

Maulana Azad College of Arts, Science & Commerce,

Dr. Rafiq Zakaria Campus-I, Post Box No.27, Dr. Rafiq Zakaria Marg, Rauza Bagh,
Aurangabad – 431001 Maharashtra

0240-2381102, 2381668 | Web: <https://maca.ac.in>. | Fax: 0240-2390422 | Email: macprincipal@gmail.com

* Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

* Recognized Minority Institute

* UGC – 2(f) & 12 (B) Status

* NAAC Re-accredited (Grade A) in two consecutive cycles. * Unnat Bharat Abhiyan

* Grade A in Academic and Administrative Audit (Dr. BAMU)* District Green Champion Award (MGNCRE)

* UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

STAFF APPRAISAL POLICY

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2	Sample Appraisal Format for Teaching Staff
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Staff Appraisal Policy Document

Teaching Staff:

Appraisal under Career Advancement Scheme

1. The institute is transparent and adheres to the guidelines of UGC, State government, and affiliating university for the promotion of teachers under Career Advancement Scheme.
2. IQAC will check the CAS documents and research score and sign on the proposal submitted for CAS.

Appraisal at college level

1. Annual Self Appraisal formats are revised by IQAC to incorporate new parameters as per the directives of UGC, GoM.
3. Self Appraisal: Duly filled in self Appraisal forms from teaching staff are collected online and offline annually by IQAC.
4. Peer Feedback: self appraisal reports filled by individual teachers are endorsed by Head of respective department.
 - Role of IQAC: Teachers' advancement is monitored by IQAC, Research Committee, college committees, NAAC steering committee and Principal. IQAC has a dedicated mechanism in the form of set format to monitor teachers' academic and research activities.
5. Students' Feedback: Students of the college provide feedback on their teachers which is then compiled and analyzed by Feedback committee and submitted to IQAC. The feedback is communicated to staff by the Principal. Suggestions are given to concerned teachers as and when required.
6. Performance of teachers: This is monitored by Head/Principal of the college by visiting classroom for lecture observation that follows individual counselling if needed. Similarly, teachers are also acknowledged for their promising performance and felicitated for outstanding research activities.





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Non-Teaching Staff:

7. The Self-Appraisal Report of non grant and grant in aid Non-teaching staff is taken on an annual basis using structured questionnaire which is then forwarded by the Registrar to the nonteaching faculty.
8. Their work reports are also taken from the respective incharges/ HODs.
9. Based on the performance and the feedback, the Principal guides and motivates non-teaching Staff.
10. The appraisal reports are analyzed, yearly increments for the nonteaching staff of non aided section is decided.


Dr. Mazahar Ahmed Farooqui
Principal

Principal
Maulana Azad College of Arts,
Science & Commerce,
Rauza Bagh, Aurangabad.

Administrative Staff Self-Appraisal

Academic Year 2019-2020

Name :-					
Post Working					
Dept/ office/ library: . _____					
Employee Self — Evaluation Form					
Please answer all of the following questions to the best of your abilities. Place a check mark in the appropriate box to indicate your answer. Once you have finished answering the questions total all of the scores in each of the columns, and then add each of the columns in to once comprehensive score, This final score is your self-evaluation score; the higher that this score is, then the more confident you feel about the college, It's structure, and your role in the college.					
Question	Don't Agree (0)	Somewhat Agree (1)	Agree (2)	Strongly Agree (3)	Totally Agree (4)
I know, and understand, the responsibilities of my job.					
I know who my supervisor is, and what their responsibilities are.					
I feel that my workload is heavier than it needs to be.					
I feel that I can go to my supervisor with any problem that I may have.					
I know what my benefits are.					
I believe that I am a productive in my job.					
I believe that I am part of productive and active team.					
I know what my college long term goals are.					
I am familiar with the organizational structure of the college					
I believe that I have had enough training to perform my job.					
Total the number for each column.					
Add all the columns together.					

Signature:

Principal



MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE,
Dr. Rafiq Zakari Campus, Rauza Bagh, Aurangabad

Annual Performance Report

Year: _____

(Provide accurate information of the academic year _____ only)

(Attach supporting documents wherever mentioned)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Department :
3. Current Designation & Grade Pay :
4. Date of Joining :
5. Date of last Promotion :
6. Date of eligibility for promotion :
7. Address (With Pin Code) :

Telephone No. :

Email :

8. Degree(s)

Degrees	Title	Date of Award	University

9. Period of teaching experience:

P.G. Classes (in years) :

U.G. Classes (in years) :

10. Research Experience excluding years spent in M. Phil / Ph. D (in years)

11. Fields of Specialization under the Subject / Discipline: Computer Science



12. Orientation / Refresher Course/ ISTE -

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

13. Period of absence from duty (leave CL / ML / DL etc). during the year 2021-22

Date	Leave Details

14. Participation in College Committees:

Sr. No.	Committee	Activities undertaken
1.		
2.		
3.		
4.		
5.		

15. Contribution to college development: (Summarize in 4-5 sentences using Bullets).

PART B: ACADEMIC PERFORMANCE INDICATORS
(Academic Year: 2021-22)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a. i. Classroom teaching lectures, seminar (As per allocation)

Sr. No.	Course/ Paper	Class	Mode of Teaching*	No. of Lectures allotted		No. of Lectures engaged per annum (I Term & II Term)
				Per week	Per annum	
1						
2						
TOTAL						

*Lecture (L), Seminar (S)

a. ii. Classroom teaching (including lectures, seminar) in excess of UGC norms (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	Hours/Lectures per academic year engaged
1				
2				

*Lecture (L), Seminar (S)

a. iii. Tutorials and Practical's, Field work, Project Supervision (Actual as per student attendance register)

Sr. No.	Course/ Paper	Tutorials/Practical/Field work/ Project supervision	Lectures per academic year engaged
1			
2			
3.			
4.			
5.			
6.			

a.iv. Result analysis

Class	Subject	Students appeared	Students passed	Passing %ge	Remarks

a.v. Special efforts for student engagement:

b. Examination duties during the academic year 2021-2022

Sr. No.	Type of Duties	Dates		Actual Hours spent
		From	To	
1.	Question paper setting			
2.	Invigilation/supervision			
3.	Flying squad			
4.	Custodian			
5.	CAP: Director/Assist.			
6.	Unfair menace committee			
7.	Internal assessment			
8.	External assessment			
9.	Re evaluation			

c. Innovative Teaching –(Academic year 2021-2022).

Sr. No.	Nature of Activity	Description	Actual hours spent per academic year
1.	Learning Methodologies		
2.	Use of innovative methodologies for Teaching		
3.	Use of ICT		
4.	Updating of subject content		
5.	Course improvement		
6.	Preparation of study material		
7.	Interaction with entrepreneur / social worker		
8.	Mentoring		
9.	Participative teaching		
10.	Role playing		

Note: For (a) Teaching Diary as proof.

For (b) & (c) submit relevant letters/documents/e-content as proof.

CO- CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Academic year 2021-22).

Student related co-curricular, extension and field based activities.		
Nature of Activity	Description	Hours spent
i. Discipline related co-curricular activities organized		
Field work, field studies study tour		
Student seminar		
Remedial classes		
Career counseling		
NET/SET/GETT/Workshop (1 week)		
Quiz, debate, elocution, (on subject)		
Essay competition on subject		
Exhibition		
Subject / faculty day celebration		
Survey conduction		
Subject association activity		
ii. Other co-curricular activities		
Cultural program Coordinator		
NSS, NCC officer/ Assist. officer		
Eradication of superstitions		
Tree plantation		
AIDS / Awareness		
Blood donation camp		
Student welfare officer		
Placement officer		
Sports Committee		
iii. Extension and dissemination activities		
Positions held / Leadership role played in organization linked with Extension work		
Community work such as—National integration, human Right, peace, Scientific temper flood/ drought relief		
Public lectures delivered (Related to subject)		
Talks delivered in a program as chief guest		
Seminars in public interest		
General awareness activities		
Organizing subject related event like lecturer on special topics		
Popular writings not covered under(III)		
(Evidence to be provided.)		

Contribution to corporate life and management of the institution through participation in academic and administrative committees and responsibilities.

Nature of Activity	Description	Hours Spent
i. Administrative responsibility		
Dean, Principal, Management Council member		
Director of School/Institute		
IQAC coordinator,		
Refresher/Orientation coordinator		
Head of Department		
Chairperson/ Convener		
Teacher-in-charge or similar duties that need e regular office hours		
(for its discharge) per duty		
ii. Participation in		
BOS/ Faculty / Academic Council /		
Senate/ any other University Committee		
Chairman for subject related event like.		
Ph.D. Open defense session.		
Various Scrutiny meeting		
Resource Person/ Speaker for subject		
related event		
Referee/ Judge for subject related event etc.		
Administrative Committees		
Editorial Board		
Local management committee		
Admission committee		
Campus development		
Library committee		
Standing Committee		
Sexual Harassment &Prevention		
Committee etc.		
Membership / participation in State /Central bodies/committees on		
Education research		
Exam reforms		
Professional Development activities		
Participation in seminars, conferences, (Provide information in a separate sheet stating Name of the conference/ seminar /workshop/ webinar. Details of the organizer- Name of the college, Department, Date. International/National/ State/ Regional/ University level. Presented paper in the conference- Give title of the paper) Attach certificate in soft and hard copy, of the conference / seminar /workshop/ webinar. Details of awards received: Attach certificate International/National/ State/ Regional/ University level.		
Short term training courses,		
Industrial experience,		
Talks,(Attach supporting documents soft copy and submit hard		

copy also)		
Lectures in refresher / faculty development courses(Attach supporting documents soft copy and submit hard copy also)		
Dissemination and general articles and		
Any other contribution		

CATEGORY: III

RESEARCH AND ACADEMIC CONTRIBUTIONS 2020-2021 ONLY

A) (i) List of Papers Published in Refereed Journals as notified by the UGC during 2021-22 only (Title, Authors, Journal, ISSN, Vol., Issue, Date, Pages, IF with type, Citations, H-Index, Scopus Index in chronological order).

Mention Impact factor and SCOPUS citations received in the year 2020-2021 of the published papers .

(Attach supporting documents soft copy and submit hard copy also)

B) (ii) List of Papers Published in other reputed Journals as notified by the UGC during 2020-2021(Title, Authors, Journal, ISSN, Vol., Issue, Date, Pages, IF with type, Citations, H-Index, Scopus Index in chronological order).

III B) Publications other than journal articles (books, chapters in books)2021-2022.Attach supporting documents soft copy and submit hard copy also)

(i) List of Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website during 2021-2022(Title, Authors, ISBN, Publisher, Date, Pages, Type of book in chronological order). (Attach supporting documents soft copy and submit hard copy also)

- 1.-
- 2.
- 3.

(ii) List of 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 during 2021-2022(Title, Authors, ISBN, Publisher, Date, Pages, Type of book in chronological order). (Attach supporting documents soft copy and submit hard copy also)

- 1.
- 2.
- 3.

(iii)List of Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website during 2021-2022 (Title, Authors, ISBN, Publisher, Date, Pages, Type of book in chronological order). (Attach supporting documents soft copy and submit hard copy also)

- 1.
- 2.
- 3.

(iv) Chapters in Books published by National and International level publishers, with

ISBN/ISSN number as approved by the University and posted on its website during 2021-2022 (Title, Authors, ISBN, Publisher, Date, Pages, Type of book in chronological order).(Attach supporting documents soft copy and submit hard copy also)

- 1.
- 2.
- 3.

C) Research Projects: 2021-2022

III C (i) Sponsored Projects:(Attach supporting documents soft copy and submit hard copy also)

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant sanctioned	Amount received with year

III C (ii) Consultancy Projects during 2020-2021

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)

III C (iii) Projects Outcome/Output:

Patent / Technology transfer / Product process during 2020-2021(Attach supporting documents soft copy and submit hard copy also)

Sr. No.	Name of The Funding Agency	Title of Project	Amount Mobilized (Rs.)

III D Research guidance during2020-2021(Attach supporting documents received from the university of registration/award)

Sr. No.	Name of Candidate	Date of Registration	Title of study	Progress
M. Phil or equivalent				
Ph. D. or equivalent				

III E Fellowships, Awards and Invited lectures delivered in conferences / seminars during

2020-2021(Attach supporting documents soft copy and submit hard copy also)
E (i) Fellowships/ Awards:

Sr. No.	Fellowship / Award	Year	Level International / National / State / University	Awardee Academic Body/Association

III E (ii) Invited lectures / papers 2020-2021.

a. Invited lectures:(Attach supporting documents soft copy and submit hard copy also)

Sr. No.	Date	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international /National

b. Papers presented:2020-2021

(Attach supporting documents soft copy and submit hard copy also) Certificate of the seminar / conference /workshop stating presentation of the paper with the title of the paper)

Sr. No.	Date	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international/ national/ State or University level
1					

III (F) Development of e-learning delivery process/material	

Declaration

I certify that the information provided above is correct as per records available and/or documents enclosed along with the duly filled self appraisal proforma. I also declare that, I am not engaging private Tuition / Coaching.

Principal

EMPLOYEES SELF REPORT

Year of Report: _____ Assessment Period: _____

Full Name of Employee (संपुर्ण नांव)			
Designation (पद)			
Date of Appointment (नियुक्ती दिनांक)		Date of Birth (जन्म तारीख)	
Length of Service (सेवा काळ)		Qualification (शैक्षणिक अर्हता)	
Post held/ Work Allotted (पदनाम)		Department (विभाग)	

१.	कार्यालयात किंवा कामाच्या ठिकाणी वेळेत हजर असता का?	होय/ नाही
२.	वरिष्ठाकडून दिले गेलेले काम वेळेत पूर्ण करता का?	होय/ नाही
३.	वरिष्ठांशी किंवा तुमच्या सहका-यांशी तुमचे वर्तन नेहमी कसे असते?	
४.	या शैक्षणिक वर्षामध्ये बिनपगारी रजा किती आहेत? व का?	
५.	वरिष्ठांची पुर्वपरवानगी न घेता किती दिवस गैरहजर होता?	
६.	तुम्हाला शिस्तभंग किंवा गैरवर्तनकबाबत मेमो मिळाला आहे का?	होय/ नाही
७.	महाविद्यालयाच्या प्रगती मध्ये तुम्हाला तुमचे योगदान किती टक्के आहे असे वाटते?	
८.	कार्यालयीन वेळे व्यतिरिक्त जास्तीचे काम करता का?	होय/ नाही
९.	प्राचार्यांनी दिलेले आदेश व निर्देश काटेकोरपणे पाळता का?	होय/ नाही
१०.	क्रामाच्या वेळेत मोबाईल किंवा संगणकांवर इतर वैयक्तिक कामे करता का?	होय/ नाही
११.	कॅम्पस मध्ये स्वच्छता व शिस्तीचे पालन करता का?	होय/ नाही

Place: Aurangabad

Date:

Name & Signature

Dr. Mazahar Ahmed Farooqui
Principal