



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
 Tal-Parola Dist-Jalgaon

Non-Teaching Staff Performance Appraisal Form

Employee Name:	Position:
Supervisor's Name	Evaluation Period:

Rating scale

1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.
3. Good – Performance meets requirements and satisfies the expectations of the position.
4. Very Good – Performance consistently meets and often exceeds expectations.
5. Excellent – Performance consistently superior and exceeds expectations.

Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities		
Possesses the knowledge required to perform the job effectively.		
Quality/Quantity Of Work		
Completes work with minimal errors		
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources/technology available to achieve quality, service and productivity.		
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)		
Communicates with people at all levels		
Maintains confidentiality at all levels.		
Planning & Organization		
has the ability to organize the workload efficiently and effectively		
Always meets the deadlines		
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively		
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.		
Initiative		
Demonstrates the ability to work with minimal supervision		
Suggests new processes and tries new learning experiences.		
Shares and is receptive to new ideas		
Safety Measure		
Follows all rules, practices and procedures as required for the job.		
Uses and maintains all equipment/appliances/machinery properly		
Team work		
Offers assistance to others		
Overall Performance		



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	
b.	Mobile number	
c.	Email address	
d.	Designation	
e.	Department	
f.	Date of Birth	
g.	Area of Specialization (if MPhil or PhD holder)	
h.	Date of appointment in this institution	

2. Courses taught in the year concluded:
3. Total leave taken during the calendar year:
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):
5. Steps taken by you to enhance the "Library and book-reading" experience of your students:
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words)
7. Details of Innovations in / Contribution to Teaching, during the year:

Staff Self Appraisal Form- Template

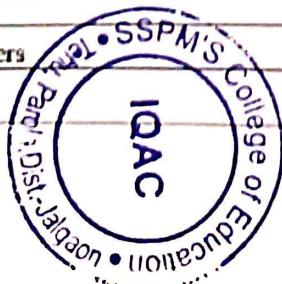
- a. Design of curriculum:
 - b. Teaching methods:
 - c. Evaluation methods:
 - d. Preparation of resource material including books, reading materials, laboratory manuals:
 - e. Remedial Teaching:
 - f. Any other
-
8. How have you handled average and weak students of your class in the concluded academic year?
 9. Comment on your punctuality in
 10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP
 11. Research Contribution: (details of books/ research papers published, projects taken up/completed: WILL BE PICKED UP FROM THE ERP
 12. Details of seminars, conferences, symposia organized by you during the year:
 13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc)
 14. What efforts can you take to contribute to a positive learning environment in campus?
 15. Any other achievement/ strength/contribution that you would like to highlight:
 16. I hereby declare that the information given above is true to the best of my knowledge and belief.



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

Non-Teaching Staff Performance Appraisal Form

Employee Name: Sachin Bhanudas More	Position: O.S.	
Supervisor's Name	Evaluation Period:	
Rating scale		
1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.		
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.		
3. Good – Performance meets requirements and satisfies the expectations of the position.		
4. Very Good – Performance consistently meets and often exceeds expectations.		
5. Excellent – Performance consistently superior and exceeds expectations		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	4	
Possesses the knowledge required to perform the job effectively.	3	
Quality/Quantity Of Work		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	4	
Uses available resources/technology available to achieve quality, service and productivity.	3	
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	3	
Communicates with people at all levels	4	
Maintains confidentiality at all levels.	4	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	4	
Always meets the deadlines		
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	4	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
Initiative		
Demonstrates the ability to work with minimal supervision	3	
Suggests new processes and tries new learning experiences.	3	
Shares and is receptive to new ideas		
Safety Measure		
Follows all rules, practices and procedures as required for the job.	4	
Uses and maintains all equipment/appliances/machinery properly		
Team work		
Offers assistance to others	3	
Overall Performance		



(Dr.S.G. More)
Principal

S.S.P.M's College of Education,
Tehu-Parola, Dist. Jalgaon (M.S.)

Sachin Bhanudas More



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

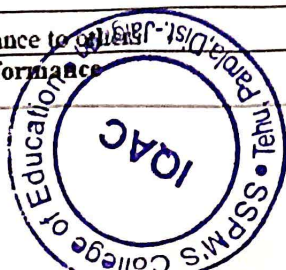
Non-Teaching Staff Performance Appraisal Form

Employee Name: Swapnil Sanjay Deora	Position: Peon.
Supervisor's Name	Evaluation Period:

Rating scale

1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.
2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.
3. Good – Performance meets requirements and satisfies the expectations of the position.
4. Very Good – Performance consistently meets and often exceeds expectations.
5. Excellent – Performance consistently superior and exceeds expectations

Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	3	
Possesses the knowledge required to perform the job effectively.	4	
Quality/Quantity Of Work		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	3	
Uses available resources/technology available to achieve quality, service and productivity.	3	
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	4	
Communicates with people at all levels	3	
Maintains confidentiality at all levels.	4	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	3	
Always meets the deadlines	4	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	3	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
Initiative		
Demonstrates the ability to work with minimal supervision	3	
Suggests new processes and tries new learning experiences.	4	
Shares and is receptive to new ideas	4	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	3	
Uses and maintains all equipment/appliances/machinery properly	4	
Team work		
Offers assistance to colleagues	4	
Overall Performance		



(Dr.S.G. More)
Principal
S.S.P.M's College of Education,
Tehu-Parola, Dist. Jalgaon/M

Swapnil.
(Swapnil Sanjay Deora)



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

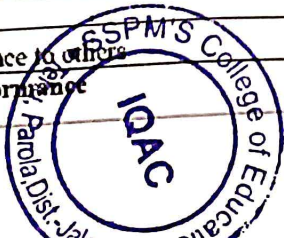
Non-Teaching Staff Performance Appraisal Form

Employee Name: Sanjay Dinkar Patil Position: Sr. Clerk
Supervisor's Name Evaluation Period:

Rating scale

1. Unsatisfactory - Performance does not meet expectations. Performance improvement plan required.
2. Needs Improvement - Performance sometimes meets expectations. Performance improvement plan required.
3. Good - Performance meets requirements and satisfies the expectations of the position.
4. Very Good - Performance consistently meets and often exceeds expectations.
5. Excellent - Performance consistently superior and exceeds expectations

Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities	3	
Possesses the knowledge required to perform the job effectively.	4	
Quality/Quantity Of Work		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	3	
Uses available resources/technology available to achieve quality, service and productivity.	3	
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	4	
Communicates with people at all levels	3	
Maintains confidentiality at all levels.	4	
Planning & Organization		
has the ability to organize the workload efficiently and effectively	3	
Always meets the deadlines	4	
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively	3	
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
Initiative		
Demonstrates the ability to work with minimal supervision	3	
Suggests new processes and tries new learning experiences.	4	
Shares and is receptive to new ideas	4	
Safety Measure		
Follows all rules, practices and procedures as required for the job.	3	
Uses and maintains all equipment/appliances/machinery properly	4	
Team work		
Offers assistance to others	4	
Overall Performance		



(Dr.S.G. More)
Principal

S.S.P.M's College of Education,
Tehu-Parola, Dist. Jalgaon/M.C.

(Sanjay Dinkar Patil)



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Dr. Sanjay Ganesh more
b.	Mobile number	94222 13875
c.	Email address	sanjaygmre@yahoo.co.in,
d.	Designation	Principal.
e.	Department	-
f.	Date of Birth	31/07/1966
g.	Area of Specialization (if MPhil or PhD holder)	Ph. D.
h.	Date of appointment in this institution	1/11/2009

2. Courses taught in the year concluded: PE1 / Science / EPC 2

3. Total leave taken during the calendar year: 03

4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading): Identify the learning objectives.

5. Steps taken by you to enhance the "Library and book-reading" experience of your students: I organize book show, reading quiz etc.

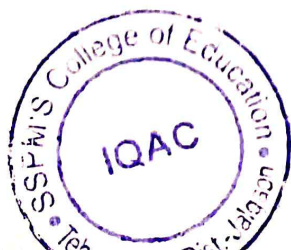
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) Students takes real experience in science teaching learning.

7. Details of Innovations in / Contribution to Teaching, during the year:

introduce teaching models to students.

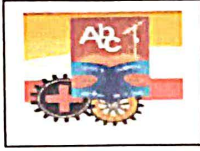
Staff Self Appraisal Form- Template

- a. Design of curriculum:
 - b. Teaching methods: *maths & science.*
 - c. Evaluation methods: *oral & writing.*
 - d. Preparation of resource material including books, reading materials, laboratory manuals:
 - e. Remedial Teaching: *yes.*
 - f. Any other *Principal.*
8. How have you handled average and weak students of your class in the concluded academic year? *yes.*
9. Comment on your punctuality in
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): *WILL BE PICKED UP FROM THE ERP*
11. Research Contribution: (details of books/ research papers published, projects taken up/completed): *WILL BE PICKED UP FROM THE ERP*
12. Details of seminars, conferences, symposia organized by you during the year:
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc)
14. What efforts can you take to contribute to a positive learning environment in campus?
15. Any other achievement/ strength/contribution that you would like to highlight: *Principal since 2019.*
16. I hereby declare that the information given above is true to the best of my knowledge and belief. *yes.*




(Dr.S.G. More)
Principal

S.S.P.M's College of Education,
Tehu-Parola, Dist.Jalgaon(M.S.)



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Poonam Pravin Borse
b.	Mobile number	7588517976
c.	Email address	poonamborsetu@gmail.com
d.	Designation	Asstt. Professor
e.	Department	Education
f.	Date of Birth	22/03/1979
g.	Area of Specialization (if MPhil or PhD holder)	—
h.	Date of appointment in this institution	1 March 2019

2. Courses taught in the year concluded: PE1, PEG, Maths

3. Total leave taken during the calendar year: NA

4. Explain briefly how you planned your teaching for the year, mentioning a few

reading lists provided to students (especially books/articles outside

compulsory reading): We first read the topics from book, then we

do little research online about those topics. Sometimes if required we make some presentation &

showcase them to students on projector

5. Steps taken by you to enhance the "Library and book-reading" experience of

your students: We ensure that we have reference books available

inside the library for required subjects. We also

ensure that infrastructure is maintain inside the library such

as light, fans, inverter & good internet connectivity, wifi etc.

6. List the student centric methodologies such as experiential learning,

participative learning that you have used for enhancing learning experiences

of the student. (150 words) Experimental, problem solving,

& Project method use for student,

7. Details of Innovations in / Contribution to Teaching, during the year:

Innovative teaching strategies prioritize the needs & engagement

of students, fostering active participation in the learning process

Staff Self Appraisal Form- Template

- a. Design of curriculum:
 - b. Teaching methods: ✓
 - c. Evaluation methods: ✓
 - d. Preparation of resource material including books, reading materials, laboratory manuals: ✓
 - e. Remedial Teaching: ✓
 - f. Any other
8. How have you handled average and weak students of your class in the concluded academic year? *Build their confidence thr' remedial teaching.*
9. Comment on your punctuality in
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): *WILL BE PICKED UP FROM THE ERP*
11. Research Contribution: (details of books/ research papers published, projects taken up/completed: *WILL BE PICKED UP FROM THE ERP*
12. Details of seminars, conferences, symposia organized by you during the year:
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) *Tree plantation*
14. What efforts can you take to contribute to a positive learning environment in campus? *Various programmes for increasing confidence*
15. Any other achievement/ strength/contribution that you would like to highlight:
16. I hereby declare that the information given above is true to the best of my knowledge and belief.

PPBc
Prof. P. P. Borse



S
(Dr. S. G. More)
Principal
S.S.P.M.'s College of Education,
Tehu-Parola, Dist. Jalgaon (M.S.)



Sahjeevan Shikshan Prasarak Mandal
College of Education, Tehu
Tal-Parola Dist-Jalgaon

Self-Appraisal form Teaching Staff

1. General Information

a.	Name	Sachin Suresh Pawar
b.	Mobile number	9975040880
c.	Email address	Pfor Sachin@gmail.com
d.	Designation	Asst. Prof
e.	Department	Education
f.	Date of Birth	27/06/1981
g.	Area of Specialization (if MPhil or PhD holder)	—
h.	Date of appointment in this institution	02/08/2014

2. Courses taught in the year concluded: PE-3, PE-5, Marathi
3. Total leave taken during the calendar year: 02
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):
we first read the topics from book, then we sometimes it required we make some presentation.
5. Steps taken by you to enhance the "Library and book-reading" experience of your students: Apart from the study books are also available in the library so the students can benefit it
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words) Experimental, Problem solving & Project method use for student.
7. Details of Innovations in / Contribution to Teaching, during the year:
field trip, introducing new techniques for teaching-learning.

Staff Self Appraisal Form- Template

a. Design of curriculum:

b. Teaching methods: ✓

c. Evaluation methods: ✓

d. Preparation of resource material including books, reading materials, laboratory manuals: ✓

e. Remedial Teaching: ✓

f. Any other

8. How have you handled average and weak students of your class in the concluded academic year? Build their confidence through remedial teaching

9. Comment on your punctuality in

10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP

11. Research Contribution: (details of books/ research papers published, projects taken up/completed): WILL BE PICKED UP FROM THE ERP

12. Details of seminars, conferences, symposia organized by you during the year:

13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc) Tree plantation

14. What efforts can you take to contribute to a positive learning environment in campus? various programmes for increasing confidence.

15. Any other achievement/ strength/contribution that you would like to highlight:

16. I hereby declare that the information given above is true to the best of my knowledge and belief.




(Dr.S.G. More)
Principal

S.S.P.M's College of Education
Tehu-Parola, Dist. Jalgaon (M.S.)



(Prof. Sachin S. Pawar)