

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

PERFORMANCE APPRAISAL OF EMPLOYEES

PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

Appraisal by Students

Appraisal by Head of Department

Appraisal by Peer group

The weightage for various levels of appraisals will be as follows-

Appraisal by Students

Appraisal by, Head of Department

Appraisal by peer group

50%

25%

25%

TRANSPARENCY

i The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for.

Internal promotions.

Selection to HOD's/Chairman's of Committees

Selection Grade Promotions.

Eligibility for Study Leave and other benefits.

Awards.

Results of the appraisal will find a place in the Person's file. Non performance will be suitably dealt with.

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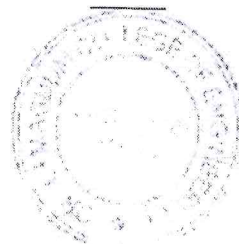
- | | |
|-----------------------------------|-----|
| • Appraisal by Students | 50% |
| • Appraisal by Head of Department | 25% |
| • Appraisal by peer group | 25% |

TRANSPARENCY

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- Internal promotions.
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LEAVES RULES

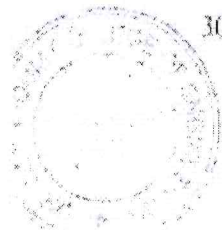
It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

Casual Leave

- All Faculty and staff are eligible for 15 days CLs in a year during the calendar year
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- Half a day casual leave can be availed if an Individual starts working immediately after lunch for the after moon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- The recognition of the presence of the individual for work is done -Only based on the signature of the individual in the attendance register kept for that purpose
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority or telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telegram or by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal or Vice-Principal (in absence of Principal).

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is untended. The same should be intimated to the Principal or Vice-Principal



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- HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month.
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

Permissions/Movements

Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the 'competent authority, such permission. Can be given two times per month only.

competent Authority:

For all teaching faculty- Principal/Vice-principal (in absence of principal)
For all other staff - Respective Heads of Department/section

Vacation Leave

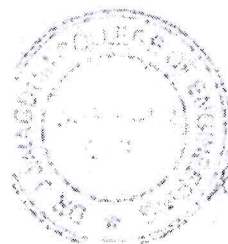
Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.

Earned Leave

Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year. Teaching faculty (other than those mentioned above) will not be eligible for Earn Leave.

APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc., if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.



Dr. J. J. Magdum College of Engineering, Jaysingpur-416101
PBAS Performa for Promotion under CAS
Academic Year 2023-24

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters): PATIL YUVRAJ RAMCHANDRA
2. Fathers' Name/ Mother's Name: RAMCHANDRA MAHIPATRAO PATIL
3. Department: MECHANICAL
4. Current Designation and Grade Pay: ASSISTANT PROFESSOR and Grade Pay-8000/-
5. Date of Last Promotion: 01/08/2010
6. Which Position and Grade Pay are you an Applicant under CAS?: ASSOCIATE PROFESSOR and Grade Pay-9000=00
7. Date of Eligibility for Promotion: 01-08-2013
8. Date and Place of Birth: 04th June 1971, Shirol
9. Sex: Male
10. Marital Status: Married
11. Nationality: Indian
12. Indicate whether belongs to SC/ST/OBC category: Open
13. Address for Correspondence: Bramanpuri, A/P-Tal- Shirol
Dist- Kolhapur 416101
14. Permanent Address: Bramanpuri, A/P-Tal- Shirol
Dist- Kolhapur 416101
15. Telephone Number: R -
M - 09421200136
16. e-mail id: Official – yuvraj.patil@jjmcoe.ac.in
Personal – yuvrajpatil261121@gmail.com

24.Academic Staff College Orientation/Refresher Course/ STTP/ SDP/ISTE Approved Summer/Winter Schools/IUCEE Courses attended(Mention the courses of more than one week duration in last 5 years);

Sr. No	Name of STTP	No.of weeks	Name of Host	Date
01	"Recent Trends in HVA&R"	01	MMCoE, Karvenagar Pune.	26-12-2023 to 30-12-2023
02	"Future perspective of Non-Conventional , Renewable & Clean Energy Sources"	01	SETIPanhala	09-05-2022- to 13-05-2022
03	"Machine Learning Application in mechanical Engineering"	01	Dr.J.J.Magdum College of Engineering,Jaysingpur.	14-02-2022 to 18-02-22
04	"Advancements in Refrigeration and Air Conditioning"	01	SardarVallabhbhai Patel IoTGujrat.	25-10-2021 to 29-10-2021
05	"Recent trends in Mechanical Engineering" (Online Mode)	01	Sanjay Bhokare Group of Institutes Miraj.	26-10-2021 to 02-10-2021
06	"Experimental Methods in Engineering" (Online Mode)	01	GCOEKarad.	05-07-2021 to 09-07-2021
07	"Advanced Measurement Techniques" (Online Mode)	01	VIT Pune	01-03-2021 to 06-03-2021
08	"Noise and Vibration Control of Industrial Rotary Machines" (Online Mode)	01	Anna Dange College of Engg. Ashta	15-02-2021 to 20-02-2021
09	"Digital Transformation & Pedagogies" (Online Mode)	01	GCOEKarad&WCE Sangli.	10-08-2020 to 14-08-2020
10	"Vibro acoustics"	01	IIT Mumbai	4 th – 8 th December 2017.

4. University Examination Duties

Sr. No.	Mention the Category	Description
01	B(i to v)	i) External / internal SUK senior supervision ii) SUK SRPD Coordinator iii) Assessment / moderation of SUK paper v) SUK paper setting
Perceived Score by Faculty: 10		Score by IQAC:

5. College Level Duties

Sr. No.	Mention the Category	Description
01	B(i)	Continuous Assessment for EDG
02	B(i)	Continuous Assessment for WS.
Perceived Score by Faculty: 10		Score by IQAC:

CATEGORY 2: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

1. Student Related Activities

Sr. No.	Mention the Category	Description
01	B(iv)	Coordinator of stage committee in Annual Gathering
02	B(iv)	Coordinator of stage committee in Alumni Meet 2024
03	B(iv)	Member of sports committee in Annual Gathering
04	B(iv)	Member of Discipline committee in Annual Gathering
Perceived Score by Faculty: 20		Score by IQAC:

2. Contribution to Corporate Life and Management of Department

Sr. No.	Mention the Category	Description
01	B(vi)	Academic Coordinator
02	B(v)	Department Faculty In charge Parent Meet.
03	B(v)	Department Faculty In charge Online Courses.
04	B(v)	Department Faculty In charge Alumni Cell.
05	B(v)	Department Faculty Member DRC, NPTEL
Perceived Score by Faculty: 20		Score by IQAC:

3. Faculty Related Activities

Sr. No.	Mention the Category	Description
01	B(iv)	Organized Expert Lecture on NEP
Perceived Score by Faculty: 05		Score by IQAC:

4. Professional Development Activities

Sr. No.	Mention the Category	Description
01	B(ii)	One week STTP on Recent Trends in Heating, Ventilation, Air Conditioning and Refrigeration at Marathwada Mitramandal College of Engineering, Pune from 26-12-2023 to 30-12-2023
02	B(iii)	Two Days Workshop On "Innovating With

Sr. No.	Title of Book / Monogram / Research paper	Name of Editor, Publisher	ISSN/ ISBN No.	Year & Month of Publication	Page Numbers
Perceived Score by Faculty:-			Score by IQAC:		

4. Research Projects/Patents/UGC/DST/AICTE Projects

Sr. No.	Mention the Category	Title	Agency	Period	Amount Mobilized (in Rs.)	Patent details (if any)
					-	-
Perceived Score by Faculty:--				Score by IQAC:		

5. Key Note Speaker / Resource Person

Sr. No.	Mention Category	Title of Lecture/ Academic Session	Title of Conference / WS / STTP / Seminar / Webinar / Training Program	Type: International / National / State / University / Local	Organized by	Date
01	B(ii)	Expert lecture on Industrial Safety	Lecture	Local	Dept of Mechanical Engg	26-10-2023
Perceived Score by Faculty:--02				Score by IQAC:		

5. Research Guidance

Sr. No.	Mention the Category	Title of thesis / dissertation / project	Completed / In progress
01	B(ii)	Design, Development, analysis and testing of Wobble mixer machine	In progress
Perceived Score by Faculty: 04		Score by IQAC:	

Refer PBAS Guideline (Category 3 point 6)

PART C: OTHER RELEVANT INFORMATION

Please give details of any three credential, significant contributions and awards received etc. not mentioned earlier.

Sr.No.	Relevant Details

LIST OF ENCLOSURES:

Summary Sheet

Sr. No	Part	Category (Max. Score)	Sub-Point (Max. Score)	Faculty Perceived Score	IQAC Score	Category Total
1.	B. ACADEMIC PERFORMANCE INDICATOR OR	1. Teaching, Learning and Evaluation Related Activities (120)	1. Academic Work (50)	50		120
			2. Additional Efforts (10)	10		
			3. Preparation of Learning Resources(40)	40		
			4. University Examination Duties(10)	10		
			5. College Level Duties(10)	10		
		2. Co-Curricular, Extension and Professional Development Related Activities(75)	1. Student Related Activities (20)	20		60
			2. Contribution to Corporate Life and Management of Department(20)	20		
			3. Faculty Related Activities (15)	05		
			4. Professional Development Activities (20)	15		
		3. Research and Academic Contributions (215)	1. Research Papers (30)	17		23
			2. Books / Monographs (50)			
			3. Reviewer (15)	00		
			4. Research Projects/Patents/UGC/DST/AICTE Projects (40)	00		
			5. Key Note Speaker / Resource Person	02		