



SINHGAD TECHNICAL EDUCATION SOCIETY



Sinhgad Institutes

Performance Appraisal

Faculty in Management Institutes



Sinhgad Institutes

Performance Appraisal of Faculty in Management Institutes


Director

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





Performance Appraisal of Faculty in Management Institutes

Employee Code: _____
Name in Full: _____ Designation: _____
Institute: _____
Joining date at STES: _____ Joining date at Institute: _____
Period of Assessment: From _____ to _____

Instructions for Submitting Performance Appraisal Report of Faculty in Management Institutes	
<p>1. Concerned faculty should enter their self-evaluation scores for all the assessment parameters of every assessment head as per the specific instructions. Enter total of every assessment head in column 'A' of PI table.</p> <p>2. One can score more than the optimum score specified for the assessment parameter.</p> <p>3. Completed appraisal form should be submitted to the HoD/Director.</p> <p>4. HoD /Director should submit the report duly completed in all respect, to the Founder President/ Founder Secretary/Vice President as the case may be for final review without loss of time so as to complete final review before expiry of Tenure of the Faculty/ Academic Year.</p>	


Director
S.K.N, Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041




Calculation of Performance Indicator (PI):

Assessment Head: Optimum Marks	Self-evaluation Score	Evaluation by HoD / Director	$S = \frac{A + B}{2}$
	(A)	(B)	(S)
Academic Activities (AA): 100			
Professional Development and Institutional Contribution (PDIC): 90			
Research Contribution (RC): 50			
Assessment by HoD/Director (AHD): 10			
Total - 250			

Signature of the Faculty _____

Signature & Name of the HoD/ Director _____

President/Vice-President/Secretary


 Director
 S.K.N. Sinhgad School of Business Management
 S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

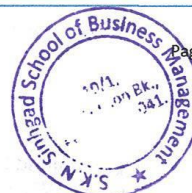


Sr. No	Parameter	Optimum Score	Self-Evaluation	Evaluation by Director
1	Academic Activities	100		
1.1	Teaching- Learning and Evaluation related activities	35		
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 12 points) Term I Total number of lectures allocated: _____ Total Number of lectures taken: _____ Term II Total number of lectures allocated: _____ Total Number of lectures taken: _____	12		
1.1.2	STP, Case Study contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 5points) Term I STP, Case Study contact hours allocated: _____ STP, Case Study contact hours taken: _____ Term II STP, Case Study contact hours allocated: _____ STP, Case Study contact hours taken: _____ <i>STP /Case Study can be counted on the basis of numbers</i>	5		
1.1.3	Soft Skills /Domain Specific Training sessions /Foundation Program (Besides STP) or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise.	5		
1.1.4	A. University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted B. University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. C. College/Internal examination/Evaluation duties for internal /continuous assessment work as allotted (100% compliance = 5 points)	5		
1.1.5	Use of Innovative teaching – learning methodologies; Updated subject content and course improvement along with subject material sharing with the students.	4		
1.1.6	Mentoring and Counseling Program(Teacher Guardian of minimum ten students)	4		
1.2	Co-Curricular, Extra Curricular & Extension Activities	35		
1.2.1	Coordination of student centric activities Generation of industry exposure opportunities for students through 1. Internship 2. On Job Training 3. Industrial Visit <div style="border: 1px solid black; padding: 2px; display: inline-block;">Coordinator 5 points</div>	15		

1.2.2	<p>4. Memorandum of Understanding (MOU) 5. Sponsored projects 6. Research Projects 7. Short Selling Assignments 8. Industry Expert Interaction 9. Corporate Mentoring 10. Industry Workshops 11. Any other activity-----</p> <p>Organizing Management Events and Branding activities</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Coordinator -5 points</div> <p>1. Students training Program (STP) 2. Spectrum 3. National level competition 4. Sports activity 5. Cultural activity 6. Co-curricular activity 7. CSR activities and other Governmental and non-Governmental channels etc. 8. Entrepreneurship Cell 9. Alumni Cell 10. Sinhgad Students Council (SSC) 11. Online course 12. Educational Tour/Site visit 13. Admission work 14. Education Exhibitions 15. In-house publication 16. Library Committee 17. Result analysis /Time table preparation 18. Training and Placement support 19. Class Coordination 20. Presence on official social media activities/posts etc. 21. Any other need based activity assigned by Director/HOD.</p> <p>(Pl. Specify – e.g. FDP , Digital Trainers certification Program)</p>	20		
1.3	<p>Student feedback</p> <p>Term-I Course I Course II Course III Course IV</p> <p>Term-II Course I Course II Course III Course IV</p> <p><i>* Score proportional to average of No-problem feedback obtained</i></p>	15		

	<i>for all courses.</i>			
1.4	Results of students Term-I Course I Course II Course III Course IV Term-II Course I Course II Course III Course IV	10		
1.5	Attendance of Students Term-I Course I Course II Course III Course IV Term-II Course I Course II Course III Course IV	05		
	AA	100		
2	Professional Development and Institutional Contribution	90		
2.1	Relevant Up-gradation of Knowledge/Professional Skill /Degree(Maximum Score-20)(A+B+C+D) A. Qualification improvement (Ph. D /Post Doctorate /Any other qualification (Ph. D – 5/Post Doctorate – 5. Any other-2) B. Acquiring status of Certified trainer for skill development courses from reputed organization.(2 points for every certification) C. Certification from International/National reputed organization. (2 points for every certification like Six-sigma, TQM, Kaizen, Financial Modeling, IFRS etc.) D. Awards/ Recognition/ Any other achievement through professional bodies of national/international repute. (7 Points for each Awards/recognition)	20 05 05 05 05		
2.2	Membership /Contribution in conducting activities of Professional bodies like AIMA,CSI,ISTD for either to the students or faculty- (5 points for every activity)	05		
2.3	Interaction with outside world (Please specify) (3 points for each activity)	10		

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Director



	<ol style="list-style-type: none"> 1. Externally Funded Project/BCUD Projects 2. Guest/keynote speaker 3. Contribution in live industrial projects. 4. Subject Expert for Interview panel Member 5. Judge for National Level Paper Presentation 6. Reviewer Person for International/National Journal 7. Resource person for conferences/seminars/ workshops/ symposia etc. 8. Coordination for any project sanctioned by AICTE/UGC/SPPU 			
2.4	Organization of Training program (FDP/SDP/MDP/Workshop/Seminar etc.) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Coordinator -5 points</div>	10		
2.5	Efforts towards Revenue Generation (RG) other than research grant through Coordination of {Rs.10000/-&above} FDP/SDP/MDP/Workshop/Seminar/Sponsorship/Grants as a coordinator/ member} <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Coordinator -5 points</div>	05		
2.6	Institutional/STES level Governance responsibilities assigned like Research Heads/Committee Heads/NBA/NAAC/NIRF coordinator/Member/ IQAC Coordinator/Member /SWO /College Examination Officer/ARC/Coordinators/Member of BOS/Faculty/Academic council / Senate /Member of other college / university level committees/Contribution in activities of statutory bodies or Any other STES level/Institute level responsibility allotted (PI specify): -----	15		
2.7	Placement Support A. Number of placement related activities conducted (Domain Training, GD, PI, Company Specific Training, Job fair etc.) B. Number of companies invited on campus C. Number of placement offers	25		
PDIC		90		

3	Research Contribution	50		
3.1	Research Publication (journals) Article/Paper in Peer reviewed refereed International Journals 1 st Author/2 nd Author/3 rd Author- 5/3/2	10		
3.2	Article/Paper National/International level research papers in non- refereed / journals but having ISSN /ISBN numbers	5		



	1 st Author/2 nd Author/3 rd Author - 3/2/1			
3.3	Research Paper in Conference Proceedings etc. International / National 1 st Author/2 nd Author/3 rd Author - 3/2/1	5		
3.4	Research Publications (books, Chapters in books, other than referred journal articles with ISBN/ISSN) Number of Text or Reference Books published by International Publishers with an established peer review system Complete Book-5 Chapter-3	5		
3.5	Number of articles published in leading Newspapers and magazines such as Economic Times, Business standards, Financial Express, HBR, Business Today etc. 1 st Author/2 nd Author 2/1	2		
3.6	Sponsored/ Funded Projects carried out/ ongoing	5		
3.7	Consultancy Projects carried out / ongoing (5 point each)	5		
3.8	Research Guidance(Maximum 5 points) Ph. D (Awarded/In progress) 5/2 Degree awarded Nos.: ----- Number of research scholars under guidance minimum four	5		
3.9	Involvement in student Research activities{Encouraging students for BCUD research Proposals/ participation in project, Competition / Undertaking projects under CSR/ participation I consultancy , sponsored projects/ industry interaction}	8		
	RC	50		
4	Assessment by HoD/ Director	10		
	1. Punctuality - 02(Attendance, Leaves)	02		
	2. Integrity and Character -02	02		
	3. Reliability -01	01		
	4. Relation with stakeholders-01	01		
	5. Proficiency to shoulder Institute level responsibility -04	04		
	AHD	10		
	(10)			

(Signature)
Director

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Guidelines for calculation of Performance Indicator (PI):

Assessment Head	Percentage Scaling Factor(PSF)	
	Professor/ Associate Professor	Assistant Professor
Academic Activities (AA)	40	50
Professional Development and Institutional Contribution (PDIC)	20	20
Research Contribution (RC)	30	20
Assessment by Director (AHD)	10	10

Performance Indicator (Prof/ Asso. Prof.) = $(0.4 * AA) + (0.2 * PDIC) + (0.3 * RC) + (0.1 * AHD)$

Performance Indicator (Assistant Professor) = $(0.5 * AA) + (0.2 * PDIC) + (0.2 * RC) + (0.1 * AHD)$

Actual calculation of Performance Indicator (PI):

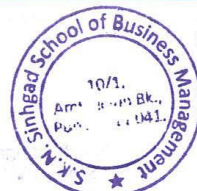
Assessment Head	Score (S)	Weighted Score as per Designation(S*PSF)	Score obtained in previous year
Academic Activities (AA-100)			
Professional Development and Institutional Contribution (PDIC-90)			
Research Contribution (RC-50)			
Assessment by HoD / Director (AHD-10)			
Total		PI =	Previous year PI =

Signature
of the Faculty

Signature
of the HOD/
Director



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Director





Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY
सिंहगड टेक्निकल एज्युकेशन सोसायटी
Non Teaching Performance Appraisal Report for Group 'A, B & C'
Employees

Period of Assessment (April to March) : From _____ to _____, Employee Code: _____

Name in Full: _____ Designation: _____

College / Institute: _____ Campus: _____

Joining date (STES): _____ Joining date (College/Institute): _____

Educational Qualification: _____

Nature of duties: _____

Summary of the Performance

To be filled in by Heads / Principal / Director

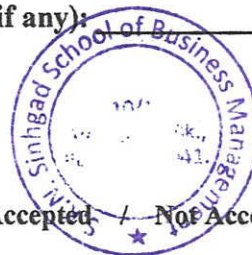
Assessment Head	Maximum marks	Marks as per self assessment by the employee	Marks given by the by the Reporting Officer
Attendance during the assessment year	10		
Knowledge	16		
Quality of Work	12		
Communication	8		
Supervisory ability	10		
Initiative & Co-operation	16		
Interpersonal Relations	8		
Sub Total of ('A' and 'B')	80		
C) Evaluation of Reporting Officer	20	--	
Grand Total	100		

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : _____

Remarks of the Heads /Principal/Director (if any): _____

Place :

Date :



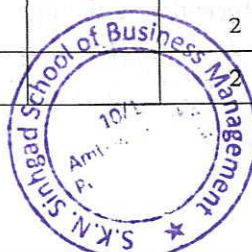
S.K.N. Sinhgad (Head/Principal/Director)
S. No. 10, (Name, Signature & Stamp) 411 041

Final Review of the Accepting Authority :- Accepted / Not Accepted / Remarks if any

PRESIDENT / VICE-PRESIDENT / SECRETARY

Sr No	Parameters of Assessment	Figures / Remarks filled by employee	Maximum Marks	Marks as per self assessment by the employee	Evaluation By Reporting Officer
1	Attendance during the Assessment year		10		
1.1	% of Attendance during actual working days during Assessment year (Present days/total working days) x 100 90% & above = 4, 75 to 89% = 3, 50 to 74% = 2, below 50% = 1		4		
1.2	No. of late comings in Assessment year Below 12 = 2, 12 to 24 = 1, Above 24 = 0		2		
1.3	No. of times the leave was not pre-sanctioned (except on medical grounds) 0 time = 2, below 2 time = 1, more than 2 time = 0		2		
1.4	Leave without pay if any during Assessment year Nil = 2, Less than 10 days = 1, More than 10 days = 0		2		
2	Knowledge		16		
2.1	Whether competent in required job skills & knowledge Yes = 4, Partly Yes = 2, No = 0		4		
2.2	Whether exhibits ability to learn & apply new skills Yes = 3, Partly Yes = 2, No = 0		3		
2.3	Whether uses resources effectively Yes = 3, Partly Yes = 2, No = 0		3		
2.4	Interpretation of Rules & Regulations of the University/Society correctly Yes = 3, Partly Yes = 2, No = 0		3		
2.5	Use of logics for disposal of complaints/grievances/requests in satisfactory manner Yes = 3, Partly Yes = 2, No = 0		3		
3	Quality of Work		12		
3.1	Promptness (Timely completion of work) Yes = 4, Takes own time = 2, No = 0		4		
3.2	Accuracy in work Always = 4, Some times = 2		4		
3.3	Punishment / Warnings / Memos if any received during Assessment period. (in written form) Nil = 2, One time = 1, More than one time = 0		2		
3.4	Appreciation received if any (in written form) Yes = 2, No = 0		2		
4	Communication		8		
4.1	Whether expresses ideas & thoughts clearly Yes = 2, Never = 0		2		
4.2	Whether exhibits good listening & grasping capacity Yes = 2, No = 0		2		
4.3	Whether keeps others adequately informed Yes = 2, No = 0		2		
4.4	Ability of noting & drafting Good = 2, Average = 1, No = 0		2		
5	Supervisory ability		10		
5.1	Ability to guide and to help other colleagues Yes = 2, No = 0		2		
5.2	Whether responds to the instructions and guidelines from higher authorities Yes = 2, No = 0		2		
5.3	Ability to shoulder duties and responsibilities of higher post Yes = 2, Not yet = 0		2		
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities Yes = 2, Not applicable = 1		2		
5.5	Reporting to high authority the difficulties in work assigned Proper = 2, Unwarranted = 0		2		
6	Initiative & Co-operation		16		
6.1	Whether follows protocols/hierarchy in office matters Yes = 2, No = 0		2		
6.2	Ability to do work with minimum instructions Yes = 2, No = 0				

Director



6.3	Ability to identify importance of the work assigned Yes = 2, No = 0		2		
6.4	Whether performs daily duties satisfactorily Yes = 2, No = 0		2		
6.5	Involvement in work/other than regular duties assigned Yes = 2, No = 0		2		
6.6	Whether displays positive outlook in pleasant manner with co-workers, faculty, staff, students, parents and public in general Yes = 2, No = 0		2		
6.7	Whether positive and flexible approach to work requirements as per situation Yes = 2, No = 0		2		
6.8	Whether maintains records properly and update Yes = 2, No = 0		2		
7	Interpersonal Relations		8		
7.1	Tendency to help, co-workers. Yes = 2, No = 0		2		
7.2	Outcome of feedback obtained from colleagues, staff & faculty Good = 2, Average = 1, Below Average = 0		2		
7.3	Whether accepts principle of collective responsibilities Yes = 2, No = 0		2		
7.4	Outstanding work during Assessment year (Details of outstanding work, if any) ----- ----- -----		2		
Sub Total			80	A=	B=

Place & Date: _____

(Name & Signature of employee)

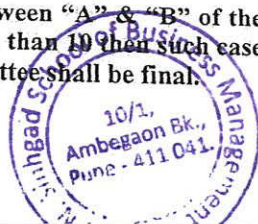
C) Evaluation in Specific parameters by the Reporting Officer/HOD:

Sr No	Parameter / Criteria	Actual Remarks	Maximum Marks	Evaluation by HOD /Reporting Officer
1	Reliability / Dependability	Yes / No	4	
2	Honesty	Yes / No	2	
3	Integrity & Character	Good / Not Good / No Comment	2	
4	Whether willful worker	Yes / No	3	
5	General Intelligence	Good / Average	4	
6	Whether perform duties independently	Yes / Partly Yes / No	3	
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	
Total			20	

(Name & Designation of the Reporting Officer with Stamp)

Note :

- Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of the Performance" by the respective Heads / Principal / Director himself.
- If difference between "A" & "B" of the summary is more than 15, and if marks obtained under sub-head 'C' are less than 10 then such cases shall be referred to the Scrutiny Committee & Evaluation of Scrutiny Committee shall be final.



(Signature)
Director
S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY

सिंहगड टेक्निकल एज्युकेशन सोसायटी

Non Teaching Performance Appraisal Report (For Group 'D' Employees)

शिक्षकेतर कर्मचा-यांच्या कामगिरीचा मूल्यमापन अहवाल (गट 'ड' मधील कर्मचा-यांकरिता)

Period of Assessment (April to March) : From _____ to _____, Employee Code: _____
मूल्यांकन कालावधी (एप्रिल ते मार्च) पासून पर्यंत कर्मचारी क.

Name in Full: _____ Designation: _____
संपूर्ण नाव पद / हुददा

College / Institute: _____ Campus: _____
महाविद्यालय / संस्था संकुल

Joining date (STES): _____ Joining date (College/Institute): _____
संस्थेत रूजू झाल्याची तारीख (एस . टी . ई . एस .) रूजू झाल्याची तारीख (महाविद्यालय / संस्था)

Educational Qualification: _____
शैक्षणिक पात्रता

Nature of duties: _____
कामाचे स्वरूप

Summary of the Performance, कामगिरीचा सारांश

To be filled in by Heads / Principal / Director

Assessment Head मूल्यांकन शिर्ष	Maximum marks जास्तीत जास्त गुण	Marks as per self assessment by the employee कर्मचा-याने प्राप्त केलेले गुण	Marks given by the by Reporting Officer (प्रतिवेदन अधिका-याचे मुल्यांकन)
Attendance during the assessment year	20		
Interpersonal Relations	10		
Initiative & Co-operation	08		
Quality of Work	42		
Sub Total (एकूण)	80		
Evaluation of Reporting Officer प्रतिवेदन अधिका-याचे मुल्यांकन	20	--	
Grand Total (एकूण बेरीज)	100		

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100 : _____

Remarks of the Heads / Principal / Director if any : _____

Place :

Date :

(Head / Principal / Director)

(Name, Signature & Stamp)

Final Review of the Accepting Authority :- Accepted / Not Accepted / Remarks if any

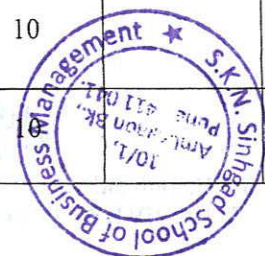
Wal.
Director

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 043

PRESIDENT / VICE-PRESIDENT / SECRETARY



Sr. No. अ.क	Parameter of Assessment मुल्यांकनाचे घटक	Figures / Remarks to be filled by employee कर्मचा-यांनी भरावयाची आकडेवारी / अभिप्राय	Maximum Marks जास्तीत जस्त गुण	Marks as per self assessment by the employee कर्मचा-याचे स्वतःचे मूल्यमापन	Evaluation by Reporting Officer प्रतिवेदन अधिका-यांने केलेले मूल्यमापन
1	Attendance during the assessment year अहवाल वर्षातील उपस्थिती		20		
1.1	% of Attendance during actual working days during Assessment year अहवाल वर्षामधील उपस्थितीची टक्केवारी (उपस्थित दिवस ÷ प्रत्यक्ष कामाचे दिवस) X 100 १०% पेक्षा अधिक-८, ७५% ते ८९%-६, ५०% ते ७४%-४, ५०% पेक्षा कमी-२		8		
1.2	No. of late comings in Assessment year अहवाल वर्षामध्ये उशिरा आलेल्या दिवसांची संख्या १२ पेक्षा कमी - ४, १२ ते २४ - २, २४ पेक्षा जास्त - ०		4		
1.3	No. of times the leave were not pre-sanctioned (except on medical grounds) पूर्व मंजूरीशिवाय घेतलेल्या रजांची वारंवारता ० वेळा - ४, २ वेळा - २, २ पेक्षा जास्त वेळा - ०		4		
1.4	Leave without pay if any during Assessment year अहवालाचे वर्षातील विना वेतन रजा एकही नाही - ४, दहापेक्षा कमी - २, दहापेक्षा अधिक - ०		4		
2	Interpersonal Relations आंतरवैयक्तिक संबंध		10		
2.1	Frequency of complaints to higher authorities about colleagues & others वरिष्ठ अधिका-यांकडे सहका-यांबद्दल तसेच इतरांवावट केलेल्या तक्रारींची वारांवारीता . आहे - २, नाही - ०		2		
2.2	Tendency to help co-workers, if they require. सहका-यांना मदतीची आवश्यकता असल्यास मदत करण्याची प्रवृत्ती . आहे - ६, नाही - ०		6		
2.3	Outcome of feedback obtained from colleagues, staff & faculty सहकारी/कर्मचारी व शिक्षकांकडून मिळालेल्या प्रतिसादाचे स्वरूप चांगले - २, सर्वसाधारण - १		2		
3	Initiative & Co-operation पुढाकार आणि सहकार्य		08		
3.1	Ability to do work with minimum instructions कमीत कमी सूचनानुसार काम करण्याची क्षमता आहे - २, नाही - ०		2		
3.2	Ability to identify importance of the work assigned नेमून दिलेल्या कामाचे महत्व ओळखण्याची क्षमता आहे - २, नाही - ०		2		
3.3	Whether performs daily duties satisfactorily दैनंदिन काम व्यवस्थितपणे पार पाडता का? चांगले - २, समाधानकारक - १, असमाधानकारक - ०		2		
3.4	Involvement in work/duties at Institute level संस्था स्तरावरील काम / कर्तव्यांमध्ये सहभाग आहे - २, नाही - ०		2		
4	Quality of Work कामाची गुणवत्ता		42		
4.1	Promptness (Timely completion of work) कामातील तत्परता (वेळेत काम पूर्ण करणे) आहे - १०, सवडीनुसार - ५, नाही - ०		10		
4.2	Accuracy in work कामातील अचूकता आहे - १०, अंशतः आहे - ५, नाही - ०				



4.3	Outstanding work during Assessment year वर्षभरात केलेले उल्लेखनीय काम, (असल्यास - २, नसल्यास - ०) ----- ----- -----		2		
4.4	Punishment; warnings / Memos received if any (in written form) काही शिक्षा/लेखी स्वरूपातील ज्ञापन/ताकीद मिळाली असल्यास एकही नाही - १०, एक असेल - ५, एक पेक्षा जास्त - ०		10		
4.5	Appreciation received if any (in written form). कौतुक / प्रशंसा प्राप्त झाली असल्यास (लेखी स्वरूपात) एकही नाही - ०, एक असेल - ५, एक पेक्षा जास्त - १०		10		
Sub Total एकूण			80	A=	B=

Place & Date: _____
स्थळ आणि दिनांक

(Name & Signature of employee)
(कर्मचा-यांचे नाव व स्वाक्षरी)

C) Evaluation in Specific parameters by the Reporting Officer/HOD:

Sr No	Parameter / Criteria	Actual Remarks	Maximum Marks	Evaluation by HOD /Reporting Officer
1	Reliability	Yes / No	4	
2	Dependability	Yes / No	2	
3	Honesty	Yes / No	2	
4	Integrity & Character	Good / Not Good / No Comment	2	
5	Whether willful worker	Yes / No	3	
6	General Intelligence	Good / Average	4	
7	Whether perform duties independently	Yes / Partly Yes / No	3	
Total			20	

(Name & Designation of the reporting Officer with Stamp)

Note :

- 1) Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of Performance" by the respective the Heads / Principal / Director himself.
- 2) If difference between "A" & "B" of the summary in more than 15, and if marks obtained under sub-head 'C' are less than 10 then such cases shall be referred to the Scrutiny Committee & Evaluation of Scrutiny Committee shall be final.



(Signature)
Director
S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041