Criteria 6.3.5

Institution Performance Appraisal System for Teaching and Non Teaching Staff

Principal (I/C)
Bunts Sangha's Ramanath Payyade College
of Hospitality Management Studies
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty
Higher Education Complex
Buntara Bhavan Marg
Kurla (East), Mumbai-400 070
Email : principal.rpchm@gmail.com
Web : rph.bunts.edu.in

BUNTS SANGHA MUMBAI HIGHER EDUCATIONAL INSTITUTIONS

6.3.5 A Performance appraisal form (sample)

Sample Form Attached

Bunts Sangha's
Higher Education Institutions

Teaching Staff
Performance Appraisal (2023-2024)

Name of the Faculty : _____

Date of submitting self appraisal form _____

Date of appointment : _____ Date of Birth _____

Educational qualification (Graduation onwards): _____

Total Experience:

Industry	Other College	This College	Total
05 Y — M	— Y — M	12 Y 03 M	17 Y 03 M

Classes & Subjects allocated in Academic Year – 2023-2024(Odd semester)

Class	Subject Taught
FY-BACA	FOOD & BEVERAGE STUDIES -I (TH)
FY-BACA	RESTAURANT OPERATIONS -I (Pr)

Classes & Subjects allocated in Academic Year – 2023-2024(Even semester)

Class	Subject Taught
FY BACA	FOOD & BEVERAGE STUDIES -II (Th)
FY BACA	RESTAURANT OPERATIONS-I (Pr)
SY BACA	MENU DEVELOPMENT & FUNCTION CATERING (Th)
SY BACA	FUNCTON CATERING OPERATIONS (Pr)

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5. What kind of extra effort do you take to improve students' performance?

↳ Speak to students individually during break who finds difficulties in understanding topics taught.
↳ give weaker students a task or give research work to do keep them engaged.

6. How do you help your colleagues?

↳ By guiding them as an when required.
↳ By sharing right information to them.

7. How do you contribute for the growth of Institution?

↳ Tries my best to place them in a reputed property that ultimately increase the visibility of an institution.

8. Besides teaching, specify the fields you are good at.

↳ Active in sports activities.
↳ Like to coordinate & monitor various events.

9. What activities did you volunteer for?

↳ Promotional & Marketing activities.

10. Enlist the workshops / Seminars / Guest lectures you attended in 2023– 2024.

Digital Detox — Dr. Kruti Abyankar
Artificial Intelligence at Work Place — Dr. Rajendra Patil.
Corporate Soft Skills & Dining Etiquette — RPH Team

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11. Name the books / resources you referred to enhance your knowledge.

↳ FOOD & BEVERAGE SERVICE — R. Singaravelavan.
↳ FOOD & BEVERAGE SERVICE — Dennis Lillicrap.
↳ RESEARCH METHODOLOGY - Methods & Techniques — C R Kothari.
↳ FOOD & BEVERAGE MANAGEMENT — JOHN COUSINS

12. Did you work on up grading yourself in this academic year? Name the course you enrolled for/completed.

Yes, have enrolled for PHD in Hospitality & Tourism Management from Sunrise University

13. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training, coaching, classes, etc.)? Please specify.

↳ Seminars on Research & Writing of Papers & Journals.

14. Additional responsibilities you would like to volunteer in the next academic year.

↳ To assist & take one - on - one session with each TY students to guide them in choosing their career for final Placements.

15. Suggest ways to improve academic performance of the students.

↳ Involving students in daily activities & encouraging them to do research on various topics.

16. How do you propose to discipline the students with behavioural problems?

↳ By continous counselling & giving them task & responsibilities to handle in regular intervals.

17. What kind of support and /or guidance would you like to seek from the HOD/Co-ordinator?

↳ Continous feedback to be shared after giving a task to handle ; as it will always guide to improvise & implement them for next time.

18. What kind of support and /or guidance would you like to seek from the Principal?

Continous feedback to be shared; whether it is positive or negative which will assist me in improvising for next task or responsibility. Also to define the authorities & streamline the delegation of work responsibilities.

19. What kind of support and /or guidance would you like to seek from the Management?

Recognition of work should be done & for if not performed should be communicated through HOD. or Principal. / To look into promotions in designation as per the university norms.

20. State your strengths as an Assistant Professor/Assistant Teacher.

Confident, Sincerity towards work, Calm, Patience, Can handle various situations; always ready to take on any responsibilities if given.

21. What is/are your weakness/weaknesses? How to you propose to overcome it?

Like to do work by myself that results in overload of work. Trying to improvise by delegating & distributing task to other subordinates.

5. What kind of extra effort do you take to improve students' performance?

↳ Speak to Students individually during break who finds difficulties in understanding topics taught.
↳ give weaker students, a task or give research work to do keep them engaged.

6. How do you help your colleagues?

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SECTION – C   General Remarks

1. By HOD /Co-ordinator

NA

2. By Principal

3. By Secretary

Faculty	H.O.D / Co-ordinator
Director/Principal	Secretary