

6.3.5 Institution's Performance Appraisal System for Teaching and Non-Teaching Staff

Sr. No.	Content	Page No.
1	2022-23 Academic Audit Report	1
2	2022-23 Faculty Appraisal Form Format	6
3	2022-23 Faculty Appraisal Form	10
4	2022-23 Non-Teaching Staff Appraisal Form Format	16
5	2022-23 Non-Teaching Staff Appraisal Form	18



Society of St. Francis Xavier, Pilar's

Fr. Conceicao Rodrigues College of Engineering

Fr. Agnel Technical Education Complex Bandstand.

Department of Mechanical Engineering

Academic Audit 2022-23

Date: 11 July 2023

Sr. no	Name	Odd Sem Subjects	Even Sem Subjects	Sign
1	Dr. Bhushan Patil	Engineering mechanics (Theory & Lab)	Engineering Graphics (Theory & Lab)	
2	Prof. D. S. S. Sudhakar	ENGG MECHANICS ENGG GRAPHICS	ENGG GRAPHICS	
3	Dr. V. S. Jorapur	Thermodynamics Thermal Engg	ITVAC	
4	Dr. S. K. Das	AB.	AB	AB.
5	Dr. Vasim Shaikh	MM, RES	CNC & 3D printing + Smart materials	
6	Dr. Ketaki Joshi	PDDIM, DMS	MD, PDD	
7	Dr. Arun Rane	CAE, M/cery Diagnostics	AutoCAD Lab.	
8	Prof. Anant Tarase	EFAC, FM	EG, MFT, FM	
9	Prof. M. V. B. Rao	APS, PP, ST	EG, Metrology (Sheet) Pr.	
10	Prof Dipali Bhise	FEA	CAD/CAM AutoCAD Lab	
11	Prof. Saurabh Korgaonkar	MMC	A&AI, ME&A.	
12	Prof. Akshay Save	EM, DOM KO	KOM	

Auditor's Name & Signature

(Y. D. VENKATESH)

HoD's Name & Signature

Dr. Bhushan I. Patil
Professor & Head (Mechanical),
Fr. Conceicao Rodrigues College of Eng.,
Bandra (West), Mumbai 400050

Dr. Vasim Shaikh (Program Coordinator)



Society of St. Francis Xavier, Pilar's
Fr. Conceicao Rodrigues College of Engineering

Fr. Agnel Technical Education Complex Bandstand, Bandra
Mumbai -400 050

Department of Mechanical Engineering

Academic Year - 2022-23

Course Code and Name: MEDLO8061 Product Design and Development
MEL801 Product Design and Development

Name of the Faculty: Dr. Ketaki Joshi

Branch/SEM - Mechanical / VIII

Part A (Quantitative analysis)

Note: Faculty can enter appropriate number as remark.

1 → Needs Improvement 2 → Satisfactory 3 → Good 4 → Very Good 5 → Excellent

Sr. No	Parameters to be verified	Remarks by faculty	Supporting Document
1	Course Plan and Execution	5	Lesson plan, Lecture and tutorial plan with actual and planned dates
2	Reference of teaching material	5	Text books, reference books, NPTEL videos as mentioned in the syllabus. Online content and papers also used for effective delivery.
3	Mapping COs with POs and PSOs	5	Mapping with justification available in the course file.
4	Effective Delivery Mechanism	5	Presentations, animations, youtube videos apart from chalk and board method. Mini Projects- presentations by student groups on design considerations in various mechanical systems.
5	Content Beyond Syllabus	2	Industry 4.0, PLM Softwares, TRIZ, DOE and ANOVA case study, robust design case study
6	Quality of UT Question Papers	4	UT Papers set in accordance with Bloom's taxonomy, properly mapper to CO and PIs.

Part B (Qualitative analysis)

Note: Faculty can enter Yes or No as remark with proper justification

7	Course file maintained and verified by domain coordinator and HOD	Yes	Course file is maintained and updated on timely basis. It contains lecture plan, assignments, UT papers and Model answers, IA marks, CO Attainment etc.
8	Innovative teaching and learning process and evaluation method.	Yes	Powerpoint presentations, youtube videos, simulations, animations are used apart from chalk and board method to help students understand product design and development procedure in better manner. Research papers are discussed with students to explain various case studies for value engineering, industry 4.0, PLM etc.
9	Students Performance Evaluation Methods, analysis of assessment results and corrective measures.	Yes	Performance is evaluated through assessment of unit test and end semester exam papers. The nature of the subject is theoretical, however



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			queries from students are resolved during lectures or offline as per the requirement.
10	Rubrics created and followed for assessment	-	NA
11	Identifying weak students and method adopted for improvement in the performance.	Yes	Weak students are identified based on their performance during unit tests. Queries are resolved during lecture and offline. Study material is made available to all the students.
12	Resource material available to the students	Yes	Presentations, links for youtube videos, research papers are shared in google classroom.

* For justification supporting documents need to be produced



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Fr. Agnel Technical Education Complex Bandstand,
Bandra Mumbai -400 050

Department of Production Engineering

Course Code and Name: PEDLO8011 Product Design and Industrial Marketing **Academic Year - 2022-23**

Name of the Faculty: Dr. Ketaki Joshi

Branch/SEM - Production / VIII

Part A (Quantitative analysis)

Note: Faculty can enter appropriate number as remark.

1 → Needs Improvement 2 → Satisfactory 3 → Good 4 → Very Good 5 → Excellent

Sr. No	Parameters to be verified	Remarks by faculty	Supporting Document
1	Course Plan and Execution	5	Lesson plan, Lecture and tutorial plan with actual and planned dates
2	Reference of teaching material	4	Text books, reference books, NPTEL videos as mentioned in the syllabus. Online content and papers also used for effective delivery.
3	Mapping COs with POs and PSOs	4	Mapping with justification available in the course file.
4	Effective Delivery Mechanism	4	Presentations, animations, youtube videos, case reports, research papers apart from chalk and board method. Mini Projects- presentations by student groups on design considerations in various mechanical systems.
5	Content Beyond Syllabus	2	TRIZ, Industry 4.0, DOE and ANOVA, Robust Design case study
6	Quality of UT Question Papers	4	UT Papers set in accordance with Bloom's taxonomy, properly mapper to CO and PIs.

Part B (Qualitative analysis)

Note: Faculty can enter Yes or No as remark with proper justification

7	Course file maintained and verified by domain coordinator and HOD	Yes	Course file is maintained and updated on timely basis. It contains lecture plan, assignments, UT papers and Model answers, IA marks, CO Attainment etc.
8	Innovative teaching and learning process and evaluation method.	Yes	Powerpoint presentations, youtube videos, simulations, animations are used apart from chalk and board method to help students understand product design and development procedure in better manner. Research papers are discussed with students to explain various case studies for value engineering, industry 4.0, PLM etc.



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Bandra Mumbai -400 050

Action Taken Report of Previous Year/Semester Remarks (NA if subject is introduced first time):

Course Teacher (Name and Signature with date):

Wsi
7/7/2023

Remarks by Co-ordinator:

Co-ordinator (Name and Signature with date):

Wsi 7/7/23
Dr. Vasim Shaikh

Remarks by HoD:

HoD (Name and Signature with date):

B.T. P. M. 7/07/2023
Dr. B.T. P. M.

Remarks by Audit Members:

- 1) Re visit on Co-po-psy mapping.
- 2) Give mini projects/Case studies.
- 3) Give more reference material.
- 4) Understand the Concept of PD
- 5) Write research papers.
- 6) Conduct workshops.
- 7) Identify the GAPS.

Audit done by (Name and Signature with date):

1. S.D. Venkatesh, *S.D. Venkatesh*

2.

3.

FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.

Appraisal Form

**(Refer University of Mumbai Circular No. maiSamaak / ivaiSamaak /
tM~iSaxaNa**

/11/2020-2021 dated 11th January 2021)

Calculation of Credit Points

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

Sr. No.	Semester	Course Code / Name	No. of scheduled classes	No. of actually held classes	Points earned	Enclosure No.

B. Students' Feedback (Max Point 25)

Sr. No.	Semester	Course Code / Name	Average Student feedback on the scale of 25	Enclosure No.

C. Departmental Activities (Max Credit 20) (Refer Annexure IVA)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

Calculation of Credit Points

D. Institute Activities (Max Credit 10) (Refer Annexure IV B)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

E. ACR maintained at Institute level (Max Credit 10)

Grade A+ (8 and above, out of 10)	Grade A (6 and above, but less than 8, out of 10)	Grade B (4 and above, but less than 6, out of 10)	Grade C (Less than 4, out of 10)

Sr. No.	Year	Activity	Credit Point	Grade	Enclosure No.

F. Contribution to Society (Max Credit 10) (Refer Annexure IV C)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
		Induction Program			
		Unnat Bharat Abhiyan			
		Yoga Classes			
		Blood Donation			

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point Scale			

Annexure IV A (Departmental Activities)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Lab Incharge	0 – 3 Points		
02	Consultancy	0 – 3 Points		
03	Time table Incharge	0 – 3 Points		
04	NBA Co-ordinator	0 – 3 Points		
05	Class Teacher	0 – 3 Points		
06	Student Registration	0 – 3 Points		
07	Student detention In charge	0 – 3 Points		
08	Final Year Student Project Guide	0 – 3 Points		
09	Guest Lecture Organization	0 – 3 Points		
10	Industrial visit in charge	0 – 3 Points		
11	Project / Seminar Co-ordinator	0 – 3 Points		
12	Departmental Library In charge	0 – 3 Points		
13	Student Association / Chapter Co-coordinator	0 – 3 Points		
14	Cleanliness in charge	0 – 3 Points		
15	Practical / Exam Time tabe in charge	0 – 3 Points		
16	Departmental store / Purchase incharge	0 – 3 Points		
17	Internal/External Academic Monitoring Co-coordinator	0 – 3 Points		
18	Department Level CSR, Activities Co-coordinator	0 – 3 Points		
19	Project Mentoring for project competition	0 – 3 Points		
20	Student Feedback In charge	0 – 3 Points		
21	Student Counseling	0 – 3 Points		
22	Initiative for CEP / STTP / Testing Consultancy	0 – 3 Points		
23	Organization of MOOCS/ NPTEL/ Spoken Tutorials/IUCEE webinars, etc	0 – 3 Points		
24	Any other Activity (Specity)	0 – 3 Points		

Annexure IV B (Institute Activities)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Incharge Internship	0 – 4 Points		
02	Institute Website Management	0 – 4 Points		
03	Institute level networking and maintenance	0 – 4 Points		
04	Building/ Electrical Maintenance	0 – 4 Points		
05	EPBX Activity	0 – 4 Points		

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
06	Hardware and Software installation and maintenance	0 – 4 Points		
07	Institute MIS Incharge	0 – 4 Points		
08	DTE MIS Incharge	0 – 4 Points		
09	Organization of FDP/Conference /Training / Workshop	0 – 4 Points		
10	Exam Activities/ Duties	0 – 4 Points		
11	RO/RBTE/Administrative Activity / Duties	0 – 4 Points		
12	Sports in charge and co-ordinator	0 – 4 Points		
13	In-charge/ Member of AICTE/ State Govt./ University Statutory Committee	0 – 4 Points		
14	NBA / NAAC Co-ordinator	0 – 4 Points		
15	Garden Maintenance, Tree Plantation	0 – 4 Points		
16	AICTE/University/DTE/AISHE/NIRF /ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc Activity in-charge	0 – 4 Points		
17	PRO/ Gymkhana/ Gathering / Publicity/ student club activity	0 – 4 Points		
18	HoD/ Dean/ Associate Dean/ Library In-charge	0 – 4 Points		
19	Rector/ Warden/ Canteen	0 – 4 Points		
20	Earn and Learn Scheme/ Scholarship In-charge	0 – 4 Points		
21	Any other Activity (Specify)	0 – 4 Points		

Annexure IV C (Contribution to society)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Blood Donation Activity organization	0 – 5 Points		
02	Yoga Classes	0 – 5 Points		
03	Induction Program In charge	0 – 5 Points		
04	Medical Camp/ Health Camp Organization	0 – 5 Points		
05	Literacy Camp Organization	0 – 5 Points		
06	Tree plantation and garden maintenance	0 – 5 Points		
07	Environmental awareness camp	0 – 5 Points		
08	Swatch Bharat Mission, Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan/ NCC/ NSS/ Mahatma Gandhi Swachhata Abhiyan /	0 – 5 Points		
09	Any other Activity (Specify)	0 – 5 Points		

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Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai – 400 050.

Appraisal Form

(Refer University of Mumbai Circular No. maiSamaak / ivaiSamaak /
 tM~iSaxaNa
 /11/2020-2021 dated 11th January 2021)

9.28
 /10

Calculation of Credit Points

Name	Dr. Ketaki Narendra Joshi
Present Position	Assistant Professor (Senior Scale)
Academic Year	2022-23
Teaching Process	

A. Teaching Process (Max Point 25)

Sr. No.	Semester	Course Code / Name	No. of scheduled classes	No. of actually held classes	Points earned	Enclosure No.
1	VII Mechanical	Design of Mechanical Systems	40	40	5	A
2	VII Mechanical	Design of Mechanical Systems Tutorials	3 batches * 2 hours per week	20 hours per batch	5	
3	VII Production	Product Design and Industrial Marketing	30	30	5	
4	VIII Mechanical	Product Design and Development	30	30	5	
5	VI Mechanical	Machine Design	40	40	5	
6	VI Mechanical	Machine Design Tutorials	3 batches * 2 hours per week	20 hours per batch	5	

✓ OK

B. Students' Feedback (Max Point 25)

Sr. No.	Semester	Course Code / Name	Average Student feedback on the scale of 25	Enclosure No.
1	VI	Machine Design	22.5	G
2	VIII	Product Design & Development	23.4	G

Average: 22.95 ~ 23

*Note: Students feedback is not yet received

C. Departmental Activities (Max Credit 20) (Refer Annexure IVA)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	All	Lab Incharge CAD/CAM	3	0 – 3 Points	C1
2	VIII	Final Year Student Project Guide (Mechanical and Production)	3	0 – 3 Points	C2
3	All	NBA Co-ordinator (Criterion incharge for 1,2,3,7)	3	0 – 3 Points	C3
4	All	Guest Lecture Organization	3	0 – 3 Points	C4
5	SE, TE and BE	Student Counselling: (Mentored students for filing patents – grant received for 3 patents)	3	0 – 3 Points	C5
6	All	Any other Activity (Department Newsletter)	3	0 – 3 Points	C6
7	All	Any other Activity (Department website incharge)	3	0 – 3 Points	C7
8	All	Any other Activity (Guidance to ME Student)	3	0 – 3 Points	
9	All	Any other Activity (Lectures conducted for Ph.D. Students)	3	0 – 3 Points	
10	All	Any other Activity (Dept Reports, MOM, DAB)	3	0 – 3 Points	C8
11	All	Any other Activity (NITTT module 1 to 4 successfully completed)	3	0 – 3 Points	C9

D. Institute Activities (Max Credit 10) (Refer Annexure IV B)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	All	HoD/ Dean/ Associate Dean/ Library In-charge (Incharge-R&D)	4	0 – 4 Points	D1
2	All	Exam Activities/ Duties	4	0 – 4 Points	D2
3	All	Organization of FDP/Conference /Training / Workshop (Organised 3 workshops for faculty under R&D Committee)	4	0 – 4 Points	D3
4	All	NAAC Coordinator (Criterion-3 Incharge)	4	0 – 4 Points	D4
5	All	Any other Activity (Annual Day Coordinator)	4	0 – 4 Points	D5
6	All	IIC Driven / MIC Activity (Workshop on IPR and IP Management)	4	0 – 4 Points	D6
7	All	Completed Innovation Ambassador Training (Foundation Level)	4	0 – 4 Points	D7

E. ACR maintained at Institute level (Max Credit 10)

Grade A+ (8 and above, out of 10)	Grade A (6 and above, but less than 8, out of 10)	Grade B (4 and above, but less than 6, out of 10)	Grade C (Less than 4, out of 10)
9.8			

AM

Sr. No.	Year	Activity	Credit Point	Grade	Enclosure No.

F. Contribution to Society (Max Credit 10) (Refer Annexure IV C)

Sr. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	II	Organizing IIC celebration Activity (World IP Day) - Startup/Entrepreneurship session other relevant session conducted by IIC	5	0 - 5 Points	F1

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)	25		
B. Students' feedback (Max Points 25)	23		
C. Departmental Activities (Max Points 20)	20		
D. Institute Activities (Max Points 10)	10		
E. ACR (Max Points 10)	9.8		
F. Contribution to Society (Max Points 10)	5		
Total (Max Points 100)	92.8		
Total on 10 Point Scale	9.28		

Annexure IV A (Departmental Activities)

Dr. Bhushan I. Patil
Professor & Head (Mechanica,
Fr. Conceicao Rodrigues College of Engg.,
Bandra (West), Mumbai 400050

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Lab Incharge	0 - 3 Points	3	
02	Consultancy	0 - 3 Points		
03	Time table Incharge	0 - 3 Points		
04	NBA Co-ordinator ((criterion incharge)	0 - 3 Points	3	
05	Class Teacher	0 - 3 Points		
06	Student Registration	0 - 3 Points		
07	Student detention In charge	0 - 3 Points		

07	Student detention In charge	0 – 3 Points		
08	Final Year Student Project Guide	0 – 3 Points	3	
09	Guest Lecture Organization	0 – 3 Points	3	
10	Industrial visit in charge	0 – 3 Points		
11	Project / Seminar Co-ordinator	0 – 3 Points		
12	Departmental Library In charge	0 – 3 Points		
13	Student Association / Chapter Co-coordinator	0 – 3 Points		
14	Cleanliness in charge	0 – 3 Points		
15	Practical / Exam Time table in charge	0 – 3 Points		
16	Departmental store / Purchase incharge	0 – 3 Points		
17	Internal/External Academic Monitoring Co-coordinator	0 – 3 Points		
18	Department Level CSR, Activities Co-coordinator	0 – 3 Points		
19	Project Mentoring for project competition	0 – 3 Points		
20	Student Feedback In charge	0 – 3 Points		
21	Student Counseling	0 – 3 Points	3	
22	Initiative for CEP / STTP / Testing Consultancy	0 – 3 Points		
23	Organization of MOOCS/ NPTEL/ Spoken Tutorials/IUCEE webinars, etc	0 – 3 Points		
24	Any other Activity (Department Newsletter)	0 – 3 Points		
25	Any other Activity (Department website incharge)	0 – 3 Points	3	
26	Any other Activity (Guidance to ME Student)	0 – 3 Points	3	
27	Any other Activity (Conducted lectures for PHD Students)	0 – 3 Points	3	
28	Any other Activity (Dept Reports, MOM)	0 – 3 Points	3	
29	Any other Activity (NITTT module 1 to 4 completed)	0 – 3 Points	3	

Annexure IV B (Institute Activities)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Incharge Internship	0 – 4 Points		
02	Institute Website Management	0 – 4 Points		
03	Institute level networking and maintenance	0 – 4 Points		
04	Building/ Electrical Maintenance	0 – 4 Points		
05	EPBX Activity	0 – 4 Points		
06	Hardware and Software installation and maintenance	0 – 4 Points		
07	Institute MIS Incharge	0 – 4 Points		
08	DTE MIS Incharge	0 – 4 Points		
09	Organization of FDP/Conference /Training / Workshop	0 – 4 Points	4	
10	Exam Activities/ Duties	0 – 4 Points	4	
11	RO/RBTE/Administrative Activity / Duties	0 – 4 Points		

08	Final Year Student Project Guide	0 – 3 Points	3	
09	Guest Lecture Organization	0 – 3 Points	3	
10	Industrial visit in charge	0 – 3 Points		
11	Project / Seminar Co-ordinator	0 – 3 Points		
12	Departmental Library In charge	0 – 3 Points		
13	Student Association / Chapter Co-coordinator	0 – 3 Points		
14	Cleanliness in charge	0 – 3 Points		
15	Practical / Exam Time table in charge	0 – 3 Points		
16	Departmental store / Purchase incharge	0 – 3 Points		
17	Internal/External Academic Monitoring Co-coordinator	0 – 3 Points		
18	Department Level CSR, Activities Co-coordinator	0 – 3 Points		
19	Project Mentoring for project competition	0 – 3 Points		
20	Student Feedback In charge	0 – 3 Points		
21	Student Counseling	0 – 3 Points	3	
22	Initiative for CEP / STTP / Testing Consultancy	0 – 3 Points		
23	Organization of MOOCS/ NPTEL/ Spoken Tutorials/IUCEE webinars, etc	0 – 3 Points		
24	Any other Activity (Department Newsletter)	0 – 3 Points		
25	Any other Activity (Department website incharge)	0 – 3 Points	3	
26	Any other Activity (Dept Reports, MOM)	0 – 3 Points	3	
27	Any other Activity (NITTT module 1 to 4 successfully completed)	0 – 3 Points	3	

Annexure IV B (Institute Activities)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Incharge Internship	0 – 4 Points		
02	Institute Website Management	0 – 4 Points		
03	Institute level networking and maintenance	0 – 4 Points		
04	Building/ Electrical Maintenance	0 – 4 Points		
05	EPBX Activity	0 – 4 Points		
06	Hardware and Software installation and maintenance	0 – 4 Points		
07	Institute MIS Incharge	0 – 4 Points		
08	DTE MIS Incharge	0 – 4 Points		
09	Organization of FDP/Conference /Training / Workshop	0 – 4 Points	4	
10	Exam Activities/ Duties	0 – 4 Points	4	
11	RO/RBTE/Administrative Activity /	0 – 4 Points		

	Duties			
12	Sports in charge and co-ordinator	0 – 4 Points		
13	In-charge/ Member of AICTE/ State Govt./ University Statutory Committee	0 – 4 Points		
14	NBA / NAAC Co-ordinator	0 – 4 Points	4	
15	Garden Maintenance, Tree Plantation	0 – 4 Points		
16	AICTE/University/DTE/AISHE/NIRF /ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc Activity in-charge	0 – 4 Points		
17	PRO/ Gymkhana/ Gathering / Publicity/ student club activity	0 – 4 Points		
18	HoD/ Dean/ Associate Dean/ Library In-charge	0 – 4 Points	4	
19	Rector/ Warden/ Canteen	0 – 4 Points		
20	Earn and Learn Scheme/ Scholarship In-charge	0 – 4 Points		
21	Any other Activity (Annual Day Coordinator)	0 – 4 Points		
22	IIC Driven / MIC Activity (Workshop on IPR and IP Management)	0 – 4 Points	4	
23	Completed Innovation Ambassador Training (Foundation Level)	0 – 4 Points	4	

Annexure IV C (Contribution to society)

Sr. No.	Activity	Criteria (Min – Max)	Credits claimed by incumbents	Credits assessed by reporting Officer
01	Blood Donation Activity organization	0 – 5 Points		
02	Yoga Classes	0 – 5 Points		
03	Induction Program In charge	0 – 5 Points		
04	Medical Camp/ Health Camp Organization	0 – 5 Points		
05	Literacy Camp Organization	0 – 5 Points		
06	Tree plantation and garden maintenance	0 – 5 Points		
07	Environmental awareness camp	0 – 5 Points		
08	Swatch Bharat Mission, Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan/ NCC/ NSS/ Mahatma Gandhi Swachhata Abhiyan /	0 – 5 Points		
09	Any other Activity (Specify)	0 – 5 Points		
10	Organizing IIC celebration Activity (World IP Day) - Startup/Entrepreneurship session other relevant session conducted by IIC	0 – 5 Points	5	

msk
Dr. Ketaki Joshi

FR. C. RODRIGUES COLLEGE OF ENGINEERING

Fr.Agnel Ashram, Bandra (West), Mumbai 400 050

CONFIDENTIAL ASSESSMENT REPORT

NON-TEACHING STAFF

NAME :

EMPLOYEE NO :

DESIGNATION :

DEPARTMENT :

DATE OF JOINING :

DATE OF BIRTH :

PERIOD OF REPORT: 01.06.2022 to 31.05.2023

PERFORMANCE ASSESSMENT

<i>Sl. No</i>	<i>Description</i>	<i>Out Standing</i>	<i>Very Good</i>	<i>Positively Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>
		A+ (10)	A (08)	B+ (06)	B (04)	B- (02)	C (00)
1.	Industrious						
2.	Application						
3.	Initiative						
4.	Neatness						
5.	Accuracy						
6.	Punctuality in work						
7.	Methodical and systematic working						
8.	Promptness in disposal						
9.	Regularity in attendance						
10.	Relation with superiors						
11.	Relations with Colleagues						
12.	Relations with public						
13.	Dependability						
14.	Capacity to get work done						
15.	Relations with students						
16.	General Impression and grasp						
17.	Leadership qualities						
18.	Level of knowledge (related to the section/department)						
19.	Technical Ability						
20.	Special complimentary aptitude, qualities etc. other than job requirement						

III. RECOMMENDATION:

- a) Administrative ability including judgment, initiative, promptness and drive. :
- b) Fitness to continue in the present post :
- c) Fitness for promotion :
- d) Any other item not covered but which you would like to record. Please specify the aspect. :
- e) Recommendation / Observation of the Head of the Department :

ASSESSMENT BASED ON FINAL MARKS ★

Outstanding	Very Good	Positively Good	Good	Average	Below Average
A+	A	B+	B	B-	C

Signature of the Head of the Department

Signature of the Principal

Date:

Adverse Remarks Communicated on:

★ Final Marks out of 10 :

Final marks can be calculated with the following formula :

$$\text{Final marks on 10 point scale} = \frac{\text{Total Marks}}{20}$$

FR. C. RODRIGUES COLLEGE OF ENGINEERING
Fr.Agnel Ashram, Bandra (West), Mumbai 400 050

CONFIDENTIAL ASSESSMENT REPORT

NON-TEACHING STAFF

NAME : Mr. Deepak Gaikwad
DESIGNATION : Lab. Assistant
DATE OF JOINING : 16.04.2007
PERIOD OF REPORT: 01.06.2022 to 31.05.2023

EMPLOYEE NO : 10796
DEPARTMENT : Mechanical
DATE OF BIRTH : 16.09.1974

PERFORMANCE ASSESSMENT

Sl. No	Description	Out Standing	Very Good	Positively Good	Good	Average	Below Average
		A+ (10)	A (08)	B+ (06)	B (04)	B- (02)	C (00)
1.	Industrious		✓				
2.	Application		✓				
3.	Initiative		✓				
4.	Neatness		✓				
5.	Accuracy		✓				
6.	Punctuality in work		✓				
7.	Methodical and systematic working		✓				
8.	Promptness in disposal		✓				
9.	Regularity in attendance	✓					
10.	Relation with superiors	✓					
11.	Relations with Colleagues	✓					
12.	Relations with public	✓					
13.	Dependability		✓				
14.	Capacity to get work done		✓				
15.	Relations with students	✓					
16.	General Impression and grasp	✓					
17.	Leadership qualities	✓					
18.	Level of knowledge (related to the section/department)	✓					
19.	Technical Ability	✓					
20.	Special complimentary aptitude, qualities etc. other than job requirement	✓					

III. RECOMMENDATION:

- a) Administrative ability including judgment, initiative, promptness and drive. : Good
- b) Fitness to continue in the present post : Yes
- c) Fitness for promotion : Yes
- d) Any other item not covered but which you would like to record. Please specify the aspect. : —
- e) Recommendation / Observation of the Head of the Department : —

ASSESSMENT BASED ON FINAL MARKS ★

Outstanding	Very Good	Positively Good	Good	Average	Below Average
A+	A	B+	B	B-	C
✓ 9.0					

[Signature]
Signature of the Head of the Department

[Signature]
Signature of the Principal

Date: 26/05/2023

Adverse Remarks Communicated on:

★ Final Marks out of 10 :

Final marks can be calculated with the following formula :

Final marks on 10 point scale = $\frac{\text{Total Marks}}{20} = \frac{180}{20} = 9$