



**Pimpri Chinchwad Education Trust's**  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
(Permanently Affiliated to Savitribai Phule Pune University)  
**Sector No 26, Pradhikaran, Nigdi, Pune - 411 044**



## SELF-APPRAISAL FORM

Name of Faculty Member	
Designation	
Department	<b>Management</b>
Appraisal Period and Year	<b>1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023</b>

**Part A: Academic Involvement:**

Table 'A': Academic Involvement [Semester-II of Academic Year 2021 and Semester I of academic Year 2022]

Sr. No.	Parameter(s)	Guidelines (Marks Computation)	Max. Marks	Marks Obtained
1	Average of Result analysis of Courses Taught in Semester - I and semester - II	$Marks = 10 * \{ \{ (No. of students with 60\% and above * 5 + No. of students with 50\% to 59\% * 4 + No. of students with 40\% to 49\% * 3) / (Total No. of students) \}$ OR $Marks = 10 * \{ (5 * No. of students with CGPA 6.31 and above + 4 * No. of students with CGPA 5.26 to 6.3 + 3 * No. of students with CGPA 4.21 to 5.25) / (Total No. of students) \}$	50	
2	Course Outcome of Courses Taught in Semester - I and semester - II	Timely submission and updating of Course Outcome of courses taught in academic year with Program NBA Team / NAAC Team $Marks = 20^{\#} + (Average CO attainment of both semester in percentage * 30 / 100)$ # to be awarded for timely submission of CO attainment	50	
3	Development of e-learning-contents	Development of e-learning-contents in form of Video/Notes/Handouts/ Slides based on Syllabus/ Content Beyond Syllabus/ Research/ Technology related and Uploading of the same on personal website in academic year (AY) Marks=Number of instances of e-learning-content developed and uploaded on personal website in AY * 10	50	
4	Completion of total number of lecture & activity Guest Sessions as planned at the end of semester	Marks = Minimum [ 50, (Number of Theory Lectures and activity guest sessions conducted / planned) * 50 ]	50	
5	Theory / Practical Teaching Load	Marks = Minimum of { 50, 50 * [ (Average of Total Weekly Load per Semester+'E') / Minimum Load as per Cadre] }  Minimum Load as per Cadre per week per Sem: <ul style="list-style-type: none"> <li>• Professor: 12 Hrs.</li> <li>• Asso. Professor : 14 Hrs</li> <li>• Asst. Professor : 16 Hrs</li> </ul> 'E' = 2 for taking admin responsibility listed as Deputy Director/ Dean/ HoD/ Coordinator 'E' = 2 to Ph.D. Supervisors having Scholars enrolled at SBPIM Research Centre <u>Max value of 'E' = 4</u>	50	

Sr. No.	Parameter(s)	Guidelines (Marks Computation)	Max. Marks	Marks Obtained
6	SIP Guided	Marks = Minimum of [40, (Total number of SIP guided in academic year)*20]	40	
7	Feedback of faculty by student	Marks=Average Percentage of feedback performance index of subjects taught in current academic year	100	
8	Conduction of Mentorship and Guidance Meetings	Proper conduction of mentorship meetings in a semester (Minimum 2 meetings in a year)  Marks = [ (Total number of mentorship meetings * 50) / 4 ]  (Marks=50 for Student Counseling efforts to be considered in case of Deans/ HoDs/ Mentors)	50	
Total of Marks Obtained : <u>Academic Involvement</u>				

**Part A: Academic Involvement: Obtained Marks Summary:**

Cadre	Professor	Associate Professor	Assistant Professor
Cadre wise maximum considerable marks of Academic Involvement	<b>300</b>	<b>360</b>	<b>440</b>
Obtained marks Calculated from Academic Involvement (as per Table 'A')	<b>X =</b>	<b>Y =</b>	<b>Z =</b>
Actual Academic involvement Marks in Self appraisal	<b>X * 0.68 =</b>	<b>Y * 0.818 =</b>	<b>Z =</b>

**Part B. Research and Development:**

Table 'B': Research and Development

Sr. No.	Description	Guidelines	Max Marks	Marks Obtained
1	Number of Papers Published in Quality Journal	Marks=100 Per paper indexed in ABDC Journal in academic year	-NA-	
		Marks= 50 Per paper indexed in Journal in academic year		
		Marks= 50 Per paper indexed in Scopus Journal in academic year		
		Marks= 10 Per paper indexed in UGC CARE listed Journal in academic year		
		Marks= 5 Per paper indexed in none above mentioned indexing in academic year		
2	Paper Publication in International Conference	Marks= 30 Per paper indexed in Scopus / ABDC in academic year	180	
		Marks= 5 Per paper indexed in none above mentioned indexing in academic year		
3	Book Chapter Publication	Marks= 30 Per Book Chapter indexed in Scopus International Book in academic year	150	
		Marks= 5 Per Book Chapter indexed in none above mentioned indexing in academic year		
4	Book Publication (as Author)	Marks= 100 Per Book Published with International Publisher as Author	200	
		Marks= 30 Per Book Published with International/National Publisher as Author in academic year (non indexed)		
		Marks= 10 Per Book Published with local Publisher as Author in academic year		
5	Last 3 Years Citations	Per 3 Citations in in impact factor 3-10 or h index > 40 3 Marks	50	
		Per 3 Citations in Scopus 3 Marks		
		Per 3 Citations in Google Scholar 1 Mark		

Sr. No.	Description	Guidelines	Max Marks	Marks Obtained
6	Copy right in Individual Name	Marks=20 Per Indian patent commercialized with individual name in academic year	20	
		Marks=15 Per Indian patent granted with individual name in academic year		
		Marks=10 Per Indian patent published with individual name in academic year		
		Marks=5 Per Indian patent registered with individual name in academic year		
7	Copy right in the Name of College	Marks=200 Per Indian patent commercialized with in the Name of College in academic year , academic year m1, academic year m2	-NA-	
		Marks=100 Per Indian patent granted with in the Name of College in academic year		
		Marks=30 Per Indian patent published in the Name of College in academic year		
		Marks=20 Per Indian patent registered in the Name of College in academic year		
8	Grants received for research projects	Marks =10 Per Two Lakh Rupees Received in academic year (to all investigators in project)	-NA-	
	Revenue Generated <ul style="list-style-type: none"> <li>• Through Consultancy Work</li> <li>• Through industry</li> <li>• Any other source</li> </ul>			
9	Revenue Generated through Training Programs like Corporate training/ FDPs/ STTP/ Workshops etc.	Marks=5 Per 10k Rupees Received in academic year (for all names from team in office order)	40	
10	Non-research/ Non consultancy Grant	Marks=5 Per 10k Rupees Received in academic year (for all names from team in office order)	40	
11	Students in Collaboration with SBPIM / industry develop business plan – mentorship to the students	Marks= 100 if student win the project / competition	100	
		Marks=40 Runner up		
		Marks= 10 Per POC (Proof of Concept) Developed in academic year with SBPIM-CIIL Stake participate		

Sr. No.	Description	Guidelines	Max Marks	Marks Obtained
12	Award/ Fellowship Received (Only from Statutory Agencies/ Government Bodies/ Recognized Professional Societies)	Marks= 30 Per International Award Received in academic year	50	
		Marks= 20 Per Government/ Government Recognized Bodies Award Received in A. Year		
		Marks= 5 Per National Award Received in A. Year		
		Marks= 50 Per International Fellowship Received in academic year		
		Marks= 30 Per National Fellowship Received in academic year		
13	Outcome through National/ International Industry/ University Interaction	Marks=10 Per MoU active in academic year for the faculty member involved in keeping the MoU active	-NA-	
		Marks= 20 Lab / any case development in collaboration with industry in academic year for the faculty member involved in collaboration		
Total of Marks Obtained : <u>Research and Development</u>				

**Part B. Research and Development: Obtained Marks Summary:**

Cadre	Professor	Associate Professor	Assistant Professor
Cadre wise maximum considerable marks of Research and Development	<b>370</b>	<b>300</b>	<b>210</b>
Obtained marks Calculated from Research and Development (as per Table 'B')	<b>X=</b>	<b>Y=</b>	<b>Z=</b>
Actual Research and Development Marks in Self appraisal	<b>Minimum (370, X)=</b>	<b>Minimum (300,Y)=</b>	<b>Minimum (210,Z)=</b>

**Part C. Self-Development:**

Table 'C': Self Development

Sr. No.	Description	Guidelines	Max Marks	Marks Obtained
1	Qualification [ Professor/ Asso. Prof. ]	Marks= 20 PDF Completed	20	
		Marks= 15 PDF Ongoing		
	Qualification [ Asst Prof. ]	Marks= 20 Ph.D. Degree Awarded / Thesis Submitted	20	
2	Training Program Attended Faculty is encouraged to participate in Faculty development/ training activities/ STTPs program of 2- week	Marks= 20 Attended 2-week program	40	
		Marks= 10 for each Attended 1-week program		
		Marks= 5 for each Attended 2 to 5 Day Program		
		Marks= 2 for each Attended 1 Day Program		
3	Training Program Organized Faculty is encouraged to organize/ participate as resource person in Faculty development program/training activities/STTPs program of 2-week	Marks= 40 for each Organized 2-week program (for all names from team in office order)	80	
		Marks= 20 for each Organized 1-week program (for all names from team in office order)		
		Marks= 10 for each Organized 2 to 5 Day Program (for all names from team in office order)		
		Marks= 2 for each Organized 1 Day Program (for all names from team in office order)		
4	PhD Guided (Extra)	Marks= 50 Per PhD Degree Awarded to Scholar guided in academic year at SBPIM Research Centre	-NA-	
		Marks= 25 Per PhD Thesis submitted by Scholar guided in academic year at SBPIM Research Centre		
		Marks= 10 Per PhD Scholar being guiding in academic year at SBPIM Research Centre		
Total of Marks Obtained : <u>Self-Development:</u>				

**Part C. Self-Development: Obtained Marks Summary:**

Cadre	Professor	Associate Professor	Assistant Professor
Cadre wise maximum considerable marks of Self Development	160	170	180
Obtained marks Calculated from Self Development (as per Table 'C')	X=	Y=	Z=
Actual Self Development Marks in Self appraisal	Minimum (160, X)=	Minimum (170, Y)=	Minimum (180, Z)=

**Part D: Portfolio – Departmental & Central**

- The marks to be considered by Faculty member for the involvement in portfolios at institute level and/or at Department level are given in table 'D' : Part I
- For Administrative portfolios like Deputy Director/Dean/ HoD/ Coordinator the portfolio involvement marks to be considered as Table' D': Part II

List of Portfolios Handled

Institute Level	Department Level

**Portfolio – Departmental & Central: D1**

\* Marks to be awarded by Director (for central portfolio work) and /or HoD (for department portfolio work)

Sr. No	Professor / Associate Professor / Assistant Professor	If Involved in Both Institute level portfolio and department level portfolio	If Involved in Institute level portfolio only	If Involved in and department level portfolio only
I	Marks to be awarded by Director(s) [Maximum Marks=60] Name and sign of Director.....			-----
II	Marks to be awarded by HoD Maximum Marks=60 Name and sign of HoD.....		-----	
*Total marks Considered as to be awarded by Director /HoD		Average of 'Sr. No I' and 'Sr. No. II' of this Table =	Sr. No I of this Table =	Sr. No. II of this Table =

Cadre	Professor /Associate Professor/ Assistant Professor	Marks Awarded
Self-Awarded Marks (50 % of Max) for Handling the Institute Level or Department Level Portfolios	<b>60</b>	
*Marks to be awarded by Director (for central portfolio work) and /or HoD (for department portfolio work)	<b>60*</b>	
<b>Total of Marks Obtained : Portfolio – Departmental &amp; Central: Part I:</b>		

**Portfolio – Departmental & Central: D2 (For HoD/ Coordinator)**

\* Marks to be awarded by Director (For HoD / Coordinator) and by Dean (for Associate Dean)

<b>Sr. No</b>		For HoD / Coordinator
I	Marks to be awarded by Director [Maximum Marks=60] <b><u>Name and sign of Director</u></b> .....	

Cadre	For HoD / Coordinator	Marks Awarded
Self Awarded Marks (50 % of Max) for Handling the Administrative Position as HoD/ Coordinator	<b>60</b>	
For HoD / Coordinator Marks to be awarded by Director	<b>60</b>	
<b>Total of Marks Obtained : Portfolio – Departmental &amp; Central: Part II (For HoD/ Coordinator)</b>		

**E. Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C)**

The faculty member may list the Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C) of academic year in bulleted form

Cadre	Marks Awarded
The maximum marks to be awarded by <b>Faculty to self</b> for the Extra-ordinary Contribution/ Any other contribution (non listed in parameters of A, B, C) of academic year [Maximum Marks=50]	

Table: Summary Marks Obtained/Awarded of self-Appraisal System

Part	Description of Self-Appraisal System Part	Cadre Specific Maximum Marks			Marks Obtained/Awarded
		Professor	Associate Professor	Assistant Professor	
A	Academic Involvement	300	360	440	
B	Research and Development	370	300	210	
C	Self-Development	160	170	180	
D	Portfolio – Institute Level and /or Departmental Level	120	120	120	
E	Extra-ordinary Contribution	50	50	50	
AW	Administration Weightage Dean / HoD / Coordinator)	100 (for Dean / HoD) and 50 (for Coordinator)			
Total		1000	1000	1000	

### Undertaking

I hereby declare that I have carefully read the guidelines of the Self-Appraisal Form and filled the marks after understanding of the same. I assure that the information and data filled in the Self-Appraisal Form is TRUE to best of knowledge and I have all the proofs for the claimed marks in all parts/subparts.

Name and Signature of Faculty Member with Date:.....