



HR/R/11(b), Rev-01, DT-15-01-2022

Ashoka Education Foundation
LIBRARIAN PERFORMANCE APPRAISAL FORM

for A.Y. 20.... - 20....

Name of the Person: -
.....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:-

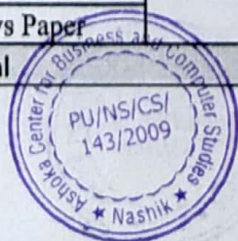
Appraisal Matrix

Sr. No.	Indicators / Activities	Credit Points	Self-Appraisal score	Verified by Unit Head
1	Library resources organization and maintenance of books, journals and reports etc.			
1.1	Books collected / acquired (collection Building as per Norms)	3		
1.2	Journals Subscribed (As per Norms)	3		
1.3	E-Journals (As per Norms)	3		
1.4	Audio-visual resources (As per Norms)	3		
1.5	Online resources including databases	3		
1.6	Back volumes collected / Bound	3		
1.2	Maintenance of collection : Technical Processing			
1.2.1	Accessioning	3		
1.2.2	Classification	3		
1.2.3	Cataloguing	3		
1.2.4	Book Binding	3		
1.2.5	Training to library staff to maintain collection	3		
1.2.6	Spine label / Barcode	3		
1.3	Arrangement of Collection / Stack Arrangement			
1.3.1	Subject-wise / Classified shelving	5		
1.3.2	Alphabetical shelving	5		
1.4	Library Activity			
1.4.1	Books Review, exhibition etc.	3		
1.4.2	Annual Stock verification	3		
1.4.3	Write off/ weeding out of books, reading materials, etc.	3		
1.4.4	Collection Promotion For ex.:- Display, Additions list.	3		
1.5	Services Provided by Library			
1.5.1	Current Awareness Services	2		



1.5.2	Newspaper Clipping	2		
1.5.3	Bibliographic/Catalogues/ Index Services	2		
1.5.4	Inter Library loan Services	2		
1.5.5	On-line Public Access catalogue (OPAC)	2		
1.5.6	Home lending Services	2		
1.5.7	Reprographic Services (Xerox, Scanning)	2		
1.5.8	Internet Services	2		
1.5.9	E-Journals Services	2		
1.5.10	Periodical Contents Services	2		
1.5.11	book bank service	2		
1.6	Information Communication Technologies (ICT) for up gradation of Library Services			
1.6.1	Library Automation	3		
1.6.2	Provision of OPAC	3		
1.6.3	Computerized Reports Generation	3		
1.6.4	Computerized book Issue / Return	3		
1.7	Information Sources promotion programmes			
1.7.1	Organizing Journals display	3		
1.7.2	Location chart	3		
1.7.3	Originating Display of New Added books	3		
1.8	Other			
1.8.1	Library Preservation	3		
1.8.2	Maintaining Library Records (Files- Bill, Journal Subscription, Newspaper Bill, Question paper, syllabus)	3		
1.8.2	Any Other	3		
	Section Total	110		

2	Participation in Administrative Activity	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
2.1	Handles Administrative Work / Responsibility	Independently or with Team	5		
2.2	Represent, Coordinates committee work		5		
2.3	Member of university level committee		5		
2.4	Handles IQAC / QMS work		5		
2.5	Handles Statutory work / Compliances		5		
2.6	Participation in Admission Process		5		
2.7	Help in Unit News publication in News Paper		5		
	Section Total		35		



Sr. No.	Area of Performance to be Evaluated	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
3	Research Contribution(Credit Points Allotted 30)				
3.1	International Conference(15) /National(10)/State(5)(Credit Points for Participation)				
	Attended + Presented + Publish	Organized by Approved / Affiliated Inst.	15/10/5		
	Attended + Presented		10/5/3		
	Only attended		5/3/2		
3.2	Publication				
	Author a book / Chapter in book (ISBN)		10		
	Write & publish Article / Blog		5		
	Section Total		40		
4	Personal and Professional Achievements				
4.1	Acquired Additional Qualification	Only during Last Academic Year or continuation	5		
4.2	Approval from University		5		
4.3	Resource Person outside		5		
4.4	Membership of Professional Bodies		5		
4.5	Participation in co-curricular activity		5		
4.6	Development Of E-Learning Delivery Process/Material		5		
4.7	Organized FDP/Workshops/Seminars / Conference		5		
	Section Total		35		
	Grand Total		220		



Ashoka Education Foundation

PHYSICAL DIRECTOR PERFORMANCE APPRAISAL FORM for A.Y. 20.... - 20....

Name of the Educator: -

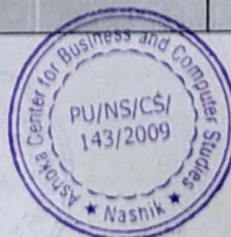
Name of Unit: -

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:-

Self-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 75)				
1.1	Subject Result :- % Pass	95+	25		
		90 - 95	15		
		85 - 90	10		
		Below 85	5		
1.2	Average Number of Students in Class	50 - 60	25		
		40 - 50	15		
		30 - 40	10		
		Below 30	5		
1.3	% of Students in distinction and First Class	75 +	25		
		60 - 75	15		
		50 - 60	10		
		Below 60	5		
Section Total			75		
1.3	Teaching Performance (Credit Points Allotted 40)				
1.3.1	Teaching Effectiveness				
1.3.1.1	Correct and Effective Evaluation		5		
1.3.1.2	Implementation of feedback given		5		
1.3.1.3	Depth of Subject Knowledge		5		
1.3.1.4	New Collaborations (Int/Ext)		5		
1.3.2	Teaching Innovation				
1.3.2.1	Developed Course / Application		5		
1.3.2.2	Developed / Deployed Pedagogy		5		
1.3.2.3	New course / New Delivery Method		5		
1.3.2.4	Contribution To overall Improvement		5		
Section Total			40		



Sr. No.	Area of Performance to be Evaluated	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
Feedback (Credit Points Allotted 10)					
1.4	Peer Feedback(G.T)	75 +	10		
		60-75	6		
		50-60	4		
		< 50	0		
Section Total			10		
2.1 Research Contribution(Credit Points Allotted 30)					
2.1.1 International Conference(15) /National(10)/State(5)(Credit Points for Participation)					
	Attended + Presented + Publish	Organised by Approved / Affiliated Inst.	15/10/5		
	Attended + Presented		10/5/3		
	Only attended		5/3/2		
2.2 Personal and Professional Achievements(Credit Points Allotted 75)					
2.2.1	Acquired Additional Qualification	Only during Last Academic Year or continuation	5		
2.2.2	Approval from University		5		
2.2.3	Resource Person outside		5		
2.2.4	Membership of Professional Bodies		5		
2.2.5	Member of Journal Editorial Board		5		
2.2.6	Guide for PhD / M. Phil/Students Projects		10/7/5		
2.2.7	Research Project / Consultancy Work Completed- Major/ Minor		10/5		
2.2.8	Participation at Sports Meet Organisation		5		
2.2.9	Conducted Activity along with external agencies(like marathon, etc)		5		
2.2.10	Followed through Sports commitments		5		
2.2.11	Organized students participation at All India University/Zonal/ Intercollegiate		15/10/5		
2.3 Student centric (If appraisal is for HE staff, how s/he supports unit staff for student centric work)					
2.3.1	Seeks to understand and clarify students needs		5		
2.3.2	Proactively manages students relations		5		
2.3.3	Responds to students queries in time		5		
2.3.4	Remains calm in situation when student is angry		5		
2.3.5	Follow up to resolve students work		5		
2.4 Work Ethics and Self management					
2.4.1	Completes all assigned task		5		



2.4.1	Actively seeks additional work		5		
2.4.2	Other duties assigned by higher authorities		5		
2.4.3	Appropriate use of company resources / material		5		
2.4.4	Knowledge gain through training at AEF		5		
Section Total			50		
3	Administrative Activity(Credit Points Allotted 75)		Credit Points	Self-Appraisal Score	Verified Appraisal Score
3.1.	Handles Administrative Work / Responsibility	Independently or with Team	5		
3.2.	Represent, Coordinates committee work		5		
3.3.	Member of university level committee		5		
3.4.	Handles NAAC(IQAC) /QCI		10		
3.5.	Handles Statutory work / Compliances		5		
3.6.	Participation in Admission Process		5		
3.7.	Organises / Coordinate Exam Work		5		
3.8.	Course Coordinator		5		
3.9.	QMS				
3.9.1	Central QAG Process Coordinator			15	
3.9.2	Unit QAG Process Coordinator		10		
3.9.3	Process Owner/ Audi tee		5		
Section Total			75		
Grand Total			350		

To be filled by Unit Head only

Name and Signature of Faculty:		Unit Name
Self-Appraisal Score	/ 350	Verified Appraisal Score by Unit Head
Increment as per policy %		/ 350
		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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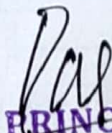
Approved / Not Approved.....

Date - / /

Hon. Secretary


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




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



Ashoka Education Foundation

SUPPORT STAFF PERFORMANCE APPRAISAL REPORT for A.Y. 20.... - 20....

General Information:

Name of Support Staff: -DOJ-.....

Year of completion at Ashoka -Designation -

Name of Unit: -Transfer details(if any)-.....

Appraisal Matrix-

Sr. No	Criteria	Maximum Score	Self Appraisal Score	Coordinator/ Admin Officer Score	Unit Head Score
1	Punctuality	10			
2	Initiative	10			
3	Sincerity	10			
4	Behaviour with Students	10			
5	Behaviour with Faculty	10			
6	Timely Completion of work	10			
7	Willingness to do Work	10			
8	Quality of work	10			
9	Involvement in College events	10			
10	Additional Qualification	10			
Total		100			

Signature of Employee.....			Unit Name-		
Name of Employee:.....					
Self-Appraisal Score	/ 100	Verified Appraisal Score by Coordinator/Admin Officer	/ 100	Verified Appraisal Score by Unit Head	/100
Increment as per policy%		Recommended Increment % Remarks (if any)			

To be filled by Unit Head only

Name of Unit Head -.....

Signature of Unit Head-

Date-.....

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

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



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Ashoka Education Foundation
ADMIN PERFORMANCE APPRAISAL REPORT for A.Y. 20.... - 20....

Name of the Admin Staff: -

Name of Unit: -

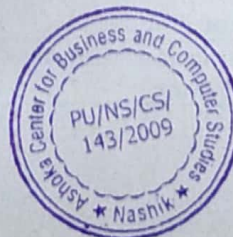
General Information:

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:-

Sr. No	Particulars	Areas of Performance	Credit Points	Total	Self-Appraisal Score	Verified Score by Unit Head
1	Work Ethics & Self-Management	Personal Attire & Ettiquestes	5	15		
		Professional Discretion of Confidential Information	5			
		Effectively Sets and Manages own priorities	5			
2	Work Performance	Take responsibility of own action	5	65		
		Follow through commitment	5			
		Completes assigned task	5			
		Completes work within minimum supervision	5			
		Reports submitted without request	5			
		Up to date record of all work completed	5			
		achieve target within deadline	5			
		decision under stress	5			
		Accuracy of fig & Data	5			
		Initiative	5			
		Relevance of work completed	5			
		Implementation of Audit Sugesstions	5			
		Workplace Organising Skills	5			
3	Team Work	Coordinates work with Colleagues	5	30		
		Respects other's ideas, opinions, space and Property	5			
		Offer Assistance to others	5			
		Contributes to professional group discussions	5			
		Allows transparency of non-confidential works	5			
		Allows complete transparency of duties & work	5			



4	Students Centric	Seeks to understand and clarify students' needs	5	25		
		Proactively manages students relations	5			
		Responds to Students queries in time	5			
		Remains calm in situation when student is angry	5			
		Follow up to resolve student work	5			
5	Technology	Use of MS Office	5	30		
		Use of ERP software in working	10			
		Use of office communication equipments	5			
		Use of Statutory bodies online portal	5			
		Application of technical skills in daily working	5			
6	Other Attributes	Performs work in safe & sensible manner	5	20		
		Follows processes as per ISO	5			
		Compliance as per Admin Calendar	5			
		Appropriate use of resources	5			
7	Beyond Normal Call of Duty	Participation in Training Programes	5	15		
		Contribution in Organization System/Policies/Work Culture	5			
		Any Other Contribution	5			
8	Personal Traits and Characteristics	Ability to Connect with the Students	5	25		
		Effective Communication Skills	5			
		Effectiveness as a Team Player	5			
		Openness to Change	5			
		Overall Leadership Skills	5			
9	Potential Appraisal	Professional Clarity – Vision, Business/Entrepreneurial Orientation	5	25		
		Development Pursuit – Commitment to Professional Development	5			
		Operational Effectiveness – Result Orientation and Individual Effectiveness	5			
		Ambition & Drive – Innovativeness and Creativity	5			
		Ability to Lead from the Front – Achievement Motivation	5			
		Total	250	250		



To be filled by Unit Head only

Name of Staff:		Unit Name	
Self-Appraisal Score	/ 250	Verified Appraisal Score	/ 250
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-

.....

Approved / Not Approved.....

Date- __/__/__

Hon. Secretary

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



[Signature]
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 Ashoka Center for Business and
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**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		

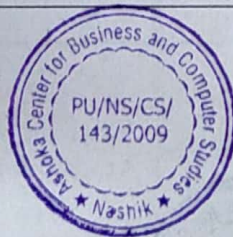


2 SWOT Appraisal						
	Swot Analysis	Criteria		Credit Points	Appraisal Score (from Immediate Superior)	Verified Appraisal Score
2.1	Working effectively with others	Task collaboration	1	Max marks :5		
		Social intelligence	1			
		Team Work	1			
		Influencing others	1			
		Conflict resolution	1			
2.2	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				



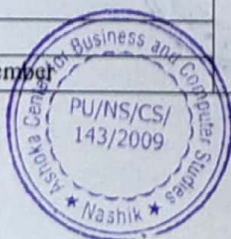
3 Teaching Performance (Credit Points Allotted 55)						
3.1	Teaching Effectiveness	Criteria	Credit Points		Self-Appraisal Score	Verified Appraisal Score
3.1.1	Subject certification Course, Refresher courses, Workshops, Teaching Learning Training Programmes, FDP	Not less than Two Weeks	15	Max marks: 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					
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/ Auditor		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-

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

Date - __/__/__

Hon. Secretary

Co-ordinator

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



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