	Working effectively with others	Task collaboration	1	Max marks :5		
		Social intelligence	1			
		Team Work	1			
		Influencing others	1			
		Conflict resolution	1			
2.2	Self-awareness	Meta-cognition	1	Max marks :3		
		Lifelong learning	1			
		Career management	1			
2.3	professionalism	Efficiency	1	Max marks :5		
		Multitasking	1			
		Autonomy	1			
		Time management	1			
		Goal and task management	1			
2.4	Self-Management	Self-efficacy	1	Max marks :4		
		Stress tolerance	1			
		Work/life balance	1			
		Self-regulation	1			
2.5	Analytical Approach	Conceptualisation	1	Max marks :4		
		Reasoning	1			
		Technology	1			
		decision Making	1			
2.6	Social responsibility and accountability	Social responsibility	1	Max marks :4		
		Accountability	1			
		Personal Ethics	1			
		Organisational Awareness	1			
2.7	Communication Effectively	Giving and receiving feedback	1	Max marks :5		
		Public speaking	1			
		Meeting Participation	1			
		Written communication	1			
		Communicate status of given task precisely/On time	1			
	Section Total	30				

3 Teaching Performance (Credit Points Allotted 55)			Credit Points		Self-Appraisal Score	Verified Appraisal Score
3.1	Teaching Effectiveness	Criteria				
3.1.1	Subject certification Course, Refresher courses, Workshops, Teaching Learning Training Programmes, FDP	Not less than Two Weeks	15	Max marks: 15		
		One Week duration	10			
3.1.2	Collaboration for Teaching learning	External Experts	10	Max marks: 10		
		Online Software/ Simulator/ Internal/ Peer collaboration	5			
3.2 Teaching Innovation						
3.2.1	Developed or deployed New-Course / Application/Pedagogy	Recognised by External Agency with affiliation of Unit	15	Max marks : 15		
		Recognised by Unit only	10			
3.2.2	Electronics Media Innovation (E content on LMS, subject specific - Blog/YouTube channel/ Webpage)	Recognised by Unit head	15			
Section total			55			

4	Feedback (Credit Points Allotted 30)		Credit Points	Self-Appraisal Score	Verified Appraisal Score
4.1	Student Feedback (From Google form)	75 +	20		
		60 -75	12		
		50-60	8		
		<50	0		
4.2	Peer Feedback – (GAP Analysis)	75 +	10		
		60 -75	6		
		50-60	4		
		<50	0		
Section Total			30		

5 Research Contribution(Credit Points Allotted 60)					
5.1	Research Paper in				
	Publication in Refereed Journals(UGC care)/ non Refereed but having ISBN/ISSN/Conference Proceeding(Full paper)	25/15/10	(Max :25)		
	Participation and presentation in Conferences (International/National/Local)	15/10/5	(Max: 15)		
5.2	Publication				
	Author a Subject book (ISBN/ISSN)/ Author a Chapter (ISBN/ISSN)	15/10 ISBN/ISSN Compulsory	(Max:15)		
	Write & publish Article		5		
	Section Total		60		
6 Personal and Professional Achievements (Credit Points Allotted 75)					
6.1	Approval from University		5		
6.2	Resource Person (National level/Outside AEF/AEF level)	15/10/5	Max:15		
6.3	Membership of Professional Bodies		5		
6.4	Member of Journal Editorial Board/Reviewer Board		5		
6.5	Guide for PhD / M. Phil/Students Projects	10/7/5	Max marks :10		
6.6	Research Project / Consultancy Work Completed-Major/ Minor	10/5	Max marks :10		
6.7	Award and recognition by External Agency		5		
6.8	Average Grading in Monthly Reports	O	20		
		A	15		
		B	10		
		C	05		
		D	00		
	Section Total		75		

7	Administrative Activity(Credit Points Allotted 70)		Credit Points	Self-Appraisal Score	Verified Appraisal Score
7.1	Handles Administrative Work / Responsibility (Only VP/Course coordinators)	Independently or with Team	15		
7.2	University level Committee Head		15		
7.3	College Level Committee Head		10		
7.4	University/College Level Committee member		5		

7.5	NAAC(IQAC) Criteria Head		10		
7.6	QAG Process Coordinator		5		
7.7	ISO Certified Auditor		5		
7.8	ISO Process Owner/ Audi tee		5		
Section Total			70		
Grand Total			370		

To be filled by Unit Head only

Name and Signature of Faculty:		Unit Name	
Self-Appraisal Score	/ 370	Verified Appraisal Score by Unit Head	/ 370
Increment as per policy %		Recommended Increment %	

Special Remarks by the Unit Head (if any)-

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Date - / /

Signature of Unit Head-

Remarks by the Administrator-	Remarks by the Director-
Signature of Administrator:-	Signature of Director:-

Remarks by Hon. Secretary-

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**Approved / Not Approved**.....

Date - / /

Hon. Secretary


Co-Ordinator
 Internal Quality Assurance Cell (IQAC)
 Ashoka Center for Business & Computer
 Studies, Nashik-422 003.


PRINCIPAL
 Ashoka Education Foundation's
 Ashoka Center for Business and
 Computer Studies, Nashik