## **BHARATI VIDYAPEETH CENTRAL OFFICE, PUNE 30**

Ref. No. BV/CO/Admn/ 10919 /2022-2023

To,
Principals / Directors,
Bharati Vidyapeeth
Pune and Other Centers

The authorities of Bharati Vidyapeeth have decided that the Self Appraisal Report (SAR) from the faculty members should be submitted twice in a year as detailed below:-

- 1. From 1<sup>st</sup> June to 30<sup>th</sup> November to be submitted on or before 10<sup>th</sup> December.
- 2. From 1<sup>st</sup> December to 31<sup>st</sup> May to be submitted on or before 10<sup>th</sup> June of that year.

The following instructions are to be followed in this regard.

- Every faculty is given a Login ID and Password.
   Login ID Official email ID and Password your Mobile Number.
   Thereafter, password can be changed by the Faculty.
- 2. Based on the Login, the Self Appraisal Form can be downloaded.
- 3. The Self Appraisal Form has to be filled by each faculty and the same should be forwarded to concerned Head of the Department wherever applicable. In case no Head of the Department is available, the form should be submitted directly to the Principal / Director of the College / Institute.
- 4. The Head of the Department after verifying the details provided by the Faculty should certify the same and forward to the Principal / Director with his comments.
- 5. The Principal / Director of the College / Institute should carefully read the Self Appraisal Form thoroughly and it should be forwarded to the Head Office along with his / her remarks.

Following are the links for Self Appraisal portal

All Other Campuses except Dhankawadi campus, use this link.: http://49.248.145.40:94/

**For Dhankawadi Campus only** using Bharati Vidyapeeth's network, then use this link.: <a href="http://10.16.10.162:94">http://10.16.10.162:94</a>/

Also enclosed is the manual for the faculty to use the self appraisal portal.

**Dr. K. D. Jadhav,**Joint Secretary (Admin.)
Bharati Vidyapeeth, Pune

1100

Date: 07/10/2022

Copy for information to,
PA to Hon'ble Secretary, Bharati Vidyapeeth, Pune

Encl: Manual

\*\*PS: for any technical queries regarding link, please contact Shri. Raghunandan Rao on mobile No.: 98230 30375.



## **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.: <a href="http://49.248.145.40:94/">http://49.248.145.40:94/</a>

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

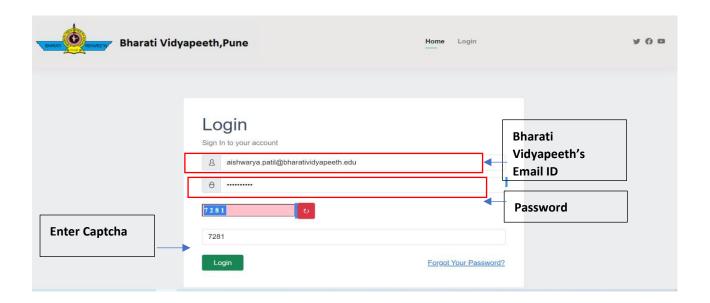
# **Login Process:**



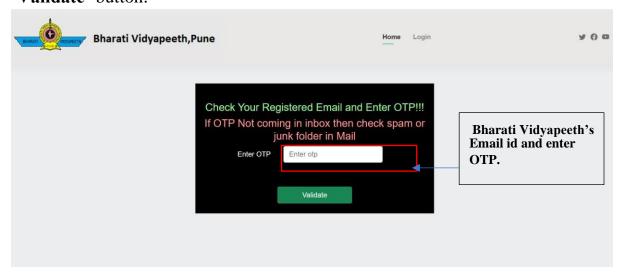
• In this process, User has to enter the **Bharati Vidyapeeth's Email ID** & **Password** provided by institute in the respective login screen.

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.

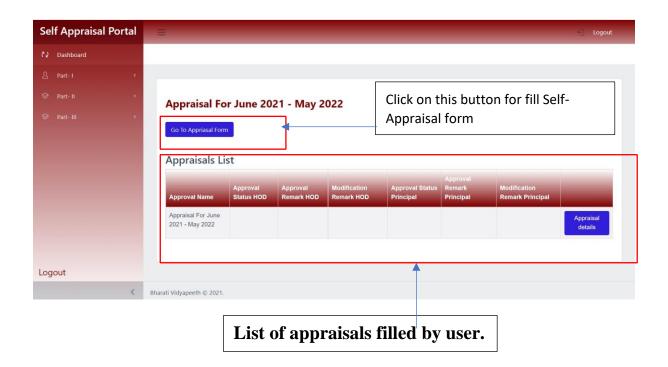


#### Your Login may fail due to any of the following:

- Incorrect Email Id or password User login expired
- Network / Server failure In all cases of errors, the system will display relevant error message.

## 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:

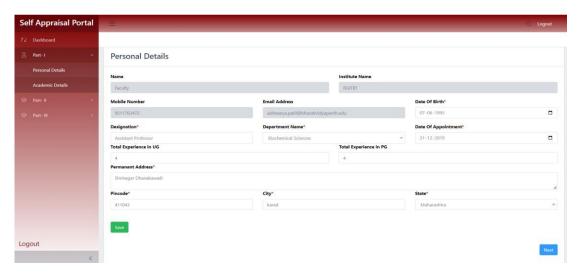
- 1. Part I
  - Personal Details
  - Academic Details
- 2. Part II
  - Teaching Details
  - Activity Details
- 3. Part III

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

## Part - I

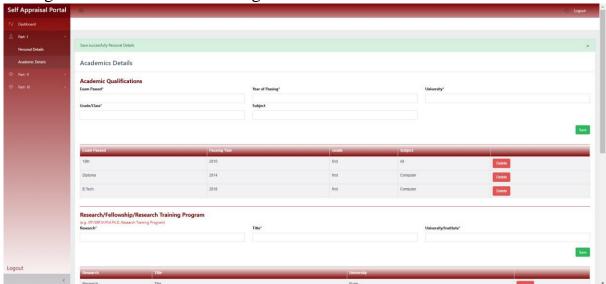
## **Personal Details**

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



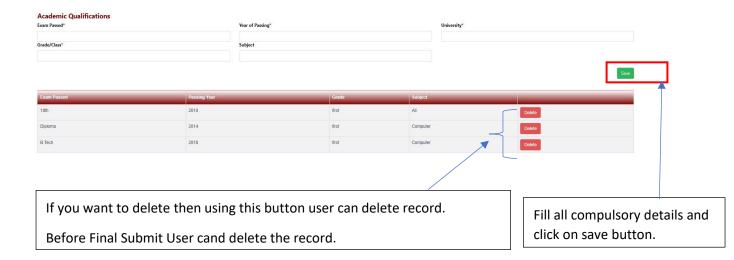
## **Academic Details**

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



In this section 1<sup>st</sup> 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.



In this section  $2^{nd}$  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.

Research/Fellowship/Research Training Program (e.g. JRF/SRF,M.Phil,Ph.D.,Research Training Program) Research*	Title*	Un	niversity/Institute*
			Save
Research	Title	University	
Research	Title	Pune	Delete

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

#### This part is compulsory.

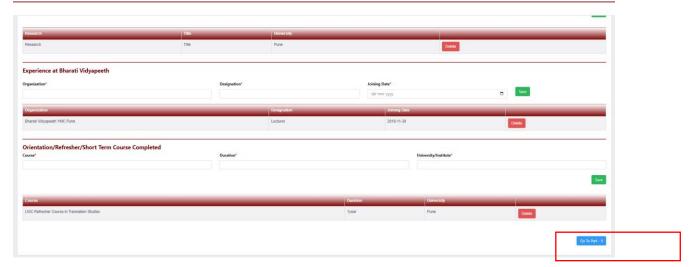


In this section 4<sup>th</sup> Part is **Orientation/Refresher/Short Term Course Completed**. If any course has been done, then information about it should be entered here. Fill all compulsory details marked with \*.

## This part is not compulsory.



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

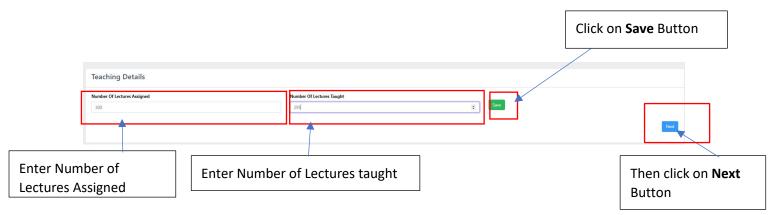


'Go To Part- II' Button

## Part - II

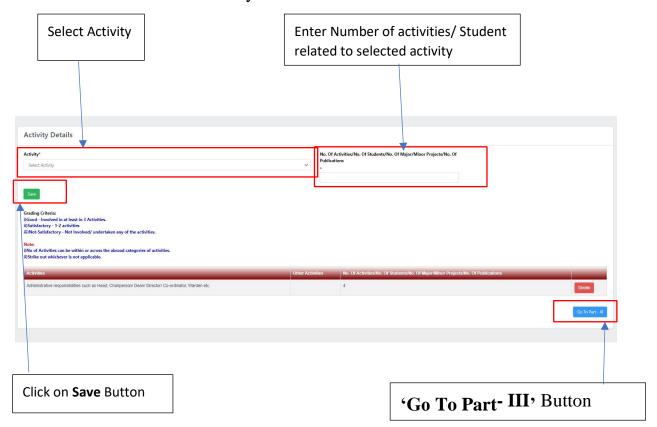
## **Teaching Details**

In this section enter the lecture details such as how many lectures allocated to faculty and how many lectures taken by faculty.



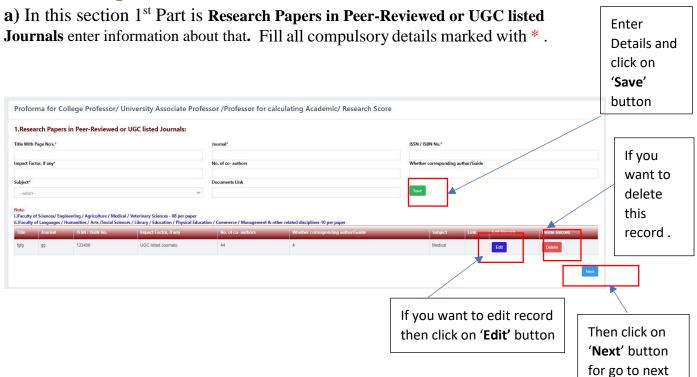
## **Activity Details**

In this section enter the Activity details



## Part - III

## **Research Papers**

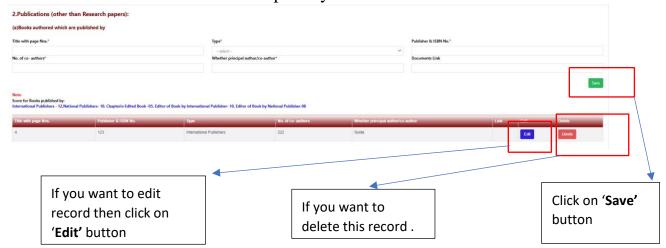


#### Note:

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

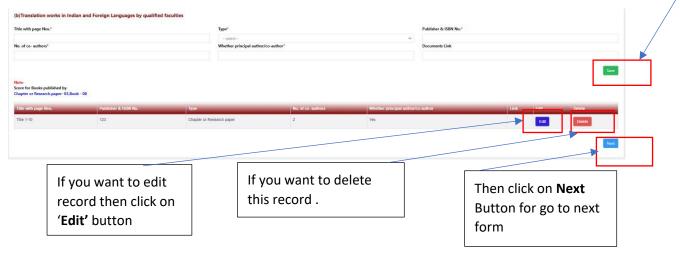
#### **Publications**

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



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

Click on 'Save' button

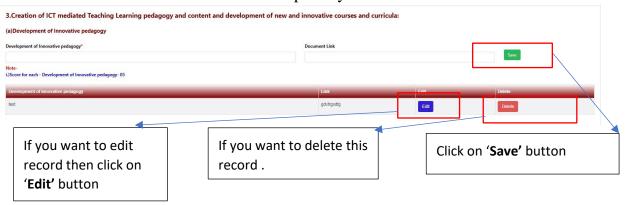


#### Note:

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

#### Creation of ICT

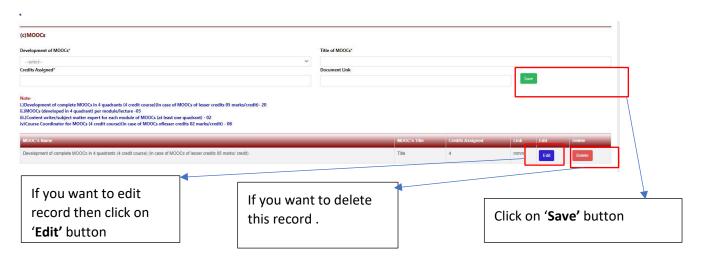
a) In this section 1<sup>st</sup> Part is **Development of innovative pedagogy enter** information about that. Fill all compulsory details marked with \*.



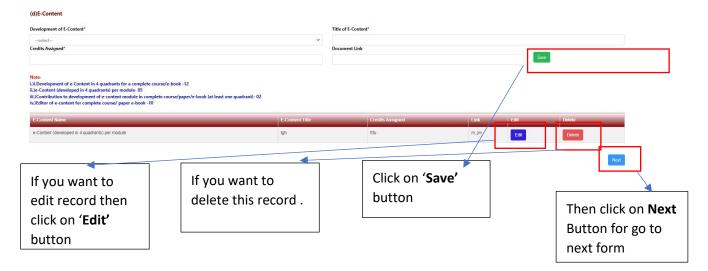
**b)** In this section 2<sup>nd</sup> Part is **Design of new / revised curricula's and courses**. Fill all compulsory details marked with \*.



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



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

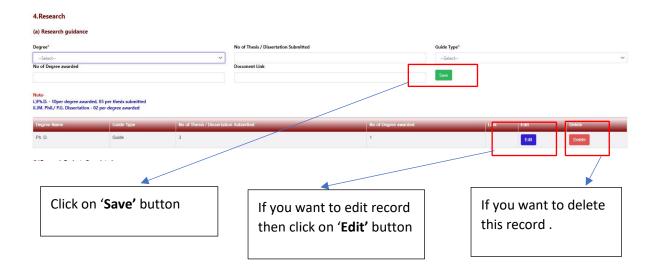


## Note:

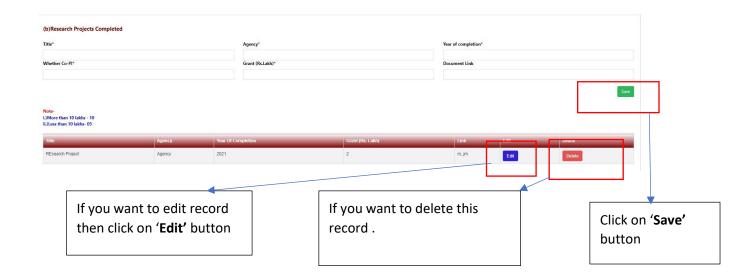
- If you don't have any ICT Creation in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

## Research Guidance

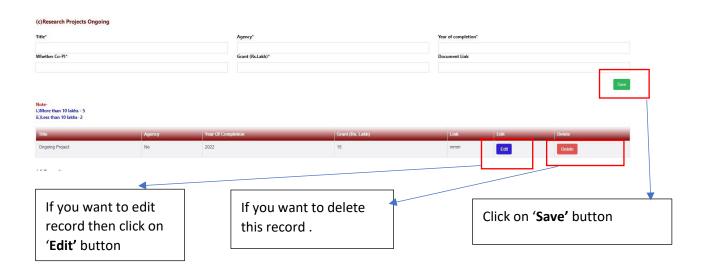
**a)** In this section 1<sup>st</sup> Part is **Research Guidance**. Fill all compulsory details marked with \*.



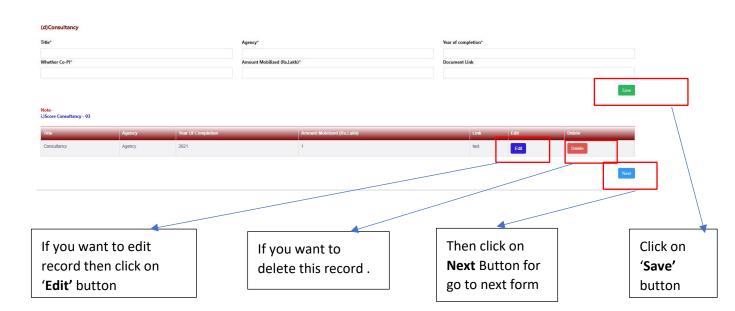
**b)** In this section 2<sup>nd</sup> Part is **Research Project Completed**. Fill all compulsory details marked with \*.



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



**d**) In this section 4<sup>th</sup> Part is **Consultancy**. Fill all compulsory details marked with \*.

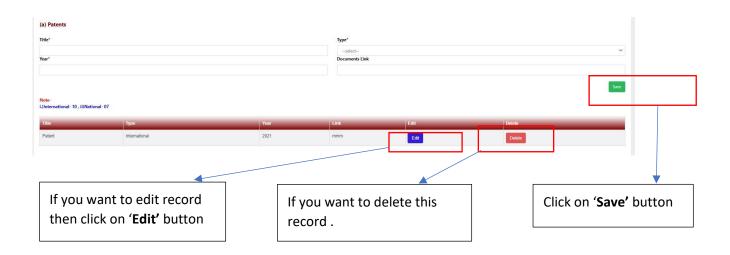


## Note:

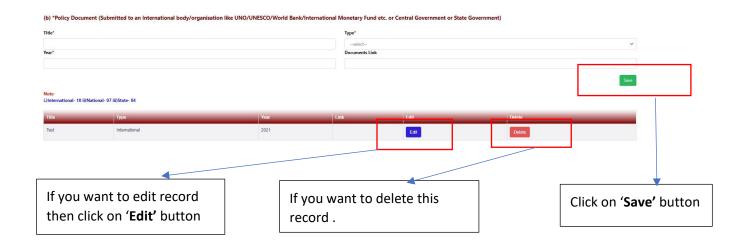
- If you don't have any Research Guidance in this appraisal, then click on 'Next' Button.
- This Part is not compulsory.

## Awards / Fellowship

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

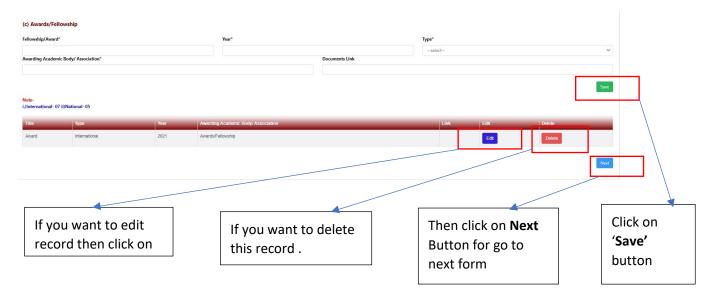


**b)** In this section 2<sup>nd</sup> Part is **Policy Document**. Fill all compulsory details marked with \* .



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

## marked with \* .

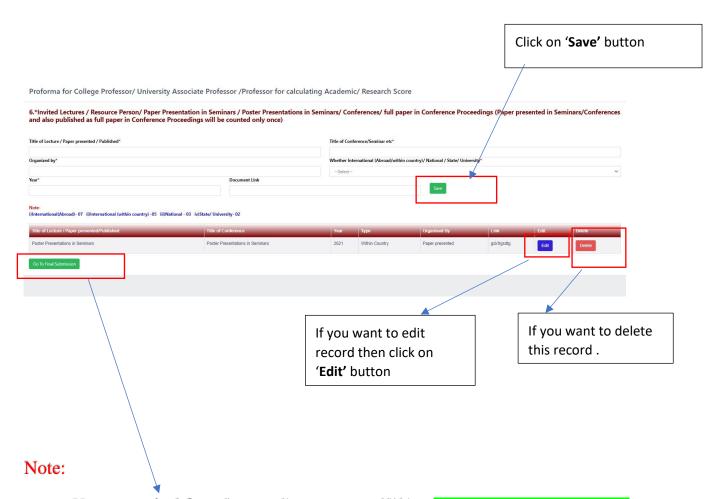


## Note:

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

## **Invited Lectures**

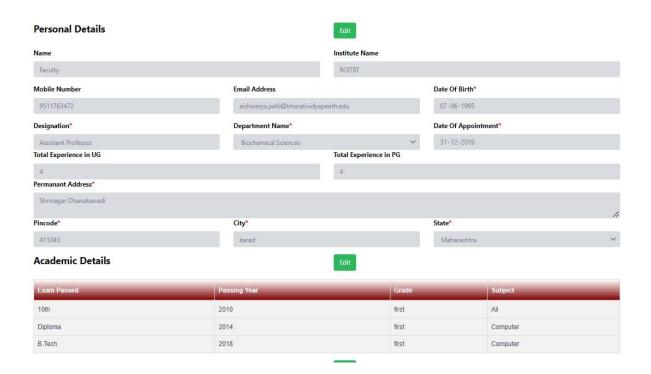
a) In this section  $1^{\rm st}$  Part is Invited Lectures. Fill all compulsory details marked with \* .



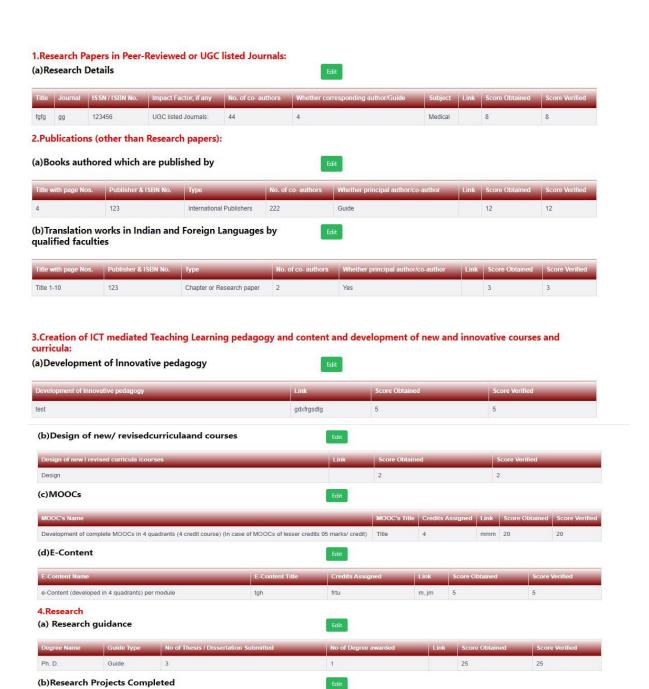
• Here appraisal form is complete, so now click or Go To Final Submission' Button.

# **How To Fill Self Appraisal Form:**

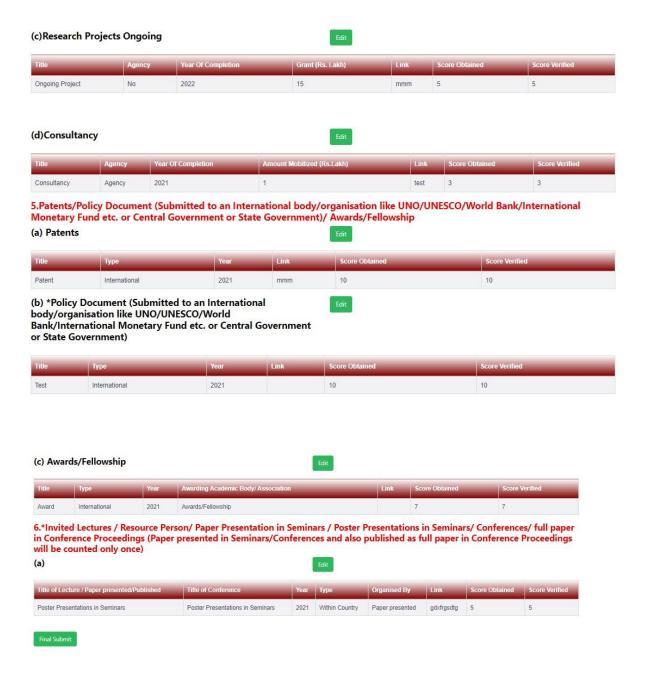
- After click on 'Go To Final Submission' you can see the Preview of Self-Appraisal Form.
- As Show below.



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



REsearch Project



- 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.

## **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.

