## Ahmednagar Jilha Maratha Vidya Prasarak Samaj's INSTITUTE OF

## HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR

Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

	Criterion 6 - Governance, Leadership and Managemen	nt
	Key Indicator – 6.3 Faculty Empowerment Strategies	
6.3.5 Ins AY 2022	titutions Performance Appraisal System for teaching and non- -23	teaching staff
Sr. No.	List of Documents	Page No.
1.	Appraisal forms of teachers (sample copies)	1

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## **INSTITUTE OF**

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◀ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ◀ INST.CODE NO. C001863

#### PART 'A'

YEAR OF PERFORMANCE APPRAISAL :\_ 2022-2023

#### SECTION - A: GENERAL

1.	Name	*	Balasaheb Ramaji Shendag
2.	Designation	•	Asst Professor
3,	Name of the Department / Centre	•	Hotel Operations
4.	Communication Address		A JMNPS IHMCT, Lat Taki Rd, A Nagar
5.	Email Telephone / Mobile number		balasahebshendage @ gmail.com 8149490282
6.	YEAR OF PERFORMANCE APPRAISAL		2022 - 23

#### SECTION - B:

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Audivity	Maximum Score			
	ESSENTIAL	Max. API Score allotted (AP/Asso. P/ P)	Self- apprais al Score	Verified API Score	
а.	. Direct Teaching	70/60/60	70	A <sub>D</sub>	
b,	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10	20	20	
C.	Innovative Teaching - learning methodologies, Up-dating of subject contents/courses, mentoring etc	10/15/20	10	10	
	Total of (I)	100/95/90	100	100	

- a. Actual hours spent per academic year+7.5
- b. Actual hours spent per academic year+10
- c. Actual hours spent per academic year+10

Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/

# CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	M	aximum Sco	<b>1</b> 0
	CO-CURRICULAR AND EXTENSION ACTIVITES	API Score	Self- appraisal	Verified API
a.	Student related co-curricular, extension and field based activities.  (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	45	Score 45	Score
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.  i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)  (ii) Participation in Board of Studies, Academic and Administrative Committees	15	21-5	
•	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15.	15	15
	Total of (II)	45	A5	45

- a. Actual hours spent per academic year÷10
  b. Actual hours spent per academic year÷10
  c. Actual hours spent per academic year÷10

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	Activity Faculty of Sciences / Engineering / Agriculture /Medical / Veterinary Sciences		Maximum score for University / College teacher			
	Research		Library / Physical education / Management	API Score allotted	Self apprais al Score	Verified API Score	
III(A)	Publications (Journals)	Refereed Journals as notified by the UGC [Total Publications = N]	Refereed Journals as notified by the UGC [Total Publications = N]	25./ publication	N X 25		
		No. of Papers with impact factor less than 1 [out of N = N <sub>1</sub> ]	No. of Papers with impact factor less than 1[out of N = N <sub>1</sub> ]	5 / publication	N <sub>1</sub> X 5		
		No. of Papers with impact factor between 1 and < 2 [out of N = N <sub>2</sub> ]	No. of Papers with impact factor between 1 and 2 [out of N = N <sub>2</sub> ]	-10-#-1-refur publication	N <sub>2</sub> X 10		
		No. of Papers with impact factor between 2 and < 5 [out of N = N <sub>3</sub> ]	No. of Papers with impact factor between 2 and 5 [out of N = N <sub>3</sub> ]	15 / publication	N <sub>3</sub> X 15		
		No. of Papers with impact factor between 5 and < 10 [out of N = N <sub>4</sub> ]	No. of Papers with impact factor between 5 and 10 cut of N = N <sub>4</sub> ]	20 / publication	N <sub>4</sub> X 20		
		No. of Papers with impact factor above 10 [out of N = N <sub>5</sub> ]	No. of Papers with impact factor above 10 [out of N = N <sub>s</sub> ]	25 / publication	N <sub>5</sub> X 25		
		Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	10 / Publication	N6 X 10		
				Total of III (A)			

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Publications other than journal articles (books, chapters in books)	Text/Reference; Books published by international Publishers, with a ISBN/ISSN number as approved by the University and posted on its website  No. of single author book(s) = M <sub>1</sub>	Text/Reference, Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website  No. of sole author book(s) = Mi	30 /single Author book	M <sub>1</sub> X 30
The state of the s	Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website.  No. of single author book(s) = M <sub>2</sub>	Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt Publications as approved by the University and posted on its website.  No. of single author book(s) = M2	20 /single Author book	M≥ X 20 =
	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M <sub>3</sub>	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M <sub>3</sub>	15 /single Author book	M <sub>3</sub> X.15
	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  [ No. of chapter(s) = Ma./Ms.]	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  [ No. of chapter(s) = M4 /Ms ]	International 10 /Chapter International 10 /Chapter	M <sub>4</sub> X 10
	other than journal articles (books, chapters	other than journal articles (books, chapters in books)  Text/Reference; Books published by international Publishers, with approved by the University and posted on its website  No. of single author book(s) = M1  Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website.  No. of single author book(s) = M2  Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M2  Chapters in Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M3  Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of chapter(s) =	other than journal articles (books, chapters in books)  Text/Reference, Books published by international Publishers, with (ISBN/ISSN number as approved by the University and posted on its website  No. of single author book(s) = M₁  Subject Books, published by National level publishers, with (ISBN/ISSN number or State / Central Govt Publications as approved by the University and posted on its website.  No. of single author book(s) = M₂  Subject Books, published by National level publishers, with (ISBN/ISSN number or State / Central Govt Publications as approved by the University and posted on its website.  No. of single author book(s) = M₂  Subject Books, published by Other local publishers, with (ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M₂  Subject Books, published by Other local publishers, with (ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M₂  Chapters in Books, published by Other local publishers, with (ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M₂  Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  ISBN/ISSN number as approved by the University and posted on its website.  IND of chapter(s) = [No. of chapter(s)	Text/Reference, Books   published by international   Publishers with   ISBN/ISSN number as approved by the   University and posted on its website   No. of single author book(s) = M₁

III(C)	RESEARCH PRO	JEGI				
III (C) ()	Sponsored Projects	(a) Major Projects with grants above Rs, 30 lakhs [No. of S. Project(s) = P <sub>1</sub> ]	Major Projects with grants above Rs. 5 lakhs [No. of S. Project(s) = P <sub>1</sub> ]	20 / Project	P1 X 20	
		(b) Major Projects with grants above Rs. 5 lakhs up to 30 lakhs [No. of S, Project(s) = P <sub>2</sub> ]	Major Projects with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [ No. of S. Project(s) = P <sub>2</sub> ]	15 / Project	P <sub>2</sub> X 15	
	Figure 1	(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs [No. of S. Project(s) = P <sub>3</sub> ]	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs [No. of S. Project(s)= P <sub>3</sub> ]	10 / Project	P₃ X 10	
III(C): (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 10 lakhs [ No. of C. Projects=R ]	Amount mobilized with minimum of Rs.2 lakhs [No. of C. Projects = R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	RX10	
III (C) (v)	Projects Outcome / + Outputs	Patent/Technology transfer/ Product/Process  [_a) No_ of international level output = O <sub>1</sub> b) No_ of national level output = O <sub>2</sub> ]	Major Policy document prepared for [a) international bodies like WHO/UNO/UNESCO/UNICEFetc. Central / State Govt./Local Bodies [a) No./International bodies = O1 [b)No./Central Government = O2] [c) No./State Government = O3] [d) No./Local bodies = O4]	(O <sub>1</sub> )30/ international level; (O <sub>2</sub> )20/ national level/central Govt. (O <sub>3</sub> )10/ State Govt. (O <sub>4</sub> ) 5/ Local bodies	O <sub>1</sub> X 30 = O <sub>2</sub> X 20 = O <sub>3</sub> X 10 = O <sub>4</sub> X 5 =	
				Total of III (c)		

III(D)	RESEARCH GUID	ANCE,			
III (D); (i)	M. Phil.	Degree awarded No. of Candidates = D <sub>1</sub> ]	Degree awarded No of Candidates = D <sub>1</sub> ]	5/candidate	DiX. 5
III (D). (ii)	Ph.D.	[a) Degree awarded - No. of Candidates = D₂ b) Thesis submitted - No. of Candidates = D₃]	[a) Degree awarded - No. of Candidates = D <sub>2</sub> b) Thesis submitted - No. of Candidates = D <sub>3</sub> ]	15/candidate- 10/candidate	D <sub>2</sub> X15 = ' D <sub>3</sub> X10 =
		Avordsond Invited to		Total of III(d)	
III(E)	- Ollowe bloc				
III(E)	Fellowships/	Awards and Invited lec	International Award /	merences /	seminars

		=T <sub>1</sub> ]	[=T <sub>d</sub> ]		
		National Award/Fellowship from academic bodies  [ No. of Award/Fellowship =T <sub>2</sub> ]	National award/ Fellowship from Academic bodies/ associations  [ No. of Award/Fellowship =T <sub>2</sub> ]	10 each Award/Fello wship	T <sub>2</sub> X 10
		State/University level Award from academic bodies [ No. of Award =T₃]	State/University level Award from academic bodies/associations [ No. of Award/Fellowship =T <sub>3</sub> ]	5 each award	T <sub>3</sub> X 10
(E) (ii)	Invited lectures / papers  (The score under this sub-	International [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	International  [No, of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	7/5 each	C <sub>1</sub> X 7' C <sub>2</sub> X 5
	category shall be restricted to 20% of the minimum fixed	National [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	National  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	5/3 each	C <sub>1</sub> X5 — C <sub>2</sub> X3
	for Category III for any Assessment period.)	State/University level [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	State/University level  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	3/2 each	C <sub>1</sub> X 3 C <sub>2</sub> X 2
				Total of III(E)	
III(F)	Development of delivery proces	f e-learning 10 per m s/material 10×		No. of mo	dules x 10 =

Total of - III (A+B+C+D+E+F)

Grand Total of Category (I + II + III) 195

Signature of the teacher

Signature of HOD / Director

Date: 31/05/2023

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### PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor/Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Vice Chancellor(for Heads)/ Head of the Department(for teachers) of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Grade	Teaching [Category I of Part 'A']  Verified API Score			Extension [Category II of Part 'A']		
Orace				Sen A. C. L. L. B. K. K. K. K.	y n or rant Aj	
	Asst. P.	Asso. P.	Professor	Grade	Verified API Score	
Outstanding	92-100	87-95	83-90	Outstanding	20.45	
Very Good	84-91	79-86	76-82	Very Good	36-45	
Positively Good	76-83	72-78	19 - 1 C. C. S. S. S. W. W. H. S. S.		31-35	
Good	68-75	65-71	61-67	Positively Good	25-30	
Average	60-67	57-64		Good	20-24	
Below Average	0-59			Average	14-19	
_cicv average	0-59	0-56	0-53	Below Average	0-13	

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	, , , , , , , , , , , , , , , , , , ,
Teaching		V		χο,	(0-)	(c)
Extension		· . /				
Research						
Administration						

(b) Grading: [General Assessment on the basis of the assessment made in Clause 2(a) above]
(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average :

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :

4. Remarks and suggestions :

Signature (Head of the Department)

Remarks of the Vice-Chancellor/Principal (Adverse remarks as well as remarks of appreciation)

Perframence Sochisfactory.
Held I publish research Pe

Signature (Vice Chancellor/Principal)

3 I/c. Principal Institute of Hotel Managornent & Catering Technology Lal Teki Roud, AHMEDNAGAR-414 001

## Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

## **INSTITUTE OF**

## HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR.

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#### PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 2022

#### SECTION - A: GENERAL

1.	Name	:	SONAWANE GOKUL T
2.	Designation		Asst. Professor
3.	Name of the Department / Centre		Hotel operations.
4.	Communication Address	:	Lal Taki Road, Residentia Hish School Ground, Al Maga
5.	Email Telephone / Mobile number	<b>.</b>	gtsongware @gmail.or
6.	YEAR OF PERFORMANCE APPRAISAL		2022-23

#### SECTION - B:

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score			
	ESSENTIAL	Max. API Score allotted (AP/Asso. P/ P)	Self- apprais al Score	Verified API Score	
a.	Direct Teaching	70/60/60	70	70	
b),	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10	20	20	
Ċ.,	Innovative Teaching - learning methodologies, Up-dating of subject contents/courses, mentoring etc	10/15/20	(10	10	
	Total of (I)	100/95/90	100	100	

- a. Actual hours spent per academic year+7.5
- b. Actual hours spent per academic year+10
- C. Actual hours spent per academic year+10

Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/

# CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

-Sr. No.	Nature of Activity	I. M	aximum Sco	ro
	CO-CURRICULAR AND EXTENSION ACTIVITES	API Score	Self- appraisal	Verified API
a.	Student related co-curricular, extension and field based activities.  (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NGC etc.)  (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	######################################	Score	Score
	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.  i): Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-incharge/similar other duties that require regular office hrs for its discharge)  (ii): Participation in Board of Studies, Academic and Administrative Committees.	15:*	15	is in the second
o <b>,</b>	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)		15	LS"
	Total of (II)	45	45	45

- Actual hours spent per academic year+10
- b. Actual hours spent per academic year+10
- C. Actual hours spent per academic year+10

111(6)	Publications other than journal articles (books, chapters in books)	Text/Reference; Books published by international Publishers; with a ISBN/ISSN number as approved by the University and posted on its website  No. of single author book(s) = M <sub>1</sub>	Text/Reference, Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website  No. of sole author book(s) = M <sub>1</sub>	30 /single Author book	M <sub>1</sub> X 30	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website.  No. of single author book(s) = M <sub>2</sub>	Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt Publications as approved by the University and posted on its website.  No. of single author book(s) = M2	20 /single Author book	M <sub>2</sub> × 20 =	(
	2. 42 (\$200.42°) 2. 42 (\$200.42°)	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M <sub>3</sub>	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.  No. of single author book(s) = M <sub>3</sub>	15 /single Author book	M <sub>3</sub> X.15	
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  [ No. of chapter(s) = M <sub>4</sub> /M <sub>6</sub> ]	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  [ No. of chapter(s) = M4 /M5 ]	International 10 /Chapter International 10 /Chapter	M <sub>4</sub> X 10	

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	Engineering / [ Agriculture /Medical / [ Veterinary Sciences		Maximum score for University / College teacher			
III(A)	Research		Library / Physical education / Management	API Score allotted	Self apprais al Score	Verified API Score	
	Publications (Journals)	Refereed Journals as notified by the UGC [Total Publications = N]	Refereed Journals as notified by the UGC [Total Publications = N]	25 / publication	N X 25	-	
		No. of Papers with impact factor less than 1 [out of N = N <sub>1</sub> ]	No. of Papers with impact factor less than 1[out of N = N <sub>1</sub> ]	5 / publication	N <sub>1</sub> X 5		
		No. of Papers with impact factor between 1 and $<$ 2 [out of N = N <sub>2</sub> ]	No. of Papers with impact factor between 1 and 2 [out of N = N <sub>2</sub> ]	-10-/	N <sub>2</sub> X 10		
		No. of Papers with impact factor between 2 and < 5 [out of N = N <sub>3</sub> ]	No. of Papers with impact factor between 2 and 5 [out of $N = N_3$ ]	15 / publication	N <sub>3</sub> X 15	-	
		No. of Papers with impact factor between 5 and < 10 [out of N = N <sub>4</sub> ]	No. of Papers with impact, factor between 5 and 10 [out of N = N <sub>4</sub> ]	20 / publication	N <sub>4</sub> X 20		
		No. of Papers with impact factor above 10 [out of N = N₅]	No. of Papers with impact factor above 10 [out of N = N <sub>s</sub> ]	25 / publication	N <sub>5</sub> X 25		
		Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	10 / Publication	N6 X 10		

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Page 3 of 8

III(C) :	RESEARCH PRO	JEGT ·				
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs [No. of S. Project(s) = P <sub>1</sub> ]	Major Projects with grants above Rs. 5 lakhs [No. of S. Project(s) = P <sub>1</sub>	20 / Project	P <sub>1</sub> X 20	
		(b) Major Projects with grants above Rs. 5 lakhs up to 30 lakhs [No. of S. Project(s) = P <sub>2</sub> ]	Major Projects with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [ No. of S. Project(s) = P <sub>2</sub> ]	15 / Project	P <sub>2</sub> ,X-1,5	
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs [ No. of S. Project(s) = P <sub>3</sub> ]	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs [No. of S. Project(s)= P <sub>3</sub> ]	10 / Project	P₃ X∶10	•
III(C); (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 10 lakhs [ No. of C. Projects=R ]	Amount mobilized with minimum of Rs.2 lakhs [No. of C. Projects = R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	RX10	
III.(C) (v)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process  [_a) No₂ of international level output = O₁  b) No₂ of national level output = O₂]	Major Policy document prepared for [a) international bodies like WHO/UNO/UNESCO/UNICEFetc. Central / State Govt./ Local Bodies [a) No./International bodies = O1 [b)No./Central Government = O2] [c) No./State Government = O3] [d) No./Local bodies = O4]	(O <sub>1</sub> )30/ international level; (O <sub>2</sub> )20/ national level/central Govt. (O <sub>3</sub> )10/ State Govt. (O <sub>4</sub> ) 5/ Local bodies	O <sub>1</sub> X 30 = O <sub>2</sub> X 20 = O <sub>3</sub> X 10 = O <sub>4</sub> X 5 =	

III(D)	RESEARCH GUID	ANCE			
III (D) <sup>.</sup> (i)	M. Phil.	Degree awarded No. of Candidates = D <sub>1</sub> ]	Degree awarded No.of Candidates = D <sub>1</sub> ]	5/candidate	D <sub>1</sub> X, 5
III (D): (ii)	Ph.D.	[a) Degree awarded - No. of Candidates = D₂ b) Thesis submitted - No. of Candidates = D₃]	[ a) Degree awarded - No. of Candidates = D <sub>2</sub> b) Thesis submitted - No. of Candidates = D <sub>3</sub> ]	15/candidate- 10/candidate	D <sub>2</sub> X15 =/ D <sub>3</sub> X10 =
				Total of III(d)	W) -
III(E)	Fellowships,	Awards and Invited lec	tures delivered in co	nferences /	seminars
III (E) (i)	Fellowships/ Awards)	International Award/Fellowship from academic bodies  [ No. of Award/Fellowship	International Award / Fellowship from academic bodies/ associations [No. of Award/Fellowship	15 each Award/Fello wship	T₁X 15

		=T <sub>1</sub> ]	=T <sub>i</sub> j			
		National Award/Fellowship from academic bodies [No. of Award/Fellowship =T <sub>2</sub> ]	National award/ Fellowship from Academic bodies/ associations  [ No. of Award/Fellowship =T <sub>2</sub> ]	10 each Award/Fello wship	T <sub>2</sub> × 10	
		State/University level Award from academic bodies [ No. of Award =T <sub>3</sub> ]	State/University level Award from academic bodies/associations [ No. of Award/Fellowship =T <sub>3</sub> ]	5 each award	T <sub>3</sub> X 10	
(E) (ii)	Invited lectures / papers  (The score under this sub-	International [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	International  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	7/5 each	C <sub>1</sub> ×7 = 7 C <sub>2</sub> ×5 = 5	
	category shall be restricted to 20% of the minimum fixed	National [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	National  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	5/3 each	C <sub>1</sub> X 5 = C <sub>2</sub> X 3	
	for Category III for any Assessment period.)	State/University level [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	State/University level  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	3/2 each	C <sub>1</sub> X 3	
				Total of III(E)	05	05
III(F)	Development of delivery process	f e-learning 10 per s/material 10	module ← <b>6</b> -	No. of mo	odules x 1	

Total of - III (A+B+C+D+E+F) 205

Grand Total of Category (I+II+III) 350

Signature of HOD / Director

Date: 31105/2023

Signature of the teacher

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### PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor/Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Vice Chancellor(for Heads)/ Head of the Department(for teachers) of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Grade	Teachin	g [Categor]	y I of Part 'A']	Extension [Category II of Part 'A']		
Crace	Verified API Score			Test Comments of the Comments	, , Aj	
	Asst. P.	Asso. P.	Professor	Grade	Verified API Score	
Outstanding	92-100	87-95	83-90	Outstanding	20.45	
Very Good	84-91	79-86	76-82	Very Good	36-45	
Positively Good	76-83	72-78			31-35	
Good	68-75	65-71	61-67	Positively Good	25-30	
Average	60-67	57-64		Good	20-24	
Below Average	0-59		54-60	Average	14-19	
-civir Average	0-59	0-56	0-53	Below Average	0-13	

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	
Teaching		<b>\</b>		νο,	, (5-)	(c)
Extension				/		
Research						
Administration		/				

(b) Grading: [General Assessment on the basis of the assessment made in Clause 2(a) above] (A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average :

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :

4. Remarks and suggestions:

Publications con too started.

Signature (Head of the Department)

Remarks of the Vice-Chancellor/Principal (Adverse remarks as well as remarks of appreciation)

Signature (Vice Chancellor/Principal)

Perfermance is substruction

I/c. Principal
Institute of
Hotel Management & Gatering Technology
Lai Taki Poed, AHMEDNAGAE

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## Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

## **INSTITUTE OF**

## HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR.

Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affilliated to S.P. Pune University ¶ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ¶ INST. CODE NO. C001863

#### PART 'A'

YEAR OF PERFORMANCE APPRAISAL: 2022 - 23

#### SECTION - A: GENERAL

1.	Name		KHATAVKAR RACHANA R
2.	Designation	7 8 1	- ASST. PROFESSOR
3,	Name of the Department / Centre		HOTEL OPERATIONS
4.	Communication Address	:	LAL TAKI ROAD, OPP. RESIDENTIAL SCHOOL GROUND
5.	Email Telephone / Mobile number		9552843707 Rachana Khatawkak21@gmail. 100
6.	YEAR OF PERFORMANCE APPRAISAL	•	2-022-23

#### SECTION - B:

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity ESSENTIAL	Maximum Score				
a,	. Direct Teaching	Max. API Score allotted (AP/Asso. P/ P)	Self- apprais al Score	Verified API Score		
b.	Examination duties	70/60/60	70	70		
	(question paper setting, invigilation, evaluation of answer scripts) as per allotment	20/20/10	2_D	20		
č.	Innovative Teaching - learning methodologies, Up-dating of subject contents/courses, mentoring etc	10/15/20	20	20		
S Assessin	Total of (I)	100/95/90	100	100		

urs spent per academic year+7.5

Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/

b. Actual hours spent per academic year+10

C. Actual hours spent per academic year+10

# CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	М	aximum Sco	re
	CO-CURRICULAR AND EXTENSION ACTIVITIES	API Score	Self- appraisal	Verified API
a.	Student related co-curricular, extension and field based activities.  (i) Discipline related co-curricular activities (e.g. remedial classes, career counsaling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  (iii) Extension and dissemination activities (public /popular lectures/talks/seminars êtc.)	45.	Score:	Score
6. H	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:  1): Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-incharge/similar other duties that require regular office hrs for its discharge)  (ii): Participation in Board of Studies, Academic and Administrative Committees:	15:	10	10
	Professional Development activities (such as participation in seminars, conferences; short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	15	ŢŠ.
	Total of (II)	45	35	35

- Actual hours spent per academic year+10 Actual hours spent per academic year+10 Actual hours spent per academic year+10

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	Engineering / Agriculture /Medical /i Veterinary Sciences	Faculties of Languages I Humanities / Arts I Social Sciences/ Library / Physical	Maximum score for University / College teacher		
	Research		education <i>l</i> Management	API Score allotted	Self apprais al Score	Verified API Score
m(e)	Publications (Journals)	Refereed Journals as notified by the UGC [Total Publications = N]	Refereed Journals as notified by the UGC [Total Publications = N]	25./ publication	N X 25	
		No. of Papers with impact factor less than 1 [out of N = N <sub>1</sub> ]	No. of Papers with impact factor less than 1[out of N = N <sub>1</sub> ]	5 / publication	N <sub>1</sub> X 5	-
		No. of Papers with impact factor between 1 and $< 2$ [out of N = N <sub>2</sub> ]	No. of Papers with impact factor between 1 and 2 [out of $N = N_2$ ]	-10-⊬-∟cen publication	N <sub>2</sub> X 10 ≡	
		No, of Papers with impact factor between 2 and < 5 [out of N = N <sub>3</sub> ]	No, of Papers with impact factor between 2 and 5 [out of $N = N_3$ ]	15/ publication	N <sub>3</sub> X 15	
		No. of Papers with impact factor between 5 and < 10. [out of N = N <sub>4</sub> ]	No. of Papers with impact factor between 5 and 10 [out of N = N <sub>4</sub> ]	20 / publication	N <sub>4</sub> X 20	
		No. of Papers with impact factor above 10 [out of N = N <sub>5</sub> ]	No. of Papers with Impact factor above 10 [out of N = N <sub>5</sub> ]	25 / publication	N <sub>5</sub> X 25 =	
		Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	Other Reputed Journals as notified by the UGC [No. of papers = N <sub>6</sub> ]	10 / Publication	N6 X 10	
				Total of III (A)	00	00

The API for joint publications shall be calculated in the following manner; Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III(b)	Publications other than	Text/Reference; Books	Text/Reference, Books			
	Journal articles: (books, chapters in books)	published by international Publishers, with it. ISBN/ISSN number as approved by the University and posted on its website  No. of single author.	published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website  No. of sole author book(s)	30 /single Author book	# M <sub>1</sub> X 30 =	
X		Subject Books, published by National level publishers, with ISBN/ISSN number or.	Subject Books, published by National level publishers, with ISBN/ISSN number or			
		State / Central Govt.  Publications as approved by the University and posted on its website.  No. of single author book(s) = M <sub>2</sub>	State / Central Govt. Publications as approved by the University and posted on its website.  No. of single author book(s) = M <sub>2</sub>	20 /single Author book	M₂ X 20 =	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.	15 /single Author book	M₃X.15 =	
		No. of single author book(s) = M <sub>3</sub>	No. of single author book(s) ≡ M <sub>3</sub> .			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website:  [ No. of chapter(s) = 1 Ma / Ma]	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.  [No: of chapter(s) == Ma /Ms ]	International 10 /Chapter International 10 /Chapter	M4 X 10 = M5 X 5	
				Total of III (B)	0.0	00

III(C) ·	RESEARCH PRO	JECT				
III (C) 10)	Sponsored Projects	(a): Major Projects with grants above Rs. 30 lakhs. [No. of S. Project(s) = P₁]	Major Projects with grants above Rs. 5 lakhs	20 / Project	P <sub>1</sub> X 20	
	S-F.	(b) Major Projects with grants above Rs. 5 lakhs up to 30 lakhs [No. of S, Project(s) = P <sub>2</sub> ]	Major Projects with minimum of Rs, 3 Jakhs up to Rs, 5 Jakhs [ No. of S, Project(s) = P <sub>2</sub> ]	15 / Project	P₂X:15	
# ### 2		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs [No. of S. Project(s) = P <sub>3</sub> ]	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs [No. of S. Project(s)= P <sub>3</sub> ]	10 / Project	P3 X 10. ≕	
III(C); (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 10 lakhs [ No. of C. Projects=R ]	Amount mobilized with minimum of Rs.2 lakhs [No. of C. Projects = R]	10 per every Rs. 10 lakhs and Rs. 2 lakhs Respectively	RX10	
JIL(C) (V)	Projects Outcome / *** Outputs	Patent/Technology transfer/ Product/Process  [_a): No. of international level output = O <sub>1</sub>	Major Policy document prepared for: [a) international bodies like WHO/UNO/UNESCO/UNICEFetc. Central / State Govt./ Local Bodies [a) No./International bodies = O1 [b)No./Central Government = O2] [c) No./State Government = O3] [d) No./Local bodies = O4]	(O <sub>1</sub> )30/ international level; (O <sub>2</sub> )20/ national level/central Govt. (O <sub>3</sub> )10/ State Govt. (O <sub>4</sub> ) 5/ Local bodies	O <sub>1</sub> X 30 = O <sub>2</sub> X 20 = O <sub>3</sub> X 10 = O <sub>4</sub> X 5 =	
				Total of III (c)	00	

III(D)	) RESEARCH GUIDANCE						
III (D) (i)	M. Phil.	Degree awarded No. of Candidates = D <sub>1</sub> ]	Degree awarded No. of Candidates = D <sub>1</sub> ]	5/cándidate	D <sub>1</sub> X, 5		
iπ (D). (ii)	.: No. of Candidates = D₂ No. of Cand b) Thesis submitted - b) Thesis su		[a) Degree awarded - No. of Candidates = D <sub>2</sub> b) Thesis submitted - No. of Candidates = D <sub>3</sub> ]	15/candidate- 10/candidate	D <sub>2</sub> X15 = '/ D <sub>3</sub> X10 =		
III(E)				Total of III(d)			
nitr'i	reliowships,	Awards and Invited lec	tures delivered in co	nferences /	seminars		
(E) (f)	Fellowships/ Awards)	International Award/Fellowship from academic bodies [No. of Award/Fellowship	International Award / Fellowship from academic bodies/ associations [No. of Award/Fellowship:	Award/Fello	T <sub>4</sub> X:15		

		=T <sub>1</sub>	<b>170</b>			, x
		National Award/Fellowship from academic bodies [No. of Award/Fellowship =T <sub>2</sub> ]	National award/ Fellowship from Academic bodies/ associations  [No. of Award/Fellowship =T <sub>2</sub> ]	10 each Award/Fello wship	T <sub>2</sub> ×10	
		State/University level Award from academic bodies [ No. of Award ⊐T <sub>3</sub> ]	State/University level Award from academic bodies/associations [ No. of Award/Fellowship =T <sub>3</sub> ]	5 each award	T <sub>3</sub> X 10	
(E) (ii)	Invited lectures / papers  (The score under this subcategory shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.)	International [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	International  [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	7/5 each	C <sub>1</sub> ×7 C <sub>2</sub> ×5	6
		National [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	National [No. of Lectures=C <sub>1</sub> No. of Papers=G <sub>2</sub> ]	5/3 each	C <sub>1</sub> X 5 ≡ C <sub>2</sub> X 3	
fo A		State/University level [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	State/University level [No. of Lectures=C <sub>1</sub> No. of Papers=C <sub>2</sub> ]	3/2 each	C <sub>1</sub> X 3 = C <sub>2</sub> X 2	
. Mil				Total of III(E)	00	
III(F)	Development o delivery proces	f e-learning 10 per m s/material / O×	TOTAL TO A TOTAL TO THE STATE OF THE STATE O	No. of mo	odules x	10 = 6 X10

Total of - III (A+B+C+D+E+F) (100+35+0+0+0+66

Grand Total of Category ( I + II + III )

Trataulas

Signature of HOD / Director

Date: 31057 2023

Page 6 of 8

### PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor/Principal or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Vice Chancellor(for Heads)/ Head of the Department(for teachers) of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner

Grade	Teaching [Category I of Part 'A']  Verified API Score			Extension [Category II of Part 'A']		
Orace				Section and the section of the secti		
	Asst. P. Asso.		Professor	Grade	Verified API Score	
Outstanding	92-100	87-95	83-90	Outstanding	20.15	
Very Good	84-91	79-86	76-82	Very Good	36-45	
Positively Good	76-83	72-78	HALL TO A STATE OF THE COLUMN		31-35	
Good	68-75	65-71	61-67	Positively Good	25-30	
Average	60-67	57-64	54-60	Good	20-24	
Below Average	0-59	0-56	A seem the same of the	Average	14-19	
		. 0-00	0-53	Below Average	0-13	

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	
Teaching		V			(6-)	(c)
Extension				V		
Research						
Administration		<b>V</b>				

(b) Grading : [General Assessment on the basis of the assessment made in Clause 2(a) above] (A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average:

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c):

4. Remarks and suggestions :

Should take interest in Research auburtes

Signature (Head of the Department)

Remarks of the Vice-Chancellor/Principal (Adverse remarks as well as remarks of appreciation)

Signature (Vice Chancellor/Principal)

Inc. Principal
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