



POORNIMA

COLLEGE OF ENGINEERING

An autonomous institution approved by RTU, AICTE & UGC • NAAC A+ Accredited



Performance Appraisal System & Promotions

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Performance Appraisal System


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Performance Appraisal System at Poornima College of Engineering, Jaipur

The Performance Appraisal System at Poornima College of Engineering, Jaipur, is a comprehensive process designed to assess the performance of both teaching and non-teaching staff. This process is integral to recognizing individual contributions and ensuring alignment with institutional goals. The system involves several stages, from self-assessment to final approval by the management, ensuring a transparent and structured approach to performance evaluation.

1. Submission of Performance Appraisal Form: At the beginning of the appraisal cycle, all staff members, including teaching and non-teaching personnel, are required to fill out a detailed Performance Appraisal Form. This form includes sections to evaluate professional achievements, academic contributions, administrative responsibilities, and personal development. Staff members are also required to submit supporting documents that validate their performance, such as certificates, research papers, or attendance records.

2. Review by Reporting Officer: Once the forms are submitted, the respective reporting officers (usually department heads or supervisors) carefully review the submitted forms and the supporting documents. They assess the staff's overall performance, strengths, and areas of improvement. Based on this assessment, the reporting officer provides feedback and ratings that reflect the staff member's contribution over the year.

3. Further Review by Reviewing Officers: After the initial review by the reporting officers, the performance appraisals are forwarded to the reviewing officers for a secondary evaluation. Reviewing officers are responsible for ensuring that the appraisal process is fair and accurate across departments. They further analyze the performance and ratings, ensuring consistency and alignment with the college's goals.

4. Final Evaluation by Management: The final stage of the process involves management, who conducts a thorough evaluation based on the information provided by the reporting and reviewing officers. The management looks at the overall performance of each staff member in terms of academic contributions, administrative work, personal growth, and other relevant factors. The performance ratings are then used to determine annual appraisals and salary increments.

5. Incentives for Higher Education: In recognition of continuous professional development, staff members who complete higher education (e.g., postgraduate degrees, doctoral studies) are rewarded with a salary increment as part of their performance appraisal. This policy encourages staff members to enhance their qualifications, contributing to both personal growth and institutional advancement.

6. Technical and Academic Incentives: In addition to the base salary increment, staff members are eligible for various incentives. Teaching staff who contribute significantly to research, development, and the overall academic environment are eligible for **academic incentives** based on the courses they teach and the academic output. Non-teaching staff may also receive incentives based on their contribution to the administration and technical support. Further, technical incentives are awarded under different schemes based on specific contributions to the technical development of the institution.

Conclusion: The Performance Appraisal System at Poornima College of Engineering is an organized framework that ensures fair evaluation, recognition of hard work, and rewards for achievements. By integrating higher education incentives, technical schemes, and academic contributions into the appraisal process, the system fosters a culture of excellence and continuous improvement among all members of the institution. This comprehensive approach aims to enhance both individual growth and the overall progress of the college.


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Appraisal Forms



POORNIMA

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PERFORMANCE APPRAISAL FORMAT FOR TEACHING FACULTY (FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____

Department: _____ Institute: _____

Self-Appraisal to be done by Faculty Member

Subjects Taught (Code)	Type (L/T/P)	EUf till Last Teaching Day	Midterm Result in %age

Number of papers published in National / International Journals _____ (Pl. Attach full paper)

Number of papers published in Seminars / Conferences _____ (Pl. Attach full paper)

Number of seminar/ conference/ workshop attended _____ (Pl. Attach proof)

Number of patents applied _____ (Pl. Attach proof)

Please tick the appropriate & attach proof for areas mentioned in row-2 (as applicable)

Worked in Admission Cell ☐ Used Smart Techniques for Teaching ☐ Used PPT in Teaching ☐

SPL's taken outside PU ☐ Research/ Project Guidance ☐ Attended any other training (outside PG) ☐

What do you consider to be your most significant contributions and important achievements for session 2019-20?

What do you consider to be your most important aims & tasks for session 2019-20?

Teaching Related: _____

Higher Education / Research: _____

Extra & Co-Curricular: _____

Team Working & Leadership: _____

Signature of Faculty with date

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PERFORMANCE APPRAISAL FORMAT FOR TEACHING FACULTY (FOR Odd SEMESTER 2019-20)

Assessment by reporting officer (HOD) & Overall Quality marks for:
(Please rate out of 10, 10 for excellent & 1 for Poor)

Heads	Marks
Use of Library / Books / Reference Material for teaching	
Teaching load and regularity in taking class	
Knowledge in the sphere of work	
Communication skills (Oral and written)	
Ability to inspire and motivate students	
Midterm / University Results	
Interpersonal relations and team work in department	
Integrity and Trustworthiness	
Innovations / experiments introduced in the subjects taught	
Overall Feedback / Usefulness (by HOD)	

General Comments reporting officer (HOD) for Teaching Faculty

(comments are compulsory for faculty getting excellent (10 or 9) or poor (1 or 2) remarks)

Signature of HOD

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

1. I agree / I do not agree with assessment of Reporting Officer
2. Reason for disagreement (if applicable) & overall assessment _____

Signature of Reviewing Officer

PS: Proper performance feedback can improve the employee's future performance. It also gives him satisfaction and motivation. If appraisals, together with other background data, will enable management to properly assess persons for promotion.

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PERFORMANCE APPRAISAL FORMAT FOR OFFICER/ADMINISTRATIVE STAFF (FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____

Department: _____ Institute: _____

Self-Appraisal to be done by Officer / Admin Staff

S. No.	Details of your scope of work, responsibilities being carried out and significant contributions	Approx Engagement in hrs / week	Use of computers (Full / Partial / NIL)
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Officer / Administrative Staff with date

Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Intelligence	Extraordinarily proficient & resourceful & understands new & difficult matters <input type="checkbox"/>	Quite able to handle new & difficult matters <input type="checkbox"/>	Normally under stands a new situation after proper explanations & handles it if given all directions <input type="checkbox"/>	Proficiency & resourcefulness & understands only general matters <input type="checkbox"/>
Discipline	Exemplary conduct <input type="checkbox"/>	Observes the code of conduct <input type="checkbox"/>	Tries to follow the general code of conduct <input type="checkbox"/>	Indifferent to general code of conduct. <input type="checkbox"/>
Responsibility & Dependability Conscientiousness towards duty	Very conscientious & dependable in the performance of his/her job. Always ready to take responsibility <input type="checkbox"/>	Conscientious & steady worker. Has a good record of dependability <input type="checkbox"/>	Carries out his responsibility in a routine manner <input type="checkbox"/>	Often fails to perform his/her duty shirks responsibility <input type="checkbox"/>
Interest in the Assignment Interest & the capacity to see that the work is done	Has initiative & takes keen interest <input type="checkbox"/>	Takes adequate interest <input type="checkbox"/>	Does his / her work in a routine way <input type="checkbox"/>	Indifferent in the discharge of his / her duties <input type="checkbox"/>
Work Load	Consistently exceeds requirements <input type="checkbox"/>	Frequently exceeds requirements <input type="checkbox"/>	Meets requirements <input type="checkbox"/>	Consistently below requirements <input type="checkbox"/>

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PERFORMANCE APPRAISAL FORMAT FOR OFFICER/ADMINISTRATIVE STAFF (FOR ODD SEMESTER 2019-20)

Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Maintenance of Registers & Records. Ability in maintaining register & records keeping	Very neat & meticulous in the maintenance of registers & records <input type="checkbox"/>	Keeps registers & records clean & up to-date <input type="checkbox"/>	Tries to maintain registers & records in a routine manner <input type="checkbox"/>	Does not maintain registers & records properly <input type="checkbox"/>
Adoption of Poornima Policies	Fully adopted to the system <input type="checkbox"/>	Mostly adopted to the system <input type="checkbox"/>	Partial adoption of the system, scope of improvement <input type="checkbox"/>	Not at all adopted to the system <input type="checkbox"/>
Punctuality & Promptness Exactness in keeping tune in attending office, keeping appointments, discharge of official duties & observance of time as per policies; standing orders	Exceptionally punctual & prompt <input type="checkbox"/>	Always punctual & prompt <input type="checkbox"/>	Usually punctual & prompt <input type="checkbox"/>	Not punctual & prompt <input type="checkbox"/>
Job Knowledge Technical & general knowledge about the job he / she is doing	Has an unusually & thorough mastery of the field of work. Strives to expand his / her frontier of knowledge <input type="checkbox"/>	Knows his / her job thoroughly <input type="checkbox"/>	Possess just adequate knowledge required for the job <input type="checkbox"/>	Knowledge is inadequate. Has not yet gained competence <input type="checkbox"/>
Noting, Drafting & Correspondence Ability to prepare notes, drafts & handle correspondence with special reference to Accuracy, Thoroughness, Power of analysis & Power of expression	Very precise in noting & drafting. Very prompt & accurate at correspondence. His / her drafts need no editing <input type="checkbox"/>	Precise in noting & drafting. Good at correspondence. His / her drafts seldom require editing <input type="checkbox"/>	Ordinary at noting & drafting. The drafts need editing. Tries to handle correspondence in time if properly supervised <input type="checkbox"/>	Poor in noting & drafting. Careless in handling Correspondence <input type="checkbox"/>

Overall Assessment by Reporting Officer (Range: 10 - 1, 10 being the highest)

Compulsory comments by reporting officer for Officer / Admin Staff for getting Excellent (10-9) & Poor (2-1)

Signature of Reporting Officer

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

- I agree / I do not agree with assessment of Reporting Officer
- Reason for disagreement (if applicable) & overall assessment, Recommended steps for improvement for Officer / Admin Staff

Signature of Reviewing Officer

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PERFORMANCE APPRAISAL FORMAT FOR TECHNICAL ASSISTANT (FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____
Department: _____ Institute: _____

Self-Appraisal to be done by Technical Assistant

Lab Code	Up to date Lab stock register available? (Yes / No)	%age of equipments in working condition (100% /80 % /60% 40% or 20%)

Number of Trainings / Short Course attended in session 2019-20 _____ (Pl. Attach full paper)

Any Additional qualification acquired? _____ (Pl. Attach proof)

What do you consider to be your most significant contribution & important achievements of Session 2019-20?

What do you consider to be your most important aims and tasks in Session 2019-20?

Teaching: _____

Others: _____

Signature of _____

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PERFORMANCE APPRAISAL FORMAT FOR TECHNICAL ASSISTANT (FOR ODD SEMESTER 2019-20)

Assessment by Reporting Officer (RO) & Overall Quality marks by RO for:
(Please rate out of 10, 10 for excellent & 1 for Poor)

Heads	Marks
Professional Knowledge and ability	
Knowledge of rules, regulations and procedures	
Quality of Stock Registers, Lab Records & Cleanliness of Labs	
Conduct and behaviour	
Communication skills (Oral and written)	
Co-operation, Interpersonal relations and team work in department	
Work output	
Integrity and Trustworthiness	
Innovations / experiments introduced in the subjects taught	
Overall Feedback / Usefulness (by Reporting Officer)	

General Comments reporting officer for Technical Assistant

(Comments are compulsory for TA getting excellent (10 or 9) or poor (1 or 2) remarks)

Signature of Reporting Officer (Dy. HOD)

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

1. I agree / I do not agree with assessment of Reporting Officer

2. Reason for disagreement (if applicable) & overall assessment

Signature of Reviewing Officer

PS: Proper performance feedback can improve the employee's future performance. It also gives him satisfaction and motivation. Past appraisals, together with other background data, will enable management to properly assess persons for promotion.

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अधिकारी / प्रशासनिक कर्मचारियों के लिए निष्पादन मूल्यांकन प्रारूप (विषम सेमेस्टर सत्र 2019-20)

पूरा नाम : _____ पद : _____ Emp. ID: _____

विभाग : _____ संस्था : _____

आत्म मूल्यांकन अधिकारी / व्यवस्थापक स्टाफ द्वारा किया जाना

क्रम संख्या	काम के अपने दायरे से विवरण, जिम्मेदारी और महत्वपूर्ण योगदान	घंटे / सप्ताह में लगभग सहभागिता	कम्प्यूटर के उपयोग (पूर्ण / आंशिक / शून्य)
1.			
2.			
3.			
4.			
5.			
6.			

दिनांक के साथ अधिकारी / प्रशासनिक कर्मचारियों के हस्ताक्षर

रिपोर्टिंग अधिकारी द्वारा आकलन (सबसे उपयुक्त बॉक्स में टिक)

	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
बुद्धि	असाधारण कुशल और संसाधन और नए और मुश्किल मामलों को समझता है <input type="checkbox"/>	काफी नया और मुश्किल मामलों को संभालने में सक्षम है <input type="checkbox"/>	आम तौर पर उचित स्पष्टीकरण के बाद एक नई स्थिति को समझता है <input type="checkbox"/>	प्रवीणता और कुशलता और केवल सामान्य मामलों को समझता है <input type="checkbox"/>
अनुशासन	अनुकरणीय आचरण <input type="checkbox"/>	आचार संहिता के अनुसार <input type="checkbox"/>	आचरण के सामान्य कोड का पालन करने की कोशिश करता है <input type="checkbox"/>	अनुकरणीय आचरण <input type="checkbox"/>
दायित्व कर्तव्य के प्रति ईमानदारी	बहुत ईमानदारी और काम के प्रदर्शन में भरोसेमंद हमेशा जिम्मेदारी लेने के लिए तैयार <input type="checkbox"/>	ईमानदारी और स्थिर कार्यकर्ता का एक अच्छा रिकार्ड रहा है <input type="checkbox"/>	एक नियमित ढंग से अपनी जिम्मेदारी निभाता है <input type="checkbox"/>	अक्सर कर्तव्य के प्रति जिम्मेदारी निभाने में विफल रहता है <input type="checkbox"/>
असाइनमेंट को पूरा करने हेतु रुचि व क्षमता	पहल करता है और गहरी रुचि लेता है <input type="checkbox"/>	पर्याप्त रुचि लेता है <input type="checkbox"/>	एक नियमित रास्ते में काम करता / करती है <input type="checkbox"/>	अपने कर्तव्यों के निर्वहन में उदासीन <input type="checkbox"/>
काम का बोझ	लगातार आवश्यकताओं से अधिक <input type="checkbox"/>	अक्सर आवश्यकताओं से अधिक <input type="checkbox"/>	आवश्यकताओं को पूरा करता है <input type="checkbox"/>	आवश्यकताओं के नीचे <input type="checkbox"/>

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अधिकारी / प्रशासनिक कर्मचारियों के लिए निष्पादन मूल्यांकन प्रारूप (विषम सेमेस्टर सत्र 2019-20)

रिपोर्टिंग अधिकारी द्वारा आकलन (सबसे उपयुक्त बॉक्स में टिक)

कारक	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
रजिस्टर और अभिलेखों के रखरखाव। रजिस्टर और रिकार्ड रखने की क्षमता को बनाए रखने में।	बहुत साफ। रजिस्टर और अभिलेखों के रखरखाव में सावधान रहता है <input type="checkbox"/>	रजिस्टर और रिकार्ड नियमित रखता है <input type="checkbox"/>	रजिस्टर और नियमित रिकार्ड बनाए रखने की कोशिश करता है <input type="checkbox"/>	रजिस्टर और रिकार्ड ठीक से नहीं रखता है <input type="checkbox"/>
पूर्णमा नीतियों के दत्तक ग्रहण	पूरी तरह से प्रणाली को अपनाया <input type="checkbox"/>	ज्यादातर प्रणाली को अपनाया <input type="checkbox"/>	प्रणाली को आंशिक रूप से अपनाने/सुधार की गुंजाइश <input type="checkbox"/>	बिलकुल भी प्रणाली को नहीं अपनाया <input type="checkbox"/>
समय की पाबंदी और मुस्तैदी, कार्यालय में भाग लेने की धुन, नियुक्तियों का रखवा, कर्तव्यों और नीतियों के अनुसार समय का पालन	असाधारण समय निष्ठ और शीघ्र <input type="checkbox"/>	हमेशा समय निष्ठ और शीघ्र <input type="checkbox"/>	आम तौर पर समय निष्ठ और शीघ्र <input type="checkbox"/>	अनियमित और अशीघ्र <input type="checkbox"/>
नौकरी का ज्ञान नौकरी के बारे में तकनीकी और सामान्य ज्ञान	काम के क्षेत्र की एक असामान्य रूप से और पूरी तरह से महारत है। ज्ञान के लिए उसका / उसकी सीमा का विस्तार करने का प्रयास <input type="checkbox"/>	अच्छी तरह से अपना काम जानता / जानती है <input type="checkbox"/>	सिर्फ काम के लिए पर्याप्त ज्ञान <input type="checkbox"/>	ज्ञान अपर्याप्त है। अभी तक क्षमता प्राप्त नहीं हुआ है <input type="checkbox"/>
नोट्स, ड्राफ्ट तैयार करने और सटीकता के विशेष संदर्भ के साथ पत्राचार को संभालने की क्षमता, पूर्णता, विश्लेषण और अभिव्यक्ति की सत्ता की शक्ति	ध्यान देने योग्य बात और मसौदा तैयार करने में बहुत ही सटीक। बहुत शीघ्र और पत्राचार पर सटीक। उसकी/उसके ड्राफ्ट को संपादन की जरूरत नहीं है <input type="checkbox"/>	ध्यान देने योग्य बात और मसौदा तैयार करने में सटीक। पत्राचार में अच्छा है। उसकी/उसके ड्राफ्ट को शायद ही कभी संपादन करने की आवश्यकता होती है <input type="checkbox"/>	ध्यान देने योग्य बात और मसौदा तैयार करने में साधारण। ड्राफ्ट को संपादन की जरूरत है। कम समय में पत्राचार को संभालने की कोशिश करता/करती है <input type="checkbox"/>	ध्यान देने योग्य बात और मसौदा तैयार करने में असक्षम। पत्राचार के रख रखाव में लापरवाह <input type="checkbox"/>

रिपोर्टिंग अधिकारी द्वारा समग्र मूल्यांकन (Range: 10 - 1, 10 being the highest)

उत्कृष्ट प्राप्त करने के लिए अधिकारी / व्यवस्थापक स्टाफ के लिए रिपोर्टिंग अधिकारी द्वारा टिप्पणियां
Excellent (10-9) & Poor (2-1)

रिपोर्टिंग अधिकारी के हस्ताक्षर

अधिकारी की समीक्षा द्वारा समग्र मूल्यांकन (Range: 10 - 1, 10 being the highest)

- मैं इस बात से सहमत हूँ/ मैं रिपोर्टिंग अधिकारी के आकलन से सहमत नहीं हूँ
- असहमति (यदि लागू हो) एवं समग्र मूल्यांकन के लिए कारण : अधिकारी / व्यवस्थापक स्टाफ के लिए सुधार के लिए अनुशंसित कदम

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
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131-0, FICO Institutional Area
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PERFORMANCE APPRAISAL FORMAT FOR VISITING FACULTY (FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____

Department: _____ Institute: _____

Assignment Given by PU: No. of Hrs / Day: _____ No. of Hrs / Week: _____

Subjects Taught (Code)	Type (L/T/P)	EUf till Last Teaching Day	Midterm Result in %age

Number of papers published in National / International Journals _____ (Pl. Attach full paper)

Number of papers published in Seminars / Conferences _____ (Pl. Attach full paper)

Number of seminar / conference / workshop attended _____ (Pl. Attach proof)

Number of patents applied _____ (Pl. Attach proof)

Please tick the appropriate & attach proof for areas mentioned in row-2 (as applicable)

Worked in Admission Cell ☐ Used Smart Techniques for Teaching ☐ Used PPT in Teaching ☐

SPL's taken outside PU ☐ Research / Project Guidance ☐ Attended any other training (outside PG) ☐

What do you consider to be your most significant contributions and important achievements for session 2019-20?

What do you consider to be your most important aims & tasks for session 2019-20?

Teaching Related: _____

Higher Education / Research: _____

Extra & Co-Curricular: _____

Team Working & Leadership: _____


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PERFORMANCE APPRAISAL FORMAT FOR VISITING FACULTY (FOR EVEN SEMESTER 2019-20)

Assessment by reporting officer (HOD) & Overall Quality marks for:
(Please rate out of 10, 10 for excellent & 1 for Poor)

Heads	Marks
Use of Library / Books / Reference Material for teaching	
Teaching load and regularity in taking class	
Knowledge in the sphere of work	
Communication skills (Oral and written)	
Ability to inspire and motivate students	
Midterm / University Results	
Interpersonal relations and team work in department	
Integrity and Trustworthiness	
Innovations / experiments introduced in the subjects taught	
Overall Feedback / Usefulness (by HOD)	

General Comments reporting officer (HOD) for Teaching Faculty

(comments are compulsory for faculty getting excellent (10 or 9) or poor (1 or 2) remarks)

Signature of HOD

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

- I agree / I do not agree with assessment of Reporting Officer
- Reason for disagreement (if applicable) & overall assessment _____

Signature of Reviewing Officer

PS: Proper performance feedback can improve the employee's future performance. It also gives him satisfaction. Motivation, Past appraisals, together with other background data, will enable management to properly assess persons for promotion.

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Promotion System

Promotion Policy

Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in ACRs. Only performance “good” and above entitles an employee to recognize and suitable reward by way of promotion. While “average” is not an adverse remark, it cannot be regarded as complimentary. The promotion committee should assess the suitability of the employee for promotion on the basis of their service records and Annual Appraisal Reports for five preceding years. If employee is put in service for lesser number of years, Annual Confidential Reports for all completed preceding years of service will become basis for promotion.

Faculty Members are recruited based on the qualifications prescribed by AICTE for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010.

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is


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4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech& PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor</p> <p>Or</p> <p>Minimum of 13 years' experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analysing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>
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C-2.2). Faculty Members (Humanities & Science) & Other Staff:

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	<p>Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted</p>	No minimum Experience requirement.


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		by the UGC, CSIR or similar test accredited by the UGC	
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof. as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level
4	Technical Staff	Diploma in appropriate branch of Engineering & Technology	No minimum Experience requirement.
5	Officer	Graduate	5 yrs. Experience in relevant field
6	Chief Warden	Graduate	5 yrs. Experience in relevant field
7	Warden	Graduate	1 yr. Experience in relevant field
8	Chief Librarian	M. Lib.	5 year Experience in relevant field
9	Assistant Librarian	B.Lib.	5 year Experience in relevant field
10	Transport Officer	Graduate	5 yrs. Experience in relevant field
11	Security Officer	Graduate	5 yrs. Experience in relevant field


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PCE/Estt.&HR/PL/2023-24/6919

Date: 15-09-2023

To,

Dr. Ghanshyam Singh

Associate Professor,

Electronics and Commu. Engineering,

Poornima College

Subject: Promotion Letter

Consequent to your academic achievements and the review of your performance during the last academic year, we are pleased to inform you that you have been promoted to the designation of **Associate Professor**, Department of Electronics and Comm. Engineering in the Pay Band of INR **34700–67000** and Academic Grade Pay of INR **9000**.

We hope that you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify your responsibilities as desired.

Thanking you

Director

Poornima College of Engineering

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PCE/Estt.&HR/PL/2023-24/5353

Date: 01-09-2023

To,

Dr. Abhishek Singh

Associate Professor,

Electrical Engineering,

Poornima College

Subject: Promotion Letter

Consequent to your academic achievements and the review of your performance during the last academic year, we are pleased to inform you that you have been promoted to the designation of **Associate Professor**, Department of Electrical Engineering in the Pay Band of **INR 15600–39100** and Academic Grade Pay of **INR 6000**.

We hope that you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify your responsibilities as desired.

Thanking you

Director

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PCE/Estt.&HR/PL/2023-24/6962

Date: 01-09-2023

To,

Dr. Mayank Gupta

Assistant Professor,

Civil Engineering,

Poornima College

Subject: Promotion Letter

Consequent to your academic achievements and the review of your performance during the last academic year, we are pleased to inform you that you have been promoted to the designation of **Assistant Professor**, Department of Civil Engineering in the Pay Band of INR **15600–39100** and Academic Grade Pay of INR **6000**.

We hope that you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify your responsibilities as desired.

Thanking you

Director

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PCE/Estt.&HR/PL/2023-24/8505

Date: 01-04-2024

To,

Dr. Anant Bhardwaj

Assistant Professor,

Mechanical Engineering,

Poornima College

Subject: Promotion Letter

Consequent to your academic achievements and the review of your performance during the last academic year, we are pleased to inform you that you have been promoted to the designation of **Assistant Professor**, Department of Mechanical Engineering in the Pay Band of INR **15600–39100** and Academic Grade Pay of INR **6000**.

We hope that you will make best use of the opportunity offered to you and contribute substantially to the success of our organisation as you have done in the past and fully justify your responsibilities as desired.

Thanking you

Director

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