



Chopda Education Society's

College of Education Chopda, Dist. Jalgaon

Arunoday Colony, Old Shirpur Road, CHOPDA Dist. Jalgaon

(NAAC Accredited Grade-C)

Phone No.- 02586-220024 KBCNMU College Code- 140024 NCTE Code-113021

Fax No.- 02586-223480 E-mail- cbed12@rediffmail.com Website- www.bed.ceschopda.org

Recognized by N.C.T.E. New Delhi and Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Matrix 6.3.5

- **Proforma used for**
Performance Appraisal for
teaching and non-teaching staff
signed by the Principal

- **Performance Appraisal Report**
of any three teaching and three
non-teaching staff with seal and
signature of the Principal



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Outward No.-

Date:

Matrix 6.3.5

- **Proforma used for**
Performance Appraisal for
teaching and non-teaching staff
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Performance Appraisal Proforma for
Teaching Staff



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College of Education Chopda, Dist. Jalgaon

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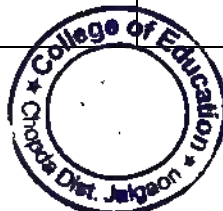
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Performance Appraisal Proforma: Year 202 - 202

1.	Name of the Faculty	
2	Designation	
3	Department/Division	
4	Teaching Experience (college/University) a. College of Education b. Outside Total	
5	Professional Qualification a. Additional Qualification	
6	6 Academic activities a. Courses handling b. Heading/assisting in other academic bodies c. Additional responsibilities I. Institution II. College	



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7	Innovative Teaching Methodology	
8	Research Guidance (No.) M.Ed. M.Phil. Ph. D	
9	Faculty Development Programmes : (FDP) attended	
10	Workshops / Certificate Courses / Online Certificate Courses Attended/ Completed	
11	Paper presented in Conferences Seminars	
12	Publications Edited Books Proceedings Journals	
13	a. Projects: Sanctioned/ Completed Ongoing b. CRE/ Conferences: Organized Proposed	
14	No. of video lessons/E-content prepared	
15	Extension Activities: Organized Planned	
16	Achievements (If Any)	



[Handwritten Signature]

Principal
College of Education
Chopda Dist. Jalgaon

17	<p>Future plans</p> <p>a. Regarding ongoing academic pursuits</p> <p>b. Innovations in teaching learning process</p> <p>c. Ways of enriching the department with professional activities</p> <p>d. Research pursuits</p> <p>e. Planning for capacity building and outreaching activities</p>	
18	General suggestions for the growth of department/discipline	
19	Suggestions for improving the research potential of the faculty	
20	Any other	



[Handwritten Signature]
Principal
College of Education
Chopda Dist. Jalgaon

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: -

Date: -

Name and Signature of the Teaching Staff

Encl.:

1. Student related Co-Curricular Activities, Extension and field Based Activities
2. Achievements & Awards
3. Teaching Learning (Pass Percentage)
4. Online Courses
5. Projects Applied
6. ISR responsibilities
7. Membership in outside sports organization/ Others

Countersigned by the Head of the Institution




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Performance Appraisal Proforma for
Non - Teaching Staff



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Performance Appraisal Proforma

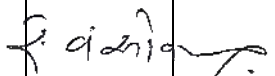
Performance Appraisal Performance for Non-Teaching Staff Year
202 - 202

1. Name of the Staff :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise (For Supervising Staff Only)					
7	You possess good knowledge (theory, hand on) for all aspects of the job to perform your job functions satisfactorily?					




Principal
College of Education
Chopda Dist. Jalgaon

II. PERFORMANCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

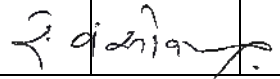
III. PERSONAL CHARACTERISTICS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behavior					

IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Co-operation with your colleagues?					
2	Mutual motivation with your colleagues?					




Principal
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Chopda Dist. Jalgaon

V. ATTITUDE TOWARDS PUBLIC

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Mutual motivation with your colleagues?					

VI. STAFF/STUDENT RELATIONS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively/ work in the interest of students					
2	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date: -

Name and Signature of the Non-Teaching staff

Countersigned by the Head of the Institution




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Chopda Dist. Jalgaon



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Outward No.-

Date:

Matrix 6.3.5

- ***Performance Appraisal Report***
of any three teaching and three
non-teaching staff with seal and
signature of the Principal



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Performance Appraisal of
Teaching Staff



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Performance Appraisal Proforma - 2021-2022

1.	Name of the Faculty	Prof. Dr Sonawane Rajani Vasant ^{rao}
2	Designation	Asst. Prof
3	Department/Division	Education
4	Teaching Experience (college/University) a. College of Education b. Outside Total	- 29 Years - -
5	Professional Qualification a. Additional Qualification	M.A (Economics) M.Ed (Education) Ph.D (Education)
6	6 Academic activities a. Courses handling b. Heading/assisting in other academic bodies c. Additional responsibilities I. Institution II. College	B. Ed Courses PE4 PEG Hindi (I st year, II nd year) - I/c Principal




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Chopda Dist. Jalgaon

7	Innovative Teaching Methodology	Use of ICT
8	Research Guidance (No.) M.Ed. M.Phil. Ph. D	- - -
9	Faculty Development Programmes : (FDP) attended	-
10	Workshops / Certificate Courses / Online Certificate Courses Attended/ Completed	-
11	Paper presented in Conferences Seminars	-
12	Publications Edited Books Proceedings Journals	- - - -
13	a. Projects: Sanctioned/ Completed Ongoing b. CRE/ Conferences: Organized Proposed	- - - - - -
14	No. of video lessons/E-content prepared	-
15	Extension Activities: Organized Planned	-
16	Achievements (If Any)	-



[Handwritten Signature]
Principal
College of Education
Chopda Dist. Jaigson

17	<p>Future plans</p> <p>a. Regarding ongoing academic pursuits</p> <p>b. Innovations in teaching learning process</p> <p>c. Ways of enriching the department, with professional activities</p> <p>d. Research pursuits</p> <p>e. Planning for capacity building and outreaching activities</p>	<p>Preparing video content</p> <p>organising webinars and seminars</p> <p>Applying Guideship</p> <p>conducting extra classes for weaker students</p>
18	General suggestions for the growth of department/discipline	Enriching research activities
19	Suggestions for improving the research potential of the faculty	Workshops will be organised
20	Any other	-



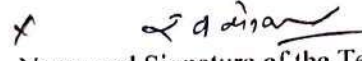
[Handwritten Signature]
Principal
 College of Education
 Chopda Dist. Jalgaon

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - chopda

Date: - 10/03/2022


Name and Signature of the Teaching Staff
Prof. Dr. Sonawane R.V.

Encl.:

1. Student related Co-Curricular Activities, Extension and field Based Activities
2. Achievements & Awards
3. Teaching Learning (Pass Percentage)
4. Online Courses
5. Projects Applied
6. ISR responsibilities
7. Membership in outside sports organization/ Others


Countersigned by the Head of the Institution




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Performance Appraisal Proforma - 2021-22

1.	Name of the Faculty	Shri Naresh Dayaram Valhe
2	Designation	Asst. Prof.
3	Department/Division	Education
4	Teaching Experience (college/University) a. College of Education b. Outside Total	23 years
5	Professional Qualification a. Additional Qualification	M.A (Political Sci.) M.Ed. (Edu.) NET (Edu.) SET (Edu.)
6	6 Academic activities a. Courses handling b. Heading/assisting in other academic bodies c. Additional responsibilities I. Institution II. College	B.Ed- Pedegogy - Marathi Pedegogy - History - Examination, Department - Convener of B.A YCMOU. - Convener of M.A. Education




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7	Innovative Teaching Methodology	Yes
8	Research Guidance (No.) M.Ed. M.Phil. Ph. D	-
9	Faculty Development Programmes : (FDP) attended	02
10	Workshops / Certificate Courses / Online Certificate Courses Attended/ Completed	02
11	Paper presented in Conferences Seminars	-
12	Publications Edited Books Proceedings Journals	-
13	a. Projects: Sanctioned/ Completed Ongoing b. CRE/ Conferences: Organized Proposed	-
14	No. of video lessons/E-content prepared	-
15	Extension Activities: Organized Planned	-
16	Achievements (If Any)	-



[Signature]
Principal
College of Education
Chopda Dist., Jalgaon

17	<p>Future plans</p> <p>a. Regarding ongoing academic pursuits</p> <p>b. Innovations in teaching learning process</p> <p>c. Ways of enriching the department with professional activities</p> <p>d. Research pursuits</p> <p>e. Planning for capacity building and outreaching activities</p>	Preparing E-content
18	General suggestions for the growth of department/discipline	-
19	Suggestions for improving the research potential of the faculty	-
20	Any other	-




[Handwritten Signature]
Principal
College of Education
Chopda Dist. Jalgaon

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Chopda .

Date: - 10/03/2022


Name and Signature of the Teaching Staff
Prof. Naresh Dayaram Velhe

Encl.:

1. Student related Co-Curricular Activities, Extension and field Based Activities
2. Achievements & Awards
3. Teaching Learning (Pass Percentage)
4. Online Courses
5. Projects Applied
6. ISR responsibilities
7. Membership in outside sports organization/ Others


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Performance Appraisal Proforma - 2021-2022

1.	Name of the Staff	Dr. Savita Babulal Jadhav
2.	Designation	Asst. Prof.
3.	Department/Division	Education
4.	Teaching Experience (college/University) a. College of Education ✓ b. Outside Total	18 years
5.	Professional Qualification a. Additional Qualification	M.A (Marathi) M.Ed, M.Phil, Ph.D; SET (Education)
6.	6 Academic activities a. Courses handling b. Heading/assisting in other academic bodies c. Additional responsibilities I. Institution II. College ✓	Curriculum and Pedagogic studies - Geography PE-2, PE-6 EPC-2, EPC-7 YCMOU M.A. (Edu) - Coordinator Research Guide Worked on paper setter in KBCNMU For the subject PE-2, PE-5, EPC-2, Geography Student welfare and cultural Department




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Chopda Dist. Jalgaon

7	Innovative Teaching Methodology	
8	Research Guidance (No.) M.Ed. M.Phil. Ph. D	—
9	Faculty Development Programmes : (FDP) attended	—
10	Workshops / Certificate Courses / Online Certificate Courses Attended/ Completed	02
11	Paper presented in Conferences Seminars	02
12	Publications Edited Books Proceedings Journals	—
13	a. Projects: Sanctioned/ Completed Ongoing b. CRE/ Conferences: Organized Proposed	—
14	No. of video lessons/E-content prepared	—
15	Extension Activities: Organized Planned	—
16	Achievements (If Any)	—



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18	General suggestions for the growth of department/discipline	—
19	Suggestions for improving the research potential of the faculty	—
20	Any other	—



[Handwritten Signature]
Principal
College of Education
Chopda Dist. Jalgaon

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - chopda

Date: - 10/03/2022

S. B. Jadhav

Name and Signature of the Teaching Staff

Encl.:

1. Student related Co-Curricular Activities, Extension and field Based Activities
2. Achievements & Awards
3. Teaching Learning (Pass Percentage)
4. Online Courses
5. Projects Applied
6. ISR responsibilities
7. Membership in outside sports organization/ Others

[Signature]
Countersigned by the Head of the Institution



[Signature]
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Performance Appraisal of
Non- Teaching Staff



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Performance Appriaasal Proforma - 2021-2022

Performance Appraisal Performance for Non-Teaching Staff

1. Name of the Staff : Patil Sharad Dagdu
2. Position Title : Head Clerk.
3. Date of Entry into Service : 09-07-1998
4. No. of Years in Service : 26 Yrs
5. Date of Retirement : 31-5-2031
6. Qualification : B.A.
7. Details of Current Responsibilities : Administrative Officer, A/C.

I. PROFESSIONAL COMPETENCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise (For Supervising Staff Only)		✓			
7	You possess good knowledge (theory, hand on) for all aspects of the job to perform your job functions satisfactorily?	✓				




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II. PERFORMANCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule			✓		
6	Diligence and sense of responsibility	✓				


III. PERSONAL CHARACTERISTICS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Co-operation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			




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V. ATTITUDE TOWARDS PUBLIC

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
2	Mutual motivation with your colleagues?		✓			

VI. STAFF/STUDENT RELATIONS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively/ work in the interest of students	✓				
2	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- chopda

Date: - 11/03/2022


(Sherrad Dagdu Palil)
Name and Signature of the Non-Teaching staff


Countersigned by the Head of the Institution




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Performance Appriaasal Proforma - 2021-2022

Performance Appraisal Performance for Non-Teaching Staff

1. Name of the Staff : Mr. Ashish Shashikant Shah
2. Position Title : Sr. Clerk
3. Date of Entry into Service : 09-07-1998
4. No. of Years in Service : 26 yrs.
5. Date of Retirement :
6. Qualification : H.S.C.
7. Details of Current Responsibilities : Admission, Eligibility, Exam. etc.

I. PROFESSIONAL COMPETENCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation	✓				
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise (For Supervising Staff Only)			✓		
7	You possess good knowledge (theory, hand on) for all aspects of the job to perform your job functions satisfactorily?			✓		




Principal
College of Education
Chopda Dist. Jalgaon

II. PERFORMANCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility			✓		

III. PERSONAL CHARACTERISTICS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline			✓		
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Co-operation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			




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V. ATTITUDE TOWARDS PUBLIC

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
2	Mutual motivation with your colleagues?		✓			

VI. STAFF/STUDENT RELATIONS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively/ work in the interest of students		✓			
2	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- chopda

Date:- 11/03/2022

G. Sh.

Name and Signature of the Non-Teaching staff

[Signature]
Countersigned by the Head of the Institution



[Signature]
Principal
College of Education
Chopda, Dist. Jalgaon



Chopda Education Society's
College of Education Chopda, Dist. Jalgaon
Arunoday Colony, Old Shirpur Road, CHOPDA Dist. Jalgaon
(NAAC Accredited Grade-C)

Phone No.- 02586-220024 KBCNMU College Code- 140024 NCTE Code-113021

Fax No.- 02586-223480 E-mail- cbed12@rediffmail.com Website- www.bod.ces Chopda.org

Recognised by N.C.T.E. New Delhi and Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Performance Appriaasal Proforma - 2021-2022

Performance Appraisal Performance for Non-Teaching Staff

1. Name of the Staff : Mr. Dipak Anil Vjave
2. Position Title : Jr. clerk -
3. Date of Entry into Service : 01-10-2019
4. No. of Years in Service : 05 year
5. Date of Retirement : -
6. Qualification : MA-D.Gd-
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise (For Supervising Staff Only)	✓				
7	You possess good knowledge (theory, hand on) for all aspects of the job to perform your job functions satisfactorily?		✓			




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II. PERFORMANCE

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Co-operation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			




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V. ATTITUDE TOWARDS PUBLIC

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
2	Mutual motivation with your colleagues?	✓				

VI. STAFF/STUDENT RELATIONS

Sr. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively/ work in the interest of students	✓				
2	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- chopda

Date: - 11/03/2022


Name and Signature of the Non-Teaching staff


Countersigned by the Head of the Institution




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