

**Dnyanvardhini Shikshan Sanstha's**  
**GLOBAL INSTITUTE OF MANAGEMENT, SANGAMNER**

Sr. No. 132/1, Pune-Nashik Highway, Velhale Tal- Sangamner, Dist- A'Nagar- 422 605  
Email ID: [globalsangamner@gmail.com](mailto:globalsangamner@gmail.com), Website: [www.giom.edu.in](http://www.giom.edu.in)

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**SELF APPRAISAL FORM**  
**Academic Year: \_\_\_\_\_**

1. Name of The Faculty : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Teaching Experience : \_\_\_\_\_
4. Academic Performance : for the Year ..... (Mention Last Year)

Sr.No.	Name of Subject	Previous Year	Percentage Passed	Target
1.				
2.				
3.				
4.				
5.				
6.				

**5. Syllabus Completed:**

Sr. No.	Name of Subject	Percentage Completed	Targeted
1.			
2.			
3.			
4.			
5.			
6.			

**6. Reading / Instructional Material Developed (YES / NO)**

**7. Do you use Participatory and Innovative Teaching Methodologies: (YES / NO)**

**8. Involvement in Planning and Conduct of Co-curricular activities: (YES / NO)**

If yes, then mention \_\_\_\_\_



**9. Involvement in Planning and Conduct of Extra-curricular activities: (YES / NO)**

If yes, then mention \_\_\_\_\_

**10. Research Contribution:**

**\* Attended / Paper Published at International Level: (Current Academic Year)**

Sr. No.	Title with Page Nos.	Name of the Journal / Conference	ISSN / ISBN No.	Whether Peer Reviewed (Yes / No)	Impact Factor	Whether SCI Index Journal (Yes / No)	Whether in UGC

**\* Attended / Paper Published at National Level:**

Sr. No.	Title with Page Nos.	Name of the Journal / Conference	ISSN / ISBN No.	Whether Peer Reviewed (Yes / No)	Impact Factor	Whether SCI Index Journal (Yes / No)	Whether in UGC

**\* Attended / Paper Published at State Level:**

Sr. No.	Title with Page Nos.	Name of the Journal / Conference	ISSN / ISBN No.	Whether Peer Reviewed (Yes / No)	Impact Factor	Whether SCI Index Journal (Yes / No)	Whether in UGC

**\* No. of Research Guidance (UG / PG / PhD):**

UG: \_\_\_\_\_

PG: \_\_\_\_\_

PhD: \_\_\_\_\_

**11. Published Books as Reference / Text Book:**

Sr. No.	Title	Publisher	ISBN / ISSN No.	Main Author / Co-Author (MA / CA)

**12. Contributions at University Level Activities:**

If yes, then mention \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_



**13. Contribution at Institute Level Activities:**

If yes, then mention \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_

**14. Any other Contribution/Achievement:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**15. Inputs for Continuous Professional Development (CPD)**

**16. Students Feedback (Subject Wise) :**

Sr.No.	Percentage Feedback	Target
1.		
2.		
3.		
4.		
5.		
6.		

**17. Remark of Programme Coordinator**

1. \_\_\_\_\_
2. \_\_\_\_\_

**18. Remarks of Director:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Signature of Faculty:**

**Name:**

**DIRECTOR**

**GLOBAL INSTITUTE OF MANAGEMENT,**

Sr. No. 132/1, Nashik-Pune Highway, Velhale,

Tal. Sangamner, Dist. Ahmednagar – 422605.



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**Performance Appraisal Form- Non Teaching Staff**

**Name of Staff:**

**Post:**

**Date of Employment:**

**Period under Review:**

CATEGORY	Rating out of 5	Self-Rating	Remark by Office Head
<b>1. Professional Competence (20)</b>			
1.1 Respond to Student query	5		
1.2 Understand Student need	5		
1.3 Use of MS Office	5		
1.4 Team Work	5		
<b>2. Performance (20)</b>			
2.1 Maintenance of Files/Records	5		
2.2 Accuracy & Speed of work	5		
2.3 Completion of work on schedule	5		
2.4 Sense of responsibility	5		
<b>3. Personal Characteristics (20)</b>			
3.1 Attendance	5		
3.2 Punctuality	5		
3.3 Communication Verbal/ Written	5		
3.4 Creativity and innovation	5		
<b>Total / Overall Remark</b>			

**Overall Performance Rating:**

Substantially exceeds job requirements	Exceeds job requirements	Meets job requirements	Partially meets job requirements	Does not meet most job requirements

**Overall comments on performance (to be filled by the Office Head)**



<b>* COMPUTATION OF OVERALL EVALUATION</b>	<b>60 Points</b>
Substantially exceeds job requirements	55
Exceeds job requirements	45
Meets job requirements	35
Partially meets job requirements	25
Does not meet most job requirements	20



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**Performance Appraisal Form- Support Staff**

**Name of Staff (कर्मचार्याचे नाव):**

**Post (हद्द):**

**Date of Employment (सेवेत रुजू होण्याची दिनांक):**

**Period under Review (पुनरावलोकनाचा कालावधी):**

Criteria	Rating out of 5	Self-Rating	Office Head Rating
Attendance (हजेरी)	5		
Job knowledge and skills (कामासंबंधीचे ज्ञान व कौशल्य)	5		
Discipline (शिस्त)	5		
General conduct (सामान्य आचरण)	5		
Team work (कार्यासंघ)	5		
Quality of work (कामाचा दर्जा)	5		
Proactiveness (कार्यक्षमता)	5		
Punctuality (वक्तशीरपणा)	5		
Total (एकूण)	40		

**Overall Performance Rating:**

Substantially exceeds job requirements	Exceeds job requirements	Meets job requirements	Partially meets job requirements	Does not meet most job requirements

**Overall comments on performance (to be filled by the Office Head)**



<b>* COMPUTATION OF OVERALL EVALUATION</b>	<b>40 Points</b>
Substantially exceeds job requirements	35
Exceeds job requirements	30
Meets job requirements	25
Partially meets job requirements	20
Does not meet most job requirements	15

