



NAAC Accredited

Vidarbha Bahu-uddeshiya Shikshan Sanstha's

TULSIRAMJI GAIKWAD-PATIL College of Engineering & Technology

(Approved by AICTE, New Delhi and Recognized by DTE, Maharashtra)

An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

• NAAC ACCREDITED WITH 'A+' GRADE • An ISO 9001:2015 Certified Institution



3.32 CGPA

• Email: principal@tgp cet.com, registrar@tgp cet.com

• Web: www.tgp cet.com

• NH7, Wardha Road, Mohgaon, Nagpur - 441108

6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff



TGPCET

360⁰ FEEDBACK SCORE CALCULATION SHEET FOR THE YEAR 20 ____ - 20 ____

Ref. : Government Resolution Dated 11.09.2019

As per directives vide Annexure-IV (Degree)/Annexure-III (Diploma) of Government Resolution dated 11-09-2019, the 360⁰ feedback score of every teacher shall be determined every year on the basis of following parameters –

a. Teaching – Process (Maximum Points 25)

The calculation shall be presented in a table which will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes etc. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 15)

The teacher shall submit feedback score for each course taught during academic year under consideration on a scale of 15. The average of total of all such scores shall be used.

c. Departmental Activities (Maximum Points 20)

This section will summarize all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper Office Order. This may include responsibilities like Lab. incharge, Time Table incharge, NBA/AICTE work, sponsored projects, departmental newsletter etc. The teacher will earn maximum 3 points per semester for each activity, totaling up to a maximum of 20 points.

d. Institute Activities (Maximum Points 10)

This section will summarize all the responsibilities assigned by Head of the institute to the teacher during academic year under consideration through a proper Office Order. This may include responsibilities like Dean, Head of Department, Coordinator, Warden, Training and Placement Officer, Estate Officer etc. The teacher will earn maximum 4 points per semester for each activity, totaling up to a maximum of 10 points.

e. Contribution to Society (Maximum Points 10)

This section will summarize all activities carried out by the teacher as a contribution to society. The teacher will earn maximum 5 points per semester for each activity, totaling up to a maximum of 10 points. The claim should be supported by an Office Order / Official communication from Head of Institute / Competent Authority.

f. Research Contribution (Maximum Points 10)

This section will summarize research contribution carried out by the teacher and admission related counseling activities. The teacher will earn maximum 3 points per semester for each activity, totaling up to a maximum of 10 points. The claim should be supported by an Office Order / Official communication from Head of Institute / Competent Authority.

g. ACR (Maximum Points 10)

ACR maintained at institute level shall have 10 points based on grading.

The grand total of points for all the above parameters shall be converted to a 10 points scale. Accordingly, every teacher under the Directorate of Technical Education, Maharashtra State, Mumbai is required to fill up and submit his / her information in the format stipulated herein. **Faculty should not repeat same activity/ responsibility among the parameters of ‘a’ to ‘e’ of the FORMAT. PART A of the format is to be filled by the teacher, and assessed by his/her Reporting Officer as well as Reviewing Officer. PART B of the format is to be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute.**

Calculation of Credit Points for the period 01-01-2023 to 31-12-2023

Name of Institute	Tulsiramji Gaikwad-Patil College of Engineering & Technology, Nagpur
Name of Staff Member	
Present Position/Designation	
Department in which working	

PART A (To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)

a. Teaching Process (Maximum Points 20) and Results (5)

Teacher should furnish details in the table below, about his / her teaching activity during the period 1stJan to 31stDec. A self attested xerox copy of Student's Cumulative Attendance Summary / Attendance Record for the concerned semester/s should be attached with this format as a proof for actual conduct of the claimed Lectures / Practicals / Tutorials.

Sr. No.	Semester (I or II)	Class and subject taught (Please write clearly the Class, Name of subject and whether taught Theory or Practical)	No. of Theory/ Practical/ Tutorial hours scheduled	No. of Theory/ Practical/ Tutorial hours conducted	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					$= ((Y \div X) \times 25)$, to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Grand Total (Total of Sr.No. 1 to 12)			X=	Y=			

Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)

Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)

Name and signature of Reporting Officer

Name and signature of Reviewing Officer

Results (5)

Sr. No.	Semester	Name of Subject	Percentage Result	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
3						
Grand Total				Average Marks:		
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here) Name and signature of Reporting Officer				Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here) Name and signature of Reviewing Officer		

(Note: 1. Consider Last semester university Result
2. For Autonomy add result without resit exam)

b. Student's Feedback (Maximum Points 15)

Teacher should furnish the details of student's about him/her, in the table below, for the period 1stJan to 31stDec. The Student feedback form given in the Maharashtra State H&T.E.G.R. dated 11-09-2019 is to be used. A self attested xerox copy of communication from Head of Institute / HoD to the teacher about the student's feedback score should be attached with this format to substantiate the points claimed by the teacher.

Sr. No.	Semester (I or II)	Class and subject taught (Please write the Class and Name of subject taught)	Whether Mid semester or End semester feedback	Student's feedback score on a scale of 15	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					= (Average of student's feedback score), to be rounded to 2 digits		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Grand Total (Total of Sr.No. 1 to 12)							
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)				Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)			
Name and signature of Reporting Officer				Name and signature of Reviewing Officer			

c. Departmental Activities (Maximum Points 20)

Teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1stJan to 31stDec in the table below. This may include information such as Laboratory incharge, consultancy, time table incharge, NBA coordinator, class teacher, student registration incharge, student detention incharge, Project guide, guest lecture organization, industrial visit organization, Project/Seminar coordinator, departmental library incharge, Student Association / Chapter coordinator, cleanliness incharge, Practical / Examination time table incharge, departmental store / purchase incharge, Academic monitoring coordinator, CSR activities coordinator, Project Mentoring for project Competition, student feedback incharge, student counseling, initiative for CEP/STTP/Testing/Consultancy, organization of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinars etc. and / or any other departmental activity. A self attested xerox copy of HoD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/ activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 3 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total(Total of Sr.No. 1 to 12) (Limited to maximum 20 points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

d. Institute Activities (Maximum Points10)

Teacher should furnish information of different institute level responsibilities and / or institute level activities handled by him/her during the period 1stJan to 31stDec in the table below. This may include information such as Internship incharge, institute website management incharge, institute level networking and maintenance incharge, building / electrical maintenance incharge, EPBX incharge, organization of FDP/Conference/Training/Workshop, Examination duty/activity/incharge, AICTE/DTE/RO/University/MSBTE/RBTE assigned duty, Sports incharge and coordinator, Incharge/Member of AICTE/State Govt./University Statutory committee, NBA/NACC coordinator, garden maintenance/tree plantation at institute level, AICTE/University /DTE/AISHE/NIRF/ARIIA/CII/RUSA/TEQIP/PCI/COA etc. Activity incharge, PRO/Gymkhana/Gathering/Publicity/Student club activity incharge, HoD/Dean/Associate Dean/Library incharge, hostel rector/warden, canteen incharge, Earn & Learn scheme/Scholarship incharge, AQAC incharge, Innovation/Incubation/Invention cell incharge etc. and / or any other institute level activity. A self attested xerox copy of institute level Office Order issued by Head of Institute for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/ activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 4 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total(Total of Sr.No. 1 to 12)(Limited to maximum 10 points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

e. Research Contribution/Contribution in Admission Counseling Activity (Maximum Points10)

Teacher should furnish information of different research contributions made and / or departmental/institutional activities related to admission counseling handled by him/her during the period 1st Jan to 31st Dec in the table below. This may include information such as Research article contributed in SCI/Scopus/UGC Care Journals, Copyrights obtained, Books authored and published in above duration, Patent Published, Patent Granted, Admission Counseling Seminars participation/organization, student counseling, initiative for STTP/FDP, etc. and / or any other departmental/institute level research-oriented activity. A self-attested xerox copy of research paper/patent published/ book cover page/HoD's Office Order / Departmental Order/institute order for handling the responsibility / activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/ activity/research contribution	Details of responsibility / activity handled/Research contribution	Research Article No. ISBN Number	Points claimed by teacher (Min. 0 and Max. 3 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Grand Total(Total of Sr.No. 1 to 12) (Limited to maximum 10 points)						
<p>Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)</p> <p style="text-align: center;">Name and signature of Reporting Officer</p>			<p>Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)</p> <p style="text-align: center;">Name and signature of Reviewing Officer</p>			

f. Contribution to society (Maximum Points 10)

Teacher should furnish information of any responsibilities and / or activities handled by him/her, towards society at large during the period 1stJan to 31stDec in the table below. This may include information such as blood donation camp organization, yoga classes organization, student induction programme in charge, health/medical camp organization, literacy camp organization, tree plantation outside the institute campus, environmental awareness in charge, Swatchh Bharat Mission/Unnat Bhart Abhiyan/Unnat Maharashtra Abhiyan/NCC/NSS/Mahatma Gandhi Swatchhta Abhiyan etc. and any other such activity. A self attested xerox copy of Office Order issued by Head of Institute / Competent Authority should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/ activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max. 5 points per activity)	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
1					
2					
3					
4					
5					
6					
Grand Total (Total of Sr.No. 1 to 6) (Limited to maximum 10 points)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

Place :- _____

Date :- ____/____/____

Signature, Name and Designation of Teacher

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher and corrected them wherever required.

Place :- _____

Date :- ____/____/____

Signature, Name and Designation of Reporting Officer

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher as well as assessment done by reporting officer and corrected them wherever required.

Place :- _____

Date :- ____/____/____

Signature, Name and Designation of Reviewing Officer

PART B

(To be filled by Confidential Section of the institute and then summarized as well as endorsed by the Head of Institute)

g. ACR (Annual Confidential Report) (Maximum Points 10)

The ACR maintained at institute level shall have maximum 10 points based on grading. At present, the ACR format prescribed for teachers under the Directorate of Technical Education, Maharashtra State, Mumbai uses an overall gradation of Minimum 0 points to Maximum 10 points. Therefore, the same gradation is to be directly used as the ACR points earned by the concerned teacher out of 10.

To be filled by Confidential Section of the Institute -

Overall ACR gradation of the teacher for the period of 01-01-2023 to 31-12-2023 is (_____) out of 10

Summary and Endorsement by Head of Institute		
Sr.No.	Parameter	Points assessed by the Reviewing Officer
1	Teaching Process (Max. Points 20)	
2	Result (Max. Points 05)	
3	Student's feedback (Max. Points 15)	
4	Departmental Activities (Max. Points 20)	
5	Institute activities (Max. Points 10)	
6	Research Contribution (Max. Points 10)	
7	Contribution to society (Max. Points 10)	
8	ACR (Max. Points 10)	
Total of Sr.No. 1 to 6 (Max. Points 100)		
Total on 10 point scale (To be rounded to 2 digits)		

Place :- _____

Date :- ____/____/____

Signature, Name and Designation of Head of Institute



TULSIRAMJI GAIKWAD-PATIL COLLEGE OF ENGINEERING AND TECHNOLOGY
 Wardha Road, Nagpur - 441108
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Administrative Office

Annual Performance Appraisal form for Non-Teaching

Part-A

(To be filled by staff Members)

Academic Year: 2023

Self-Appraisal Form for Supporting Staff- Academic Year 2023-24

Name of Staff : _____ Designation : _____

Department/Section : _____ Joining Date: _____

Qualification : _____ Upgradation in _____

_____ Qualification : _____

Existing Portfolio Handled : _____ Centralised Portfolio Handled : _____

Driving License: Two Wheeler Four Wheeler Award / Medals / certificate Received: _____

Additional Portfolio Handled : _____ Communication Language Efficiency:

English Marathi Hindi

Certification Done : _____ Typing Language Efficiency:

English Marathi Hindi

Admission data Contributed : _____ Admissions Contributed: _____
 (in Nos) (in Nos)

Write your Contribution in the development of Department/Section: _____ Typing Speed Test Certificate

Yes No

Showcase Order Received:

Yes No Additional Skill Gained

Workshop/Seminar Attended (Self-Financed): _____



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Administrative Office

Part-B

(To be filled by Reporting Officer)

Name:							
Designation:				Grade Pay: Rs.			
Date of Appointment:							
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 time of emergency							
1.4 Creativity and innovation							
1.5 Ability to learn new skills							
2. PERFORMANCE							
2.1 Maintenance of file/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							



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Administrative Office

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:							

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any Signification contribution made by the employee:						
6. Special remarks if any of the Reporting Officer:						
Name and signature of Reporting Officer						
7. Remarks if any of Reviewing Officer:						
Name and signature of Reporting Officer						



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Administrative Office

COMPUTATION OF OVERALL EVALUATION	POINTS
Outstanding	135-150
Excellent	120-134
Very Good	95-119
Good	80-94
Satisfactory	60-79
Poor	35-59



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Glimpse of Centralized Faculty Appraisal felicitation on Teacher's Day





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DTE
CODE
4151



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Principal
Tulsiramji Gaikwad Patil College Of
Engineering and Technology, Nagpur