Institution has Performance Appraisal System for teaching and non-teaching staff.

The teaching staff appraisal is carried out in two ways

a) Student's feedback: students evaluate faculty member's performance on content delivery (knowledge) skills and interpersonal skills.

b) Self-appraisal: Besides student's evaluation, teaching staff also fill the self appraisal form by noting their achievements and skill set up gradation during the appraised academic year. These forms are confidential. Later, the Director assesses the student's feedback and self appraisal form and adds remark based on the overall interaction and contribution of teaching staff member during the assessment year.

The non-teaching staff appraisal is carried out by taking self appraisal. The staff member has to fill-up the self appraisal form, which is then assessed by Admin-in-charge with his/her remark. Later, the Director assesses the said self appraisal form and the remark/s given by Admin-in-charge and accordingly put his/her overall review/remark based on the overall interaction and contribution of staff during the assessment year.

These confidential performance appraisal reports of teaching and non-teaching staff members are then to be forwarded to Management i.e. Siddhant Group of Institutions for further evaluation, discussion and further decision if any to be taken on the basis.

Date: 30/04/2022

To,

CHAUDHARI ATTARSINGH YADAV MEMORIAL EDUCATION TRUST
SIDDHANT GROUP OF INSTITUTIONS
A/p- Sudumbare, Tal-Maval,Dist- Pune- 412109

Held Cover Letter

Dear Sir/ Madam,

We thankfully acknowledge the receipt of premium, against captioned cover.

We are pleased to confirm risk held covered from: 30/04/2022 as per agreed terms and conditions. Our Complete Policy Kit will be sent shortly.

Payment Details: - REF NO – WAXG1115484009 - Dated: 30/04/2022, Amt. Rs.8333.00/-
Should you at any time require any assistance, please do feel free to contact your relationship manager or write to us,
customer.care@sbigeneral.in or Customer Care Number: **1800-102-1111, 1800-22-1111.**

Assuring you of our best services at all times & we look forward to a mutually beneficial business association.

SR NO	CUSTOMER NAME	Commodity Description	POLICY TYPE	POLICY PERIOD	SUM INSURED VALUE	PREMIUM
1	CHAUDHARI ATTARSINGH YADAV MEMORIAL EDUCATION TRUST	EDUCATION INSTITUTIONS	GPA	30/04/2022 TO 29/04/2024	Per person ---- 5 lac	8333

Ref. No!- SS|MCA/2019-20/391A   Date:- 09/01/2019

To,
Kalinga University,
Naya Raipur, Chhattisgarh

Subject:- Sanction leave for P.HD Course work.

Respected Sir,

    Mrs. Anita Bhalke working in Siddhant Institute of Computer Application last 15 years as a post of asst. librarian. She want 6 months leave for P.hd course work. Sanction her leave dated 14/01/2019 to 30/06/2019. She will join her duty from 1/07/2019 as per college schedule.
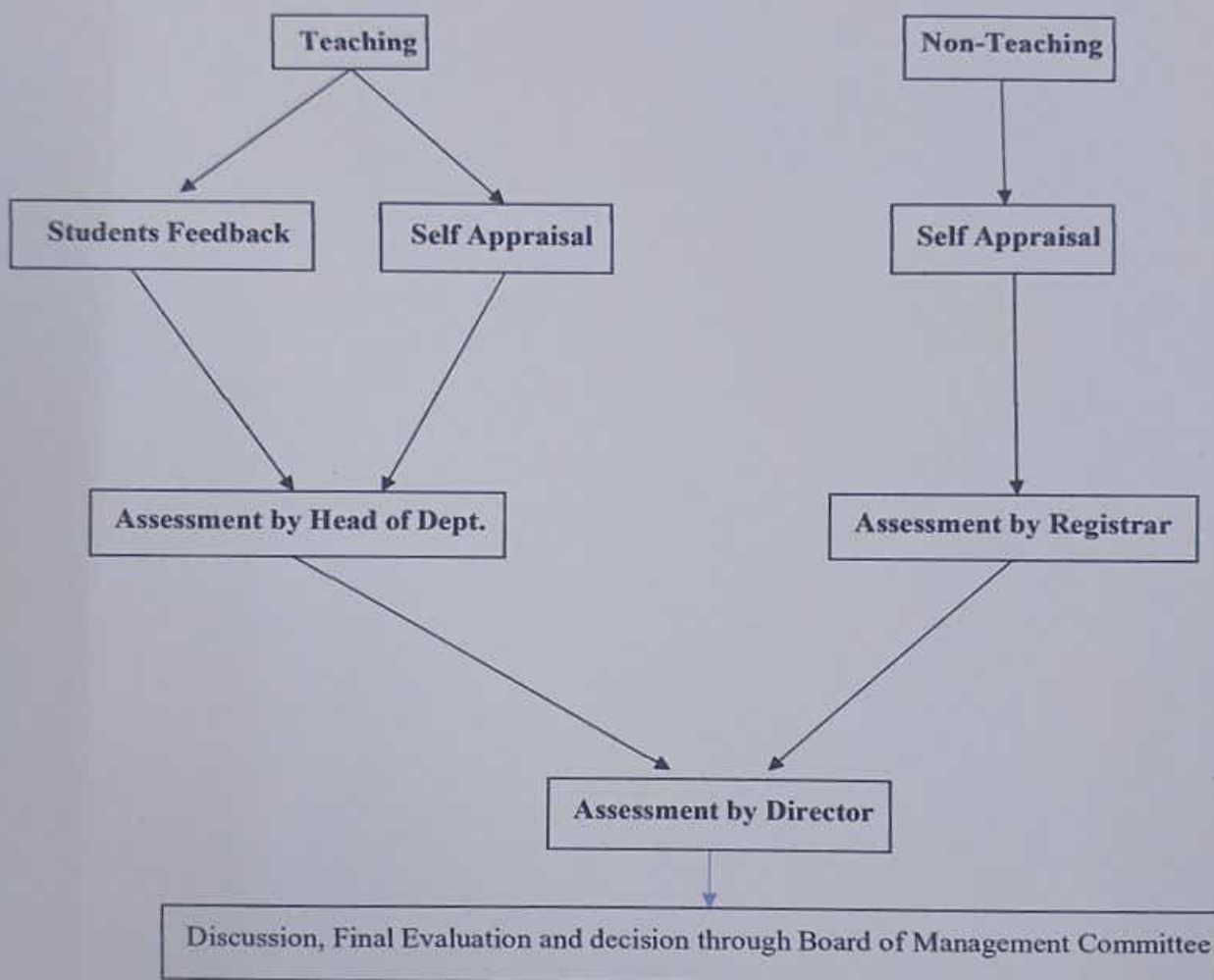
SEAL

Director
Siddhant Institute of Computer Application
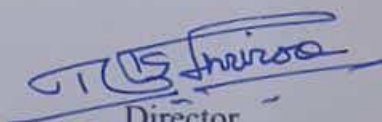Sudumbare, Maval, Pune - 412109.

|| ज्ञानम् सर्वार्थ साधनम् ||

Institution has Performance Appraisal System for teaching and non-teaching staff.

FLOW-CHART

Performance Appraisal

```
        ┌────────────┐                              ┌──────────────┐
        │  Teaching  │                              │ Non-Teaching │
        └─────┬──────┘                              └──────┬───────┘
         ┌────┴────┐                                       │
         ▼         ▼                                       ▼
┌──────────────────┐  ┌────────────────┐         ┌────────────────┐
│ Students Feedback│  │ Self Appraisal │         │ Self Appraisal │
└────────┬─────────┘  └───────┬────────┘         └────────┬───────┘
         └────────┬───────────┘                           │
                  ▼                                        ▼
    ┌───────────────────────────┐            ┌──────────────────────────┐
    │ Assessment by Head of Dept.│           │ Assessment by Registrar  │
    └─────────────┬──────────────┘           └─────────────┬────────────┘
                  └──────────────┬───────────────────────────┘
                                 ▼
                 ┌───────────────────────────┐
                 │  Assessment by Director   │
                 └─────────────┬─────────────┘
                               ▼
┌─────────────────────────────────────────────────────────────────────────┐
│ Discussion, Final Evaluation and decision through Board of Management     │
│ Committee                                                                 │
└─────────────────────────────────────────────────────────────────────────┘
```

SEAL

Director

Director

Siddhant Institute of Computer Application

Sudumbare, Maval, Pune - 412109.

PERFORMANCE APPRAISAL

FOR

FACULTY

PERIOD OF APPRAISAL
1ˢᵀ JULY 2022 - 30ᵀᴴ JUNE 2023

PART – I
(to be filled by Faculty)

Name of Faculty   : **Sarita Patil**

Name of Institute   : Siddhant Institute of Computer Application, Pune

Designation   : **Asst. prof.**

Department   : **MCA**

Email   : **S-patil@siddhantica.in**

Contact no.   : **9860566337**

1. **DATE OF APPOINTMENT IN INSTITUTION:**

   10/01/2021

2. **DATE OF APPOINTMENT TO PRESENT POST:**

   12/01/2021

3. **ACADEMIC QUALIFICATION:**

(Mention if any additional qualification is acquired during the year under review)

B.E, M.E (computer science Engineering)

4. ACADEMIC PERFORMANCE FOR TWO SEMESTERSIN ACADEMIC YEAR 2022-23
(THEORY COURSES)

Sr. No.	Duration of Semester	Theory Course /subject taught	Semester/ Branch	Total lectures in a semester as per time table	Actual no. of lectures conucted in semester	% curriculum covered	% UoP result for the subject
1.	MCA-I SEM-I 9/11/ to 3/3/23	OS	SEM-I	45	42	95%	70.97%.
2.	1/09/22 to 16/12/22	KRAI	SEM-III	45	40	95%	90.00%

5. ACADEMIC PERFORMANCE FOR TWO SEMESTERS IN ACADEMIC YEAR 2022-23
(LABORATORY COURSES)

Sr. no.	Duration of Semester	Laboratory Course taught	Semester/ Branch	Total periods/practicals in a semester as per time table	Actual no. of periods/practicals conucted in semester	% curriculum covered	% UoP result for the course
1.	1/09/22 to 16/12/22	KRAI	SEM-III	40	38	90%	99%

6. **REASONS FOR SHORTFALL, IF ANY, IN CONDUCT OF THEORY/LAB COURSES/ RESULTS:**

7. **CONTRIBUTION TO LEARNING MATERIAL DEVELOPMENT:**

    . Prepare & provide subject notes.

8. **PERFORMANCE AS GUARDIAN FACULTY MEMBER (GFM):**

No. of Students Allocated	:	32
No. of Meeting Conducted with Students	:	02
No. of Students Clearing All Subjects	:	20
No. of Students Failing in One Subject	:	05
No. of Students Failing in Two Subjects	:	05

9. **PUBLICATIONS:**
    (mention title of paper, coauthors & details of journal/conference on a separate sheet. Also attach fir page of the publication.)

    Number of paper publish :- 05
    Details of publication are attached.

10. **RESEARCH PROJECTS:**
    (mention title of project, Investigator & Co-investigator &details of proposals such as: name of fundir agency, brief synopsis etc. on a separate sheet)

    —

11. **ADDITIONAL PORTFOLIOS HANDLED:**

    a) **Department Level:**

    1) Exam co-ordinator   3) T&P co-ordinator
    2) IQAC co-ordinator

    b) **Institute Level:**

    —

    c) **University Level:**

    1) CEO
    2) External Examiner
    3) Paper setter.

12. CONTRIBUTION IN COCURRICULAR/EXTRACURRICULAR/EXTENSION ACTIVITIES:

1) Arrange workshop on cyber security.
2) Arrange seminar on opportunities.

13. STUDENT FEEDBACK:

Sr. No.	Name Of Theory Course Taught	Sem/Branch	Feedback Index
1.	operating system	SEM-I	80·66%
2.	KRAI	SEM-III	93·66%

14. SHORT TERM COURSES ATTENDED/ORGANIZED/CONDUCTED:
(Attach certificates for the courses attended outside SICA/SGI)

1) Attend STTP on "Internet of Things".
2) Attend nptel workshop of optimization - Theory & algorithms
3) Two days international workshop on "Research Methodolgy".

15. INNOVATION OF ANY TYPE INTRODUCED IN INSTITUTE:

—

16. RESEARCH GUIDANCE:
(Brief description of project along with title of project, Name of students, co supervisor if any etc. Attach a separate sheet)

17. CONTRIBUTION TO INDUSTRIAL DEVELOPMENT IN FORM OF CONSULTANCY/SPONSORED R&D ETC.:

18. ANY OTHER RELEVANT CONTRIBUTION NOT COVERED ABOVE:

—

19. MEMBERSHIP OF PROFESSIONAL SOCIETIES:

~

20. PLAN OF WORK FOR NEXT EVALUATION PERIOD:

D prepare session plan & Academic calender.

21. YOUR STRENGTHS AND WEAKNESSES (Max 3 each)

a) **Strengths:**

Building relationship

b) **Weaknesses:**

Maintaing work-life balance.

Signature of Faculty

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Siddhant Institute of Computer Application
Sudumbare, Pune-412109

Director Remark & Signature
Director
Siddhant Institute of Computer Application
Sudumbare, Maval, Pune - 412109.