

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

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

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 |
|---------|---|
| FY-BACA | FOOD & BEVERAGE STUDIES-II (Th) |
| FY-BACA | RESTAURANT OPERATIONS-II (Pr) |
| SY-BACA | MENU DEVELOPMENT & FUNCTION CATERING (Th) |
| SY-BACA | 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 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.

Digital Detox - Dr. Kruti Abhyekar
Artificial Intelligence at Work Place - Dr. Rajendra Poddar
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 Placement.

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 to 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

NA

2. By Principal

3. By Secretary

Faculty

Shelkar

Director/Principal

H.O.D / Co-ordinator

Secretary

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