



Annual Performance Appraisal Form

(Teaching staff)

Academic Year 2022-2023

(Period of Appraisal: From 01st April 22 to 31st March 23)

Part -I Personnel Information (Filled by Office Only)

Employee No:	Y0724	Designation	Associate Professor
Name of the faculty	Dr. Ashwini Manish Brahme		
Qualification	Ph.D, MCA/MBA	Specialization	Computer Application
Mobile No	9158982850		
Total Experience (17 Years)			
Teaching	<u>17</u> Years — Months	Industry	— Years — Months
Date of Appointment	06/10/2022	Length of Service in the IIMS	<u>0</u> Years <u>06</u> Months
Approval Status (Please Tick ✓)	Permanent <input checked="" type="checkbox"/>	AdHoc	Not approved

Total Leaves Taken from 1st January 20__ to 31st December 20__

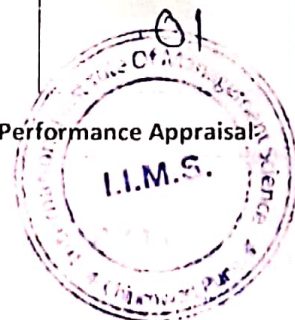
Casual leave	<u>15</u> Days	Medical leave	— Days
Duty leave	<u>—</u> Days	Loss of pay leave (LWP)	<u>07</u> Days
Commutated leave	<u>—</u> Days	Others (specify)	— Days

Part-II : Teaching Learning and Evaluation

A-Teaching (MBA/MCA)

Total Workload (284 HRS)

SEM-I: <u>84</u> HRS	SEM-II: <u>60</u> HRS	SEM-III: <u>96</u> HRS	SEM-IV: <u>44</u> HRS
Class	Workload Assigned Per Week	Total Lecture Missed	Steps taken for missed lectures
MCA Sem-I	<u>07</u>		Conducted extra lecture.
MCA Sem-II	<u>05</u>		



MCA Sem-III	08		
MCA Sem-IV	08	01	conducted extra lecture.

B. Details of participation in the Teaching/Learning and Evaluation
(Max. 50 Marks)

Sr.No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)/2]
1	Feedback	5	5	5
2	Average Result %(Previous examination)	5	5	5
3	Internal evaluation	5	5	5
4	Conduct of University examination	5	5	5
5	Evaluation of Dissertation/project/etc.	5	5	5
6	New course design/Redesign of existing course/curriculum	5	4	4.5
7	Innovations of enhance Teaching/Learning/Evaluation	4	4	4
8	Preparation of resource material/case study	4	4	4
9	Remedial Teaching/student counselling(Academic)	5	4	4.5
10	Placement assistance and arranging industry visit/guest session	4	4	4
Total Part-II-B		47	46	47

Part-III. Contribution to the Professional and Organizational Development
(Note: Attach supporting documents to validate the claim)

Sr.No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)/2]
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Contribution to the Professional Development
(Max. 50 Marks)

1	Institutional Co-curricular activities soft skill/ communication /personality development/Placement grooming session/interview preparation etc.(max 50 marks)	10	8	9
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2	Number of Students and staff Related Socio-Cultural and Sports Programs (intra/ inter-collegiate) (Max. 5 marks)	5	4	4.5
3	Institutional Governance responsibilities like, Academic coordinator, class coordinator, IQAC coordinator and any other membership of institutional. (Max. 5 marks committees/coordinator ship)	5	4	4.5
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, and Institutional governance.(Max. 5 Marks)	5	4	4.5
5	Membership in profession related committees at state and national level a) At national level: (3 points each) No. b) At state level: (2 points each) No.	5	5	5
6	Conference/seminar/workshop attended at state and national level a) At national level: (3 points each) No. b) At state level: (2 points each) No.	5	5	5
7	Conference/seminar/workshop Organised at state and national level a) At national level: (3 points each) No. 1 b) At state level: (2 points each) No.	5	5	5
8	Completion of Administrative Assignment. (Max. 5 marks)	5	5	5
9	Membership/fellowship of professional/academic bodies (Max. 5 Marks)	5	4	4.5
Total Part-III-A		50	44	47

**Contribution to the Organizational Development
(Max. 150 Marks)**

(Note: Attach supporting documents to validate the claim)

Sr. No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)]/2
1	Collaborative projects/with Industry/international and national bodies/university /institutes etc. (Each activity 5 marks and Max. 10 marks)	10	7	8.5



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2	Initiate MoU with reputed universities/ research Centres / organizations/Industries. (Each activity 5 marks and Max 10 marks)	05	4	
3	Introducing new programme /course/ module for additional revenue generation. (Each activity 5 marks and max. 10 marks)	10	7	
4	Development and delivery of Management development program for the industry. (Each activity 5 marks and max. 10 marks)	10	7	
5	Organized training (Corporate Training) to the industry/ govt. and non govt. organization to generate the additional revenue(Max. 10 Marks)	05	4	
6	Invited lectures / Paper Presentation International Conf. (7 per lecture / 5 per paper presented) (Max-10)	10	8	
	National Conf. (5 per lecture / 3 per paper presented) State / University level (3 per lecture / 2 per paper presented) (Max-10)	10	8	
7	Student Publications (5 max) Journal (full paper) :	05	5	
8	Patent & Copyrights Overseas (10) Indian (05) Number- Copyright (05) Number-	10	10	
	Conducted - Industrial Training / Online courses (Max: 15 points) More than 2 weeks (10) , Up to 2 weeks (05)	05	5	
10	Collaborative Research International (10) National (5)	10	5	
11	Initiated Collaborations / Donations / Lab. Dev. (05 each) (Max-15) Specify-_____	05	5	
12	Research Guidance Ph.D. (10)(Number-)	10	10	
Total Part-III-B		105	77	



Part-IV: Research Contribution (Max 50 Marks)

Research papers published/ presented at seminars/ conferences etc.,(Score will be calculated as per the revised guidelines of UGC API calculation)

(Only UGC care/SCOPUS/WoS/Peer Reviewed listed journal)

(Note: Attach supporting documents to validate the claim)

Particulars	Impact Factor	International Max. score: 10	National Max. score: 10	State/ Local Max. score: 05	Total Score
Peer reviewed journals		10		-	10
Non-reviewed journals		05		-	05
E-journals		05		-	05
Conference proceedings		05		-	05
Total Part-IV-A					25

Number of Books published

(Score will be calculated as per the revised guidelines of UGC API calculation)

(Note: Attach supporting documents to validate the claim)

Particulars	Impact Factor	International Max. score: 10	National Max. score: 10	State/ Local Max. score: 05	Total Score
Books with ISBN	-	-	-	-	-
Books without ISBN					
Chapters in books with ISBN					
Total Part-IV-B					
Total Part-IV-C					

Part-V: State brief assessment of your performance indicating

In addition to the Teaching learning and academic specify your idea to the organization development

focus on research & innovation, curriculum enhancement, faculty development & holistic growth of students need to adopted.

Difficulties faced





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Suggestions for improvement

Name Of The Faculty: Dr. Ashwini Boahne

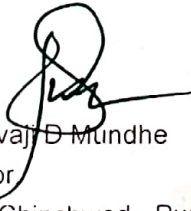
Signature of the faculty Boahne


(For Office Use only)

Description	Total Score out of 300	Performance Indicator (%)
Part-II Teaching, Learning and Evaluation	47	15.66
Part-III Contribution to the Professional Development Contribution to the Organizational Development	47	15.66
	77	25.66
Part-IV Research Contribution	25	08.33
Total of Performance Indicator	196	65.31
Student Feedback (Consolidated Score)(Out of 5)		

Director Remark

President/ Chairman's Remark


Dr. Shivaji D. Mundhe
Director
IIMS, Chirichwad, Pune.


Mr. Vishwesh Kulkarni
President,
Yashaswi Education Society

Institute Seal



Annual Performance Appraisal Form

(Teaching staff)

Academic Year 2022-2023

(Period of Appraisal: From 01st April 22 to 31st March 23)

Part -I Personnel Information (Filled by Office Only)

Employee No:	Y0041	Designation	Assistant Professor
Name of the faculty	Dr. Sachin Ramchandra Misal.		
Qualification	Ph.D., MPhil, MBA	Specialization	Business Analytics
Mobile No	9850680418		
Total Experience (Years)	_____		
Teaching	<u>14</u> Years <u>06</u> Months	Industry	<u>01</u> Years <u>06</u> Months
Date of Appointment	14/09/2020	Length of Service in the IIMS	<u>02</u> Years <u>08</u> Months
Approval Status (Please Tick ✓)	Permanent <input checked="" type="checkbox"/>	AdHoc <input type="checkbox"/>	Not approved <input type="checkbox"/>
Total Leaves Taken from 1st January 20__ to 31 st December 20__			
Casual leave	<u>15</u> Days	Medical leave	<u>00</u> Days
Duty leave	<u>03</u> Days	Loss of pay leave(LWP)	<u>00</u> Days
Commuted leave	<u>00</u> Days	Others (specify)_____	<u>00</u> Days

Part-II : Teaching Learning and Evaluation

A-Teaching (MBA/MCA)

Total Workload (<u>084</u> HRS)			
SEM-I: <u>48</u> HRS	SEM-II: <u>96</u> HRS	SEM-III: <u>96</u> HRS	SEM-IV: <u>96</u> HRS
Class	Workload Assigned Per Week	Total Lecture Missed	Steps taken for missed lectures
MBA Sem-I	4	-	-
MBA Sem-II	8	-	-



MBA Sem-III	8	-	-
MBA Sem-IV	8	-	-

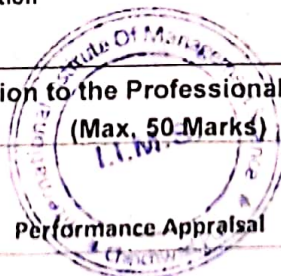
**B. Details of participation in the Teaching/Learning and Evaluation
(Max. 50 Marks)**

Sr.No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)/2]
1	Feedback	5	5	5
2	Average Result %(Previous examination)	5	5	5
3	Internal evaluation	5	5	5
4	Conduct of University examination	5	4	4.5
5	Evaluation of Dissertation/project/etc.	5	4	4.5
6	New course design/Redesign of existing course/curriculum	5	4	4.5
7	Innovations of enhance Teaching/Learning/Evaluation	5	4	4.5
8	Preparation of resource material/case study	5	5	5
9	Remedial Teaching/student counselling(Academic)	5	4	4.5
10	Placement assistance and arranging industry visit/guest session	5	4	4.5
	Total Part-II-B	50	34	47

**Part-III. Contribution to the Professional and Organizational Development
(Note: Attach supporting documents to validate the claim)**

Sr.No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)/2]
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**Contribution to the Professional Development
(Max. 50 Marks)**



1	Institutional Co-curricular activities soft skill/ communication /personality development/placement grooming session/interview preparation etc.(max 10 marks)	10	7	8.5
2	Number of Students and staff Related Socio-Cultural and Sports Programs (intra/ inter-collegiate) (Max. 5 marks)	5	5	5
3	Institutional Governance responsibilities like, Academic coordinator, class coordinator, IQAC coordinator and any other membership of institutional. (Max. 5 marks committees/coordinator ship)	5	4	4.5
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, and Institutional governance.(Max. 5 Marks)	5	4	4.5
5	Membership in profession related committees at state and national level a) At national level: (3 points each) No. b) At state level: (2 points each) No.	0	00	00
6	Conference/seminar/workshop attended at state and national level a) At national level: (3 points each) No. 2 b) At state level: (2 points each) No. 2	10	7	8.5
7	Conference/seminar/workshop Organised at state and national level a) At national level: (3 points each) No. 2 b) At state level: (2 points each) No. 2	10	8	9
8	Completion of Administrative Assignment. (Max. 5 marks)	5	5	5
9	Membership/fellowship of professional/academic bodies (Max. 5 Marks)	0	00	00
Total Part-III-A		50	31	45

**Contribution to the Organizational Development
(Max. 150 Marks)**

(Note: Attach supporting documents to validate the claim)

Sr. No (1)	Description (2)	Self-Appraisal (3)	Evaluation by Director (4)	Score (5)=[(3)+(4)/2]
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1	Collaborative projects/with Industry/international and national bodies/university /institutes etc. (Each activity 5 marks and Max. 10 marks)	5	5	5
2	Initiate MoU with reputed universities/ research Centres / organizations/Industries. (Each activity 5 marks and Max 10 marks)	5	5	5
3	Introducing new programme /course/ module for additional revenue generation. (Each activity 5 marks and max. 10 marks)	5	5	5
4	Development and delivery of Management development program for the industry. (Each activity 5 marks and max. 10 marks)	5	5	8
5	Organized training (Corporate Training) to the industry/ govt. and non govt. organization to generate the additional revenue(Max. 10 Marks)	0	0	0/0
6	Invited lectures / Paper Presentation International Conf. (7 per lecture / 5 per paper presented) (Max-10) National Conf. (5 per lecture / 3 per paper presented) State / University level (3 per lecture / 2 per paper presented) (Max-10)	10	10	10
7	Student Publications (5 max) Journal (full paper) :	5	5	5
8	Patent & Copyrights Overseas (10) Indian (05) Number- Copyright (05) Number- 1	5	5	5
9	Conducted - Industrial Training / Online courses (Max: 15 points) More than 2 weeks (10) , Up to 2 weeks (05)	0	0	0
10	Collaborative Research International (10) National (5)	0	0	0
11	Initiated Collaborations / Donations / Lab. Dev. (05 each) (Max-15) Specify- _____	0	0	0
12	Research Guidance Ph.D. (10)(Number-)	10	0/0	5
Total Part-III-B		50		45



Part-IV: Research Contribution (Max 50 Marks)

Research papers published/ presented at seminars/ conferences etc.,(Score will be calculated as per the revised guidelines of UGC API calculation)

(Only UGC care/SCOPUS/WoS/Peer Reviewed listed journal)

(Note: Attach supporting documents to validate the claim)

Particulars	Impact Factor	International Max. score:10	National Max. score10	State/ Local Max score:05	Total Score
Peer reviewed journals		10		—	10
Non-reviewed journals					—
E-journals		10			10
Conference proceedings		10			10
Total Part-IV-A		30			30

Number of Books published

(Score will be calculated as per the revised guidelines of UGC API calculation)

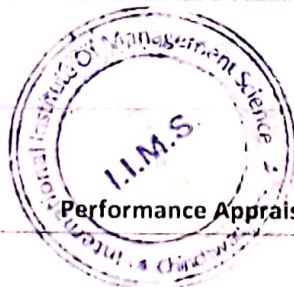
(Note: Attach supporting documents to validate the claim)

Particulars	Impact Factor	International Max. score:10	National Max. score10	State/ Local Max score:05	Total Score
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					
Total Part-IV-B					
Total Part-IV-C					

Part-V: State brief assessment of your performance indicating

In addition to the Teaching learning and academic specify your idea to the organization development.

Difficulties faced





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International Institute Of Management Science



Suggestions for improvement

Name Of The Faculty: Dr. Sachin Misal

Signature of the faculty *S. Misal*

(For Office Use only)

Description		Total Score out of 300	Performance Indicator (%)
Part-II	Teaching, Learning and Evaluation	47	15.66
Part-III	Contribution to the Professional Development	45	15.00
	Contribution to the Organizational Development	45	15.00
Part-IV	Research Contribution	30	10.00
Total of Performance Indicator		167	55.66
Student Feedback (Consolidated Score)(Out of 5)			

Director Remark

President/ Chairman's Remark

[Signature]
Dr. Shival D Mundhe
Director,
IIMS, Chinchwad , Pune.

[Signature]
Mr. Vishvesh Kulkarni
President,
Yashaswi Education Society

Institute Seal



PERFROMANCE APPRISAL FORM

Non-Teaching

Academic Year 2022- 2023
(01/04/ 2022 To 31/03/ 2023.)

Part –I Personnel Information (Filled by Office Only)

Employee No:	Y0083	Designation	Admin
Name of the Staff	Mrs. Aditi Chipulkar		
Qualification	B.com.	Department	Admin
Mobile No	9881036758		
Total Experience (<u>15</u> Years)			
Date of Appointment	04/02/2008	Length of Service in the IIMS	<u>15</u> Years <u>01</u> Months
Total Leaves Taken from 1 st June <u>2022</u> to 30 th May <u>2023</u>			
Casual leave	<u>15</u> Days	Medical leave	<u>—</u> Days
Duty leave	<u>—</u> Days	Loss of pay leave(LWP)	<u>—</u> Days
Commutated leave	<u>—</u> Days	Others (specify)_____	<u>—</u> Days

Part-II: Performance Indicator

Please give the appropriate rating -Excellent (4),Very Good(3),Good(2),Improvement (1)

Sr No	Parameter	Self-Verified	Verify by Director
1	Ability to maintain files and records	4	2
2	Accuracy and speed of work	4	2
3	Neatness and tidiness of work	4	2
4	Completion of work on schedule	4	2
5	Execution of work with team sprit	4	3
6	Regularity to work	4	2
7	Punctuality at work	4	3
8	Interaction with colleague	4	2
9	Interaction with students	4	2
10	Possesses the knowledge required to perform the job effectively.	4	3
11	Demonstrates an understanding of policies, procedures, statutes and regulations, as necessary, to perform the job.	4	2
12	Maintains confidentiality at all levels of the organization.	4	2
	Total	48	27



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Total Point : 48
Point Scored : 27
Percentage: 56%

Performance Criteria -

Excellent - 81 % & above

✓ Very Good - 71 - 80 %

Good - 61 - 70 %

Need improvement - Below 61 %.

Performance Index -

very good.

Difficulties faced	—
Suggestions for improvement	—
Name Of The Staff: Mrs Aditi Chipalkar	Signature of the Staff
Director Remark	President/ Chairman's Remark
 Dr. Shwaji Mudhe Director, IIMS, Chinchwad, Pune.	 Mr. Vishwesh Kulkarni President, Yashaswi Education Society

Institute Seal