

# Criteria 6.3.5

## Institution Performance Appraisal System for Teaching and Non Teaching Staff



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

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Buntara Bhavan Marg  
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### 6.3.5 B Performance appraisal system for teaching and non-teaching staff

Sample Form Attached



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**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
FYBACA	FOOD & BEVERAGE STUDIES-II (Th)
FYBACA	RESTAURANT OPERATIONS-II (Pr)
SYBACA	MENU DEVELOPMENT & FUNCTION CATERING (Th)
SYBACA	FUNCTION 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 face difficulties in understanding topics taught.  
↳ Give weaker students a task or give research work to do to keep them engaged.

6. How do you help your colleagues?

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

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

↳ Try 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.

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Artificial Intelligence at Work Place - Dr. Rajendra Pahl.  
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. Singamvelavan.
- ↳ Food & Beverage Service - Dennis Lilliecrop.
- ↳ RESEARCH METHODOLOGY - Methods & Techniques - CR 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 IT 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 continuous 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?

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

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

Continuous feedback to be shared; whether it is positive or negative which will assist me in improving 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 & 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 do you propose to overcome it?

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

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**SECTION - C General Remarks**

1. By HOD /Co-ordinator

\_\_\_\_\_  
\_\_\_\_\_  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

2. By Principal

3. By Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty

Director/Principal

H.O.D / Co-ordinator

Secretary

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