Phones : 022 - 27571451, 27564646
E-mail : principalbvcoanm@gmail.com,
principal.bvcoanm@bharatividyapeeth.edu

Bharati Vidyapeeth

COLLEGE OF ARCHITECTURE

Affiliated to the University of Mumbai

Celebrating
50
and Beyond
BHARATI VIDYAPEETH

Founder :
Dr. Patangrao Kadam
M.A.,LL.B.,Ph.D.

Belpada Complex, Opp. Kharghar Rly. Station,
Sec.7, C. B. D. Belapur, Navi Mumbai- 400 614 - India

Principal
Prof. Satish Dhale
(G.D.DID, P.G.DID, IIA, M.Sc.ID, M.Arch)

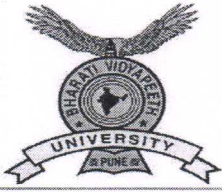Ref. No. : BV / COA / N.M./   Date :

Criteria 6
Governance, Leadership and
Management

6.3.5 – Institutions Performance Appraisal System
for teaching and non –teaching staff

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BHARATI VIDYAPEETH

(Deemed to be University)

Self-Appraisal Portal
User Manual
Self-Appraisal Portal Software (Online)

Purpose of Software:

Main objectives of this software is to facilitate the Self Appraisal of employee and evaluation of employee by keeping track of performance.

Contents:
- **Login Process**
- **How to fill self-appraisal form**
- **How to Submit self-appraisal form**
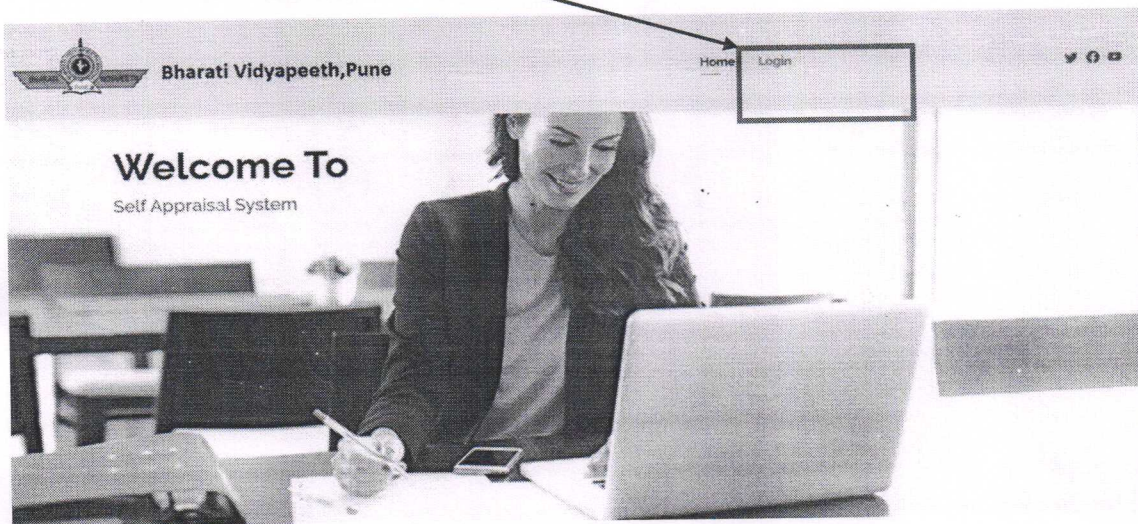- **Process After Submitting Form**

Open your browser (Chrome, Microsoft Edge, Mozilla etc.) and enter the following link in the address bar.

If you are outside the Campus, then use this link. : http://49.248.145.40:94/

If you are within the Dhankawadi Campus using Bharati Vidyapeeth's network, then use this link. : http://10.16.10.162:94/

Login Process:
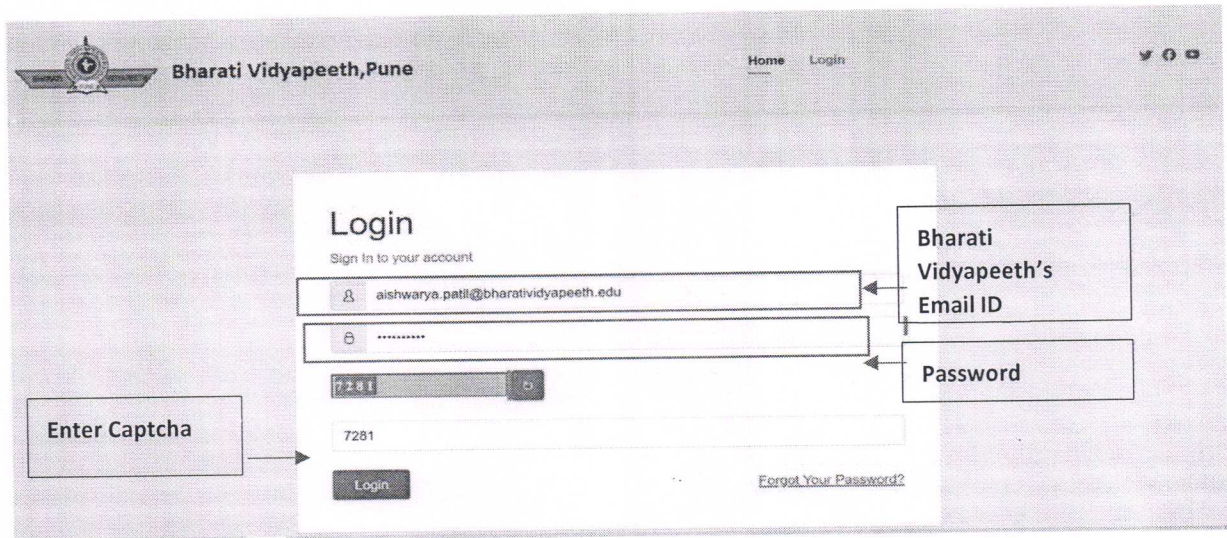
. Click on Login Button.

- In this process, User has to enter the **Bharati Vidyapeeth's Email ID & Password** provided by institute in the respective login screen.
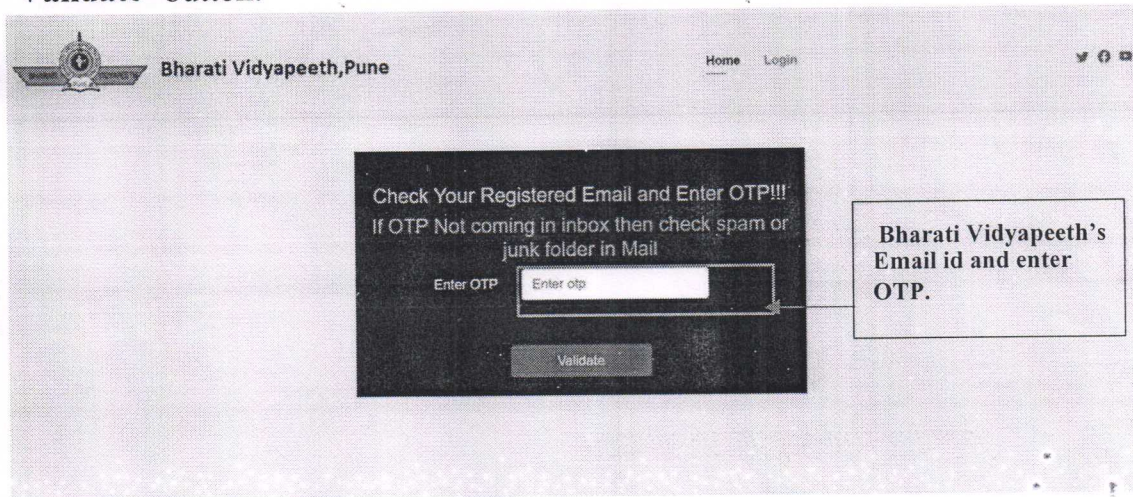
  As shown below:-

Step 1:- Enter '**Bharati Vidyapeeth's Email ID**' and '**Password'** and 'Captcha' then click on '**Login'** button.

Step 2:- After successful Login OTP(One Time Password) screen will display and system will send OTP(One Time Password) on Bharati Vidyapeeth's Email id so, check your mail inbox and enter OTP(One Time Password) then click on **'Validate'** button.

Your Login may fail due to any of the following:

- Incorrect Email Id or password • User login expired

- Network / Server failure In all cases of errors, the system will display relevant error message.

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How To Fill Self Appraisal Form:

- After successful login user can see the Dashboard.
- If any appraisal is active then there is seen **'Go To Appraisal Form'** button on dashboard.
- List of appraisals filled by user.

Click on **'Go To Appraisal Form'** button. After clicking user complete the following parts one by one.

In This Self-Appraisal Form there 3 Parts:

1. Part – I
   - Personal Details
   - Academic Details
2. Part – II
   - Teaching Details
   - Activity Details
3. Part – III

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- Research Papers
- Publications
- Creation of ICT
- Research Guidance
- Award/Fellowship
- Invited Lectures

Part – I

Personal Details

Fill all mandatory details mark with * in **Personal Details** and click on **'Save'** Button.

Academic Details

After click on **'Save'** Button save data and display Save successfully Personal Details . this message on **Academic Details** Page.

In this section 1st Part is **Academic Qualification**. In This section enter the Examination details of the previously appeared Exams. Fill all compulsory details marked with * .

This part is compulsory.

If you want to delete then using this button user can delete record.

Before Final Submit User cand delete the record.

Fill all compulsory details and click on save button.

In this section 2nd Part is **Research/Fellowship/Research Training Program**. If any program has been done, then information about it should be entered here. Fill all compulsory details marked with * .

This part is not compulsory.

In this section 3rd Part is **Experience at Bharati Vidyapeeth**. Enter Experience Details in Bharati Vidyapeeth. Fill all compulsory details marked with * .

This part is compulsory.

In this section 4th Part is **Orientation/Refresher/Short Term Course Completed**. If any course has been done, then information about it should be entered here. Fill all compulsory details marked with * .

This part is not compulsory.

Orientation/Refresher/Short Term Course Completed

Course*	Duration*	University/Institute*

Course	Duration	University	
UGC Refresher Course in Translation Studies	1year	Pune	Delete

After saving all these details click on **'Go To Part- II'** Button

Research	Title	Pune	Done

Experience at Bharati Vidyapeeth

Organization*	Designation*	Joining Date*	

Organization	Designation	Joining Date	
Bharati Vidyapeeth YMC Pune	Lecturer	2018-11-30	Delete

Orientation/Refresher/Short Term Course Completed

Course*	Duration*	University/Institute*

Course	Duration	University	
UGC Refresher Course in Translation Studies	1year	Pune	Delete

'Go To Part- II' Button

Part – II

Teaching Details

In this section, enter the lecture details such as how many lectures allocated to faculty and how many lectures taken by faculty.
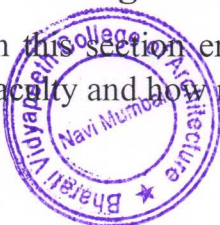
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Click on **Save** Button

Teaching Details

Number Of Lectures Assigned

300

Number Of Lectures Taught

290

Enter Number of Lectures Assigned

Enter Number of Lectures taught

Then click on **Next** Button
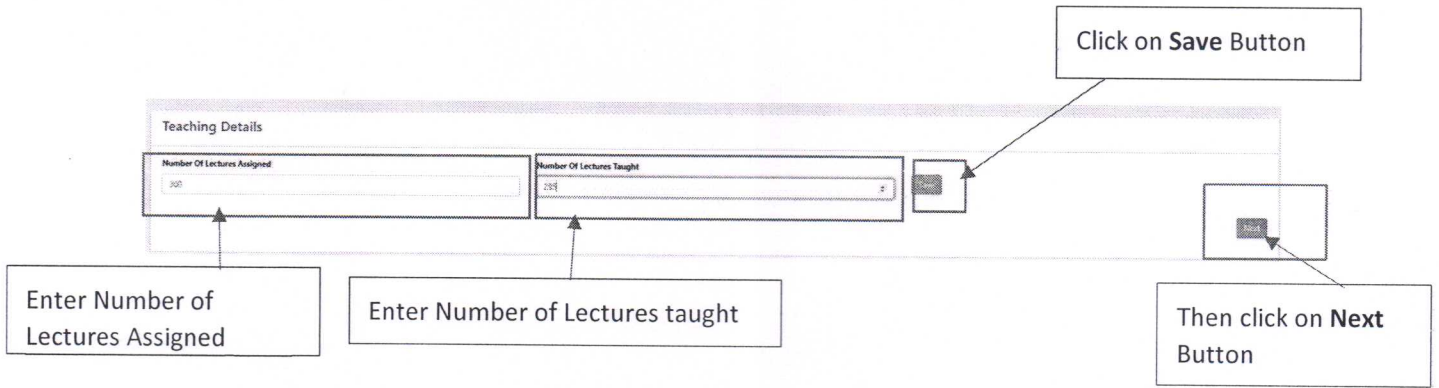
Activity Details

In this section enter the Activity details

Select Activity

Enter Number of activities/ Student related to selected activity

Activity Details

Activity*

Select Activity

No. Of Activities/No. Of Students/No. Of Major/Minor Projects/No. Of Publications

Grading Criteria:
i)Good - Involved in at least in 3 Activities.
ii)Satisfactory - 1-2 activities
iii)Not-Satisfactory - Not involved/ undertaken any of the activities.

Note:
i)No of Activities can be within or across the abroad categories of activities.
ii)Strike out whichever is not applicable.

Activities	Good Activities	No. Of Activities/No. Of Students/No. Of Major/Minor Projects/No. Of Publications	
Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		4	

Click on **Save** Button

'Go To Part- **III**' Button

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Part – III

Research Papers

a) In this section 1st Part is **Research Papers in Peer-Reviewed or UGC listed Journals** enter information about that. Fill all compulsory details marked with * .

Enter Details and click on '**Save**' button

If you want to delete this record .

If you want to edit record then click on '**Edit**' button

Then click on '**Next**' button for go to next

Note:

- If you don't have any Research Papers in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

Publications

a) In this section 1st Part is **Books authored which are published by** enter information about that. Fill all compulsory details marked with * .

If you want to edit record then click on '**Edit**' button
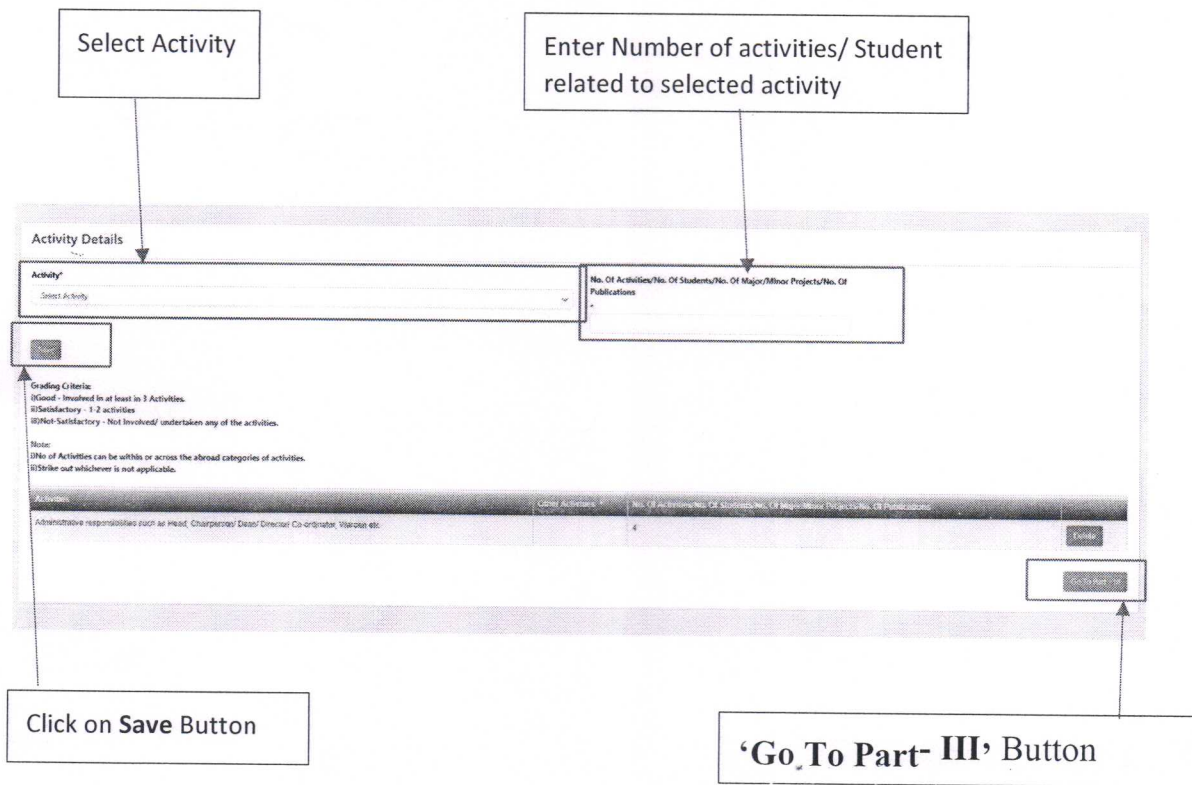
If you want to delete this record .

Click on '**Save**' button

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b) In this section 2nd Part is **Books authored which are published by** enter information about that. Fill all compulsory details marked with * .

Note:

- If you don't have any publication in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

Creation of ICT

a) In this section 1st Part is **Development of innovative pedagogy enter information about that**. Fill all compulsory details marked with * .

b) In this section 2nd Part is **Design of new / revised curricula's and courses.** Fill all compulsory details marked with * .

(b)Design of new / revised curriculas and courses

Design of new/revised curricula /courses*

Document Link

[Save]

Note-
i.)Score for each - Design of new I revised curricula / courses- 02

Design of new I revised curricula /courses		Link	Edit	Delete
Design			Edit	Delete

If you want to edit record then click on **'Edit'** button

If you want to delete this record .

Click on **'Save'** button

---

c) In this section 3rd Part is **MOOC's**. Fill all compulsory details marked with *

.

(c)MOOCs

Development of MOOCs*
--select--

Title of MOOCs*

Credits Assigned*

Document Link

[Save]

Note-
i.)Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)- 20
ii.)MOOCs (developed in 4 quadrant) per module/lecture -05
iii.)Content writer/subject matter expert for each module of MOOCs (at least one quadrant) - 02
iv)Course Coordinator for MOOCs (4 credit course)(In case of MOOCs oflesser credits 02 marks/credit) - 08

MOOC's Name		MOOC Title	Credits Assigned	Link	Edit	Delete
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)		Title	4	more	Edit	Delete

If you want to edit record then click on **'Edit'** button

If you want to delete this record .

Click on **'Save'** button

---

d) In this section 4th Part is **E-Content**. Fill all compulsory details marked with * .

(d)E-Content

Development of E-Content*

--select--

Title of E-Content*

Credits Assigned*

Document Link

Note-
i.)Development of e-Content in 4 quadrants for a complete course/e-book -12
ii.)e-Content (developed in 4 quadrants) per module- 05
iii.)Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)- 02
iv.)Editor of e-content for complete course/ paper e-book -10

E-Content Name	E-Content Title	Credits Assigned	Link	Edit	Delete
e-Content (developed in 4 quadrants) per module	tqh	titu	m...jm	Edit	Delete

If you want to edit record then click on 'Edit' button

If you want to delete this record .

Click on 'Save' button

Then click on Next Button for go to next form

Note:

* If you don't have any ICT Creation in this appraisal, then click on 'Next' Button.

* This Part is not compulsory.

Research Guidance

a) In this section 1st Part is **Research Guidance**. Fill all compulsory details marked with * .

4.Research

(a) Research guidance

Degree*

--Select--

No of Thesis / Dissertation Submitted

Guide Type*

--Select--

No of Degree awarded

Document Link

Note-
i.)Ph.D. - 10per degree awarded, 05 per thesis submitted
ii.)M. Phil./ P.G. Dissertation - 02 per degree awarded

					Edit	Delete
Ph. D.	Guide	3		*	Edit	Delete

Click on 'Save' button

If you want to edit record then click on 'Edit' button

If you want to delete this record .
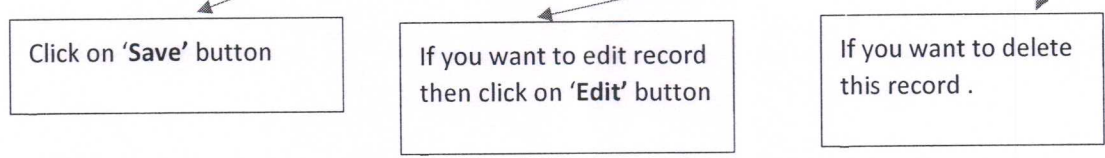
b) In this section 2nd Part is **Research Project Completed**. Fill all compulsory details marked with * .

(b)Research Projects Completed

Title*   Agency*   Year of completion*

Whether Co-PI*   Grant (Rs.Lakh)*   Document Link

                                                                                                                    [Save]

Note-
i.)More than 10 lakhs - 10
ii.)Less than 10 lakhs- 05

Title	Agency	Year Of Completion	Grant (Rs. Lakh)	Link		
REsearch Project	Agency	2021	2	m_pn	Edit	Delete

If you want to edit record then click on **'Edit'** button

If you want to delete this record .

Click on **'Save'** button

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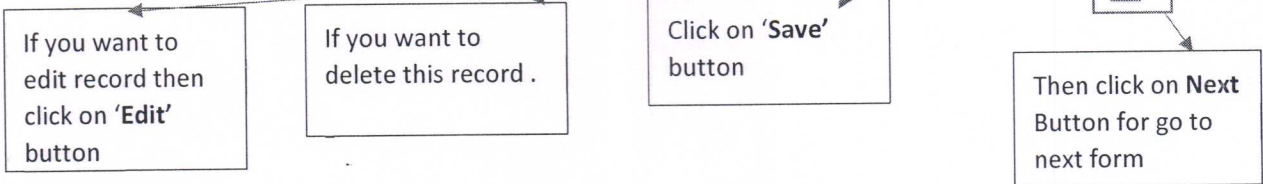**c)** In this section 3rd Part is **Research Project Ongoing**. Fill all compulsory details marked with * .

If you want to edit record then click on '**Edit**' button

If you want to delete this record .

Click on '**Save**' button

d) In this section 4th Part is **Consultancy**. Fill all compulsory details marked with * .

If you want to edit record then click on '**Edit**' button

If you want to delete this record .

Then click on **Next** Button for go to next form

Click on '**Save**' button

Note:

- If you don't have any Research Guidance in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

Awards / Fellowship

a) In this section 1st Part is **Patents**. Fill all compulsory details marked with *

.

| If you want to edit record then click on 'Edit' button | If you want to delete this record . | Click on 'Save' button |

b) In this section 2nd Part is **Policy Document**. Fill all compulsory details marked with * .

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(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Title*

Type*

--select--

Year*

Documents Link

Save

Note-
i.)International- 10 ii)National- 07 iii)State- 04

Title	Type	Year	Link	Edit	Delete
Test	International	2021		Edit	Delete

If you want to edit record then click on 'Edit' button	If you want to delete this record .	Click on 'Save' button

c) In this section 3rd Part is **Awards/Fellowship**. Fill all compulsory details

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marked with * .
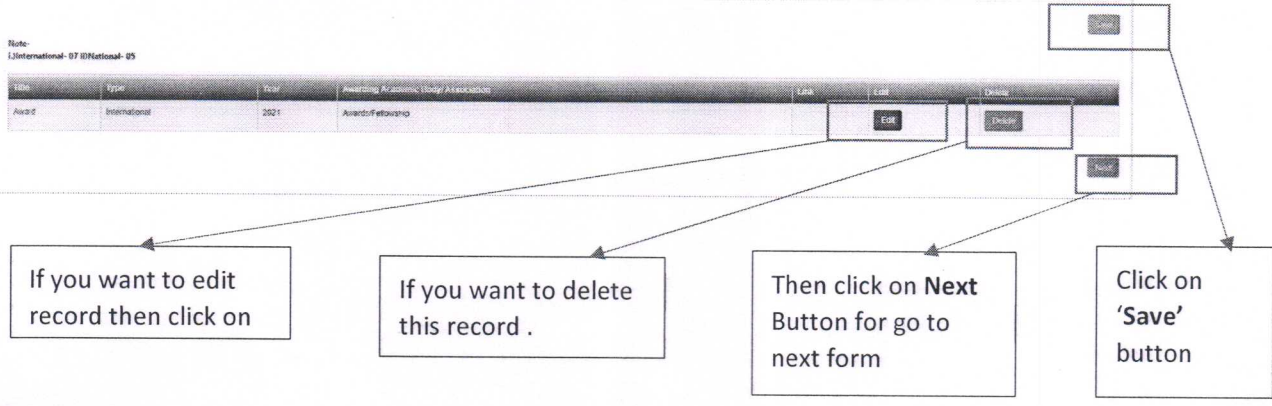
Note:

- If you don't have any Awards / Fellowship in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

Invited Lectures

a) In this section 1st Part is **Invited Lectures**. Fill all compulsory details marked
with * .

6.*Invited Lectures / Resource Person/ Paper Presentation in Seminars / Poster Presentations in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Title of Lecture / Paper presented / Published*

Title of Conference/Seminar etc*

Organized by*

Whether International (Abroad/within country)/ National / State/ University*
--Select--

Year*

Document Link

Note-
i)International(Abroad)- 07   ii)International (within country) -05   iii)National - 03   iv)State/ University- 02

Title of Lecture / Paper presented/published	Title of Conference	Year	Type	Organized By	Link	Edit	Delete
Poster Presentations in Seminars	Poster Presentations in Seminars	2021	Within Country	Paper presented	ytdv/hgsdtg.	Edit	Delete

> Click on **'Save'** button

> If you want to edit record then click on **'Edit'** button

> If you want to delete this record .

Note:

- Here appraisal form is complete, so now click on 'Go To Final Submission' Button.

How To Fill Self Appraisal Form:

- After click on 'Go To Final Submission' you can see the Preview of Self-Appraisal Form.
- As Show below.

Personal Details   Edit

Name | Institute Name
Faculty | RGIT BT

Mobile Number | Email Address | Date Of Birth*
9511763472 | arshmerya.patil@bharatividyapeeth.edu | 07-06-1995

Designation* | Department Name* | Date Of Appointment*
Assistant Professor | Biochemical Sciences | 31-12-2019

Total Experience in UG | Total Experience in PG
4 | 4

Permanant Address*
Shrinagar Dhanakawadi

Pincode* | City* | State*
411043 | karad | Maharashtra

Academic Details   Edit

Exam Passed	Passing Year	Grade	Subject
10th	2010	first	All
Diploma	2014	first	Computer
B.Tech	2018	first	Computer

After click on 'Go To Final Submission' you can see the Preview of Self-

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## 1. Research Papers in Peer-Reviewed or UGC listed Journals:
(a) Research Details

[Edit]

Title	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether corresponding author/Guide	Subject	Link	Score Obtained	Score Verified
fgfg	gg	123456	UGC listed Journals	44	4	Medical		8	8

2. Publications (other than Research papers):
(a) Books authored which are published by

[Edit]

Title with page Nos.	Publisher & ISBN No.	Type	No. of co- authors	Whether principal author/co-author	Link	Score Obtained	Score Verified
4	123	International Publishers	222	Guide		12	12

(b) Translation works in Indian and Foreign Languages by qualified faculties

[Edit]

Title with page Nos.	Publisher & ISBN No.	Type	No. of co- authors	Whether principal author/co-author	Link	Score Obtained	Score Verified
Title 1-10	123	Chapter or Research paper	2	Yes		3	3

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:
(a) Development of Innovative pedagogy

[Edit]

Development of Innovative pedagogy	Link	Score Obtained	Score Verified
test	gdxfrgsdfg	5	5

(b) Design of new/ revisedcurriculaand courses

[Edit]

Design of new / revised curricula /courses	Link	Score Obtained	Score Verified	
Design		2	2	

(c) MOOCs

[Edit]

MOOC's Name	MOOC's Title	Credits Assigned	Link	Score Obtained	Score Verified
Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/ credit)	Title	4	mmm	20	20

(d) E-Content

[Edit]

E-Content Name	E-Content Title	Credits Assigned	Link	Score Obtained	Score Verified
e-Content (developed in 4 quadrants) per module	tgh	frtu	m, jm	5	5

4. Research
(a) Research guidance

[Edit]

Degree Name	Guide Type	No Of Thesis / Dissertation Submitted	No of Degree awarded	Link	Score Obtained	Score Verified
Ph. D.	Guide	3	1		25	25

(b) Research Projects Completed

[Edit]

Title	Agency	Year Of Completion	Grant (Rs. Lakh)	Link	Score Obtained	Score Verified
REsearch Project	Agency	2021	2	m, jm	5	5

(c)Research Projects Ongoing

[Edit]

Title	Agency	Year Of Completion	Grant (Rs. Lakh)	Link	Score Obtained	Score Verified
Ongoing Project	No	2022	15	mmm	5	5

(d)Consultancy

[Edit]

Title	Agency	Year Of Completion	Amount Mobilized (Rs.Lakh)	Link	Score Obtained	Score Verified
Consultancy	Agency	2021	1	test	3	3

5.Patents/Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)/ Awards/Fellowship

(a) Patents

[Edit]

Title	Type	Year	Link	Score Obtained	Score Verified	
Patent	International	2021	mmm	10	10	

(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

[Edit]

Title	Type	Year	Link	Score Obtained	Score Verified
Test	International	2021		10	10

(c) Awards/Fellowship

[Edit]

Title	Type	Year	Awarding Academic Body/ Association	Link	Score Obtained	Score Verified
Award	International	2021	Awards/Fellowship		7	7

6.*Invited Lectures / Resource Person/ Paper Presentation in Seminars / Poster Presentations in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

(a)

[Edit]

Title of Lecture / Paper presented/Published	Title of Conference	Year	Type	Organised By	Link	Score Obtained	Score Verified
Poster Presentations in Seminars	Poster Presentations in Seminars	2021	Within Country	Paper presented	gdxfrgsdfg	5	5

[Final Submit]

- If you want to Edit any part then click on 'Edit' button.
- If form is ready to submit, then click on 'Final Submit' button.

Note:

- After submitting the Self-Appraisal Form You can't change so check carefully before submitting the Self-Appraisal Form.

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Process After Submitting Form:

- After submitting appraisal form by faculty, it gets reflect in on the dashboard of HOD. When HOD approves the appraisal then appraisal reflects on the dashboard of Principal review.
- HOD & principal must put remark and approve or send back to faculty to modify the appraisal if required.
- If HOD or Principal sends back appraisal for modification, then appraisal form opens again on the portal of faculty along with mail on registered email id.
- Same is the case for HOD and Principal.
- HOD's appraisal will be reviewed by Principal.